MEETING MINUTES
Atlanta Chapter of ASHRAE
October 8, 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: 8/10   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 Alverez – 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

Guests:

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

BOG Minutes      Tuesday, October 8th, 2019
BOG AGENDA
Tuesday, October 8\textsuperscript{th}, 2019
Atlanta Chapter of ASHRAE
10:00 – 11:30 am

Meeting Location: ASHRAE HQ

www.ashraeatlanta.org

i. Call Meeting to Order 10:12 am

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: 230</th>
</tr>
</thead>
<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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<tr>
<td>Communications</td>
<td>Par: 650</td>
<td>Min Points: 250</td>
<td>Total Points: 235</td>
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<tr>
<td>Government Affairs</td>
<td>Par: 650</td>
<td>Min Points: 500</td>
<td>Total Points: 100</td>
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<tr>
<td>Historical</td>
<td>Par: 300</td>
<td>Min Points: 100</td>
<td>Total Points: 100</td>
</tr>
<tr>
<td>Membership Promotion</td>
<td>Par: 800</td>
<td>Min Points: 800</td>
<td>Total Points: 505</td>
</tr>
<tr>
<td>RP</td>
<td>Par: 1050</td>
<td>Min Points: 800</td>
<td>Total Points: 0</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Par: 800</td>
<td>Min Points: 500</td>
<td>Total Points: 250</td>
</tr>
</tbody>
</table>

iv. Officer Reports
   a. President – Parker Brunelle
      i. Action Items:
         1. Introductions
         2. PAOE
         3. CRC Recap
            a. CRC was great. Thanks to those who participated. Parker has slides and info that was shown to share with the group. Chapter received “Most Improved” award, and RP was recognized.
            b. Leadership weekend in March.
            c. Leaders program for YEA is available during Winter Conference. 5 vouches are available for our region; includes travel and registration costs.
            d. Upload meeting minutes and treasurer’s report to basecamp instead of email.
            e. CRC next year is in Greenville, SC.
      4. Review Constitution and Bylaws – Pacia Wright email
         a. Need a signed approved copy by November 1\textsuperscript{st}.
         b. Reviewed by board.
         c. Motion to approve by Matt; second by Samir. Passes unanimously.
      ii. General comments:
         1. HVAC Design course – Brian Haynes email (11/4-6 & 11/7-8)
            a. Consider hosting a technical session in the spring, after a lunch meeting, on HVAC design and/or psychrometrics. Consider Bruce Longino with Mingleedorff’s.
         2. Sponsorship Opportunities
a. Caroline email – commercialism in newsletter
   i. $250 annual for newsletter sponsorship right now
   ii. Reach out to RVC for electronic communications to get their insight.
b. Meeting sponsorships
c. Annual Sponsorships. Work with Brian Justice to set these up – Keven McCook, any update?
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 – On hold
         a. Local UPS Store has only big mailboxes available and costs 2.5 than usps
         b. Local usps requires current lease, mortgage, deed of trust, voter registration, vehicle registration, home insurance or vehicle insurance policy to allow mailbox rental
         c. Will reach back to Society since the plan is to set up the mailbox without links to transitory members
      2. New potential storage location – On hold. Chapter to review after product show
      3. WildApricot database maintenance - Ongoing, working offline with MP team to reduce duplicate records and curate database. Current goal is to have it reflect Society roster and revert cost to reduced tier
      4. Chapter Account Receivable on WildApricot - Ongoing, reduced from $30k+ to $10k+. This item will be revisited next month to have final figure showing actual funds owed. Any pending write-offs from this point onward will include "meeting event no shows", and pre-2018 outstanding figures if voted as approved by the Chapter. Thanks to Glenn for helping on this matter.
         a. * Action item: Vote Go/No-GO to complete Accounts Receivable cleanup/write-off process
      5. Any other updates?

c. Treasurer’s Report – Matthew Mumpower
   i. Action Items:
      1. Presentation of the August 2019 Treasurer’s Report (motion to approve)
         a. Added YTD column to budget report.
         b. GAC Expenses: adjust to $1,000; increase trade show budget accordingly. Leave July energy code lunch budget as is.
         c. Pat motions; Glenn second. Passes unanimously.
      2. Presentation of the September 2019 Treasurer’s Report (motion to approve)
         a. Will review next month.
   ii. General Comments
      1. Chapter Treasury Audit Report and Finances - Completed. Sent to RVC as requested.
      2. Chapter Tax Report - In progress, engaged Jusco.
d. Secretary – Reed Coggins
   i. Action Items:
      1. Presentation of the September 2019 Meeting Minutes (motion to approve)
         a. Glenn motion; Pat second. Passes unanimously.

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. Rolling slideshow for meeting with MP, GAC stuff.
         2. Winter Party (Painted Duck?): for 30-50 people, up to 8 lanes form 5-7pm.
            Targeting Tuesday, Dec. 10. Charge approx. $35/person.
      ii. Pre-Meeting Announcements
          1. Scholarships
          2. Events
          3. Overview of ASHRAE (Chapter -> Region -> Society)
          4. Others?
      iii. Info on Legionella event after meeting
      iv. Emphasis meetings update
      v. Fall dinner meeting reservations
         1. New pricing at $30/$40 per person.
         2. Student members are free.
      vi. Assign officers to students to welcome and eat with at next month’s meeting
      vii. Jan 14th Meeting
         1. Michael LeFevre – Managing Design
      viii. Question/Comment:
      ix. 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 – Final update
         a. Event did not happen; had 30 registrants. Refunds in progress.
      2. Fall Golf Tournament – Update on registrations, any other info
         a. 20 teams so far; some sponsorships sold. Announcements will be made this week to continue and drum up interest.
      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. Membership numbers update
      a. Per CRC feedback, review delinquency list with BoG. Board members reach out to those they know and discuss membership, encourage them to renew, etc.
      b. YTD: 26 new; 22 cancel; 6 transfer in; 4 transfer out; net change +6.
      c. Annual goal is +20 net.
   2. Update on raffles, etc
   3. Any Fall/Winter Membership events or partnerships with other Committees?
   4. Winter Conference Volunteers (Orlando)

ii. General Comments
   1. Can we leverage USGBC, AIA, etc for membership crossovers?
   2. What are your PAOE goals for 2019/2020?
      a. 600 PAOE pts as of today.
      b. 1800 is goal.
   3. Any additional goals?
      a. Primarily focused on announcements, highlighting new members, etc.

d. YEA - Felipe Alvarez
   i. Action Items:
      1. September Brewery tour - review
      2. What are the Fall/Winter plans for YEA?
      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. Legionella workshop today
      3. IAQ / ETS: Atlanta Smokefree Ordinance to be effective 1/2/2020; facing challenge today, may be additional advocacy opportunities (no volunteers from posted event)
      4. 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
      a. Potential for improving booth and display next year.
   2. Any additional comments?
      a. History article is ready for next newsletter.

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?
   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. Student interest for Winter Conference. Chapter will fund additional students if they sign up. Cover flight, hotel, registration.
   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?
      a. Gabe will be presenting to student groups at GT, UGA, GA Piedmont, etc.
      b. Glenn is speaking to UGA in the spring about ASHRAE, scholarships, etc. Will coordinate with Gabe.

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

k. **Public Relations**
   
i. **Action Items**
   1. October newsletter
   2. Get Pam your newsletter info by 10/18.
   
ii. **Website updates**
   1. What other updates are you doing?
   2. What do you need from the officers to make updates?
iii. 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?
   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
   i. General Comments
      1. The Painted Duck
      2. Party on 12/10, bowling available from 5-7 for 30-50 people

n. Spring Trade Show Committee
   i. General Comments
      1. Trade Show on 3/26/20 at Cobb Galleria
   ii. Action Items:
      1. Finalize date, starting marketing to vendors
      2. 2 technical sessions
      3. Venue has given us access to a conference room. Considering offering vendors the option to rent the space for perhaps 1 hr time slot for presentations.
      4. Trade show is free to attend for non-vendors. Food is free with registration.

vi. Other Business:

vii. Next BOG Meeting:
   a. November 12th, Dinner Meeting, possibly Maggiano’s @ Perimeter.

viii. Adjourn 11:33am