**Board of Governors Meeting Minutes**

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

Location: Stan Weaver Office and GOTO Meeting – Tampa, Florida

Meeting Date: Oct 10th 2013

Time: 11:45 AM

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) \_\_\_

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

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

 **Voting Governors**

 Michael Cowles (MC) \_\_\_

Ethan Grabill (EG) \_\_

Malia Powers (MP) \_\_\_

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 12:03 PM by President Philippe’ Jean

**Committee Reports:**

**Presidential Report:** Philippe Jean

* MBO Make sure you review before meetings. Every two weeks works great.

Check every two weeks to keep up to date

The more you communicate with your RVC the better

**Secretary: Leon Boe**

* Are we up to date with minutes.

Yes, done

* Have they been posted on website

Yes, done

Ike will post all of last years minutes right now to website

**Programs: Joe Souza**

* How many meetings do you have left to find speakers?

4 meetings left to find speakers

ASHRAE President has backed out making it 4 meetings to find

Ross may do one on IAQ

* Joint meeting with USGBC? – Joe Souza to coordinate

Yes, will invite AIA as well

So far 4 RSVPs from USGBC

* Finalized Schedule? Let’s get it to Mike Cowles to include in the newsletter

Yes it is on the website

* Magnets- When will they be ready

Next week Tuesday will be done JC to pick up

* Do we have any other joint meeting set up with RACCA, USGBS, AIA?

Contact Al Lapera

* Flyer for next month’s meeting needs to be wrapped up by 10/23/13

Yes, Will be ready to go, Chris Mathis is Speaker

* Possible offsite meetings this year other than the Columbia, Double Tree.

Good idea, get with Al to coordinate

**Chapter Technology Transfer: Joe Souza**

* MBO – How are we doing?
* What areas do we need to focus?

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**Refrigeration: Malia Powers**

* Chapter Technology Awards due by?
* Have you met with your RVC and is your MBO up to date?
* Do you have a committee picked out?
* Newsletter Article

**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

**Historian: Dan Herrera**

* Leadership Recalls this year. Who are the targets DH and JP
* 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, done

* Work with Ike Crimm to target non-dues paying Chapter members. Can we get more members paying chapter dues?

Very difficult to get non paying chapter dues members paid, not a good way to get these paid yet

Provide incentive for special events for chapter paying dues members

Almost 70% of members don’t pay chapter dues

Possibly sending direct invoices to members. Jason Alfonso to explore this option with Mike Costello

* How can we get the delinquents down? Progress on list
* Membership Promotion nights? Plan with Joe Souza to get a night together.

Possibly make the shrimp boil membership night? Mike Costello to review

Bring back special raffle like we did last year? For members bringing in new members

* Promote Smart Start Program in newsletter. Look at what other chapters have done. Looks like a cut a paste approach will work.

JC to send MAC article from last year to include

Jason Proctor to coordinate Toys for Tots program for Dec

**Research Promotion: Joe Cox**

* Have you met with your RVC and is your MBO up to date

Yes, met with Ted Hansen

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

9.6% of goal

* Are we ready for RP night in November?
* RP Committee reported to RVC?

Yes, JC, JS, MAC, Jason, Dan Rogers

* Shotgun Shoot (11/15/2013) (Need to get supplemental Insurance for event), flyers, advertisements)
	+ Are there any loose ends?

Application for insurance received

Eblast have gone out, attendance looking good

Push manufacturers for sponsorships

* What other events are planned?

None as of now, letters being wriiten as we speak for large donors

* Duke Energy, TECO, Mosaic and Sweetbay Targets?
* Calling committee plan

Friday morning bfast meeting to be coordinated through JC

Letters sent first then calling committee to follow up

JC sending letters to all new members then those who donated the past two years

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

* Have you met with your RVC and is your MBO up to date

Yes, all up to date

* Meetings (when will they be held)

Oct 16th, Oct 30th, Nov 13th

* Are officers established?

 Yes

* Two FWC Chapter Scholarships will be awarded. When are the applications going out

Yes, return by Nov 20th announce at the DEC lunch mtg

* 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?

Matt Reeves contacted Dr Dubay and he was not really interested

* Joe to get POC from STEM program to JS
* How many new student members?

10 New members

Talking to IB program at Robinson HS

**Treasurer: Ike Crimm**

* Approved 2013-2014 Budget? Update

MAC has given past budget to Mrs Ross

* Joe Cox - Book auditing. How is this going?

Book auditing Done

Yes, Mrs Ross is waiting on more info from Sarasota section chapter, MAC to get with Heather

* Joe Cox - Tax Reporting of previous year update

Tax Reporting will be done by Next mtg

Cancelled mailed statements

**Nominations & Awards: Jason Proctor**

* Establish H&A Committee (25 PAOE Points under Chapter Operations)

Yes, committee has been established

* Chapter Service Awards for next year, submit by April 15th 2014.
* Regional Awards of Merit for next year, submit by April 15th 2014.

Will address after first of the year

Update ASHRAE bio online for position

**Continuing Education: Al Lapera**

* PDH/CEU seminars for this year.
* Tech Topics
* PDH for programs this year? How does the process work?

Getting more and more difficult to do

**Newsletter: Michael Cowles**

* NOVEMBER Articles due **\_\_October 23rd\_\_\_\_\_\_\_\_\_\_**

Earlier you send to Mike the better

JP has not seen an addenda sent out yet

* Advertisement structure with fees? Can we combine with website?

JC proposed having IN place set up and send out the addenda each month, any broadcast mail we send out, have in place put on the website

Keep an eye out for a “controls” contractor guy who could be in charge/update website

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

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

**YEA: Leon Boe**

* Have you met with your RVC and is your MBO up to date

Yes, up to date, have not met Janey Dukes

* YEA Event this year? Aiming for the spring.

Lightning game Feb 6th

* 2nd event?

Possible yuengling tour before first of year?

* YEA Night at meetings? Coordinate with Joe Cox (YEA reports to Membership Promotion).

The DEC lunch meeting will be YEA night

* YEA Mentoring program, we need to establish this (use Sarasota as a guide, and look at information on the ASHRAE site).

Look at website for mentorship program assign mentors to YEA’s

* New faces of ASHRAE, YEA nomination from FWC? (Deadline is Oct 21st) Any Nominations

Send Jaime application form

**Website: Ike Crimm**

* How did the training go for the group
* Advertisement structure with fees? Can we combine with Addenda?

JP to send to IC structure which MC generated last year

 All need to send IC pics for Bio

**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

Jacob Moberg to send nametag structure/fees to EG

* Create tracking system for new members who have attended (3) meetings (paid dues) and order their nametags. This should come from the paypal list

Board box should be revamped

Dues paying member who has been to 3 mtgs to get actual nametag generated EG to track this

 **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.

Hall engineering looking for senior Eng employment application added to website

**Sustainability: Clayton Sceizi**

* 9/28/13 - Green Apple Day of Service – How was the event?

JS and CS made it to this and it was a great event

**CLOSE OF BUSINESS MEETING NEW BUSINESS**

 **JP needs 15 min at next meeting for Past Pres awards**

**Date of next FWC Board meeting is \_\_\_\_\_11/17 @ 4:15\_\_\_\_\_\_\_\_ at \_\_\_Columbia\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Meeting Adjorned @ 1:35 PM