**Board of Governors Meeting Minutes**

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

Location: Stan Weaver's Office – Tampa, Florida

Meeting Date: Aug 19th 2013

Time: 11:30 AM

Attendees:

Philippe Jean (PJ) \_X\_\_

**Voting Board Members Committee Chair Board Members**

Ike Crimm (IC) \_\_\_ Al Lapera(AP) \_\_\_

Joe Souza (JS) \_\_\_ Clayton Sceizi (CS) \_X\_\_via phone

Joe Cox (JC) \_X\_\_ Dan Herrera (DH) \_\_\_

Mike Costello (MAC) \_X\_\_ Jacob Moberg (JM) \_\_\_

 Leon Boe (LB) \_X\_\_ Jaime Szikszay(JSZ) \_X\_\_

 **Voting Governors**

 Michael Cowles (MC) \_\_\_

Ethan Grabill (EG) \_X\_\_

Malia Powers (MP) \_\_\_

Jason Proctor (JP) \_\_\_

Chapter officers are recognized as follows:

 Voting Board Members:

(PJ) President

 (JS) President-Elect, Programs

 (JC) 1st VP, Research Promotion

 (MAC) 2nd VP, Membership, and Co-Special Events (Shrimp Boil)

 (IC) Treasurer, Webmaster

 (LB) Secretary, YEA

Voting Governors:

(MC) Governor, Newsletter and Addenda

 (EG) Governor, Member Services, Reception, Roster

 (MP) Governor, Refrigeration, Government Activities

 (JP) Governor, Nominations and Awards

 Non-voting Board Members:

(JSZ) Student Activities

 (DAH) Refrigeration

 (DGH) Historian

 (EG) Reception

 (CS) Sustainability

(AL) Continuing Education

**Proceedings:**

Meeting was called to order at 11:45 AM by President Philippe’ Jean

**Committee Reports:**

 **Presidential Report:** Philippe’ Jean

1. ***CRC Updates:***
* *Awards: Presidential Award of Excellence: Sustainable Activities - Jason Proctor, Best Section – Sarasota Bradenton, Best Website – Jason Babinec, Best Refrigeration Chair – Debie Horsey, Best CTTC Chair – Jeff Ross, Chapter Service Awards – Shawn Jeffrey, Sr., Andrew Elsberry, Robert Sutton.*

*-PAOE award for sustainable activities received at CRC*

1. PAOE Reporting Monthly / FWC Login: “flwestco” password: ‘apm035”

-focus on bettering chapter using PAOE as a model, points will come, but not our focus

1. Manual for Chapter Operations was revised on January 23, 2012. I have emailed this out to the entire board, please review the changes and become familiar with your individual requirements. Appendix RR1 is a chart that indicates the minimum areas to be review by each chair.

-Communicate with RVC as often as possible, via email is fine

-Chairmen should find out who their RVC is if they don’t already know them

**Secretary: Leon Boe**

* Previous Board Minutes ???

-will need to touch base with Ike Crimm for last months notes

* Monthly board meeting minutes submitted by email to the board for review within a week of the meeting.
* Please try to maintain some format as Agenda.

**Programs: Joe Souza**

* Feedback from CRC Training?
* How many meetings do you have left to find speakers?
* Joint meeting with USGBC? – Joe Souza to coordinate
* Finalized Schedule? Let’s get it to Mike Cowles to include in the newsletter
* Magnets, do we want to do them.
* RACCA Joint Meeting?

-Building modeling for first meeting is possible

-Dividing attendees into groups of teams was discussed

-Flyer for next months meeting needs to be wrapped up by 8/23/13

-Possible offsite meetings this year other than the Columbia

**Chapter Technology Transfer: Joe Souza**

* Feedback from CRC Training?

-Joe not present to discuss

**Refrigeration: Malia Powers**

* Chapter Technology Awards due by?

-Get with Debie Horsey who is now RVC refrigeration

* Newsletter Article

**GGAC: Malia Powers**

* Government contacts! Can’t stress this enough; they kept CTTC ahead all year.

-Get Malia any government contacts you spoke with regarding ASHRAE

* Newsletter Article

**Historian: Dan Herrera**

* Feedback from CRC Training?

-Won best Historian award for Region 12

-has CRC pictures ready for first meeting slideshow

* Leadership Recalls this year

-100 points for leadership recall with max of one for 100 points

-Who are the older presidents we can get interviwed? Chuck Langflein?

-DH working on FWC timeline

-Recent past presidents still available for recall, Debie Horsey, Jeff Ross, Jason Proctor

* Digitizing of FWC archives? Are we up to date?
* Website, history archives?

**Membership: Mike Costello**

* Feedback from Goals/Planning Session
* Work with Ike Crimm to target non-dues paying Chapter members. Can we get more members paying chapter dues.

-Lots of delinguents in system, they will be his focus. Work through other ASHRAE members with personal relationships of delinquent members

-20 Delinquents in system

-MC to send EG roster for EG to update

* Membership Promotion nights? Plan with Joe Souza to get a night together.

-Two new members Gerald Curtis, Vitelio Silva

* Promote Smart Start Program in newsletter

-work with JS to promote at student level

**Research Promotion: Joe Cox**

* Feedback from CRC Training?

-good info, pretty basic ideas

* Goal for 2012/2013 raised to $22,000.

-from 21K last year

-ideas for incentives to pay chapter dues, 5 dollar dinner discounts? Clay Shoot discounts?

-generate a form letter or email to send out to non paying chapter dues members

* Already ordered Last Year’s RP Recognition Items?
* RP Committee reported to National?
* YTD % & total dollars?
* Shotgun Shoot (Date) (Need to get supplemental Insurance for event), flyers, advertisements

-date set for nov 15th

* What other events are planned? BUCS Game?

-Sep 24th is centralized training, will book flight this week, society covers travel, not sure about hotel reimbursement though

-needs the ASHRAE travel agent contact

-Needs contact for Duke Energy and TECO, JS has it and sent it to Joe

-needs contact for Sweetbay?

-the 2500 seed money for CRC has been reimbursed to the chapter

**Student Activities: Jaime Szikszay / Delcie Durham**

* Feedback from CRC Training?

-MBO has been sent to RVC Rosen Florentino

* Meetings (when will they be held)
* Are officers established?

-meeeting with Matt Reeves next thursday

* FWC Chapter Scholarships

-two scholarships will be given this year

* ASHRAE Learning Institute (ALI) courses for students (get a sponsor to cover the workbook costs). Work with MC
* Student Design Competition
* CAPSTONE / Dr. Decker?

-Get point of contact at USF..possibly Dr Dubay?

-Joe to get POC from STEM program to JS

**Treasurer: Ike Crimm**

* Approved 2012-2013 Budget?

-will have before next meeting and JC will pass along to IC

* Joe Cox - Book auditing

-books audited, appointment with Mrs Ross next week

* Joe Cox - Tax Reporting of previous year

-not yet

**Nominations & Awards: Jason Proctor**

* Feedback from CRC Training?
* Establish H&A Committee (25 PAOE Points under Chapter Operations)
* Chapter Service Awards for next year, submit by April 15th 2014.
* Regional Awards of Merit for next year, submit by April 15th 2014.

**Continuing Education: Al Lapera**

* PDH/CEU seminars for this year.
* Tech Topics?

-will be doing 3 PDH programs this year

**Newsletter: Michael Cowles**

* September Articles due **\_\_Aug 23rd\_\_\_\_\_\_\_\_\_\_**
* Advertisement structure with fees? Can we combine with website?

**Special Events: Ike Crimm and Mike Costello**

* (Ike) Golf Tournament date?
* Shrimp Boil – Date

-April Under contract with garden club

**YEA: Leon Boe**

* YEA Event this year?

-lightning game in the spring

* 2nd event?

-USGBC joint social sep 5th

* YEA Night at meetings? Coordinate with Joe Cox (YEA reports to Membership Promotion).
* YEA Mentoring program, we need to establish this (use Sarasota as a guide, and look at information on the ASHRAE site).
* New faces of ASHRAE, YEA nomination from FWC? (Deadline is Oct 21st)

-Time to look for and select nominees, please send me your nominations

**Website: Ike Crimm**

* Finish updating new website
* Advertisement structure with fees? Can we combine with Addenda?

**Publicity: Ethan Grabill**

* Pictures, pictures, pictures!
* Status of Revised Advertising package
* Work to get (2) Chapter published articles in Insights or YEA Connection

**Reception: Ethan Grabill**

* Do you have current name tags?

-JS to send EG spreadsheet on attendees to study for new nametags

* Acquire adhesive Visitor nametags & Sharpies
* Create tracking system for new members who have attended (3) meetings and order their nametags

-MC please add EG email to paypal receipts

**Member Services – Chapter Roster: Ethan Grabill**

* Start working on updating roster, target publish dates of Dec.
* Can we sell advertisement in conjunction with Website & newsletter?
* Only firms that have FWC dues paying members get listed.

**Sustainability: Clayton Sceizi**

* 9/28/13 - Green Apple Day of Service – Update

-LB motion to fund green Apple day of service for 500

-2nd by JC

-Discussion to reduce sponsorship to 250

-will send out request via email for voting

* RACCA Joint Meeting?

**CLOSE OF BUSINESS MEETING**

-No new business

-Newsletters due Friday!

**Date of next FWC Board meeting is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Meeting Adjorned @ 1:15