1. Call to Order / Roll Call –

2. ASHRAE Code of Ethics Commitment
   In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.
   (See full Code of Ethics: https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics.)
3. BaseCamp – Everyone should have access. Please let Marlon know if you do not
   a. Please update all files and documents relative to your position every month

COMMITTEE SUB-MEETING

4. Schedule of Events
   a. Will to present P&L
      i. We made a solid profit. Total attendee’s = 76 shooters (2022 = ~100+)
      ii. Upload to basecamp
   c. January 10th (Wednesday) Society President at Dinner, Mandatory BoG meeting before Dinner (4-5pm)
      i. Registration is Open. Please post flier at your workplace, let’s pack the room.
   d. Golf tournament February 23rd, Friday – Event details going out soon
      i. Early start... 8am (not 9, as per normal)
      ii. Need people to show up early: Set up, Raffles, etc… let Marlon know if you can help!
   e. Shrimp boil mid-April
      i. Details will go out soon

2. Board Meetings via
   a. Next board meeting 1/2/24
   b. BoG meetings have been sent out for the year. Please let Will know if you did not receive
   c. If you can not make a BoG meeting, please send Marlon a calendar invite to review and update your MBO
   d. Please review and update your MBO before the BoG meeting

3. VP2 / MP – Kelsey has resigned, need to fill position

4. PAOE / MBO
   a. Spreadsheet will be our working document throughout the year
      i. Going through MBO document – per Position
         1. Day on the Hill
         2. YEA Event, Happy Hour (refrigeration event w/ tour of equipment)
         3. Student Chapter Started
            a. Sending student to National Conference
         4. Beach Clean up in the works
         5. Golf Tournament
         6. Fishing Tournament
         7. Refrigeration night @ Amalie w/ Hockey game and tour
         8. Sarasota Bradenton lunch.
         9. Christmas Parties – one in Tampa, on in Sarasota
         10. 5k run has been discussed a few times.
   b. Please get with Marlon to get final copy of MBO
   c. Communicate with your RVC’s, preferably after each BoG meeting

5. Enter your PAOE points after this meeting

6. Adjournment: @ 1:05pm
   a. Motion: Will S., Second by Raaj.
Attendance:

<table>
<thead>
<tr>
<th>Meeting title</th>
<th>ASHRAE FWC Board Meeting Invite</th>
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<tbody>
<tr>
<td>Attended participants</td>
<td>10</td>
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<table>
<thead>
<tr>
<th>Start time</th>
<th>12/05/23, 11:56:25 AM</th>
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<tbody>
<tr>
<td>End time</td>
<td>12/05/23, 1:05:27 PM</td>
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<tr>
<td>Meeting duration</td>
<td>1h 9m 2s</td>
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<tr>
<td>Average attendance</td>
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2. Participants

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<tr>
<th>Name</th>
<th>First Join</th>
<th>Last Leave</th>
<th>In-Meeting Duration</th>
<th>Email</th>
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<tbody>
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<td>Will Seiberling</td>
<td>12/05/23, 11:56:28 AM</td>
<td>12/05/23, 1:05:19 PM</td>
<td>1h 8m 51s</td>
<td><a href="mailto:wseiberling@envelopgroup.com">wseiberling@envelopgroup.com</a></td>
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<td>Marlon Vargas</td>
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<td>12/05/23, 1:05:17 PM</td>
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<td><a href="mailto:mvargas@envelopgroup.com">mvargas@envelopgroup.com</a></td>
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<td>12/05/23, 1:00:25 PM</td>
<td>1h 1m 8s</td>
<td><a href="mailto:akhalil@onicon.com">akhalil@onicon.com</a></td>
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<td>Ashley Fernandez</td>
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<td>1h 5m 55s</td>
<td><a href="mailto:afernandez@bandiflorida.com">afernandez@bandiflorida.com</a></td>
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<td>Melanie Canfield</td>
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<td>12/05/23, 1:00:10 PM</td>
<td>1h 5s</td>
<td><a href="mailto:mcanfield@aeieng.com">mcanfield@aeieng.com</a></td>
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<td>Pochi, Shuvam</td>
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<td>12/05/23, 1:05:26 PM</td>
<td>1h 1m 32s</td>
<td><a href="mailto:spochi@osborn-eng.com">spochi@osborn-eng.com</a></td>
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<td>12/05/23, 1:05:18 PM</td>
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<td><a href="mailto:RMurugesan@brplusa.com">RMurugesan@brplusa.com</a></td>
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<td><a href="mailto:Timothy.Theriault@tlc-eng.com">Timothy.Theriault@tlc-eng.com</a></td>
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<td>Kelly Williams</td>
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<td><a href="mailto:kellyw@eeeinc.net">kellyw@eeeinc.net</a></td>
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