**Board of Governors Meeting Minutes**

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

Location: Columbia Restaurant – Tampa, Florida

Meeting Date: Sep 19th 2013

Time: 4:15 PM

Attendees:

Philippe Jean (PJ) \_X\_\_

**Voting Board Members Committee Chair Board Members**

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

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

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

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

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

 **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 4:15 PM by President Philippe’ Jean

**Committee Reports:**

 **Presidential Report:** Philippe’ Jean

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

-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**

* Monthly board meeting minutes submitted by email to the board for review within a week of the meeting.

-IC needs to send LB mtg minutes from July mtg

-Mtg minutes will be sent out ASAP within or before a week after mtg

* Please try to maintain same format as Agenda.

**Programs: Joe Souza**

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

-topics are in place

-living building challenge next meeting

-Jan mtg conflicts with AHR show and will move to second tuesday

* Joint meeting with USGBC? – Joe Souza to coordinate

-next meeting will be joint mtg with USGBC

-invite architects to meetings

-focus this year is sustainability topics

-AL/JS/CS need to get together and finalize topics

-AL to provide mtg flyer by sep 20th

* Finalized Schedule? Let’s get it to Mike Cowles to include in the newsletter
* Magnets, do we want to do them.

-YES, lets do it. At least get meeting dates and special events on it, topics aren’t necessarily needed

-JC will take care of getting the magnets done. AL, JS, CS need to get topics and dates to JC

* Joint Meetings? RACCA, USGBS, AIA
* Flyer for next month’s meeting needs to be wrapped up by 9/23/13

-IC will setup additional website training with In place marketing so that website is updated for monthly meetings

-funds are leftover from last years training we can use to pay In place for this training

-IC needs to let MC know so he can attend as well. JP will call In place and set up meeting

* Possible offsite meetings this year other than the Columbia

-AL suggested the doubletree hotel

-JS/AL to explore offsite mtg for March 2014 possibly at the doubletree

**Chapter Technology Transfer: Joe Souza**

* Jeff Ross is a good resource for this position

-JS get with JR on this

* What areas do we need to focus?

-All members need to review previous years MBO and get theirs done

**Refrigeration: Malia Power**

* Chapter Technology Awards due by?

-TBD

* Debie Horsey is a good resource for this chair

-MP needs to sit with DH

-ALL send MP gov contacts

-MP will send out template monthly for Gov contacts

* Newsletter Article

**GGAC: Malia Powers**

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

-Send MP your gov contacts

* What format works best for this reporting this information to Malia

-MP will send out monthly email request for gov contacts on her template form

-MP will generate ASHRAE standards flashcards

* Newsletter Article

**Historian: Dan Herrera**

* Leadership Recalls this year. Who are the targets

-DH to get with JP and do his

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

-60-70% Completed

**Membership: Mike Costello**

* Work with Ike Crimm to target non-dues paying Chapter members. Can we get more members paying chapter dues?
* How can we get the delinquents down? if you know these people, contact them.

-Husang Ansari

-Charles Blume

-Dominic, MC to contact

-Marc Anthony, JP to contact

-James Feeland

-Thomas Herbert, MC to get with MP on him

-Chistopher Lamb

* Membership Promotion nights? Plan with Joe Souza to get a night together.
* Promote Smart Start Program in newsletter

**Research Promotion: Joe Cox**

* Feedback from Centralized Training?

-Good event, learned a lot. Ex, ASHRAE Foundation setup with $2500.00 or more within 3 yrs time will generate 5% each year back to the chapter

-Society goal of 60K for a scholarship fund, but this is unrealistic

-Idea to consider, we have 12K in the bank, if we can get to 20K and set up a foundation then 5% each year will generate $1000.00 scholarship of our choosing each year.

-Many other ideas, overall great experience.

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

-we are at $ 1,728.00 which is 7.8% of our 22K goal

* Have we ordered Last Year’s RP Recognition Items?

-yes, but society was missing 5 people from our FWC list, JC to get this corrected with society

* RP Committee reported to National?
* YTD % & total dollars?
* Shotgun Shoot (11/15/2013) (Need to get supplemental Insurance for event), flyers, advertisements

-Date set, nov 15th flyer corrections need to be made

-Register by date needs to be 2103

 -website needs to change to say Fishhawk Sporting Clays, IC to take care of

 -add start time of 12:30 to flyer

 -Review of sponsorship levels, revise to 1500 for more participation

* What other events are planned? BUCS Game?

-no other events have been set yet, but JC very interested in fishing event, get with JS on where he left off last year

-many other chapters run successful fishing events

-JP reminds board that any private boat in a tournament with ASHRAE members will need supplemental insurance

-long-term idea to do technical conference similar to Denver chapter which raises major money, basically a local trade show

* Duke Energy, TECO and Sweetbay Targets?

-JC is reaching out to these people, writing a formal proposal to TECO

-Publix proposal focusing on food quality research, Dan rogers to help with this

-Possibly reach out to Mosaic

-Other news. Society has a scholarship goal of $300.00 by Oct 15th

-Start calling it “resource promotion” not research

-100% of donations goes to research 0% goes to administrative costs. VERY IMPORTANT to tell people this

-AHR show generates all revenue for ASHRAE operating expenses

**Student Activities: Jaime Szikszay / Delcie Durham (NOT PRESENT)**

* 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

**Treasurer: Ike Crimm**

* Approved 2013-2014 Budget? Update

-Not yet, but yes, books are done

-extension has been put in place

-MC is waiting on budget to be set before he passes on to IC. Probably another 2 weeks

-JP to get with JR and check status of books

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

-MC motion to donate to JR mother for $50 donation to breast cancer walk

-LB second, Motion passes, MC wrote check to JC who will give to JR

* Joe Cox - Tax Reporting of previous year update

**Nominations & Awards: Jason Proctor**

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

-this has been done

* 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
* PDH programs this year

**Newsletter: Michael Cowles**

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

-Get articles generated and to Mike Cowles

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

* (Ike) Golf Tournament date?

-Feb 28th

* Shrimp Boil – Date

-April 4th

**YEA: Leon Boe**

* YEA Event this year? Lightning Game Update

-Will get setup for some time in the spring

* 2nd event?
* USGBC joint social. Any Feedback

-don’t believe if any chapter members attended

* YEA Night at meetings? Coordinate with Mike Costello (YEA reports to Membership Promotion).

-LB to coordinate with MAC for NOV mtg

* 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) Any Nominations

-Send me your nominations!

**Website: Ike Crimm**

* Finish updating new website

-schedule training for next week

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

-IC to work on this

**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.

**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.

-EG to keep list of people who show up without PP to email invoice to through MC

-CHECKS and INVOICES only accepted, no cash

**Sustainability: Clayton Scelzi**

* 9/28/13 - Green Apple Day of Service – Update
	+ Sponsorship from ASHRAE at $250

-Check for $250 present to CS

-CS to send out request for manpower on event date

* + What is needed from the board

**CLOSE OF BUSINESS MEETING**

-No new business

**Date of next FWC Board meeting is \_\_\_\_\_10/15@ 4:15\_\_\_\_\_\_\_\_ at \_\_\_Columbia\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Meeting Adjorned @ 5:30 PM