



MEETING MINUTES

Atlanta Chapter of ASHRAE

Meeting Date: July 20, 2010

Meeting Type: Board of Governors

Location: ASHRAE HQ

Attendees: 15

(* - Voting Member)

1. Michael Dudley *
2. Charles Miltiades *
3. Pam Androff *
4. Caroline Calloway *
5. Dominic Radosta *
6. Glenn Northrup *
7. Ron Petrey *
8. Samir Sheth *
9. Jonathan Rucker
10. Rick Dustin *
11. Pat McCabe *
12. Mark Dahir
13. Charlie Fischer *
14. Sheldon Jeter *
15. Pedro Pacheco *

Quorum: 9/16 Required, 13/16 Present, Quorum met.

Guests: 0

Emphasis: BOG

Joint Meeting: No

Follow Ups and Action Items:

All: Newsletter Deadline is this Friday, 7-23-10

All: Ask around for E-Week and SA Chair

Michael: Do officers need to attend CRC?

All who were requested to send bios and photos please do so by Friday, 7-23-10.

Michael: Holiday Party date

Michael: CRC Schedule?

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A N I N T E R N A T I O N A L O R G A N I Z A T I O N



The Board of Governors of the Atlanta Chapter of ASHRAE met at 4:00 p.m. July 20, 2010 at the ASHRAE Headquarters in Atlanta. Michael Dudley called the meeting to order at 4:09 p.m. A quorum was established at that time.

Review Agenda

Michael Dudley distributed the agenda and asked for additions or changes. Pam requested that introductions be made. Caroline requested to add discussions on sections.

Officer Reports

President (Michael Dudley)

- Recent Past President not present, therefore, the Past President recognition will take place at a future meeting.
- The new chapter roster was distributed and new officers were introduced to the group. Michael Dudley announced that many committees will now have co-chairs to assist chairs in their work and to create a pipeline for future officers.
- The Manual for Chapter Operations was distributed and discussed. Michael Dudley noted that the MOP is a description of our officer positions and provides a framework for chapter operations.
- Michael Dudley asked to assist in finding both a Student Chair and an E-week.
- CRC 2010 – Greensboro, NC – August 5-7
 - Who has registered? No one from our chapter has registered at this time.
 - Who is attending and what committee training are they attending? John, Samir (MP), Priscilla (CTTC), Brian (RP).
 - Dominic and Peggy will attend for RVC duties, and Caroline will attend for nominating committee duties. Caroline may be able to sit in on a committee training.
 - Still missing representatives for: Refrigeration, Student Activities
 - Discussion on who is required to go. Pat noted that chapter officers and the five grassroots committee chairs may need to attend section training at CRC, although at previous BOG meetings the officers were told they did not need to attend. Follow up is required.
 - Dominic noted that communication from CRC has been minimal. No e-mails have been sent.
 - Glenn noted that the schedule might have changed for the CRC; the welcome party is now Friday. Follow up is required.
 - The hotel group rate expires tomorrow, 7/21/2010.
- Michael Dudley requested that those who have not turned in bios and photos to do so by the end of the week. The bios and photos will be posted in the newsletter and possibly the website.
- ASHRAE will continue to participate in the joint holiday party. Charlie Fischer inquired if there was a date set for the event; Michael said he would follow up with this information.

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American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.



Secretary (Pam Androff)

Pam Androff defers to Charles Miltiades to present the June BOG meeting minutes. Charles Miltiades distributed the minutes of the June 2010 BOG meeting, and they were reviewed.

Motion: Dominic Radosta motioned to approve the June 2010 BOG Meeting Minutes.

Second: Pat McCabe

Vote: Approved with a vote of 11-0-0

Treasurer Report (Charles Miltiades)

Charles Miltiades defers to Charlie Fischer to present June treasurer's report. The report was reviewed. Charles asked why the balances did not match up, and Charlie responded that a check has not been cashed for a previous speaker which is why the numbers are not balanced.

Motion: Ron Petrey motioned to approve the June 2010 Treasurer's Report.

Second: Dominic Radosta

Vote: Approved with a vote of 11-0-0

Pam Androff inquired if the motion to reach high five level was approved that was taken by electronic vote. Charlie Fischer replied that the vote was approved and the amount to reach high five was included on the June treasurer's report as a second donation to RP. He further noted the e-mail stating the motion was approved will be attached to the June 2010 Treasurer's report.

Committee Reports

Programs (Chair: Priscilla Harmon, Co-Chair: Henry Slack)

Michael Dudley reported in Priscilla and Henry's absence. A meeting will take place soon to discuss the year's programs, including topics, dates, and meeting themes. Dominic and Pam expressed interest in attending the meeting.

Membership (Chair: Samir Sheth, Co-Chair: Jonathan Rucker)

The June 2010 membership report was distributed. Notable items include an increase in new members, an increase in membership cancellations, and an increase in grade changes. Charlie Fischer asked if Member Cancellation numbers include students. Samir responded that cancellations do not include students. Glenn Northrup asked how our MP PAOE points for this year compare to previous years. Samir responded that this year's PAOE total is much higher than previous years.

Research Promotion (Chair: Brian Justice Co-Chair: Marcus Jackson)

Michael Dudley asked what the RP Committee Plans for this year. In Brian and Marcus's absence, Charlie Fischer responded that we will continue to have two golf tournaments. The product show will not take place this year (Spring 2011) but will take place next year (Spring 2012). Charlie Fischer also mentioned the Product Directory is usually produced in the product show's "off" years, however, a new idea has surfaced for the product directory that requires budget changes which will be discussed during the review of the proposed budget in the Other Business agenda item.

CTT/Publicity (Sheldon Jeter)

Deadline for next T'Stat – Friday, July 23rd.

Macon Section (Caroline Calloway)

Mercer is now interested in helping to host meetings on campus. Mingledorfs is interested in assisting with other costs.

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American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.



Ways & Means Committee (Pat McCabe)

Discuss proposed budget; discussion summarized in the bullet points below. Changes will be made and will be brought back to the August meeting for further discussion and vote. Each number below represents the corresponding budget number.

- 01 – Attendance / Reception Budget
 - 01600 - The way attendance/reception is being recorded has changed.
- 02 – Education Budget
 - No discussion.
- 03 - Historian Budget
 - 03801 - Past President's lunch budget has been increased to reflect real costs.
- 04 – Honors & Awards Budget
 - Pam Androff proposes an idea for a young engineer award. Glenn Northrup suggested that the line item stays in the YEA budget for now.
- 05 – May Outing Budget
 - No discussion.
- 06 – Membership Promotion Budget
 - No discussion.
- 07 – Newsletters & Publications Budget
 - 07300 – Pam Androff commented that \$1400 for 7 newsletters is very high. Pat responded that additional information will come later in the budget discussion.
 - 07810 & 07820 – Charlie noted that an individual or small committee will investigate the possibility of creating a new Product Directory on a new Chapter Website with links to both items and how this can be best achieved.
- 08 – YEA Budget
 - Pam Androff will put together an official motion to add a line item to the YEA budget for a Young Engineer Award.
 - Pam Androff commented that the reduction in meeting cost is okay as we are still building the YEA group.
- 09 – Program & Tech Forum Budget
 - The Tech Forum is now free and this is reflected.
- 10 – Sections Budget
 - 10000- Caroline Calloway commented that members are not charged to come to meetings. Charles Miltiades responded that we should reduce income.
 - 10500 – Caroline Calloway commented that speaker fees need to stay as the Atlanta chapter has committed this fund.
 - 10700 – Caroline Calloway commented that many meetings have the potential to be sponsored, and suggested that we reduce the cost. Charlie Fischer responded that he would prefer we keep the amount in the budget in case we don't get sponsors.
- 11 – Refrigeration Budget
 - No discussion.
- 12 – Research Promotion Budget
 - No discussion.
- 15 – Student Activities Budget
 - 15100 – Charles Miltiades commented that this line item should really read 1 GEF Scholarship. The \$1300 covers The \$1000 scholarship, the Georgia Engineering Foundation dues, and the scholarship dinner.

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American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.



- 15600 - Pam Androff commented that the registration cost for students is free, so the planning notes should be updated accordingly.
- 17 – Chapter Technology Transfer Budget
 - No discussion.
- 18 – Treasurer Budget
 - 18400 - Charlie Fischer commented that the CRC costs may be lower as we don't have as many attendees.
- 19 – Ways & Means Budget
 - No discussion.

Adjourn

Michael Dudley announced that the next BOG meeting will take place on **August 10 at 4pm at the ASHRAE Headquarters.**

Motion: Caroline Calloway moved that the meeting be adjourned
Second: Dominic Radosta
Vote: Approved with a vote of 15-0-0

The meeting was adjourned at 5:41 p.m.

Respectfully Submitted,

Pam Androff – Secretary

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