



Board of Governors Meeting Minutes

Florida West Coast Chapter # 035, Region XII

Location: SSR Office - Conf. Room / 1511 N. Westshore Blvd, Suite 820, Tampa, FL 33607
 Meeting Date: Tuesday January 8th, 2013
 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-John Siegenthaler	✓

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 11:33am by President Jason Proctor.

Committee Reports:

President: Jason Proctor

- Engineers Week February 17-23, 2012 www.eweek.org / <http://tbewb.org/index.htm>
 - Banquet is same day as Golf Tournament (2/22/2013)...Who is planning to attend???
 - Ross Montgomery has attended in past.
 - We should sponsor a table and nominate person for award. Need to know before Feb. 8th. Platinum Level Sponsorship is \$1,250 Donation and includes: Company logo displayed on signage at the event; Receive up to 10 tickets to the awards banquet; Presents the Lignell Award; Receives recognition at Platinum Sponsor level on event slideshow & program; Receives recognition and link to website on the TBEWB website. Information about company and special acknowledgement will be made on the website; Display Table in Reception Area
 - Outreach event at MOSI, February 16th (Sat.). We are looking for a volunteer to talk to students one-on-one about your profession and conduct a hands-on activity.
 - Thursday Feb. 21st, need to provide speaker for event.
- Long-time member Mel Franzel of Sarasota-Bradenton Section (passed away); died Oct. 16th; 87 yrs old; 63 yrs member of ASHRAE. Jerry Abrams is working on a Bio. article on Mel Franzel.
- Review your MBOs and evaluate your progress at the midpoint of the year. Review your progress and let's try hard to evaluate/finish any outstanding items.

Secretary: Ike Crimm

- Previous Board Minutes (October) have not yet been submitted for Review/Approval.

Programs: Philippe Jean

- January Meeting? On schedule, has been advertised.
- CEU approvals for each meeting this year? January Meeting - YES
- Meeting has been coordinated with Columbia for potentially over 100 persons.
- Mentoring minds meeting has been advertised.

Continuing Education: Philippe Jean

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

Chapter Technology Transfer: Jeff Ross

- Need more government contacts. Need 50. Currently only have a list from Mike Costello. We need more contributors. Send list to Malia, copy the BOG.

Refrigeration: Debie Horsey

- Any feedback on submissions? No current submission for awards. Deadline is May 1st.

TEGA: Malia Powers

- Government contacts! Can't stress this enough; they kept CTTC ahead all year.
- Let's promote this in the newsletter again. Newsletter article indicates "What TEGA is".
- Please start sending your list out monthly to all the board members as a reminder. Add John Siegenthaler to list of email.
- Power-Up Energy Expo - Ft. Walton Beach – March 18-20th.
- May 15-17, Sarasota – FLAPPAA (facility engineers)
- BOMA members??? We would like to represent ASHRAE at next BOMA meeting. Taylor Ralph is going to become programs chair, we can collaborate with Taylor for future programs, and possible joint meeting event.

History: Dan Herrera (not present)

- History Night 2013 Plans? Were looking for a Theme for History Night. First ASHRAE-FWC meeting was held at the Columbia in 1956.

Membership: Joe Cox

- Plan for non-paying members?
- Continue to Promote Smart Start Program (gradual dues increase from graduation thru first few years of membership...\$20, \$50, \$50, ...), reach out to recent graduates who are about to drop membership status.
- Contacted 1 previous student. Need to coordinate with the recent UF grad that was at last meeting.
- Membership Advancements? Potential idea to encourage membership advancement: Offer free meal for membership advancement from associate to member. Malia offered volunteer assistance to help coordinate with older members and assist them with advancement. (10-points per member upgrade, 10-points for recognition of advancements)
- Retention of new members is important for points.
- Heat Pipe Technology Manufacturer has ASHRAE members that are being transferred from Gainesville to Tampa. We need to transfer their chapter affiliation to Florida West Coast.
- Goal is to grow membership by +4 persons.
- Coordinate attendance reports with membership reports. Let's try to get attendee's to become members.

Research Promotion: Joe Souza

- Research Proposal Submissions?
- One grant for FIU, \$200,000
- **Current Status: YTD = 57% of Goal; Total Amount = \$12,007.48**
- What other events are planned? Fishing Trip??? Looking at budget numbers to plan the Fishing Trip.

Student Activities: Mike Costello / Delcie Durham

- FWC Chapter Scholarships - Awarding in Jan 15th meeting?
- ASHRAE Learning Institute (ALI) courses for students (get a sponsor to cover the workbook costs). – MC?
- Student Design Competition, trying to get Ross M. to speak with the Capstone class.
- Need to log some points for speaking to the school class (JI)

Treasurer: Mike Costello

- Treasurer's Report – New Format for Report
- Discussion needed to review all Budget line items. Are they accurate, do they need updated? Discussion to occur at another time...more time needed than was available at today's meeting.
- Request to add previous year budget/expense information to new format of Treasurer's report.

Nominations / Honors & Awards: Shawn Jeffrey

- CSA/RSAs due April 15th, 2013
- Coordination with PayPal required for some members that are having trouble with PayPal. Larger donations have caused problems for PayPal accounts. Shawn to coordinate with PayPal regarding issue.

Newsletter / ADDENDA: Michael Cowles

- February Articles due February 9th, 2013
- Any sponsors for advertisements?
- Discussion held regarding whether Addenda content is being read by the Chapter membership.
- Golf Tournament Flyer to be issued to MC for inclusion into next Addenda

Special Events: Ike Crimm / Mike Costello

- Golf Tournament – date of event 2/22/12; Discussion held regarding Food selections for event. Conclusion is to keep selection of food and cost of dinner selections equal to last year's event. Discussion held regarding the Flags and Vendors, should the vendors get to keep flags. Tee box sponsorship signs are planned to be a 5-sided box that will stand approx. 12"-18" tall.
- Shrimp Boil – date of event 4/12/2013

YEA: Leon Boe (not present)

- YEA Event this year? Lighting Game Follow-up...season is starting soon?
- YEA Mentoring program, Mixer?

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

- Website Proposals (\$3,800.00 / \$800.00); Two Quotes from different vendors; looking for a third quote.
- Current website is not working for us, LAIR services has failed to maintain/update content for FWC chapter. In-Place marketing is hosting FWC content on an FTP site that the website is referring to.
- Discussion held regarding what we (FWC) want from our website, does our membership use the website, what is value of website, will current website work for the upcoming Golf Tournament, links to PayPal need to be maintained.
- Golf Tournament Flyer to be issued to JM for updating of sponsorship options that can be selected via website for PayPal online payment.

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.
- Only firms that have FWC dues paying members get listed.

Sustainability: Jennifer Isenbeck

- Modeling program?
- Update MBO, Gordon Holness (currently not a DL) is booked for March meeting....chapter sustainability points being requested.
- Continuing education on Building Modeling program.
- Coordinating meeting with a Hillsborough county lobbyist regarding sustainability.
- Looking for a Non-HVAC related topic, to get additional points for sustainability.

Sarasota-Bradenton Section: John Siegenthaler

- State College of Florida (SCF) scholarship opportunities. Sarasota-Bradenton Section is planning to create new scholarships for SCF.

RECAP OF MEETING & CLOSE OF BUSINESS MEETING

- Can the FWC be the 1st Chapter to reach PAR in all categories? There are two categories that we are not at PAR. Membership Promotion and Research Promotion.
- Banners? We are planning to coordinate a new Banner for the Lima Peru Section. Need to develop a budget to support new Banners for all Sections under FWC. Approximately \$250 cost for new banner
- Need to assemble new Board for Next Year 2013-2014. Who is going to be in what position for next year?
- Make **Motion (#1)** to pay for today's lunch by **Jeff Ross**, seconded by **Philippe Jean**. Vote unanimous (For-8; Opposed-0). **Motion #1 passed.**
- Make **Motion (#2)** to pay \$3,800.00 for new website designed by In-Place marketing by **Jeff Ross**, seconded by **Philippe Jean**. Discussion: we need to have comparable quotes for equal products. Web-design task force to seek (3) quotes from vendors for web design.
- Amend **Motion (#2)** to not exceed \$3,800 for updating our new website by In-Place Marketing or another vendor by **Jeff Ross**, seconded by **Ike Crimm**. Vote unanimous (For-8; Opposed-0). **Motion #2 passed.**

Date of next FWC Board meeting is Feb. 12th at Location yet To Be Determined.

Jason Proctor adjourned the business meeting @ 1:33pm

End of Meeting Minutes