



Board of Governors Meeting Minutes

Florida West Coast Chapter # 035, Region XII

Location: SSR Tampa Office-Conf. Room / 1511 N. Westshore Blvd, Suite 820, Tampa, FL 33607
 Meeting Date: Thursday October 11th, 2012
 Time: 11:30am

Attendees:	Jason Proctor (JP)	✓	Debie Horsey (DAH)	—
	Philippe Jean (PJ)	✓	Jeff Ross (JR)	✓
	Joe Souza (JS)	✓	Dan Herrera (DGH)	—
	Joe Cox (JC)	✓	Jacob Moberg (JM)	—
	Mike Costello (MAC)	✓	Eric Vieira (EV)	—
	Ike Crimm (IC)	✓	Jason Babinec (JB)	✓
	Michael Cowles (MC)	—	Chris Brown (CB)	✓
	Leon Boe (LB)	✓	Jennifer Isenbeck (JI)	✓
	Malia Powers (MP)	—	Delcie Durham (DD)	—
	Shawn Jeffrey (SJ)	—	Guest	✓

Chapter officers are recognized as follows:

President:

(JP) President

Voting Board Members:

(PJ) President-Elect, Programs
 (JS) Vice President, Research Promotion
 (JC) Membership
 (MAC) Treasurer, Shrimp Boil
 (IC) Secretary, Golf Tournament

Voting Governors:

(MC) Governor, Addenda/Newsletter
 (LB) Governor, YEA Chair
 (MP) Governor, TEGA Chair
 (SJ) Governor, Nominating Chair

Non-voting Committee Chair Board Members:

(DAH) Refrigeration Chair
 (JR) CTTC Chair
 (DGH) History Chair
 (JM) Reception Chair
 (EV) Roster
 (JB) Website Design
 (CB) Publicity Chair
 (JI) Sustainability Chair
 (DD) Student Co-Chair

Proceedings:

Meeting was called to order at 11:43am by President Jason Proctor.

Committee Reports:

President: Jason Proctor

- Website has working issues with uploads. Lair services will be working on issue to fix prior to sending out invites for next meeting.

Secretary: Ike Crimm

- Previous Board Minutes (September) Approved 9/25/12.

Programs: Philippe Jean

- Joint meeting with USGBC? – Jan 15th / Location TBA / AIA Credits TBD
- Joint meeting with RACCA? – May 12th?
- Finalized Schedule?
- CEU's at any monthly meetings this year?
- Magnets – we are not planning to produce the magnets this year. They are not ready for production. Discussion to provide email outlook calendar invite to all FWC members for upcoming events.
- Still working on a call-out list.
- Jacob working on correcting name spelling for tags and for producing new member tags.

Continuing Education: Philippe Jean

- PDH/CEU seminars for this year: Smoke - 11/6/13; Sound - 1/16/13; Wind - _____??
- Mentoring Minds Flyer – finished 3, working on 4th.

Chapter Technology Transfer: Jeff Ross

- Can we get to PAR by End of March? Yes, we should be at 500, will work on online submission.
- Malia working on a Luvata ASHRAE activity event.

Refrigeration: Debie Horsey

- Any feedback on submissions?

TEGA: Malia Powers

- Government contacts! Can't stress this enough; they kept CTTC ahead all year.
- Please report all of your contact conversations with government officials.

History: Dan Herrera

- History Night 2013 – working on plans.

Membership: Joe Cox

- Good job on MP Night
- Plan for non-paying members? Develop meeting for committee (lunch), include Al Sanchez, discuss, monitor and call to delinquent members to keep all members current.
- Send email to PJ Crespo to encourage renewing membership.
- Continue to Promote Smart Start Program, reach out to recent graduate who are about to drop. Students typically have about 1 person who converts to member in our industry. It is only \$20 for student to join smart start program. Discuss plan to investigate corporate sponsorships for smart start program.

Research Promotion: Joe Souza

- Research Proposal Submissions (need more information on this topic)
- YTD % & total dollars?
- 50/50 Raffle at next Meeting – Yes.
- Shotgun Shoot (November 9, 2012), supplemental Insurance purchased for event, flyers, advertisements (\$434.29-cost of Insurance). 4-teams sold out of 16 for event. Not necessary to cap event with 16 teams. Setup table with ASHRAE membership promotion. Prizes still need to be discussed. Publicity, we need to have someone taking pictures of the event...preferably someone who is not shooting in the event.
- What other events are planned?
- BUCS Game – looking for someone to buy sponsorship to pay for tickets. Or a raffle/auction to sell ticket packages. Dec. 9th – Eagles/Bucs football game is desired for setup.
- Fishing Trip?

Student Activities: Mike Costello / Delcie Durham

- **1st in Region XII for PAR! - Congrats**
- FWC Chapter Scholarship applications - due on Dec 1st, 2012
- (scholarship day last Tuesday)
- Monthly meeting yesterday
- Leon will be attending next meeting to discuss smart start program.
- ASHRAE Learning Institute (ALI) courses for students (get a sponsor to cover the workbook costs). – MC? Postponed for later discussion.
- Student Design Competition due in June 2013.
- CAPSTONE / Dr. Decker? This is in the works for Next semester.
- Two tours setup for students (Luvata –Friday Nov. 2nd 2pm; and Ice Palace tour)

Treasurer: Mike Costello

- Joe Cox - Book auditing by 1 Oct 12 / need to prepare a larger binder for all information. Will get done before end of day tomorrow.
- Joe Cox - Tax Reporting of previous year by 1 Nov 12 / due to IRS by Nov. 15th.
- Need to update with statements just received from Jason Proctor today.
- Need a budget for event prior to having event.

Nominations / Honors & Awards: Shawn Jeffrey

- CSA/RSAs due April 15th, 2013

Newsletter / ADDENDA: Michael Cowles

- November Articles due Oct. 31st. Next meeting is Nov. 13th.
- Any sponsors for advertisements? – couple of inquiries about advertisements...none established for this next weeks

Special Events: Ike Crimm / Mike Costello

- Golf Tournament - Confirmed 2/22/12; need flyer issuance at end of October. Looking for additional beverage sponsors.
- Shrimp Boil – Confirmed 4/12/2013

YEA: Leon Boe

- YEA Event this year? Lighting Game Follow-up? Back-up Plan? Yuengling Brewery Tour, Brandon sports forum.
- February 19th or 26th Lightning game options – hockey season cancelled due to Lock-Out.
- 2nd event?
- YEA Night at meetings? Coordinate with Joe Cox (YEA reports to Membership Promotion).
- YEA Mentoring program, Mixer?
- New faces of ASHRAE, YEA nomination from FWC? (Deadline is Oct 21st)
- Mentor Mixer – develop Mentor List and YEA members
- Nominate Danny Celis for new face of engineering

Webmaster / Cyber Chair: Jason Babinec / Jacob Moberg / Ike Crimm

- Finish updating website
- Emailed list of items that need to be updated.....
- Working on website, but having difficulty determining how to create a website that is user friendly for BoG members to update content.

Publicity: Chris Brown (not present)

- Pictures, pictures, pictures!
- Work to get (2) Chapter published articles in Insights or YEA Connection

Reception: Jacob Moberg

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Member Services: Eric Vieira (not present)

- Start working on new roster, target publish dates of Dec.
- Only firms that have FWC dues paying members get listed.

Sustainability: Jennifer Isenbeck

- Great job in Sustainability Event!
- Develop a Modeling user group / program. New /young students need education regarding building modeling. Looking for a date in early November to develop this user-group.
- Looking to make this an annual event (green apple/recycle/sustainable), grow the program to other Universities/Higher Ed. Institutions.
- The bottles are about a 2-week lead time.
- Idea to setup booth at FHEA show for Sustainability and ASHRAE...next year.

RECAP OF MEETING & CLOSE OF BUSINESS MEETING

- Next meeting to be determined. Wait for announcement of new day/time of next BoG Meeting.
- **ALL BoG MEMBERS NEED TO ARRIVE ON TIME FOR BEGINNING OF BUSINESS MEETING!**
- Made motion to cover cost of Lunch. Motion passed (11-For / 0-Against)
- Jason Proctor adjourned the business meeting at 1:20pm.