



**American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc.
September 15, 2020 BOG Meeting Minutes**

Location: Conference Call

Meeting Time: 12:00 PM

CALL TO ORDER: 12:05 PM

ROLL CALL

PRESIDING OFFICER	Present	Committee Chairs (Committee Members)
President, and BOG: Eric Fontaine X		Technology Transfer: Mike Davis
President Elect and BOG: Michael Davis X		Membership Promotion: Brian Messerschmidt
Vice President and BOG: Ashley Keller		Newsletter: Blair Richardson
Secretary and BOG: Kevin Wixom X		Historian: Blair Richardson
Treasurer and BOG: Hank Cullinane X		Student Activities: Andrew Danna
Board of Governor: Jason Bessette X		Student Advisor UHa Prof C. C. Yavuzturk (Cy)
Board of Governor: Andrew Danna X		Student Advisor UNH *OPEN*
Board of Governor: Blair Richardson		YEA Chair: Kevin Wixom, Evan Benoit, Brian Messerschmidt
Board of Governor: Jason Urso X		Reception/Attendance: Justin Simko
Board of Governor: Matt Andel X		Refrigeration: Matt Andel
		Research Promotion: Jason Urso
		Golf Outing: Derek Bride
		ECC/Webmaster: Michael Davis
		Nominating: Jason Bessette
		Finance Committee: Eric Fontaine
Quorum 2020-21: 7 BOG members		Sponsorship Committee: Ashley Keller
		Auditing Committee: *OPEN*
Guests:		Regional Conference: Jason Urso
		Regional Conference Alternate: Eric Fontaine
		Honors and Awards: Jason Bessette
		Publicity Committee: Blair Richardson
		Grass Roots Gov't Committee: Hank Cullinane
		Sustainability Committee: Eric Fontaine

Housekeeping Note - Kevin Wixom

- 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 – Justin Simko

- 46 participants

YEA (Young Engineers in ASHRAE) – Kevin Wixom

PAOE Par: 800; Min Points: 300; Total Points: 650

- Need to determine how to move forward
- Recap from Evan Benoit on YEA CRC meeting

PRESIDENT’S REPORT – Eric Fontaine

Chapter Operations PAOE Par: 1200; Min Points: 600; Total Points: 0

- CRC overview/update
 - Went well overall for virtual meeting
 - New chapter president is trying his best to go to every chapter. Will be invited to our meetings
 - New challenge for every chapter to have 10% growth
- Training status for each and update on planning meeting and MBO’s to send

SECRETARY’S REPORT- Kevin Wixom

- Vote to approve July Report
 - Motion: Mike Davis
 - Second: Hank Cullinane

TREASURER’S REPORT, Hank Cullinane

- Approve July Treasurer’s Report:
 - Motion: Mike Davis
 - Second: Andrew Danna
- Financials
- Audit – Bill Dunn
- Credit card fees
 - Lots of credit card fees. We get charged monthly for having cards. Need to confirm the fees.
 - President and treasurer should be on card.
- Cancellation of Golf outing – Refunds
 - Hank is going to go through to see if we need to refund anyone.
 - Only 2 purchases for people who have paid. Will they offer as a donation?
 - Mike and Hank will check if there were any golf sponsorships purchased.
- Budget
 - Everyone needs to send Hank their budget by next meeting.

COMMITTEE REPORTS:

Chapter Technology Transfer Committee (CTTC) – Mike Davis

PAOE Par: 1050 Min Points: 550 Total Points: 100

- Program schedule update
 - Survey is not necessary for every meeting. Just need to keep track of what we did for each meeting.
 - Need to figure out cost for October meeting
 - Mike will send schedule to Blair so he can put it in the newsletter
 - October: EBM Papst is putting together a presentation. Mike will get approved for credits
 - Nov: DL virtual meeting
 - Dec: Lab exhaust w/Greenheck
 - Jan/Feb: Codes
 - Hoping to do offsite at Amherst College depending on COVID
- We should try to record the meetings. Mike will look into this.
- Charging for online meetings:
 - \$10 for members
 - \$15 for non-members
 - Can we get sponsors? Check with Ashley.

Sustainability Committee - Eric Fontaine

- No update

Sponsorship Committee – Ashley Keller

- No update

Chapter Webmaster – Michael Davis

PAOE Par: 650 Min Points: 250 Total Points: 460

- Region 1 meeting
 - Mike met with Rich last week.
- PAOE/social media posts
 - Mike is looking for help from Jason Bessette. Once a week.
- Hank is sharing information on the CT ASHRAE LinkedIn page
- Webmaster updates
 - Please update your pages on the website.
 - Blair needs to send the newsletter out. Eric Fontaine will follow up with Blair.

Membership Promotion Committee – Brian Messerschmidt

PAOE Par: 800; Min Points: 500; Total Points: 300

- Needs to get MBO over to Jason Urso.
- Needs to run delinquent list.

Student Activities Committee – Andrew Danna

PAOE Par: 800; Min Points: 500; Total Points: 100

- Has been brainstorming with other chapters on what to do.

Newsletter – Blair Richardson

- No update

Historian – Blair Richardson

PAOE Par: 300 Min Points: 100 Total Points: 150

- No update

Research Promotion – Jason Urso

PAOE Par: 1050 Min Points: 800 Total Points: 0

- Signed up for 3 webinars for RP
- Full circle award if all officers donate \$100. Due by 10/1/2020.

Governance Affairs Committee (GAC) – Hank Cullinane

PAOE Par: 650; Min Points: 500; Total Points: 0

- Hank was appointed to codes and standards committee

Honors and Awards – Jason Bessette

- Will discuss further with Bill Dunn.
- Do we have a master list of who already received awards? Contact Joe Furman?
- Eric Fontaine will reach out to Joe Furman.

Nominations Committee – Jason Bessette

- No update

Refrigeration – Matt Andel

- No update

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

- Rescheduled pending COVID restrictions.
- Using golf outing to promote additional outing?
- Begin discussions in December.

Old Business

- No update

New Business

- No update

Action Items

- Next meeting is 10/8. Eric will send out an invite for the next BOG meeting.
- Eric will make sure that everyone gets Hank their budget.
- Need to promote smile. Put in the newsletter.

Podium Time/ Announcements

- N/A

Motion to Adjourn: Hank Cullinane



**Second: Jason Urso
passes**

ADJOURNMENT: 12:58 PM