

**Board of Governors Meeting Minutes**

**Date of Meeting:** Jan 14, 2025

**Location:** DoubleTree Suites – Cambridge

<b>Name</b>	<b>Position Held</b>	<b>Email Alias(es)</b>	<b>Email</b>	<b>Attendance</b>
Lance Brown	President, RP Co-Chair	C001, C001RPC	president@ashraeboston.org	X
Lucas Rowe	President-Elect, RP Chair, CTTC Co-Chair	C001PE, C001RP, C001CTTCC		X
Kellie Sacco	Vice President, CTTC Chair	C001VP, C001CTTC		X
Catie Ball	Treasurer	C001tr		X
John Maw	Secretary	C001sec		X
Allison Guttadauro	BOG (23-26)	C001BOG1		X
Ben Pignatelli	BOG (23-26), GAC Chair	C001BOG2, C001GAC		X
Deanna Adkison	BOG (24-27), DEI Chair	C001BOG3		X
Dan Diorio	BOG (22-25), Nominating	C001BOG4		X
Enrica Galasso	BOG (24-27), GAC Co-Chair	C001BOG5		X
Josephine Wendroth	BOG (22-25), Newsletter Editor, MP Co-Chair	C001BOG6, C001memC		X
Matt Hallock	BOG (22-25), YEA Chair	C001BOG7, C001YEA		X
Michael Coulanges	BOG (24-27)	C001BOG8		
Matthew Halley	BOG (22-25) Sustainability Co-Chair, GAC Member	C001BOG9,		X
Tim Driscoll	BOG (23-26), MP Co-Chair	C001BOG10, C001mem		X
Vineet Nair	BOG (23-26), CRC Chair	C001BOG11		X
Ali Rifai	SA & Scholarship Chair; Communications Chair	C001sa, C001CC		X
Will Fisher	BOG (24-27)	-		X
Drew Brown	Attendance Chair	-		
Bob Persechini	Nominating & Honors/Awards Chair	-		X
Kevin Doty	Historian	C001his		
Ben Kleine-Kracht	Webmaster	C001web		
Steven Tafone	Refrigeration Committee Chair	C001ref		
Dean Lees	Sustainability Co-Chair	-		



Additional Attendees:

Name	Position Held	Email	Attendance
Darcy Carbone			X
Sarah Maston	Society Treasurer		
Charles Bertuch	Region 1 DRC		

Item No.	Item Description	Action/Resp.
1.0	<b>Call to Order</b>	Lance
1.1	<p>Welcome</p> <ul style="list-style-type: none"> <li>• Value Statement <i>In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.</i></li> <li>• Introductions</li> </ul>	Lance
1.2	Adoption of the Agenda	Lance
1.3	Quorum	John
2.0	<b>Standing Committees</b>	-
2.1	<p>Treasurer</p> <ul style="list-style-type: none"> <li>• April thru October monthly reports: issue with Star Pay; open tickets with StarChapter, discrepancy on amounts <ul style="list-style-type: none"> <li>○ New info today may lead to resolution</li> <li>○ Were previously not having fees taken out due to a block on banking account</li> <li>○ Reverting to StarChapter taking fees out of each transaction, as opposed to one lump sum per year</li> </ul> </li> <li>• URS compliance update: agreement in our court</li> <li>• CD: \$100k min to avoid fee in checking account; Lucas to circle back with Chase</li> <li>• Lucas working with Chase on changing bank account name to match Federal documentation to “American Society...”, doing business as “ASHRAE Boston Chapter”, rather than “Boston Chapter of ASHRAE”</li> </ul>	Catie B.
2.2	<p>Attendance</p> <ul style="list-style-type: none"> <li>• December Meeting: 67 registered</li> <li>• January Meeting: 44 registered , with 13 walk-ins</li> <li>• Registration discussion: <ul style="list-style-type: none"> <li>○ Volunteers, please register early</li> <li>○ Early bird pricing / registration closure <ul style="list-style-type: none"> <li>▪ Currently closing registration the night prior to the meeting</li> <li>▪ Lucas proposed late fee as opposed to early bird pricing. Discussed \$10 surcharge for late registration; taking effect for 2025-26 meeting season</li> <li>▪ Pre-COVID, policy was to close registration Friday evening prior to meeting</li> <li>▪ Agreed to add verbiage in meeting notices with registration deadline</li> <li>▪ <b>Motion:</b> Lance motions to implement late fee of \$10 for any registrations after our deadline for attendance to the venue, seconded by Matt Halley, Lucas motioned to table motion, <b>motion tabled.</b></li> </ul> </li> </ul> </li> </ul>	Drew

	<ul style="list-style-type: none"> <li>○ Will proposed an ad-hoc committee to explore the problem and potential solutions</li> <li>○ Kellie proposed advertising next month's meeting the day after current monthly meetings; Lance encouraged Kellie to send out a survey with the body of the email including a link to the next meeting</li> </ul>	
2.3	<p>Chapter Technology Transfer Committee (CTTC)</p> <ul style="list-style-type: none"> <li>● Calendar <ul style="list-style-type: none"> <li>○ Feb – Airside heat recovery with 62.1 tech session. <ul style="list-style-type: none"> <li>▪ Two panelists: Mark LaFrance (HTS) &amp; Allison Guttadauro (APA). Looking for moderator (Ben to default). Tech Session: Tim Boyd (GPS) – PDH to be offered.</li> </ul> </li> <li>○ Mar – Framingham Eversource geo-exchange pilot. John meeting with presentation team (CDM Smith, Eversource) monthly.</li> <li>○ April – Stairway pressurization with tech session by Steve T. <ul style="list-style-type: none"> <li>▪ Potential discussion of tariffs impact</li> </ul> </li> <li>○ May – ASPE/ASHRAE Joint Meeting? ASPE meeting the day after our golf tournament. ASHRAE may co-promote. Topic TBD. <ul style="list-style-type: none"> <li>▪ Discussed co-promoting meeting, no objections.</li> </ul> </li> </ul> </li> </ul>	Kellie
2.4	Government Affairs Committee (GAC)	Ben P.
2.5	Historian	Kevin
2.6	<p>Honors &amp; Awards</p> <ul style="list-style-type: none"> <li>● DSA &amp; ESA need to be submitted by next May 1<sup>st</sup>, 2025. Any contact from eligible members? <ul style="list-style-type: none"> <li>○ Bob P reported no contact as of 1/14.</li> </ul> </li> </ul>	Bob P.
2.7	<p>Membership Promotion (MP)</p> <ul style="list-style-type: none"> <li>● Member numbers – 982 members as of early Jan (increase from Dec)</li> <li>● Membership battle – announcement?</li> </ul>	Tim D./ Josephine
2.8	<p>Newsletter</p> <ul style="list-style-type: none"> <li>● Article due dates moved up slightly</li> <li>● Invites go out 2 weeks before meeting, newsletter 1 week before plus reminder</li> <li>● February Newsletter to go out in late January, as meeting will be held of Feb. 4<sup>th</sup></li> <li>● Josephine to add registration closure of Friday prior to meeting to Newsletter notification</li> <li>● Having issues with Newsletters going to junk email – Josephine/Lucas/John to investigate offline</li> </ul>	Josephine
2.9	<p>Nominating</p> <ul style="list-style-type: none"> <li>● Need Treasurer 2025-2027 <ul style="list-style-type: none"> <li>○ Matt Halley expressed interest and willingness to take on the role</li> <li>○ Tim D also expressed interest in the role – nothing determined to be final</li> </ul> </li> </ul>	Bob P.
2.10	<p>Communications</p> <ul style="list-style-type: none"> <li>● LinkedIn posts: So far about events. Will post more about educational programs, photos.</li> <li>● Ali suggested taking more photos of events to post later</li> <li>● Encouraging volunteers to repost ASHRAE Boston posts</li> </ul>	Ali
2.11	<p>Website</p> <ul style="list-style-type: none"> <li>● Lucas met with StarChapter, has new info about how to edit page</li> <li>● Cross-promotion with IFMA, AEE, BOMA, CoreNet, etc. – only if reciprocal</li> <li>● Suggestion to add “Affiliated Organizations” section on website featuring logo &amp; link, either below sponsors on sponsor page or on a dedicated tab</li> </ul>	Ben K.
2.12	<p>Refrigeration</p> <ul style="list-style-type: none"> <li>● Planning for refrigeration installation tech session in April</li> </ul>	Steve
2.13	Research Promotion (RP)	Lucas

2.14	<p>Sustainability</p> <ul style="list-style-type: none"> <li>• Community sustainability project: working with 2Life Communities <ul style="list-style-type: none"> <li>○ Matt coordinating on tree planting activity.</li> <li>○ 2Life Communities has not been in touch – tabling this idea.</li> </ul> </li> <li>• Matt proposed a river cleanup project (that would qualify for PAOE points) – registration opens Feb 3<sup>rd</sup> @ 9AM. <ul style="list-style-type: none"> <li>○ Three locations – targeting Allston/Brighton</li> </ul> </li> <li>• Use LinkedIn to ask member base for ideas for next year’s project</li> <li>• Community service project: plan to participate in Earth Day cleanup</li> </ul>	Matt Halley																		
2.15	<p>Special Events</p> <ul style="list-style-type: none"> <li>• 2026 CRC <ul style="list-style-type: none"> <li>○ Location: Westin Seaport.</li> <li>○ Started recurring meeting in Sept (last Tuesday of the month), skipped Oct, Nov, Dec</li> </ul> </li> </ul> <p><b>Motion:</b> Approve hosting both the Product show and CRC in August 2026. <b>Seconded by Ben, no objections, motion carries.</b></p> <ul style="list-style-type: none"> <li>○ Supporting information: <ul style="list-style-type: none"> <li>▪ Reference information included as an appendix to these minutes</li> <li>▪ Holding both in August ’26 requires 3-day commitment for volunteers. In Dec, board requested a schedule quantifying the volunteer requirements by day. Vineet provided the following:</li> </ul> </li> </ul> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Product Show</u></th> <th style="text-align: center;"><u>CRC</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">8/19/2026 We</td> <td style="text-align: center;">-</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: right;">8/20/2026 Th</td> <td style="text-align: center;">10</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: right;">8/21/2026 Fr</td> <td style="text-align: center;">-</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">8/22/2026 Sa</td> <td style="text-align: center;">-</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: right;">8/23/2026 Su</td> <td style="text-align: center;">-</td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• 2027 Decarbonization Conference <ul style="list-style-type: none"> <li>○ Society is looking for a host. Can provide the chapter with income.</li> <li>○ Interest?</li> <li>○ Minimal effort needed from chapter volunteers</li> <li>○ Coordination &amp; volunteering would come from Society</li> <li>○ CRC Committee to meet in January and discuss further (will report back during Feb BOG meeting)</li> </ul> </li> </ul>		<u>Product Show</u>	<u>CRC</u>	8/19/2026 We	-	2	8/20/2026 Th	10	6	8/21/2026 Fr	-	10	8/22/2026 Sa	-	4	8/23/2026 Su	-	2	Vineet (CRC)
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2.16	<p>Student Activities (SA)</p> <ul style="list-style-type: none"> <li>• MBO: in progress. Meeting quarterly with Ashley.</li> <li>• Chase Gibson (SMMA) would like to present to student chapters. Chase is also interested in becoming an ASHRAE mentor.</li> <li>• Mentorship program is currently on hold and being redeveloped.</li> <li>• Ali is waiting to hear back from the student branch president at Wentworth (WIT) on available dates to set up the lunch &amp; learn with SMMA.</li> </ul>	Ali																		
2.17	<p>Diversity in ASHRAE (DEI)</p> <ul style="list-style-type: none"> <li>• Looking for someone to take over committee next year (starting July 2025). Allison will be taking over for 2025-26 meeting season.</li> <li>• DEI event in March to commemorate meeting on Women in History. Deanna to have meeting to discuss further.</li> <li>• Targeting Thurs, March 6<sup>th</sup> – coordinating on topic/content <ul style="list-style-type: none"> <li>○ Potential venues: wine bar (small gathering), bowling. 40-50 typical YEA attendees.</li> </ul> </li> <li>• Discussed combining YEA/DEI events, with more emphasis on DEI component</li> </ul>	Deanna																		
2.18	<p>Young Engineers in ASHRAE (YEA)</p> <ul style="list-style-type: none"> <li>• Have one event in Feb. To be scheduled.</li> </ul>	Matt Hallock																		

2.19	Golf <ul style="list-style-type: none"> <li>• Matt to prepare newsletter post with save the date for January/February</li> <li>• Matt suggested including a table for Membership Promotion at the event, with QR code for signing up at the event</li> <li>• Save the Date: May 12<sup>th</sup>, 2025</li> <li>• Allison can help Matt, esp. day of the event</li> </ul>	Matt Hallock																
2.20	Product Guide <ul style="list-style-type: none"> <li>• 2025 process starts after sponsors are established</li> </ul>	Lucas																
2.21	Sponsorship <ul style="list-style-type: none"> <li>• Setting up PayPal for easier payment option for sponsors</li> <li>• Adjustment to sponsorship packages</li> <li>• Lucas updated the sponsorship form with input from Bob</li> </ul>	Bob P.																
3.0	<b>Regular Chapter Business</b>	-																
3.1	Previous Months' Meeting Minutes <ul style="list-style-type: none"> <li>• No formal approval required; posted to Basecamp for BOG review.</li> <li>• Chapter website has thru 12/2024.</li> <li>• <a href="#">John to update through Jan after minutes are finalized</a></li> </ul>	John M.																
3.2	Presidential Award of Excellence (PAOE) as of 1/9	Lance																
	<p><b>PAOE</b> (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)</p> <table border="0"> <tr> <td>Chapter Operations (640/600)</td> <td>Chapter Technology Transfer (2300/550)</td> <td>Government Affairs (300/500)</td> <td>Membership Promotion (975/1000)</td> <td>RP (350/800)</td> <td>Student Activities (410/500)</td> <td>Young Engineers in ASHRAE (1450/300)</td> </tr> </table>  <p><b>STAR</b> (PAR in all categories)</p> <table border="0"> <tr> <td>Chapter Operations (640/1500)</td> <td>Chapter Technology Transfer (2300/1500)</td> <td>Communications (280/700)</td> <td>Government Affairs (300/1250)</td> <td>Historical (242/500)</td> <td>Membership Promotion (975/1600)</td> <td>RP (350/1050)</td> <td>Student Activities (410/800)</td> <td>Young Engineers in ASHRAE (1450/900)</td> </tr> </table> 		Chapter Operations (640/600)	Chapter Technology Transfer (2300/550)	Government Affairs (300/500)	Membership Promotion (975/1000)	RP (350/800)	Student Activities (410/500)	Young Engineers in ASHRAE (1450/300)	Chapter Operations (640/1500)	Chapter Technology Transfer (2300/1500)	Communications (280/700)	Government Affairs (300/1250)	Historical (242/500)	Membership Promotion (975/1600)	RP (350/1050)	Student Activities (410/800)	Young Engineers in ASHRAE (1450/900)
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3.3	Announcements <ul style="list-style-type: none"> <li>• <a href="#">Entire BOG (incl. officers) have watched the Sexual Harassment Prevention Training.</a></li> </ul>	Lance/John																
4.0	<b>New Business</b> <ul style="list-style-type: none"> <li>• Darcy suggested reaching out to Region 10 to see if any members have been affected by CA wildfires</li> <li>• Discussed collecting donations to send to Region 10 <ul style="list-style-type: none"> <li>○ Will F suggested donating indoor air purifier to regions affected by wildfire smoke</li> <li>○ <b>Motion:</b> Lance motions to allocate \$1,000 for donation, <b>motion tabled.</b></li> <li>○ Discussed alternatives to monetary donation.</li> </ul> </li> </ul>																	
4.1	Motions – if not made previously	Lance																
4.2	Winter Conference <ul style="list-style-type: none"> <li>• Lance intends to attend &amp; use chapter stipend</li> <li>• Notice has been sent out for Region 1 dinner</li> </ul>	Lance																
5.0	<b>Adjournment 5:52</b>	Lance																

CRC Background Information provided by Vineet:

We have negotiated terms with Westin at Seaport to host 2026 CRC (8/20-8/22) and the Product show **Thursday** 8/20). Both events shall be run independently of each other with separate contracts with the hotel. Hosting both events at the same time help with the following:

1. Showcase Boston chapter's premier event to regional attendees.
2. Encourage chapter members to attend CRC Welcome Party **on Thursday** and interact with society and regional leadership.

3. Technical meetings shall be hosted by the product show, with CRC members welcome to attend.
4. Streamline sponsorships with sponsors having the ability to support both events simultaneously instead of a Spring 2026 Product show and Fall 2026 CRC.

Westin has offered the best terms in the seaport region and can support both events. Please see attached floor plans for details. Highlights from negotiated terms with Westin are:

1. Daily Room Rate of \$329 plus tax at 16.45%. Destination fee of \$30+tax has been waived for our group.
2. Room Rental for the Harbor Ballroom set at \$25,000 with a F&B minimum of \$40,000 for CRC 2026. A 17% service charge, 13% taxable admin charge, and 7% sales tax is added to the F&B minimum. A 25% taxable admin charge and 7% sales tax is added to function space rentals.
3. Room Rental for the Galleria set at \$10,000 with a F&B minimum of \$15,000 for Product Show 2026. Same taxes and fees as above.
4. F&B Menus : <https://mi.bookmarriott.com/e-menus/78163/view>
5. The following concessions were agreed upon for our group
  - a. 10% off banquet menus, excluding alcohol.
  - b. 10% off AV equipment rentals if Encore is chosen as AV provider.
  - c. Complementary WiFi in meeting spaces for attendees.
  - d. 20% off self-parking on-site. Daily Rate is currently set at \$49.

Product show volunteers would work in shifts of 3 or 4 people to cover registration desks and assist with technical presentation from 1-7pm on 8/20.

CRC would be a core group of 3-4 volunteers that will be on-site from 8/20-8/22 available to assist with any last-minute requirements. The rest will assist with registrations, family outings, history displays, and social events. These numbers can be slightly lowered depending on how well we plan the event in advance and keep things ready.