**Board of Governors Meeting Minutes**

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

Location: Columbia Restaurant – Tampa, Florida

Meeting Date: November 19th, 2013

Time: 4:15 PM- 5:30 PM

Attendees:

Philippe Jean (PJ) \_x\_\_

**Voting Board Members Committee Chair Board Members**

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

Joe Souza (JS) \_x\_\_ Clayton Scelzi (CS) \_\_\_

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

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) \_x\_

Jason Proctor (JP) \_x\_\_

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

 (MP) Refrigeration

 (DGH) Historian

 (EG) Reception

 (CS) Sustainability

(AL) Continuing Education

**Proceedings:**

Meeting was called to order at 4:20 PM

 **Presidential Report:** Philippe Jean

* MBO Make sure you review before meetings. Every two weeks works great.
* Please review PAOE brochure which was handed out
* Needs list of attendees of last mtg for CEU credits to forward to Shawn

**Secretary: Leon Boe**

* Are we up to date with minutes.
* Yes, I will email out Oct and July for approval
* Please don’t put dollar amounts in minutes
* Have they been posted on website
* Yes, once approved they are posted

**Programs: Joe Souza**

* How many meetings do you have left to find speakers?
* Only two left, Dec mtg will be Ross Montgomery(Pls confirm)
* Jan will be windload panel discussion, also Membership night
* Feb, none, golf tourney
* March- needs to be finalized, Open up to RACCA
* April, none, shrimp boil
* May, ASSHRAE 1 89-1
* Joint meeting with USGBC? – Joe Souza to coordinate
* Finalized Schedule? Let’s get it to Mike Cowles to include in the newsletter
* Magnets- When will they be ready
* Magnets Done
* Do we have any other joint meeting set up with RACCA, USGBS, AIA?
* Flyer for next month’s meeting needs to be wrapped up by 11/23/13
* Possible offsite meetings this year other than the Columbia, Double Tree.
* Last Minute RSVP’s… should we raise price to 45?
* Motion to raise Day of RSVP to 45 by JS, Second by JP, Motion REJECTED with majority NAY
	+ Discussion, DH- Some members don’t know until day of
	+ JP-lack of professional courtesy
	+ We have to tell Columbia a week ahead of time, so far they have accommodated us, but it is getting difficult
	+ Should we begin a calling group?

**Chapter Technology Transfer: Joe Souza**

* MBO – How are we doing?
* Follow PAOE as guideline
* What areas do we need to focus?

-

**Refrigeration: Malia Powers**

* Chapter Technology Awards due by?
* 12/31 follow up with Debie for Previous years projects
* Have you met with your RVC and is your MBO up to date?
* Do you have a committee picked out?
* Newsletter Article
* Refrigeration tour flyer reviewed and approved for distribution
* Dec 2oth port of tampa refrigeration tour
* Coordinate with EG to get nametags of attendees
* Send PDF file to IC for website distributuion

**GGAC: Malia Powers**

* Government contacts! Great email for contacts
* Spread sheet looks good for contacts
* Have you met with your RVC and is your MBO up to date?
* Newsletter Article
* Port tour

**Historian: Dan Herrera**

* Leadership Recalls this year. Who are the targets DH and JP
* Carl Lawson, Jasson Proctor
* Working with IC to post previous recalls to website
* Digitizing of FWC archives? Are we up to date?
* Website, history archives? At the 60 to 70% level

**Membership: Mike Costello**

* Have you met with your RVC and is your MBO up to date
* yes
* Work with Ike Crimm to target non-dues paying Chapter members. Can we get more members paying chapter dues?
* Get with IC on some new ideas
* How can we get the delinquents down? Progress on list
* Membership Promotion nights? Plan with Joe Souza to get a night together.
* Scheduled for Jan
* Promote Smart Start Program in newsletter. Look at what other chapters have done. Looks like a cut a paste approach will work.
* 3 articles sent to the newsletter, including smart start, check on website hit counter/tracker

**Research Promotion: Joe Cox**

* Have you met with your RVC and is your MBO up to date
* Yes
* Goal for 2012/2013 rose to $22,000. Update on progress
* We are at 41% of RP goal
* Are we ready for RP night in November?
* Yes, awards will be given out tonight announce donors as silver ,platinum, gold etc.
* RP Committee reported to RVC?
* Shotgun Shoot (11/15/2013) (Need to get supplemental Insurance for event), flyers, advertisements)
* Went well 5400net to RP
* What other events are planned?
* Shrimp boil, need to look at funding endowment
* Duke Energy, TECO, Mosaic and Sweetbay Targets?
* Active proposals with TECO and MOSAIC
* Calling committee plan
* Dec 10th tentative morning breakfast mtg

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

* Fall Recap
* No more mtgs this fall, students working on design competition
* Meetings (when will they be held)
* Are officers established?
* Two FWC Chapter Scholarships will be awarded. When are the applications going out?
* 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
* How many new student members?
* 10 new members, one from website
* Jaime motion to send 3 student members to AHRI jan winter show for 200 each
* JP second, Motion passes, 3 student members to receive 200 dollars towards expenses

**Treasurer: Ike Crimm**

* Approved 2013-2014 Budget? Update
* Yes
* Joe Cox - Book auditing. How is this going?
* Joe Cox - Tax Reporting of previous year update
* IC motion to accept budget, MC second, Motion passes

**Nominations & Awards: Jason Proctor**

* 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.
* All is done here

**Continuing Education: Al Lapera**

* PDH/CEU seminars for this year.
* Look at making the wind load mtg a CEU credit mtg
* Tech Topics
* PDH for programs this year? How does the process work?

**Newsletter: Michael Cowles**

* September Articles due **\_\_November 23rd\_\_\_\_\_\_\_\_\_\_**
* Advertisement structure with fees? Can we combine with website?
* Holiday/fall newsletter to be sent out by MC
* Fee structure for ads to be addressed next year

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

* (Ike) Golf Tournament is on February 28th
* Shrimp Boil April 4th
* Contract signed

**YEA: Leon Boe**

* YEA Event this year? Aiming for the spring.
* Kickball tournament Dec 14th
* 2nd event? Lightning game Feb 6th
* YEA Night at meetings? Coordinate with Joe Cox (YEA reports to Membership Promotion).
* Dec lunch mtg is YEA Night
* YEA Mentoring program, we need to establish this (use Sarasota as a guide, and look at information on the ASHRAE site).

**Website: Ike Crimm**

* How did the training go for the group
* 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? Continuous maintenance with attendees from meetings. Joe sill send list to Ethan after the meetings
* Acquire adhesive Visitor nametags & Sharpies
* Create tracking system for new members who have attended (3) meetings and order their nametags. This should come from the PayPal list
* Motion for name tag budget

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

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

**Sustainability: Clayton Sceizi**

Any more events planned

**CLOSE OF BUSINESS MEETING NEW BUSINESS**

 **Costa Rica Request for second DL for their feb 20th 2014 seminar on 90.1**

* **After discussion no motion was made by the  board,  No action taken**

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

Meeting Adjorned @ 5:45 PM