



## Board of Governors Meeting -minutes

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### Florida West Coast Chapter # 035, Region XII

Location: Leroy Selmons, Tampa and The Wyndham Westshore Hotel  
Meeting Date: September 8, 2006 and September 19, 2006  
Time: September 8, 2006 at 11:30 AM and September 19, 2006 at 4:30 PM

Sept 8 Attendees: Dan Herrera (DGH) Joe Souza (JSZ)  
Jeff Ross (JR) Drew Elsberry (DE)  
Shawn Jeffrey (SJ) Heather Hsi (HH)  
David M. Henry (DMH) Kathy Merchant (KM)  
P.J. Crespo (PJC) Phillipe Jean (PJ)

Not Present: Jennifer Isenbeck (JI) Jason Proctor (JP)  
Ross Montgomery (RM) Adam Parke (AP)  
Debie Horsey (DAH) Jennifer Keith (JK)

Sept 19 Attendees: Dan Herrera (DGH) Jennifer Isenbeck (JI)  
Ross Montgomery (RM) Adam Parke (AP)  
Jeff Ross (JR) Shawn Jeffrey (SJ)  
Heather Hsi (HH) David M. Henry (DMH)  
P.J. Crespo (PJC) Phillipe Jean (PJ)

Not Present: Joe Souza (JSZ) Jason Proctor (JP)  
Ross Montgomery (RM) Kathy Merchant (KM)  
Debie Horsey (DAH) Jennifer Keith (JK)  
Drew Elsberry (DE)

#### Chapter officers are recognized as follows:

DGH President  
JI President elect – Programs chair  
DAH Resource promotion  
DE Membership  
JR Treasurer  
SJ Secretary  
PJC Nominating committee

#### September 8 Meeting

1. Meeting was called to order at 11:45 AM by chapter president DGH. Quorum consisted of JR, SJ, PJ, DH, DE, and DGH
2. HH will email to KM what needs to be updated on the FWC website.
3. HH will email the link for the Addenda on Monday (9/11).
4. KM has some options already created (on the FWC website) to allow online RSVPing for the monthly meetings. She will email those options to danguherson.yahoo.com.
5. The FWC website account balance is paid in full through the end of 2007.
6. The invoicing for the FWC website shall no be routed to the new FWC Post Office Box, from there it shall be forwarded to that years Treasurer.



7. The cost for members to attend the FWC monthly meeting is \$30 (if you RSVP), if you do not RSVP the cost increases to \$35.
8. The FWC cost for each dinner at the monthly meetings is \$30.25 (we are loosing \$0.25 per meal for members to attend the meetings).
9. JR purchased copies of the A-B-C's of Parliamentary Procedures.
10. SJ motioned to have the FWC reimburse JR the purchase price for the A-B-C's of Parliamentary Procedures. The motioned was seconded by DMH and DGH called to vote which passed unanimously.
11. DE spoke for JI (who was not present) that all of this years meetings are scheduled with the programs and speakers. JI can capture PAOE points for being complete with the years programs by October.
12. DMH will coordinate with KM on updating the FWC website pictures on a monthly basis.
13. JR made a motioned that the FWC pick-up the lunch tab for the meeting. The motion was seconded by PJ and DGH called a vote which passed unanimously.
14. Meeting Adjourned at 12:50 PM.

#### September 19 Meeting

1. Meeting was called to order at 4:50 PM by chapter president DGH. Quorum consisted of JI, JR, AP, RM, SJ, and PJC.
2. SJ is to submit the FWC monthly meeting minutes to the RVC.
3. JR motioned to accept the FWC meeting minutes from July 2006, DAH seconded the motioned and DGH called to vote which passed unanimously.
4. DAH motioned to reimburse DGH the \$80 for the one (1) year rental on the FWC Post Office Box (P.O.Box 320444, Tampa, FL 33679 located at the Post Office @ Henderson and Church Street), AP seconded the motioned DGH called a vote which passed unanimously.
5. SJ motioned to set a budget of \$100 per year (not to exceed) for the FWC Post Office Box, JR seconded the motion and DGH called a vote which passed unanimously.
6. DGH recognized KM as doing a good and dedicated job in updating the FWC website. Thanks Kathy!
7. SJ is to email KM a copy of the FWC monthly meeting minutes to be uploaded to the website.
8. JI raised a point of order suggesting a separate board meeting to discuss chapter operations. This discussion went further into a CRC operations budget and JR mentioned that the FWC needed approximately \$40,000 to put the CRC together in 2009.
9. JR will schedule a meeting for all those that wish to participate on the CRC finance committee.
10. Sarasota/Bradenton meeting notices are to be sent to HH & KM by email.
11. JI to send a list of all programs for the 2006 – 2007 year to the CTTC RVC prior to October 1.



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**ASHRAE**

12. DGH wants to make sure JS submits one (1) to two (2) Technology Award Submissions this year for TEGA.
13. RM mentioned that the Peru Chapter has a large seminar planned for 2007.
14. RM mentioned that the Costa Rica Chapter is getting ready to file paperwork to become an ASHRAE Chapter.
15. HH mentioned that all articles for the upcoming Addenda are due on the 1<sup>st</sup> of that month.
16. JI mentioned that the board members need to try and get some Architects and Owners to attend the joint meeting in October with the US Green Building Council.
17. Meeting adjourned at 5:55 PM