**MEETING MINUTES**

Atlanta Chapter of ASHRAE

**November 12, 2019**

**Meeting Type:** Board of Governors

**Location:** Rira’s

**Total Attendees: 18**

**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.

|  |  |
| --- | --- |
| [x]  Parker Brunelle - President  | [x]  Samir Sheth – History Chair (proxy to PB) |
| [x]  Pedro Pacheco - Vice President  | [x]  Brian Justice – RVC, NP, Past President  |
| [x]  Matthew Mumpower - Treasurer (proxy to PB) | [x]  Glenn Northrup **–** Audit Chair  |
| [x]  Reed Coggins - Secretary | [x]  Pat McCabe |
| [x]  Irvin Sierra - Past President | [x]  Mark Dahir – Refrigeration Chair |
|  |  |

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

|  |  |
| --- | --- |
| [x]  Meghan McNulty – GAC Chair | [ ]  Brendan Gardes – Sustainability Chair |
| [ ]  John Pruitt – Honors & Awards Chair | [x]  Darrell Sandlin – MP Chair |
| [x]  Keven McCook – RP Chair | [ ]  Matt Mason |
| **[ ]**  Robert L. Lontoc – CTTC Co - Chair | [ ]  Patrick O’Connor – MP Co-Chair |
| [x]  Gabriel Park – Student Activities Chair | [x]  Henry Petersen – RP Co-Chair |
| [ ]  Jamie Kono – CTTC Chair | [x]  Pam Moua-Vargas – ECC Chair |
| [ ]  Felipe Alverez – YEA Chair | [x]  Kristie Teoh – CCTC Co-Chair |
| [x]  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, November 12th, 2019**

**BOG Minutes Tuesday, November 12th, 2019**

Atlanta Chapter of ASHRAE **4:30 – 6:00 pm**

[www.ashraeatlanta.org](http://www.ashraeatlanta.org/)

Meeting Location: Maggiano’s Cumberland Mall

1. **Call Meeting to Order 4:32pm**
2. **Roll Call**
3. **Review Agenda / PAOE Points Summary**
* Start planning your 2019-2020 year:



1. **Officer Reports**
	1. President – Parker Brunelle
		1. Action Items:
			1. Introductions
			2. PAOE
				1. Parker will review with each office and make sure everyone is on track.
		2. General comments:
			1. Continue working in Basecamp – Newsletters, info from Region Chairs, Meeting Minutes, Treasurer Reports, etc
				1. Post pictures to Basecamp.
			2. Help me and Darrell get people to meetings and events!
			3. Write check for Regional Dues – Email from Steve
				1. Matt will get the check to the appropriate parties. Cost is $6/member.
			4. Full Circle (RP) due 11/15. President, VP, Secretary, Treasurer, RP Chair to contribute min. $100 for PAOE points. Any additional officers who contribute add additional PAOE points. Brian and Glenn have already contributed. Send confirmation of contributions to Keven so he can record and submit.
			5. Parker got a request and chapter will move forward with having job postings in future chapter newsletters.
	2. Vice President – Pedro Pacheco
		1. Action Items:
			1. New ASHRAE Atlanta Address – On hold
			2. New potential storage location – On hold. Chapter to review after product show
			3. WildApricot database maintenance – Ongoing
				1. Review complete. Just under 2,000 member. Will remain in existing tier of membership quantity for now. Will wait until after Product Show to confirm contacts in Wild Apricot.
			4. Chapter Account Receivable on WildApricot - Ongoing
				1. \* Action item:  Vote Go/No-GO to complete Accounts Receivable cleanup/write-off process
				2. Motion to write off any balances from 2018 and prior.
				3. Motion by Parker; second by second by Irvin; unanimously approved.
			5. Any other updates?
				1. Two typos on tax report. Will be cleaned up and then finalized.
	3. Treasurer’s Report – Matthew Mumpower
		1. Action Items:
			1. Presentation of the September 2019 Treasurer’s Report (motion to approve)
				1. Pedro motion; Parker second; unanimously approved.
			2. Presentation of the October 2019 Treasurer’s Report (motion to approve)
				1. Pedro motion; Brian second; unanimously approved.
		2. General Comments
			1. Chapter Treasury Audit Report and Finances - Completed.  Sent to RVC as requested.
			2. Chapter Tax Report - In progress, engaged Jusco.
	4. Secretary – Reed Coggins
		1. Action Items:
			1. Presentation of the October 2019 Meeting Minutes (motion to approve)
				1. Will approve October and November at Dec. meeting.
2. **Committee Reports:**
	1. Programs / CTTC – Jamie Kono / Robert Lontoc
		1. Info on today’s meeting. Do you have all the power point info?
		2. Pre-Meeting Announcements
			1. Scholarships
			2. Events
				1. Upcoming meetings. Add Habitat for Humanity and upcoming YEA happy hour event.
				2. Trade show is March 26th at Cobb Galleria.
			3. Overview of ASHRAE (Chapter -> Region -> Society)
			4. Others?
		3. Emphasis meetings update
		4. Assign officers to students to welcome and eat with at next month’s meeting
		5. Jan 14th Meeting
			1. Michael LeFevre – Managing Design
				1. Michael is requesting a speaker fee. Considering $250; TBD.
		6. Question/Comment:
		7. Goals:
			1. What are your PAOE goals for 2019/2020?
			2. Any additional goals?
	2. Research Promotion – Keven McCook / Henry Peterson
		1. Action Items:
			1. Fall Golf Tournament – Recap
				1. Golf tournament was a success. Finances to be finalized in next month.
			2. 5K road race in Grant Park – Final update
				1. 29 or 39 people have been refunded. Keven to coordinate with Matt for remaining refunds.
			3. Next RP events?
				1. Next event is Spring shooting event.
			4. Full Circle: See general comments from President section.
		2. General comments:
			1. What are your PAOE goals for 2019/2020?
			2. Any additional goals?
	3. Membership – Darrell Sandlin / Patrick O’Connor
		1. Action Items:
			1. Membership numbers update
				1. New Members: 35
				2. Cancelled Members: 28
				3. Transfers In: 6
				4. Transfers Out: 7
				5. Grade Advancements: 5
				6. Net +6 YTD
			2. Delinquency Call List
			3. Update on raffles, etc
				1. Taken in $142 YTD; paid out $41 YTD. 50/50 raffle tonight.
			4. Any Winter Membership events or partnerships with other Committees?
		2. General Comments
			1. Can we leverage USGBC, AIA, etc for membership crossovers?
				1. Look out for any AIA members at the meeting tonight.
			2. What are your PAOE goals for 2019/2020?
				1. Target is 1800 pts.
			3. Any additional goals?
	4. YEA - Felipe Alverez
		1. Action Items:
			1. November Brewery tour info
			2. What are the Winter plans for YEA?
			3. How do we capitalize on the attendees of the YEA events?
			4. Habitat for Humanity. 4 of 5 spots taken but extra people are welcome.
		2. 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?
	5. GAC - Meghan McNulty
		1. Action Items:
			1. WISE Program
			2. Government internship opportunity for students. Megan coordinating with SAC.
			3. Winter GAC plans?
			4. IAQ / ETS: Atlanta Smokefree Ordinance to be effective 1/2/2020; facing challenge today, may be additional advocacy opportunities (no volunteers from posted event)
			5. Any other GAC-related issues/ideas from other BOG members?
			6. Webinar on advocacy is being shown on Thursday. Introduction to ASHRAE and their goals regarding advocacy. Event is posted on chapter website. Triangle chapter is also participating.
			7. Looking for a “Smart Grid” liaison. If anyone has contacts in the smart building field, coordinate with Megan.
		2. General Comments
			1. What are your PAOE goals for 2019/2020? 2,900 points
			2. Any additional goals?
				1. More membership advocacy opportunities, webinar training
				2. City energy ordinance (Atlanta): coordination with Mayor’s Office of Resilience on tech ed/outreach; opportunity for joint event with BOMA
				3. More engagement with building code officials
				4. Government officials construction tour of HQ
	6. History – Samir Sheth
		1. Action Items:
			1. Any additional comments?
	7. Macon Section – Caroline Callaway
		1. Update?
	8. Refrigeration – Mark Dahir
		1. Action Items:
			1. Info on the Hockey Night?
				1. Ferburary 1st, Saturday night. Considering new date due to AHR Expo.
			2. Any additional 2019/2020 plans? Aquarium?
		2. General Comments
			1. What are your PAOE goals for 2019/2020?
			2. Any additional goals?
	9. Student Activities – Gabe Park
		1. Action Items:
			1. EK Campbell Award – Dr. Lawrence
				1. Request for nomination by Dr. Jeter. Gabe has gotten the process started and Dr. Jeter will be writing a letter of recommendation for Dr. Lawrence.
			2. What are the upcoming Winter events?
				1. Winter Conference: Interviewed one student, who is very interested. Considering extending offers to one additional student.
			3. Do you need any help with events?
			4. Do you have a list of scholarship opportunities we can be presenting to our members and at the SA events?
			5. Gabe is going to GT to present on ASHRAE to Dr. Jeter’s class.
		2. 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?
	10. Ways and Means – Glenn Northrup
		1. Any comments for the 2019/2020 year?
	11. Public Relations
		1. Action Items
			1. November newsletter – Get Pam your newsletter info by next Friday. Will go out the week of Thanksgiving, 11/27 or so.
			2. Going to add a “Job Posting” section.
		2. Website updates
			1. What do you need from the officers to make updates?
			2. Pam is looking for access to Facebook and Instagram.
		3. Goals:
			1. Complete monthly newsletters
			2. Have Instagram and Facebook photo updates for each event (Amber)
	12. Sustainability – Brendan Gardes
		1. Action Items:
			1. SSDN Grant – MLK Service Project
			2. Habitat for Humanity
		2. 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?
	13. Winter Party
		1. General Comments
			1. The Painted Duck – Need to find a new venue. Pricing got out of hand
			2. $4,000 budget. 50-75 people. Mark is going to coordinate with Parker for planning. Moving to January to avoid conflicts with individual company holiday parties. Location TBD.
	14. Spring Trade Show Committee
		1. General Comments
			1. Trade Show on 3/26/20 at Cobb Galleria
			2. Deposit check due on 11/15/19
				1. 3,600 check for first deposit.
			3. Vendors bringing in trailers, renting out booths, etc.
			4. Looking to secure food trucks for the event.
			5. Get registration live soon, even if pricing is not finalized.
		2. Action Items:
			1. Start marketing to vendors
			2. 2 technical sessions
3. **Other Business:**
4. **Next BOG Meeting:**
	1. December 10th at Ri Ra’s to button up end of year stuff.
5. **Adjourn 5:47 pm**