



MEETING MINUTES

Atlanta Chapter of ASHRAE
July 14, 2015

Meeting Type: Board of Governors

Location: Ri Ra

Total Attendees:

Quorum: Quorum is 50% plus one of BOG and Officers.

Required for Business: 6/11

In attendance: 7/11

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"/> Brian Justice, President	<input checked="" type="checkbox"/> John Pruitt , Vice-President
<input type="checkbox"/> Rick Dustin, Treasurer	<input checked="" type="checkbox"/> Nick Kassanis, Secretary
<input type="checkbox"/> Pam Duffy, Past President	<input checked="" type="checkbox"/> Pedro Pacheco
<input type="checkbox"/> Charles Miltiades	<input type="checkbox"/> Tony Martin
<input checked="" type="checkbox"/> Glenn Northrup	<input checked="" type="checkbox"/> Pat McCabe
<input type="checkbox"/> Kurt Ehlers	<input checked="" type="checkbox"/> Mark Dahir

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

<input type="checkbox"/> Henry Slack	<input type="checkbox"/> Ed Hunda
<input type="checkbox"/> Ted Duffy	<input checked="" type="checkbox"/> Sarah Young
<input type="checkbox"/> Peggy Fritz	<input checked="" type="checkbox"/> Megan Tosh
<input type="checkbox"/> Samir Sheth	<input type="checkbox"/> Harris Sheinman
<input type="checkbox"/> Brendan Gardes	<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"/> Pam Immekus
<input type="checkbox"/> Jay Perkins	<input type="checkbox"/> Danny Cobucci
<input type="checkbox"/> Brian Lovell	<input type="checkbox"/> Darrell Sandlin
<input type="checkbox"/> Gary Mack Holder	<input checked="" type="checkbox"/> Irvin Sierra
<input checked="" type="checkbox"/> Noelle Sagan	<input type="checkbox"/> Caroline Calloway
<input type="checkbox"/> John Boneberg	<input type="checkbox"/> Jonathan Rucker
<input type="checkbox"/> Charles Fischer	

Guests: Parker Brunelle, James Brackett



The Board of Governors of the Atlanta Chapter of ASHRAE met at 3:00 PM, July 14, 2015 at RiRa's. Brian Justice called the meeting to order at 3:08 PM. A quorum was established at 3:27 PM.

Review Agenda

Brian Justice distributed the agenda and asked for additions or changes. Seeing no additions or changes the meeting proceeded as planned at 3:08 pm.

Officer Reports

- Brian will be CRC Chair for 2015-2016 CRC in Atlanta
- Rick Dustin has stepped down from his officer position & will have someone step in as Vice President for last year
- Will transition officer positions up mid-year
- Pam & Ted have relocated to Texas leaving a position at RP chair open
- Have 2 RP co-chairs (Kurt & Reed), but need a leader in the chair role
- John's plan for the year: get everyone a co-chair to increase our volunteer depth

President (Brian Justice)

- CRC Update
 - CRC will be in Raleigh Aug 6-8th & is open to anyone who would like to attend
 - Deadline to register is July 22nd, deadline to book a hotel room at the block rate is July 15th
 - Parker, John, & Brian are registered
 - Noelle is planning to attend; Sarah, Irvin, Nick & Megan will not be in attendance; Mark might go
 - Brian has 3 motions to present at CRC and will be sharing with the team for revision
- PAOE Update
 - PAOE looks good for our chapter, but not as competitive as in year's past

Vice President Report (John Pruitt)

- We have email addresses for each chapter position
- Need each chair to log-in and update forwarding address info
- **Action Item: John will contact appropriate chairs at end of meeting with info needed to complete**
- Need to start promoting Red & Green Scene (our Holiday event held with other organizations)
- Event is December 3rd – if at Foundry again, need to address parking
- **Action Item: John to find out details of Red & Green Scene so we can promote event**
- GA Geothermal Workshop on Heating & Cooling to be held at ASHRAE HQ on Sept 24th
- American Groundwater Trust want us to send an email about it to our members, will discount registration from \$200 to \$175 for our members if we do
- Agreement that we will send out such email, but with careful attention to acknowledge that we are not sponsoring or organizing the event
- Need to finalize budget for the year – goal to present & approve budget at the next meeting
- **Action Item: Committee Chairs to request updates to budget from the Treasurer – Nick – as needed well in advance of next meeting**



- Audit committee will meet Thursday, July 23rd at Brian's office in John's Creek at 2:30pm, pending Rick's availability
- **Action Item: John will send out meeting invite to all parties needed to attend**

Treasurer's Report (Rick Dustin)

- Rick noted that there is still money outstanding for the golf tournament
- John to contact Kurt about wrapping up

Motion by Pat McCabe to approve June 2015 Treasurer's Report

Second by Nick Kassanis

Discussion: None.

Vote: Motion approved (6-0-0)

- John will be proposing we update the budget to reflect changes to Wild Apricot pricing structure – and option to prepare 2 years at our current rate and put off the cost increase for 2 years (will save us \$1,000 over the next 2 years)

Secretary (Nick Kassanis)

- Presentation of the June 2015 Meeting Minutes (**motion to approve**)

Motion by Glen Northrup to approve June 2015 Meeting Minutes

Second by Brian Justice

Discussion: None

Vote: Approved (6-0-0)

Gavel passed from Brian Justice to John Pruitt.

Committee Reports

- [Programs / CTTC \(Sarah Young\)](#)
 - Need to coordinate with Tony about responsibilities & budget
 - Contact DLs sooner rather than later, before they are all gone
 - First priority get September lunch scheduled & booked
 - Sarah has 2 speakers in her back pocket that can act as back-ups/fill-ins
 - Need to have CRC presenters on distant radar – Henry has volunteered for this!
 - Looking to have dinner meetings in October & April
 - October & November are good months to have a speaker that can also do a technical seminar for CEUs
 - Need to coordinate with ASHRAE HQ to reserve the room & coordinate the caterer for meetings
 - Will need to set up registration online for the meetings
- [Research Promotion \(\)](#)
 - Still need an official chair
 - Goal was \$44k, raised \$49,643 which was 112% of goal



- Once all the golf money comes in, no Chapter funds will have been spend towards the goal at end of year
- Another golf tournament coming in fall & another in spring
- [Membership \(Pedro Pacheco\)](#)
 - Numbers are still negative, but still going up
 - Still evaluating that status of Life Members paying Chapter dues
 - We are 1 of 3 chapters in our Region with net positive growth
 - We have the lowest delinquency rate in the Region
- [YEA \(Parker Brunelle\)](#)
 - Will get together with Sarah to turnover
 - John will put Parker in touch with an interested co-chair
- [GAC \(Jay Perkins\)](#)
 - No Update
- [E-Week](#)
 - No update
- [History \(Noelle Sagan\)](#)
 - Interview was completed in June with Pam, Pam, Peggy & Caroline (25 minutes total)
 - Working on History display for CRC – George Hightower, Pat Guptin, & Barney Buroughs are all options; Pam Immekus declined
 - Barney was very involved in Society, but may not be in the best choice for a Chapter history display
 - Tom Barrow remains a great suggestion – he’s local, our oldest living president, still works & participates in local industry/ASHRAE, kids were involved in ASHRAE
 - Pedro will help generate a Life Member’s List for Noelle
- [Macon Section \(Caroline Calloway\)](#)
 - Need to coordinate with Caroline
- [Holiday Party](#)
 - No Update
- [Honors & Awards](#)
 - No Update
- [Refrigeration \(Mark Dahir\)](#)
 - Likely to have first event in October/November
- [Student Activities \(Irvin Sierra\)](#)
 - Need to coordinate with Megan
 - **Action Item: Megan to introduce Irving to Dr. Jeter & Dr. Lawrence**
 - Attended Centralized Training at ASRHAE Annual Meeting in June
- [Scholarships \(John Boneburg\)](#)
 - No update
- [Ways and Means \(Pat McCabe\)](#)
 - No Update
- [GEF](#)
 - No Update
- [2015 Annual Conference – Planning Committee](#)
 - Very well attended conference
 - Successful event & went very well
- [Product Show \(Irvin Sierra\)](#)
 - No Update
- [Public Relations \(\)](#)
 - No update
- [Spring Outing \(Glenn Northrup\)](#)



- No Update
- [Communications \(Irvin Sierra\)](#)
 - First newsletter will be in August
 - Ideally, we'll have September program information for the newsletter
 - Might be more effective with our email list if we are more strategic with our announcement timing & quantity
 - Since we can track engagement rate on our emails – let's make a change and see how the response changes!
- [CRC Planning Committee \(Brian Justice\)](#)
 - Need to raise funds for CRC & don't want to take away from RP funds/goal
 - Volunteers needed to run golf tournament, welcoming committee, social event, meeting room coordination, spouse outing event, sponsorship
 - Will be at Lake Lanier Island
 - **Action Item: Brian to schedule a meeting/call with John, RP & CRC Sponsorship Chair to meet and plan sponsorship approach for CRC and RP in the upcoming year**

New Business

- No other business

August Meeting:

- **No Member Meeting**

Next Meeting:

- **Tuesday August 11, 2015 @ 3:00 PM**
- Location: RiRa's Downtown
- No chapter meeting, only BOG

Closing Remarks

- None

The meeting was adjourned at 4:36 PM.

Respectfully Submitted,
Megan Tosh - Secretary