MEETING MINUTES
Atlanta Chapter of ASHRAE
September 10, 2019

Meeting Type: Board of Governors
Location: ASHRAE HQ
Total Attendees: 16
Quorum: Quorum is 50% plus one of BOG and Officers.
Required for Business: 6/10 In Attendance: 10/10 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 | ☑ Samir Sheth – History Chair |
| ☑ Pedro Pacheco - Vice President | ☑ Brian Justice – RVC, NP, Past President |
| ☑ Matthew Mumpower - Treasurer | ☑ Glenn Northrup – Audit Chair (proxy to PM) |
| ☑ Reed Coggins - Secretary | ☑ Pat McCabe |
| ☑ Irvin Sierra - Past President (proxy to PB) | ☑ Mark Dahir – Refrigeration Chair |

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

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

Guests:

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

BOG Minutes Tuesday, September 10th, 2019
BOG AGENDA

Tuesday, September 10th, 2019
Atlanta Chapter of ASHRAE
10:00 – 11:30 am

Meeting Location: ASHRAE HQ

www.ashraeatlanta.org

i. Call Meeting to Order 10:05am

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: 170</th>
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<tbody>
<tr>
<td>Chapter Technology Transfer</td>
<td>Par: 1050</td>
<td>Min Points: 550</td>
<td>Total Points: 375</td>
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<td>Communications</td>
<td>Par: 650</td>
<td>Min Points: 250</td>
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<td>Government Affairs</td>
<td>Par: 650</td>
<td>Min Points: 500</td>
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<td>Historical</td>
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<tr>
<td>Membership Promotion</td>
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<td>Min Points: 500</td>
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<tr>
<td>RP</td>
<td>Par: 1050</td>
<td>Min Points: 800</td>
<td>Total Points: 0</td>
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<tr>
<td>Student Activities</td>
<td>Par: 800</td>
<td>Min Points: 500</td>
<td>Total Points: 250</td>
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<tr>
<td>Young Engineers in ASHRAE</td>
<td>Par: 800</td>
<td>Min Points: 300</td>
<td>Total Points: 300</td>
</tr>
</tbody>
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iv. Officer Reports

   a. President – Parker Brunelle

      i. Action Items:

         1. Introductions
         2. PAOE
         3. Anything else need to be ready for CRC?

      ii. General comments:

         1. CRC in Charlotte, NC date has been changed to Sept 26th to the 28st Thursday to Saturday. Who plans on attending?
            a. Let me know if you don’t have link for registration
         2. Sponsorship Opportunities

            a. Caroline email – commercialism in newsletter

               i. $250 web sponsorship available. Can extend this offer to Caroline.

            b. Pam email – meeting sponsorship

            c. Annual Sponsorships. Work with Brian Justice to set these up – Keven McCook, any update?

               d. Light Fair International reached out to Parker about sponsoring a meeting. Parker will follow up and consider setting something up.

         3. Continue working in Basecamp – Newsletters, info from Region Chairs, Meeting Minutes, Treasurer Reports, etc

         4. Help me and Darrell get people to meetings and events!

   b. Vice President – Pedro Pacheco

      i. Action Items:
1. New ASHRAE Atlanta Address
   a. Setting up a new PO box to move all chapter mailing addresses to one place. Targeting post office very near to new HQ.
   b. Need to check with Wells Fargo to see if PO Box is acceptable.
2. New potential storage location
   a. Public storage place near to new PO box. Considering moving storage unit to that location.
3. Any other updates?
   a. Pedro is continuing to review existing contacts in Wild Apricot and consolidating/removing accounts where appropriate.
4. Helping with PAOE point log tracking.

c. Treasurer’s Report – Matthew Mumpower
   i. Action Items:
      1. Presentation of the 2019/2020 Budget (motion to approve)
         a. Product show numbers were pulled from previous years.
         b. Overall budget is zeroed out for the year.
         c. Increasing GAC budget from $0 to $1,000. Increasing product show income by $1,000 to maintain zeroed budget.
         d. Brian motion to approve with changes noted above; Pat second; passes.
      2. Presentation of the July 2019 Treasurer’s Report (motion to approve)
         a. Pat motion; Pedro second; passes.
      3. Presentation of the August 2019 Treasurer’s Report (motion to approve)
         a. Will be reviewed and voted on at next meeting.
   ii. General Comments
      1. Matt updated billing info and payment for URS, who handle our non-profit tax filings for out-of-state members.

d. Secretary – Reed Coggins
   i. Action Items:
      1. Presentation of the August 2019 Meeting Minutes (motion to approve)
         a. Send approved previous month MM and current month MM for review.
         b. Brian motion; Parker second; passes.
   v. Committee Reports:
      a. Programs / CTTC – Jamie Kono / Robert Lontoc
         i. Info on today’s meeting. Do you have all the power point info?
            1. Raffle for water bottle prize for carpoolers at meeting today.
         ii. Pre-Meeting Announcements
            1. Scholarships
            2. Events
            3. Overview of ASHRAE (Chapter -> Region -> Society)
            4. Others?
         iii. Building operations panel is almost ready for next month
iv. Legionella event this fall (Oct 1 or 15 @ HQ). LnL or afternoon session
   1. HQ can provide DL, materials, etc for afternoon seminar. Costs approx. $3-4k.
   2. Will reach out to James M. Pleasants about their availability to present.

v. Which meetings are emphasis meetings for each committee?
   1. RP donor recognition for October. Slide shows of donors in each category, recognize top donors.

vi. Fall dinner meeting reservations

vii. Engage students more at student meetings. Assign officers to students to welcome and eat with

viii. Jan 14th Meeting
   1. Michael LeFevre – Managing Design

ix. Question/Comment:
   1. Chapter meeting walk-ins will be charged $20.

x. Goals:
   1. What are your PAOE goals for 2019/2020?
   2. Any additional goals?

b. Research Promotion – Keven McCook / Henry Peterson

i. Action Items:
   1. 5K road race in Grant Park – September 28th @ 8am
      a. Need to decide go/no-go on event this week.
      b. Potential issue with registration link, but regardless there is currently 1 registrant.
      c. Any general info we need to know?
   2. Fall Golf Tournament
      a. Update and status of website registration
      b. 10/23 at River Pines.
   3. Any other Fall/Winter RP events?

ii. General comments:
   1. What are your PAOE goals for 2019/2020?
   2. Any additional goals?

c. Membership – Darrell Sandlin / Patrick O’Connor

i. Action Items:
   1. 17 new, 15 left, +2 net. 2 transfers in, so +4 net overall.
   2. Any Fall/Winter Membership events or partnerships with other Committees?
   3. Winter Conference Volunteers (Orlando)
      a. Volunteer opportunities available; includes free registration.
   4. Raffle give away details
      a. Raffle today for $100 Amazon gift card; 1 ticket = $2, or 3 for $5.
      b. All monthly winner carry forward into final April drawing. Anyone can also buy in to April drawing.

ii. General Comments
   1. Can we leverage USGBC, AIA, etc for membership crossovers?
   2. What are your PAOE goals for 2019/2020?
3. Any additional goals?

d. **YEA - Felipe Alvarez**
   i. Action Items:
      1. Brewery tour on 8/29 – Sweetwater – review
         a. 26 attendees, event was successful.
      2. What are the Fall/Winter plans for YEA?
         a. Gate City Brewery tour on 9/26.
      3. How do we capitalize on the attendees of the YEA events?
   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?

e. **GAC - Meghan McNulty**
   i. Action Items:
      1. Fall/Winter GAC plans?
      2. Legionella:
         a. Working with CTTC to set up Legionella workshop
      3. Any other GAC-related issues/ideas from other BOG members?
   ii. General Comments
      1. What are your PAOE goals for 2019/2020? 2,900 points
      2. Any additional goals?
         a. More membership advocacy opportunities, webinar training
         b. City energy ordinance (Atlanta): coordination with Mayor’s Office of Resilience on tech ed/outreach; opportunity for joint event with BOMA
         c. More engagement with building code officials
         d. Government officials construction tour of HQ

f. **History – Samir Sheth**
   i. Action Items:
      1. Feedback on CRC History booth.
      2. Any additional comments?

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

h. **Refrigeration – Mark Dahir**
   i. Action Items:
      1. What are the Fall/Winter plans?
         a. February 1st for hockey night.
   ii. General Comments
      1. A fall non-Brewery refrigeration event? What have other chapters done?
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 upcoming Fall/Winter events?
         a. Recent SA fair in late August was successful.
         b. Presenting to UGA later this fall.
      2. Do you have a list of scholarship opportunities we can be presenting to our members and at the SA events?
      3. Do you need any help with events?
   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?

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

k. **Public Relations**
   i. Action Items
      1. September newsletter
      2. Get Pam your newsletter info
   ii. Pam will be responsible for sending out announcements/reminders for events.
   iii. Website updates
      1. Officers
      2. Home page sponsors
      3. Events & monthly meetings
      4. Photos of Past Events
   iv. Goals:
      1. Complete monthly newsletters
      2. Have Instagram and Facebook photo updates for each event (Amber)

l. **Sustainability – Brendan Gardes**
   i. Action Items:
      1. SSDN Grant – MLK Service Project
      2. What is the status on the Habitat for Humanity day? What’s the date and is it on the website? See YEA notes.
   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. Winter Party – Keven McCook
   i. General Comments
      1. Any help for a committee. Give Fernbank a call.
      2. Party on 12/10, which would be our normal meeting day?
   ii. Considering more low-key locations... painted pin, Ormsby’s, punchbowl social, etc.
       Less expensive, smaller group.

n. Spring Trade Show Committee
   i. Action Items:
      1. Pick a committee. Get with Brian Justice to discuss previous trade show details
      2. Cobb Galleria, Brian investigating dates. Sometime in March.

vi. Other Business:

vii. Next BOG Meeting:
    a. October 8th, ASHRAE HQ

viii. Adjourn 11:28am