MEETING MINUTES
Atlanta Chapter of ASHRAE
July 16, 2019

Meeting Type: Board of Governors
Location: Rira's
Total Attendees: 17
Quorum: Quorum is 50% plus one of BOG and Officers.
Required for Business: 6/10  In Attendance: 9/10  Quorum Met: Yes

Board of Governors: The Board of Governors consists of the chapter’s elected officers, the most recent past president and other members elected by the membership in accordance with the chapter’s bylaws.

- Parker Brunelle - President
- Pedro Pacheco - Vice President
- Matthew Mumpower - Treasurer
- Reed Coggins - Secretary
- Irvin Sierra - Past President
- Samir Sheth – History Chair
- Brian Justice – RVC, NP, Past President
- Glenn Northrup – Audit Chair
- Pat McCabe
- Mark Dahir – Refrigeration Chair

Committee Chairs and Co-Chairs (Non-Voting Attendees):

- Meghan McNulty – GAC Chair
- John Pruitt – Honors & Awards Chair
- Keven McCook – RP Chair
- Robert L. Lontoc – CTTC Co-Chair
- Gabriel Park – Student Activities Chair
- Jamie Kono – CTTC Chair
- Felipe Alvarez – YEA Chair
- Tyler Skidgel – MP Co-Chair
- Brendan Gardes – Sustainability Chair
- Darrell Sandlin – MP Chair
- Matt Mason
- Patrick O’Connor – MP Co-Chair
- Henry Petersen – RP Co-Chair
- Pam Moua-Vargas – ECC Chair
- Keven McCook – RP Chair
- Matt Mason

Guests:

Meeting Notes:
Black Font - Open and ongoing items.
Red Font - New or updated items.
Strikethrough Font – Closed items. (Example)

BOG Minutes  Tuesday, July 16th, 2019
i. Call Meeting to Order **3:05PM**

ii. Roll Call

iii. Review Agenda / PAOE Points Summary

- Start planning your 2019-2020 year:

<table>
<thead>
<tr>
<th>Chapter Operations</th>
<th>Par: 1200</th>
<th>Min Points: 600</th>
<th>Total Points: 4000</th>
</tr>
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<tbody>
<tr>
<td>Chapter Technology Transfer</td>
<td>Par: 1050</td>
<td>Min Points: 550</td>
<td>Total Points: 1100</td>
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<tr>
<td>Electronic Communications</td>
<td>Par: 600</td>
<td>Min Points: 250</td>
<td>Total Points: 425</td>
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<tr>
<td>Government Affairs</td>
<td>Par: 650</td>
<td>Min Points: 500</td>
<td>Total Points: 2950</td>
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<tr>
<td>Historical</td>
<td>Par: 300</td>
<td>Min Points: 100</td>
<td>Total Points: 1000</td>
</tr>
<tr>
<td>Membership Promotion</td>
<td>Par: 800</td>
<td>Min Points: 500</td>
<td>Total Points: 1795</td>
</tr>
<tr>
<td>RP</td>
<td>Par: 1050</td>
<td>Min Points: 800</td>
<td>Total Points: 2650</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Par: 500</td>
<td>Min Points: 300</td>
<td>Total Points: 880</td>
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</tbody>
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iv. Officer Reports

a. **Outgoing President – Irvin Sierra**

   i. Any last words???
   
   1. Go over your points and requirements in PAOE, use them as a guide.
   2. Gifts for those who didn’t make it to axe throwing.
   3. If you can’t make it or get something done, let Parker know ahead of time.

b. **June Treasurer’s Report – Pedro Pacheco**

   i. Action Items:
   
   1. Presentation of the June 2019 Treasurer’s Report *(motion to approve)*
   2. Pat motion’s to approve
   3. Parker 2nd – all approve
   4. No oppose

   a. Will have list of people who owe money and have list prepped for next meeting.
   b. Audit went well.
   c. $900 positive this year, $55,700 approx. total this year.
   d. Official report in August.

c. **June Secretary – Matthew Mumpower**

   i. Action Items:
   
   1. Presentation of the June 2019 Meeting Minutes *(motion to approve)*
      a. Parker motions to approve
      b. Glenn 2nds
      c. All approve
      d. No opposition.
   2. 5K officially Sept 28th, which conflicts with CRC.
d. **President – Parker Brunelle**
   
i. **Action Items:**
   
   1. **Introductions**
   
   2. **PAOE**
      
      a. **Last Year’s PAOE**
         
         i. We came in 3rd in region
         
         ii. Top 15% in nation
      
      b. **This Year’s PAOE (more on this below)**
         
         i. Review your points and use it as a road map.
      
   3. **Need any pictures uploaded to Basecamp by Friday the 28th**
      
      a. I’ll be working on presentation for CRC
      
      b. Upload any photos of an ASHRAE based event. And let Parker know where you put them.
   
   ii. **General comments:**
   
   1. CRC in Charlotte, NC date has been changed to Sept 26th to the 28th Thursday to Saturday. Who plans on attending?
      
      a. Steve sent out link for registration. Let me know if you didn’t get it
         
         i. Many people didn’t get it.
         
         ii. **ACTION ITEM:** Parker to forward it.
      
   2. Go through PAOE points and let me know what points you plan to go after
   
   3. **Joint events with other groups (AIA, USGBC, etc) - Major 2019-2020 focus**
      
      a. BOMA
      
      b. These types of events are very helpful and may lead to cross over members. Also gets our word out to others.
      
   4. **YEA will be an area of focus for me. Increase YEA attendance across all events - Major 2019-2020 focus**
   
   5. **Want more structured meeting notices.**
   
   6. **Pre-Meeting Announcements**
      
      a. **Scholarships**
         
         i. Want list available to our chapter
         
         ii. Get word out to our chapter about them.
         
         iii. Any tangential degree path to engineering is supported.
         
         iv. Partner with ACE potentially to sponsor more scholarships.
         
         v. Each year we assist GEF with scholarships as well. (Georgia engineering foundation)
      
      b. **Events**
         
         i. We typically do a good job.
         
         ii. Make sure we push events heavy and maintain attendance.
      
      c. **Overview of ASHRAE (Chapter -> Region -> Society)**
         
         i. In September meeting, give a 60 second high level overview of our structure as an organization.
         
         ii. Brian suggests talking to staff, they can assist.
      
   d. **Others?**
      
      i. Glenn thinks it will be good to have speakers that can also offer 1-3 hr CEU/PDH credits before/after session.
   
   7. **Annual Sponsorships**
      
      a. Work with Brian Justice to set these up
      
      b. Can anyone help structure an annual sponsorship to present to chapter?
8. Working in Basecamp – Newsletters, info from Region Chairs, Meeting Minutes, Treasurer Reports, etc
   a. It is set up for folder for each chair.
   b. Treasurer and secretary to drop monthly info in there for the year.
   c. ECC put the newsletter in it.
   d. Everyone here has access to basecamp.
      i. ACTION ITEM: Parker to send it back out to everyone.

9. Door Prizes, 50/50 raffle – Anyone interested in coordinating?
   a. Either stick to 50/50 or to a raffle system.
   b. Advertise one or two months before we implement.
   c. Need to confirm legality.
   d. Each month do the 50/50, and build to a bigger ticket item at the end of the year.
   e. Could give out shirts to youngest member, and new members... etc.
   f. Could give jerseys out to YEA members like we did in the past.

10. Zero out event invoices after hosting.
    a. Monthly meetings may be more difficult. Treasurer may need to assist in zeroing those out.

11. If Parker sends out meeting invites for all BOG meetings now, everyone good? Yes, is consensus.

   e. **Vice President – Pedro Pacheco**
      i. Action Items:
         1. How would you like to support the Chapter?
         2. Will send out Paoe reminders to assist Parker.

   f. **Treasurer’s Report – Matthew Mumpower**
      i. Action Items:
         1. Review 2019/2020 Budget
            a. Review budget and provide your comments.
            b. ACTION ITEM: get together with Pedro to get treasurer role going, will need to prepare treasurer report for next meeting.
            c. Add line item Spring Trade Show
            d. Remove any line items pertaining to Winter Conference
      ii. General comments:

   g. **Secretary – Reed Coggins**
      i. Any update?

v. **Committee Reports:**
   a. **Programs / CTTC – Jamie Kono / Robert Lontoc**
      i. What does the 2019/2020 Schedule look like?
         1. What do the first 3 fall meetings look like?
            a. Sept – on code updates
            b. Oct – Building Operations panel
               i. Service contractor
               ii. Controls
               iii. Auditing rCX
iv. Building engineer
v. Will also do a spring OAC panel
c. Get USGBC green technical committee chair to talk in November.
   Most likely a dinner meeting.

2. What help do you need to finalize these meetings?
3. Get word out 3 weeks or more prior to meetings.
4. Women in engineering focus, and women navigating STEM fields. And look at doing a women’s meeting prior to a dinner meeting in the spring.

ii. Question/Comment:
1. All ASHRAE HQ dates have been reserved
2. Do we know what dates the dinner meeting are for 2019? Yes, nov and April.

iii. Goals:
1. What are your PAOE goals for 2019/2020?
2. Any additional goals?
3. Send survey to members about topic and what topics they are interested in.
4. ACTION ITEM: provide your survey feedback. Then Jamie will send out to members.
5. Ask at CRC about other chapter experiences.
6. Hard to find out who is on committee, so we could ask who is on a society committee.
7. ACTION ITEM: let Jamie know if someone is a good presenter or good technical level expert who could present in spring.

b. Research Promotion – Keven McCook / Henry Petersen
i. Action Items:
   1. 5K road race in Grant Park – September 28th @ 8am
      a. Any general info we need to know?
         i. Looks to conflict with CRC, Keven to notify Parker about potential date change tomorrow.
   2. Fall Golf Tournament
      b. Has any planning begun?
      c. Do you need help?
         i. Reed is helping.
   3. Any other Fall/Winter RP events?
      a. Fall golf tournament

ii. General comments:
   1. Any ways to improve on last year?
   2. Learning from past golf and clay shoot events, have opportunity to improve and use lessons learned on other events like the 5K.
   3. What are your PAOE goals for 2019/2020?
   4. Any additional goals?

c. Membership – Darrell Sandlin / Patrick O’Connor
i. 2018/2019 FYE Summary
   1. Members:
      a. 121 Total New Members
      b. 112 Member Cancellations
      c. Net: +9 New Members
   2. Students:
      a. 87 New Students
b. 51 Student Cancellations  
c. Net: +36 Students

3. Transfers  
a. 5 Transfers In  
b. 39 Transfers Out  
c. Net: -34 Transfers

4. 5 Grade Advance from Associate to Full Member

5. Several associate members to prime us to meet our goal.

ii. Action Items:  
1. Any Fall/Winter Membership events or partnerships with other Committees?

iii. General Comments  
1. Can we leverage USGBC, AIA, etc for membership crossovers?  
   a. Will partner with Jamie.  
2. What are your PAOE goals for 2019/2020?  
   a. This year 1795, 3rd or 4th in region, last year had 1,495 and took home blue ribbon. 2015/2016 was 1,800 range.  
3. Any additional goals?  
4. Will plan to go to CRC, will try to get Tyler and Patrick to join.

d. YEA - Felipe Alvarez  
i. Action Items:  
1. What are the Fall/Winter plans for YEA?  
2. Details on the AIA event coming up next month?  
   a. 8/8/2019 – summer AIA bbq party with margarita bar. At J.E. Dunn.  
   b. We should definitely partner with AIA on the event.

ii. General Comments  
1. Joint event with other professional groups (AIA, USGBC, etc)  
2. Will look to host events this year and get other companies to help. Will try to have an event once a month.  
3. Maybe think about a “technical” happy hour.  
4. Joint events were always well attended.  
5. Keep habitat for humanity going  
6. And will join with refrigeration with hockey event.  
7. Both region and society level, can apply to partner with executive board member and go to conference. Called leader program (LEADRs)? Felipe will learn about this at his CRC training.  
8. What are your PAOE goals for 2019/2020?  
   a. YEA official committee now with your own RVC and PAOE section.  
   b. By next meeting have goals set.  
9. Any additional goals?  
   a. Moving forward on bigger events, try and collect. If $5 dollar brewery tour we can watch, but take events on case by case basis.

e. GAC - Meghan McNulty  
i. Government Affairs Award Winner!!!  
ii. Action Items:  
1. Tomorrow sponsoring event with dept of comm affairs, 11-3 at headquarters.
2. **Billy Austin** will be helping set up tomorrow.
3. **Energy Code Workshop** on 7/17 from 11:00-3:00
   a. May have some MP materials.
4. **Any additional GAC events coming up?**
   - Govt outreach day in Feb.
   - Would like to set up a spring event.
   - Every time state code updated, doe does comparison, but needs volunteers.
5. **The Dept of Energy’s Commercial Building Energy Code Field Study** is looking for new participants with buildings in Climate Zone 2 (coastal / south GA). Contact Bourke Reeve (bourke.reeve@threepointsplanning.com) to learn more.
   iii. **General Comments**
      1. What are your PAOE goals for 2019/2020?
      2. Any additional goals?

f. **History – Samir Sheth**
   i. Action Items:
      1. Work with ECC to update History page on the website
      2. Plan for CRC History booth – will get with Parker.
      3. Getting article ready for this month. Newsletter on pause this month, will pick up in august.

g. **Macon Section – Caroline Callaway**
   i. Update?

h. **Refrigeration – Mark Dahir**
   i. Action Items:
      1. What are the Fall/Winter plans?
   ii. General Comments
      1. A fall non-Brewery refrigeration event? What have other chapters done?
         a. Aquarium would be fun event.
      2. What are your PAOE goals for 2019/2020?
      3. Any additional goals?

i. **Student Activities – Gabe Park**
   i. Action Items:
      1. What are the Fall/Winter plans?
   ii. General Comments
      2. Joint event with other professional groups (AIA, USGBC, etc)
      1. What are your PAOE goals for 2019/2020?
      2. Any additional goals?

j. **Ways and Means – Glenn Northrup**
   i. Any additional comments for the 2019/2020 year?

k. **Public Relations**
   i. Action Items
      1. **Pam to** Meet with Parker to go over technical details of role
2. ACTION ITEM: Parker and Pam to sit down in next two weeks to oversee site access, etc...

ii. Website updates
   1. Officers
   2. Home page sponsors
   3. Events & monthly meetings
   4. Red & Green Scene
   5. Photos of Past Events

iii. Goals:
   1. Complete monthly newsletters
   2. Have Instagram and Facebook photo updates for each event

l. Sustainability – Brendan Gardes
   i. Action Items:
      1. SSDN Grant – MLK Service Project
         a. Event is each year, and you get to assist with helping someone’s home be more energy efficient.
      2. Habitat for Humanity? YEA to help?

   ii. General Comments
      1. Joint event with other professional groups (AIA, USGBC, etc)
      2. What are your PAOE goals for 2019/2020?
      3. Any additional goals?

m. Red & Green Scene – Keven McCook
   i. General Comments
      1. There will be NO R&G Scene this winter
      2. I recommend changing this section to an ASHRAE Atlanta Winter Party committee
         a. Try to do something in December, set up a winter party committee.
         b. Try to set a date early.
         c. ACTION ITEM; Parke to review with Irvin. Villa Christina.

n. Spring Trade Show Committee
   i. Action Items:
      1. Pick a committee. Get with Brian Justice to discuss previous trade show details
      2. Last year didn’t do it, has AHRI in town.
      3. Every other year typically, but haven’t had one in 3 years.
      4. So we do a Atlanta hosted product show. Last time was a Cobb galleria. Most vendors attend. Brian has some great spreadsheets from last time the event was hosted. Parker looking for help in next month or two. Cobb Galleria does a lot of the set up, we just need to set up the vendors and get sponsor on board.
      5. Free entrance, just charge vendors to be there.
      6. And will have some technical sessions. Need at least two sessions.

   ii. Other Business:
      Darrell suggests that we review our charge fee for meeting attendance. Most other chapters are charging 40-50 dollars. But they were upping their game on food. They
paid more for food and saw more appreciation from that. Would we look at more expensive food options to improve attendance?
We lose money each month on lunch meetings if it is only members. Pay 11 per lunch and charge 10. And dinner is even more negative, take in 25 and pay 50.
Irvin’s caterer from axe throwing was very good, potential contact to reach out to.
Jamie to provide feedback on pricing.
Committee chairs... MBO’s management by objective for chairs, due October 1st.

iii. **Next BOG Meeting:**
   a. August 13th, 3 PM @ RiRas

iv. **Adjourn 4:42 PM**