



MEETING MINUTES

Atlanta Chapter of ASHRAE
October 13, 2015

Meeting Type: Board of Governors

Location: Maggiano's at the Cumberland Mall

Total Attendees:

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.

<input checked="" type="checkbox"/> John Pruitt, President	<input checked="" type="checkbox"/> Megan Tosh, Secretary
<input checked="" type="checkbox"/> Nick Kassanis, Treasurer	<input type="checkbox"/> Pedro Pacheco
<input checked="" type="checkbox"/> Brian Justice, Past President	<input checked="" type="checkbox"/> Sarah Young
<input checked="" type="checkbox"/> Samir Sheth	<input checked="" type="checkbox"/> Pat McCabe
<input checked="" type="checkbox"/> Glenn Northrup	<input checked="" type="checkbox"/> Mark Dahir

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

<input type="checkbox"/> Charles Fischer	<input type="checkbox"/> Brendan Gardes
<input checked="" type="checkbox"/> Parker Brunelle	<input type="checkbox"/> Danny Cobucci
<input checked="" type="checkbox"/> Irvin Sierra	<input type="checkbox"/> Darrell Sandlin
<input checked="" type="checkbox"/> Noelle Sagan	<input type="checkbox"/> Caroline Calloway
<input checked="" type="checkbox"/> Reed Coggins	<input checked="" type="checkbox"/> Scott Mastroianni
<input type="checkbox"/> Wylie Wall	<input type="checkbox"/> Pam Immekus
<input type="checkbox"/> Peggy Fritz	<input checked="" type="checkbox"/> Harris Sheinman
<input type="checkbox"/> Henry Slack	<input type="checkbox"/> William Loeffel
<input type="checkbox"/> Dr. Sheldon Jeter	<input type="checkbox"/> Dominic Radosta
<input type="checkbox"/> Dr. John Mench	<input type="checkbox"/> Ed Hunda
<input type="checkbox"/> Brian Lovell	<input type="checkbox"/> John Boneberg
<input type="checkbox"/> Gary Mack Holder	<input type="checkbox"/> Jonathan Rucker

Guests: None



The Board of Governors of the Atlanta Chapter of ASHRAE met at 4:05 PM, October 13, 2015 at Maggiano's. John Pruitt called the meeting to order at 4:05 PM. A quorum was established at 4:05 PM.

Review Agenda

John Pruitt distributed the agenda and asked for additions or changes. Seeing no additions or changes the meeting proceeded as planned at 4:06 pm.

Officer Reports

President (John Pruitt)

- No bar sponsor for tonight's meeting, so ASHRAE will be picking it up
- All email aliases have been updated for all positions
- Need to update email settings for PayPal so Nick isn't bombarded with emails for every event
- Chairs still need to report to John about how we're getting to PAR in every PAOE category
- **John to share example Pathway to PAR to chairs using Chapter Operations points next meeting**
- Red & Green Scene is active on newsletter, but most details are still pending – date is Thursday, December 3rd
- GEF Hightower Scholarship (that we donate \$1,000 to) has been awarded to GA Tech Student (junior in mechanical engineer) who has interned at Pond Engineering, but unfortunately isn't an ASHRAE Member
- John to send recipients information to Irvin so we can recruit him to join ASHRAE - **COMPLETE**

Treasurer's Report (Nick Kassanis)

- Fall Golf Tournament sponsorship needs to be partially funded into CRC sponsorship bucket
- Checks are not being entered into the report until they have cleared the bank account

Motion by Pat McCabe to approve Treasurer's Report

Second by Samir Sheth

Discussion: None

Vote: Approved (9-0-0)

- Nick is going to reach out to the accountant about info she needs from QuickBooks to handle our taxes for last year
- Should we be using Square? Will look into using PayPal or Wells Fargo instead
- Will save us an extra account to manage and likely not cost us any more
- **Nick to present options to BOG at next meeting**
- John and Nick to check into website – do we have to use PayPal or can we deposit direct to Wells Fargo from the website?
- Need to open a new checking account for CRC with Wells Fargo
- Also need to set up CRC in Quick Books
- **Nick to check with Wells Fargo about what's required to open an additional checking account**



- Only need to leave a balance in PayPal post-events so we can issue any necessary refunds, so will only leave \$500 in there in the future

Secretary (Megan Tosh)

- Presentation of the September 2015 Meeting Minutes

Motion by Pat McCabe to approve September 2015 Meeting Minutes

Second by Glenn Northrup

Discussion: None

Vote: Approved (9-0-0)

Committee Reports

- [Programs / CTTC \(Sarah Young\)](#)
 - November speaker has been approved – Shelia from Colorado, a DL
 - Shelia will be speaking on DOE projects
 - Today's speaker is Luke Leung from Chicago, chairman of the TC on Tall Buildings
 - We have a speaker lined up for a spring date, but otherwise schedule is still very flexible
 - Today's meeting is all set up, many thanks to all the volunteers who are helping!
 - Streamlining online registration process & day-of check-in with different paths
 - Tonight's meeting will start a bit early due to speaker's evening flight
 - Tonight's money (cash/check) need to be accounted for at night's end since Nick won't be able to stay; John will take the box and bring to Golf tournament
- [Research Promotion \(Glenn Northrup\)](#)
 - Need Full Circle donations in by November 15th
 - Tonight is RP night – doing a generic recognition, no plaques or certificates
 - Last night we didn't properly recognize donors (Chapter was donor for \$37k of goal)
 - Had 18 teams & 9 sponsors last year; currently have 15 teams & 13 sponsorships
 - Course handles most of the logistics, but have plenty of volunteers too already
 - If we can raise \$10k (already at \$5k-ish) we'll reach our 30% goal by Dec 31st no problem
 - Co-chair worksheet has been sent in already!
- [Membership \(Pedro Pacheco\)](#)
 - Net positive membership gain – 10 new members this month, 8 cancellations
- [YEA \(Parker Brunelle\)](#)
 - Contacted potential LeaDRS applicants about apply by Nov 20th
 - Parker to add an event to the website with LeaDRS info
 - Next Saturday is Habitat for Humanity event, Oct 24th, 7:30am – 3:30pm, location TBD but ITP
 - Thursday, November 19th is Sweetwater Brewery night (5:30 – 7:30) and is only \$5 if you register early (before November 18th)
 - Discussing doing a Gladiator Night with Refrigeration, around January-ish
 - MBO has been sent to Lee (the YRC)
 - Can't make GA Tech tailgate work this year, but it's a great idea & we should! Ideally, we'll do it early in the season next year so it's easier to execute



- [History \(Noelle Sagan\)](#)
 - Video of history interview is on YouTube, but not yet our website
 - Identified 3 historic buildings in Atlanta to feature in chapter newsletter
- [Macon Section \(Caroline Calloway\)](#)
 - Interested in having a DL visit
 - We would be willing to support lunch if they can't/won't support it in Macon
 - Should be tested & set up in advance for the November meeting
- [Refrigeration \(Mark Dahir\)](#)
 - Coordinating with YEA on the brewery tour & hockey night
- [Student Activities \(Irvin Sierra\)](#)
 - Tonight is also SA night!
 - Tom Lawrence is coming with a student
 - We have photos from the UGA student tour to share in the website/newsletter
 - Still attempting to contact Dr Jeter
 - Will be presenting at Potter Springs Elementary School later this month
- [Public Relations \(Irvin Sierra\)](#)
 - **Submit August newsletter articles to Irvin by Monday, October 19th**
 - Send pictures from CRC to Irvin for publication
 - John has a co-chair for him
- [CRC Planning Committee \(Brian Justice\)](#)
 - Meeting at Lake Lanier Island on Oct 22nd for kick-off at 11am

New Business

- No other business

Next Meeting:

- **Tuesday, November 10, 2015 @ 10:00 AM**
- Location: ASHRAE HQ
- Chapter meeting to follow BOG meeting

Closing Remarks

- None

The BOG meeting was adjourned at 5:26 pm.

October Chapter Meeting:

- Chapter meeting began at 5:35 pm and was adjourned at 7:15 pm
- Meeting emphasis was Resource Promotion
- Attendance was 40 people.
- Speaker was Luke Leung (SOM), who presented on "Live Long, Healthy and Low Energy"

Respectfully Submitted,
Megan Tosh - Secretary