

Board of Governors Meeting Minutes

Date of Meeting: March 11, 2025

Location: Embassy Suites Waltham

Name	Position Held	Email Alias(es)	Email	Attendance
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		
Ben Pignatelli	BOG (23-26), GAC Chair	C001BOG2, C001GAC		
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		
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		
Ali Rifai	SA & Scholarship Chair; Communications Chair	C001sa, C001CC		
Will Fisher	BOG (24-27)	-		X
Drew Brown	Attendance Chair	-		
Bob Persechini	Nominating & Honors/Awards Chair	-		
Kevin Doty	Historian	C001his		
Ben Kleine-Kracht	Webmaster	C001web		
Steven Tafone	Refrigeration Committee Chair	C001ref		X
Dean Lees	Sustainability Co-Chair	-		

Additional Attendees:

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

Item No.	Item Description	Action/Resp.
1.0	Call to Order 4:35	Lance
1.1	Welcome <ul style="list-style-type: none"> Value Statement Introductions 	Lance
1.2	Adoption of the Agenda	Lance
1.3	Quorum	John
2.0	Standing Committees	-
2.1	Treasurer <ul style="list-style-type: none"> April thru February monthly reports: <ul style="list-style-type: none"> <i>Star Pay issue resolved</i> <i>Completed and now in Basecamp</i> <ul style="list-style-type: none"> <i>BOG members encouraged to view reports in Basecamp and ask questions if needed (use built-in chat function)</i> <i>Must be formally accepted by BOG; will send out a reminder ahead of next BOG meeting</i> URS compliance <ul style="list-style-type: none"> Motion: <i>Up to \$275 for fees (\$135 service fee, \$127 state filing fee)</i> <ul style="list-style-type: none"> <i>Seconded by Lucas, no objections, motion carries</i> CD: Per October motion, open CD for \$50k to \$100k, subject to keeping at least \$50k in the checking account. Lucas or Catie needs to go into a branch because as an unincorporated entity we can't do online banking. <ul style="list-style-type: none"> <i>Holding off until May, once Treasurer is voted in</i> Lucas working with Chase on changing bank account name. Currently the name matches what's in our bylaws. <ul style="list-style-type: none"> <i>Not changing the name with Chase; changing the name with the IRS to match current name with Chase</i> Per Dan, bylaws updated in 2015 connection with ASHRAE rebranding updated in 2015. Dan provided docs from Dec 2015 to share with IRS. 	Catie B.
2.2	Attendance <ul style="list-style-type: none"> February meeting: 45 registered in advance March meeting: 109 (89 ASHRAE + 20 AEE) as of 3/11. <ul style="list-style-type: none"> Closed registration Friday <i>Moved tech session to main ballroom to accommodate larger number of attendees</i> Looking for ad hoc committee for addressing late/low registrations <i>Looking for someone to staff the registration table moving forward; Drew Brown to step down in the near future</i> 	Drew
2.3	Chapter Technology Transfer Committee (CTTC) <ul style="list-style-type: none"> Calendar <ul style="list-style-type: none"> Mar – Framingham Eversource geo-exchange pilot. <ul style="list-style-type: none"> John meeting with presentation team (CDM Smith, Eversource) monthly. PDH planned for main meeting; not submitted yet. 	Kellie

	<ul style="list-style-type: none"> ▪ Tech session on Mass Save 3-year plan (Eversource, National Grid). ○ April – Stairway pressurization <ul style="list-style-type: none"> ▪ Main session on stair pressurization ▪ Tech session on life safety dampers – PIE approved for PDH ○ May – May co-promote ASPE meeting. Topic TBD. ASPE meeting may fall the day after our golf tournament. ASPE has moved their Feb & March meetings to Wednesdays in part to deconflict with ASHRAE’s second Tuesday. <ul style="list-style-type: none"> ▪ <i>ASPE has re-engaged with us to “co-host” meeting in May; we’ve agreed to promote their meeting when we receive more information</i> 	
2.4	Government Affairs Committee (GAC) <i>chair not present</i>	Ben P.
2.5	Historian <i>chair not present</i>	Kevin
2.6	Honors & Awards <i>chair not present</i> <ul style="list-style-type: none"> • DSA & ESA need to be submitted by next May 1st, 2025. • Society emailed 2 members (copied Charlie, Lance) about DSA and one about 50-year (Steve Rosen, who has moved to Carolinas) per Bob. 	Bob P.
2.7	Membership Promotion (MP) <ul style="list-style-type: none"> • Member numbers – 990 members as of 1/29. 996 as of 2/28. • Tim sent a notice about members who are eligible for upgrade. 7 members have advanced and 3 more are asked about it. • Membership battle in newsletter <ul style="list-style-type: none"> ○ <i>Ends in April; Josephine to make remarks before meeting</i> 	Tim D./ Josephine
2.8	Newsletter <ul style="list-style-type: none"> • Invites go out 2 weeks before meeting, newsletter 1 week before plus reminder 	Josephine
2.9	Nominating <ul style="list-style-type: none"> • Treasurer 2025-2027 – Tim nominated & willing; <i>pending election</i> 	Bob P.
2.10	Communications <ul style="list-style-type: none"> • LinkedIn posts 	Ali
2.11	Website <ul style="list-style-type: none"> • Lucas met with StarChapter, has new info about how to edit page • <i>Lucas has updated sponsorship page with new logos</i> • Cross-promotion of “Affiliated Organizations” <ul style="list-style-type: none"> ○ Has been added to website below sponsors; only IFMA so far ○ John discussing with AEE New England to have reciprocated representation; AEE board to meet first 	Ben K.
2.12	Refrigeration <ul style="list-style-type: none"> • No tech sessions this year 	Steve
2.13	Research Promotion (RP) <ul style="list-style-type: none"> • Donation of funds for paid up sponsors • Motion: <i>Lucas motions to donate amount we’ve received (\$43,000) from Sponsors as of 3/11 to ASHRAE RP</i> <ul style="list-style-type: none"> ○ <i>Seconded by Will Fisher, no objections, motion carries</i> 	Lucas
2.14	Sustainability <ul style="list-style-type: none"> • Community sustainability project: solicit ideas for next year • Community service project: Earth Day cleanup Saturday April 26. In newsletter. <ul style="list-style-type: none"> ○ <i>Registration is live on the website; 10AM, Saturday, 4/26</i> ○ <i>Invoice for \$2,000 received for participation</i> 	Matt Halley
2.15	Special Events <ul style="list-style-type: none"> • 2026 CRC <ul style="list-style-type: none"> ○ Location: Westin Seaport ○ Monthly committee meeting ○ Hosting both the Product show and CRC in August 2026 ○ Vineet looking for 5 more volunteers to complete committee roster <ul style="list-style-type: none"> ▪ <i>Accommodations chair</i> 	Vineet

- *Hospitality chair*
- *Reception & Registration chair*
- *Publicity chair*
- *Technology chair*
- Mass Convention Authority has welcome kits available per Bob P

Motion: Approve the release of \$10,395 as second deposit for the 2026 CRC. This amount brings the total deposit to 25% of hotel’s anticipated revenue for our event. This deposit shall be a no interest loan to be paid back to the chapter at the conclusion of 2026 CRC.

Seconded by Tim D. No objections, motion carries

Background: Based on prior motions approved by this board we are hosting the 2026 CRC and product show at Westin Seaport in August 2026. As part of our CRC contract with Westin, we need to follow the deposit schedule as listed below:

Deposit Amount	Deposit Due Date
10% of Anticipated Revenue (\$7,700)	At signing (12/20/2024) [PAID]
15% of Remaining Anticipated Revenue (\$10,395)	Three months after signing (3/16/2025)
50% of Remaining Anticipated Revenue (\$29,452.50)	Within 60 days of arrival date (6/5/2026)
100% of Anticipated Revenue (\$29,452.50)	Within 14 days of arrival date (8/5/2026)

Summary of Revenue Anticipated by Hotel from Group	
Total Anticipated Sleeping Room Revenue	\$57,489.00
Total Anticipated Food and Beverage Revenue	\$40,000.00
Total Anticipated Function Space Revenue	\$20,000.00
Total Anticipated Revenue**	\$117,489.00

- 2027 Decarbonization Conference
 - Society is looking for a 2026 host. Boston seriously considering 2027. Vineet & Lance discussing 3/5 with reps from society.
 - *Same order of magnitude in terms of attendance as the CRC*
 - *Staff runs logistics for shows; committee would be formed to oversee staff (with ABC likely to commit board members to)*
 - *Suggested potentially hosting at same venue as CRC (special discount for both)*
 - *Boston not necessarily “next in line” for hosting the Decarb Conference in 2027; likely in the running for 2026*
 - *Sarah Maston suggested joint sponsorship opportunities for both the Decarb conference and ASHRAE Boston Chapter*
 - *Chapter likely to benefit by pulling in corporate sponsors*

2.16	Student Activities (SA) <ul style="list-style-type: none"> • Lunch and learn Wentworth & SMMA; <i>still waiting to hear back</i> • <i>WPI has reached out to Ali showing interest in starting up a student chapter</i> <ul style="list-style-type: none"> ○ <i>Have Ali reach out to Ashley (RVC) and Bob Persechini</i> • <i>Advertised in March newsletter than we’re open for scholarship applications; one application received as of 3/11</i> <ul style="list-style-type: none"> ○ <i>Need to vote on this at April board meeting</i> 	Ali
2.17	Diversity in ASHRAE (DEI) <ul style="list-style-type: none"> • 2025-2026 – Allison 	Deanna/Allison

	<ul style="list-style-type: none"> • DEI event in March to commemorate meeting on Women in History – too little time to plan for this year • <i>Had a meeting with Steve Sill and other DEI chairs. Will see what can be implemented this year or next</i> 	
2.18	Young Engineers in ASHRAE (YEA) <ul style="list-style-type: none"> • Feb 27 bowling at American Flatbread – 23 registered 	Matt Hallock
2.19	Golf <ul style="list-style-type: none"> • Matt suggested including a table for Membership Promotion at the event, with QR code for signing up at the event • Save the Date: May 12th, 2025 • Allison can help Matt, esp. day of the event • Waiting for sponsors to be finalized prior to sending initial invite (sent March 11th last year) • <i>49 registered, 7 set aside for sponsors who have not claimed their spot</i> 	Matt Hallock
2.20	Product Guide <ul style="list-style-type: none"> • Going forward, RP committee responsibility • 2025 process starts after sponsors are finalized; <i>can start now</i> 	Lucas
2.21	Sponsorship <ul style="list-style-type: none"> • 2025 sponsors now posted on website • Total of 28 sponsors • 1 Platinum, 11 Gold, 16 Silver - \$70k in total pledged revenue, \$43k to RP • Several have not successfully paid yet: WSP, ACS 	Bob P.
3.0	Regular Chapter Business	-
3.1	Previous Months' Meeting Minutes <ul style="list-style-type: none"> • No formal approval required; posted to Basecamp for review. • Chapter website has thru <i>2/2025</i>. 	John M.
3.2	Presidential Award of Excellence (PAOE) as of 3/4	Lance
	<p>PAOE (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)</p> <p>STAR (PAR in all categories)</p> <ul style="list-style-type: none"> • Minimum will be met in all categories • Par already met in 2 categories 	
3.3	Announcements – none	Lance
4.0	New Business	
4.1	Region 10, members affected by CA wildfires <ul style="list-style-type: none"> • <i>GoFundMe for a member's family</i> • <i>Possible tax implications – ask the accountant for input</i> • <i>Precedent for chapter to donate to local individuals</i> • <i>For now, plan on putting in the April newsletter for individuals to donate directly</i> 	Lance
4.2	Motions – if not made previously	Lance
5.0	Adjournment 5:40	Lance