



**American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc.  
May 13, 2020 BOG MEETING MINUTES - DRAFT**

**Location: Conference Call**

**Meeting Time: 12:00 PM**

**CALL TO ORDER: 12:04 PM**

**ROLL CALL**

PRESIDING OFFICER	Present	Committee Chairs (Committee Members)
President, and BOG: <b>Jason Urso</b>	x	Technology Transfer: <b>Eric Fontaine</b>
President Elect and BOG: <b>Eric Fontaine</b>	x	Membership Promotion: <b>Tom Ruggiero, Will Holden</b>
Vice President and BOG: <b>Michael Davis</b>	x	Newsletter: <b>Blair Richardson</b>
Secretary and BOG: <b>Ashley Keller</b>	x	Historian: <b>Blair Richardson</b>
Treasurer and BOG: <b>Hank Cullinane</b>	x	Student Activities: <b>Andrew Danna</b>
Board of Governor: <b>Jason Bessette</b>	x	Student Advisor UHa <b>Prof C. C. Yavuzturk (Cy)</b>
Board of Governor: <b>Andrew Danna</b>	x	Student Advisor UNH <b>Tom Ruggiero</b>
Board of Governor: <b>Tom Ruggiero</b>	x	YEA Chair: <b>Kevin Wixom, Evan Benoit,</b>
Board of Governor: <b>Bill Dunn</b>	x	<b>Brian Messerschmidt</b>
Board of Governor: <b>Kevin Wixom</b>	x	x Reception/Attendance: <b>Kevin Wixom, Justin Simko</b>
Board of Governor: <b>Tony Cammilleri</b>		x Refrigeration: <b>Matt Andel</b>
Board of Governor: <b>Evan Cohen</b>		Research Promotion: <b>Hank Cullinane</b>
Board of Governor: <b>Blair Richardson</b>	x	Golf Outing: <b>Derek Bride</b>
		ECC/Webmaster: <b>Michael Davis</b>
		Nominating: <b>Bill Dunn</b>
		Finance Committee: <b>Eric Fontaine</b>
Quorum 2019-20: 7 BOG members		Sponsorship Committee: <b>Michael Davis</b>
		Auditing Committee: <b>*OPEN*</b>
Guests:		Regional Conference: <b>Hank Cullinane</b>
		Regional Conference Alternate: <b>Jason Urso</b>
		Honors and Awards: <b>Bill Dunn</b>
		Publicity Committee: <b>Blair Richardson</b>
		Grass Roots Gov't Committee: <b>Hank Cullinane</b>
		Sustainability Committee: <b>Eric Fontaine</b>

### **Housekeeping Note - Ashley Keller**

- Roll Call for attendance
- Since we are on a conference call please be as clear and concise as possible. Those making a motion are asked to please state your name when doing so.

### **Reception – Kevin Wixom**

- 74 people have signed up for the 5/12/2020 webcast as of today
- Kevin will work with Justin on how he can take over for reception next year

### **YEA (Young Engineers in ASHRAE) – Kevin Wixom**

**PAOE Par: 800; Min Points: 300; Total Points: 1000**

- No update

### **PRESIDENT’S REPORT – Jason Urso**

**Chapter Operations PAOE Par: 1200; Min Points: 600; Total Points: 1135**

Action Items Accomplished:

- Sent PAOE reminder to chairs
- Jason will make announcement before meeting tomorrow
  - election results
- Followup on Thank-you dinner in June (Capital Grille)

### **SECRETARY’S REPORT- Ashley Keller**

- Vote to approve April Report
  - Motion: Hank Cullinane
  - Second: Bill Dunn
  - unanimously passes

### **TREASURER’S REPORT, Hank Cullinane**

- Approve May Treasurer’s Report:
  - Motion: Kevin Wixom
  - Second: Bill Dunn
  - passes unanimously
  - We have not gotten check from the hotel for Amherst meeting
    - Hank will check the PO box
    - Eric will check with the hotel

### **COMMITTEE REPORTS:**

#### **Chapter Technology Transfer Committee (CTTC) – Eric Fontaine, incoming - Mike Davis**

**PAOE Par: 1050 Min Points: 550 Total Points: 1375**

- (Eric) Last meeting tomorrow - DL
  - Jason will get a few minutes for announcements

- o Eric will have a few minutes for introduction and surveys
- o 45 minute presentation, 15 minute Q&A
  - also sent out to Region 1 members
- (Mike) CTTC/Programs: Bookings for 2020-2021
  - o All months have been tentatively booked for 2020-2021 except for April 2021
    - All in person
    - October - tentative EBM offsite in Farmington
    - March - Amherst (same as this year)
  - o PDH Credits? - mike is planning to attend CRC, Eric will walk through PDH credits with Mike
  - o Two DL's scheduled

#### **Sustainability Committee - Eric Fontaine**

- No update

#### **Sponsorship Committee – Michael Davis**

- Sales Update:\$5,950/\$10,000(goal)
- Vendor Directory Update: sold 21 - \$2100
  - o Publishing July 1st (next calendar year)
  - o Hank will print out hard copies for during the monthly meetings

#### **Chapter Webmaster – Michael Davis**

**PAOE Par: 650 Min Points: 250 Total Points: 615**

- No update

#### **Membership Promotion Committee – Tom Ruggiero**

**PAOE Par: 800; Min Points: 500; Total Points: 675**

- No Update
- Will be stepping back from Membership Promotion for next year. Will Holden taking over? Matt Andel will chat with him this afternoon
- Yard Goats game reserved for August

#### **Student Activities Committee – Andrew Danna**

**PAOE Par: 800; Min Points: 500; Total Points: 280**

- Scholarships sent out (4) at \$1000.
  - o (3) at \$100
- Reached out to Grant Crawford to discuss QU Design Challenge
- Hank will send out the (3) \$100 scholarships - Andrew to write up letter to share with Hank

#### **Newsletter – Blair Richardson**

- Blair needs to send out May newsletter
  - o Tom will send over new members list to include
  - o Offer members to include Op-Ed in newsletter

**Historian – Blair Richardson**

**PAOE Par: 300 Min Points: 100 Total Points: 430**

- No update

**Research Promotion – Hank Cullinane**

**PAOE Par: 1050 Min Points: 800 Total Points: 550**

- Emailing past sponsors of Golf Outing (Tee sponsorship to RP) for anyone who can provide it before June
- Reaching out for corporate sponsorship for comedy night
- motion to allocate vendor directory to RP (\$2100)
  - motion: Hank Cullinane
  - second: Ashley Keller
  - Passes unanimously

**Governance Affairs Committee (GAC) – Hank Cullinane**

**PAOE Par: 650; Min Points: 500; Total Points: 800**

- legislation shut down, not much happening at the moment
- Hank getting nominated to be on the Codes and Standards Committee
- Legislation needs to vote on 2018 codes being approved (october- but it will get pushed back)

**Honors and Awards – Bill Dunn**

- We submitted Chapter Service Award applications for Julia Weatherby, Sean Bronson, and Gary MacDonald (all past presidents)

**Nominations Committee – Bill Dunn:**

- Announcement of official election results
  - Tom will not be on BOG, he will resign. Hank will check the bylaws
  - Eric will need to figure out if we need to replace him

**Refrigeration – Matt Andel**

- Will have some input for the June Newsletter (refrigeration month/day)
- Matt interested in getting involved with BOG next year

**Golf Outing – Derek Bride, Evan Cohen, Jason Bessette, Andrew Danna**

- August 28th

**Old Business**

- 

**New Business**

- 

**Action Items**

-

**Podium Time/ Announcements**

- N/A

**Motion to Adjourn: Ashley Keller**

**Second: Blair Richardson**

**passes**

**ADJOURNMENT:**      12:47      PM