



MEETING MINUTES

Atlanta Chapter of ASHRAE
August 11, 2015

Meeting Type: Board of Governors

Location: Ri Ra

Total Attendees:

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

Required for Business: 6/10

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 type="checkbox"/> Nick Kassanis, Treasurer	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Wylie Wall	<input type="checkbox"/> Pam Immekus
<input type="checkbox"/> Peggy Fritz	<input 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: Dianne Becraft



The Board of Governors of the Atlanta Chapter of ASHRAE met at 3:00 PM, August 11, 2015 at RiRa's. Brian Justice called the meeting to order at 3:03 PM. A quorum was established at 3:03 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 3:04 pm.

Officer Reports

President (John Pruitt)

- CRC Update
 - CRC was held in Raleigh Aug 6-8th
 - Pedro won the Regional MP award & Blue Ribbon
 - Chapter won a Sustainability Project Award (coordinated by Sarah Young)
 - RP: achieved full circle, raised 2nd most in Society (\$49k)
 - Ed Hunda won the Gold ribbon for history
 - One of only 3 chapters to make Par in all categories
 - Next year's CRC is in Atlanta
- Email aliases need to be update so contact John if you need help updating
- **Action Item: John will send email alias directions back out to those affected**
- PAOE Update
 - Chapter Chairs should review PAOE and determine focus to achieve Par
- Red & Green Scene will be held at 200 Peachtree St
- 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) – due at end of this month
- If you are interested in participating in the LeadRS program, contact John and we will nominate you
- We should have a Sustainability Committee if possible, so if you know of interested volunteers
- Volunteers can work with Southface to find a project & obtain funding through ASHRAE
- Currently lacking a Vice President; planning to move Nick & Megan up a position half way through the year, then bringing in a new secretary
- If you are interested in becoming secretary, let John know and start thinking about who will take on your current role
- Considered having a past-president fill in as Vice President, but there was no interest
-

Treasurer's Report (Nick Kassanis)

- No update as Nick is absent
- John passed around a copy of last year's budget for reference
- Will not have a product show this year, so that income and expense will not be in this year's budget
- Current budget puts us about \$3k in the red, so need to slightly reduce our expenses
- History expenses can be reduced for CRC display & miscellaneous, but concerns about past president lunch costs
- Honors & Awards budget can be eliminated as we aren't spending any money



- Reducing MP budget to be more in line with prior year's expenses
- No need to have a budget for the Macon Section
- Region no longer requires that chapters help fund the Benny Boodle – it is fully funded
- Should consider creating a chapter scholarship
- Want to add a line item to the budget to save money for future CRCs, but line item will have no value this year
- Reduction of expenses brought us roughly into budget!
- Will present budget at next meeting

Audit Committee Report (Pat McCabe)

- Difference of about \$8,000 in beginning of the year balance and total assets of end of year
- This difference results from hotel deposit that was made for upcoming CRC in Atlanta
- CRC money will be 'replaced' – some this fiscal year, most in the following fiscal year
- A few checks posted that were not recorded so committee recommends that treasurer's report and bank account balance be reconciled monthly (treasurer's report was previously issued prior to reconciliation)
- Pat McCabe has stepped down from Audit Chair and Glenn Northrup will be taking over
- Need to be backing up our QuickBooks files, possibly onto Wild Apricot storage

Secretary (Megan Tosh)

- Presentation of the July 2015 Meeting Minutes

Motion by Pat McCabe to approve July 2015 Meeting Minutes

Second by Brian Justice

Discussion: None

Vote: Approved (9-0-0)

Committee Reports

- [Programs / CTTC \(Sarah Young\)](#)
 - September meeting not yet finalized but should be by Friday
 - Meeting is day after Labor Day, so perhaps we schedule for Sept 15th instead – yes, we do!
 - Committee Chairs need to determine which meetings we will focus on the respective committees
- [Research Promotion \(Glenn Northrup\)](#)
 - Need to update committee worksheet
 - All officers need to contribute \$100 for our full circle
 - Hoping Kurt will help with golf tournaments and potentially skeet shooting event
 - Will be sending one of our RP co-chairs attending Centralized Training on Sept 11-12 in Chicago
 - Donor night will be in October
- [Membership \(Pedro Pacheco\)](#)
 - Needs 3 helpers for MP committee
 - Lost 1 member net this month, but hopeful for rest of year



- Need a volunteer to learn MP this year and then take over as chair next year
- [YEA \(Parker Brunelle\)](#)
 - Habitat for Humanity and a Beer Night are in the works
 - Will meet up with Sarah & Will to discuss ideas for the year
- [GGAC \(Pam Immekus\)](#)
 - Pam would like a co-chair to teach & take over this committee next year
- [History \(Noelle Sagan\)](#)
 - Video of history interview is on YouTube and our website
 - Noelle needs administrative access to our website
 - **Action Item: John will ensure all chair people have access to website**
 - Need to include a link to the video in the newsletter
 - Will obtain history display from Brian at September meeting
 - Display on Tom Barrow at CRC was fantastic & should also be in newsletter/on website
- [Macon Section \(Caroline Calloway\)](#)
 - Needs information for September meeting so she can set it up
- [Refrigeration \(Mark Dahir\)](#)
 - Likely to have first event in October/November
 - Should find a co-chair that can take over this committee next year
- [Student Activities \(Irvin Sierra\)](#)
 - Interested in sending students to Winter Meeting in Orlando
 - Already coordinating with a local elementary school about visiting a classroom
 - Other volunteers with K-12 age kids should keep Irvin in the loop on activities
 - **Action Item: Megan to send Irvin information on the Atlanta Science Festival**
 - Noelle involved with Green Apple Service Day and will share information with Irvin – all about doing sustainability projects with students
- [Ways and Means \(Pat McCabe\)](#)
 - Committee to address potential future budget issues/changes
 - Pat to provide comments on budget once finalized
- [Public Relations \(Irvin Sierra\)](#)
 - Need someone to take over the Newsletter
 - Newsletter should go out on last Monday of the month
 - **Action Item: Submit August newsletter articles to Irvin by Monday, August 24th**
 - Send pictures from CRC to Irvin for publication
- [CRC Planning Committee \(Brian Justice\)](#)
 - Lots of experienced volunteers on the committee, but could use some new volunteers too
 - Going to meet at Lake Lanier Island in September to review the space
 - Need to host fundraisers & identify sponsors for the CRC, but not take away from RP
 - Brian distributing sponsorship model from Houston Chapter for review & input (already been slightly modified for our goals)
 - Please promote sponsorship program to employers, vendors, companies, etc
 - CRC might potentially be joint with Region XII

New Business

- No other business

September Meeting:

- **Member Meeting still being finalized**



Next Meeting:

- **Tuesday, September 15, 2015 @ 10:00 AM**
- Location: ASHRAE HQ
- Chapter meeting to follow BOG meeting

Closing Remarks

- None

The meeting was adjourned at 5:00 PM.

Respectfully Submitted,
Megan Tosh - Secretary