



FWC Board of Governors  
Meeting Minutes  
October 16, 2007

## Board of Governors Meeting -minutes

---

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

Location: Sam Seltzers  
Meeting Date: October 16, 2007  
Time: 4:30 PM

Attendees:	Jennifer Isenbeck (JI)	Jeff Ross (JR)
	Debbie Horsey (DAH)	Adam Parke (AP)
	Drew Elsberry (DE)	Shawn Jeffrey (SJ)
	Dan Herrera (DGH)	Jason Proctor (JP)
	David M. Henry (DMH)	Philippe Jean (PJ)
	David White (DW)	Ross Montgomery (RM)
	Joe Barber (JB)	Joe Souza (JS)

Not Present:	Kathy Merchant (KM)	P.J. Crespo
	Joe Cox (JC)	Heather Hsi (HH)

#### Chapter officers are recognized as follows:

JI	President
DAH	President Elect – Programs Chair Resource promotion
DE	1 <sup>st</sup> VP Research Promotion
JR	2 <sup>nd</sup> VP Membership
SJ	Treasurer
PJ	Secretary
DMH	Governor
AP	Governor
JP	Governor
DGH	Nominating Chair

#### September Meeting

1. JI Called the Meeting to Order at 4:30 P.M.
2. JI stated that PAO points must be put into system. First to par get extra points.
3. JI asked JP how does information for roster get updated.
4. JP stated that he published a half page in the Addenda or they can update on line which gets back to him electronically.
5. JI do we need announcement for upcoming events please let the group know as we go through your agenda items.
6. JI asked PJ if there is anything to report.
7. PJ asked if main meeting notes should be in the meeting documents.



8. JI stated that it should be a separate document as she has done in the past.
9. PJ request a copy so he can get this going in a uniformed way. List attendance and who spoke and be general about the meeting.
10. JI Stated that the meeting notes are to be posted on the web page when approved.
11. PJ stated that first ASHRAE Chapter Seminar is being held on October 19<sup>th</sup>.
12. PJ indicated that smaller groups are easier to put together and have very little cost associated with them.
13. JR agrees.
14. PJ wants to make sure they can use them in other states.
15. PJ will coordinate getting information to state.
16. SJ submits report on budget.
17. JR wants to boost CRC budget up more to cover air fare and expenses at CRC.
18. RM states that Society will pay airfare for Delegate, alt-delegate, student activities, CTC and resource promotion for either local or international in this case, not both.
19. JR sated that that is an easy decision.
20. RM stated that the airfare should be around \$750 if you go economy and book in advance.
21. JR to look into rates as he stated that they seem to be higher.
22. RM stated not to book them to far in advance 3 to 4 months in advance should work fine.
23. JI questioned if we should table CRC expenses for a couple of months until we get a clearer picture of what is required.
24. JR stated that a vote be made on the acceptance of the Budget as it is reported.
25. JR made motion to accept budget.
26. DH seconds motion.
27. JI asked for discussion, none made, called to a vote and it passed unanimously.
28. JR stated that we should look at CRC budget in February, the board agreed.
29. SJ stated that we have over \$10,000 in account for student scholarship, should we put this in a CD
30. PJ stated that we are non-profit and we need to look into this and make sure we are not going to break any laws.
31. RM stated that there are new policies going through the IRS that may impact us as a chapter.



32. JI states she has a copy of this.
33. JR states that we may need to hire an accountant to go over our chapter and make sure we are doing things correctly.
34. DAH questioned how much this will cost.
35. JR stated around \$200
36. JR has a firm that we can use.
37. JI indicated that this should be sent to the finance committee and presented to the board at a later date.
38. JR hands last year's audited book to DH to put in historical archives.
39. DAH reports that 44 people have RSVP for the meeting and feels that this is accurate.
40. DAH asked board members to wait until all people are seated before we sit.
41. DAH thanked RM for getting speaker on short notice.
42. DAH reports that we have the President of ASHRAE speaking at our next meeting.
43. DAH states that she has not looked into projectors, but will shortly asked JR or SJ for theirs next month.
44. DAH states that we need a portable microphone system also, and she will look into this.
45. JR stated that he purchased projector for \$550 and it works well.
46. JI states that DAH should do the research and present this to the board.
47. DAH states that our speaker in December is a distinguished lecturer and is excited about coming down to our chapter about project management, communication skills and negotiating.
48. DAH is looking into the tour and the game for January at the Forum.
49. DE reports that he is a few people shy on full circle.
50. JI stresses that it important to get this done.
51. JR states that a link to make donations would be great on the web site
52. JI agrees that this can and should be done.
53. DE reports that the phone number is wrong, but will get it from DH.
54. DE reports that the American Legion has Fridays in Nov, Dec, and Jan
55. Board discussed many dates and narrowed down to Late January and February.
56. DE will look into the dates and see if he can get some dates to discuss at next board meeting.
57. JI asked if we could get a picture of November Speaker and put it in the Addenda.



58. DAH indicated that she could and would do this.
59. Reporting for KM, SJ indicates he needs minutes for the web.
60. PJ will send approved minutes to KM.
61. DH reports that he has slide show of chapter history finished and need to know which meeting would be a good meeting to present.
62. DAH indicates that the November meeting would be best.
63. SJ request some of the pictures for web page.
64. JI stated that a few picture of the board and candid shots at the special events would work well.
65. DH will send to KM.
66. JR submits report that states 14 new member, 2 students and 5 upgrades.
67. JI stated that this is quite impressive.
68. JI reports for PJC on student activities that we are struggling a bit and need to get a big push.
69. RM indicated that Lima Peru chapter has 14 students.
70. JR makes motion that we approve a student branch in Lima
71. DGH seconds
72. JI asked for discussion
73. DGH questioned financial impact.
74. RM stated that one trip a year would be about the extent of the financial impact.
75. JR stated that we should pay for all of the student membership.
76. JI agreed with this statement and at cost of \$128.
77. JI states that there is an urgency to vote and calls for vote.
78. Motion passes unamously
79. JR makes motion to accept meeting notes with changes, DH seconds motion, motion passes unaniously.
80. JS reports that he has not received any information form members on meetings with government personnel.
81. DGH reports nothing to add for nominating
82. RM reports that Costa Rican chapter is doing very well.
83. RM reports that Columbia is sending positive comments about forming a chapter.



84. RM It would be a help if we could send someone down to do a presentation bilingual would be preferred. Green building would be great.
85. DW reports that things are moving well.
86. JI feels a press release for Kent would be great with a little help from society
87. JI asked RM if someone at society could help with the President of ASHRAE speaking at our chapter on the publicity side.
88. RM states that Jody Dunlop would be the correct contact
89. JI states that JB will take care of reception
90. JB is up to speed on name tags and can take care of them before meeting.
91. JI states that we could make name tags with RSVP list to speed thing up
92. JB asks for list to be sent
93. DAH will compile list from emails and sent it to JB
94. JI states good job on articles to AP
95. AP reports that he is looking for a lofty goal of one submission each month for refrigerant comfort and low temperature design. Send him new information on good projects.
96. JI states that John Ripple at TLC would be a great contact for some green designs. He wrote a letter that was very good.
97. JP reports on member service and roster that he had difficulties obtaining free software from Microsoft. Number must be a federal number not a state number. JP is looking into other sources and has downloaded trial software.
98. JR states that he has a laptop that JP can use with ACCESS.
99. JI reports for JC that shrimp boil is on April 11<sup>th</sup>, magnets indicate the 4<sup>th</sup> and we should tell everyone that it is the 11<sup>th</sup>.
100. JR reports that the cost of the Garden club is \$2200 without liability compared to \$800 when we started.
101. JI stated that we may need to visit this in the future to change venue.
102. JI states that Region 4 wants to work a joint CRC here if we wish.
103. RM states that they will work any deal that we see as a benefit.
104. RM states that they prefer joint meetings.
105. DAH states that we need a meeting to discuss this CRC with the board members on the committee.
106. RM states that Region 4 would like to know soon if we will do a joint meeting.



107. JI states that at the last CRC that the region was going to form a group to help chapters plan and succeed with CRC
108. RM stated that they will be there for the chapters in a ask mode only. They will only help as much as they are asked. They will engage with us.
109. JI asked you would be the regional contact fro CRC?
110. RM states there is a CRC manual. Bill Malphus and RM will help as much as we need them on the CRC.
111. JI inquires if there is any new business or further discussion.
112. JR makes a motion to adjourn the meeting, DE seconds motion, JI request discussion, none made.
113. JI states she sense an urgency to vote, the vote passes unanimously.
114. Meeting ends at 6:01 PM

115.