



ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

TWIN TIERS CHAPTER (<http://www.twintiers.ashraechapters.org/>)

Board of Governors Meeting Minutes

Date: Tuesday 09/20/2016 @ 4:00 PM

Location: Meier Supply, Conklin NY

MEETING MINUTES

The meeting was called to order at: 4:11 pm Motion by: Travis Second by: Andy

1. Call to Order and Attendance:
 - a) Attendance: Travis Fisher, Petros Papathomopoulos, Andrew Nice, Mike McGinnis, Kyle Nedlik, Chris Wolak, Rick Sanguinito, Adam Keller, Jason Gilbert, Victoria Kramer, Glenn Roberts, Devin Shapley
2. General Announcements – Travis Fisher
 - a) Thank you to Andy Nice and Meier Supply for putting together a meeting and tour on short notice
 - b) CRC Report
3. Treasurer's Report – Kyle
 - M&T:
 - Paypal:
 - H.O. Ward: Jason requests principle be on report
We received a thank you letter from last year's recipient Ryan Phillips
 - William & Joan Albern: Travis to set up online access.
 - Audit: Reviewed by Doug Breese. Comments incorporated? Travis contacted Thompkins process underway for online access to scholarships, Jacob needs Feb 16 H.O. Ward statement. Audit Committee deadline was September 1st, where are we with this?
 - Thompkins – We need to send a new Corporate Resolution, need to remove Doug if he is on there.
 - Kyle – Needs? Update from meetings with Petros/Jake?
 - M&T account setup – Mike M. has form, Travis has signed, Kyle sent copy of DL. Mike, Petros and Kyle to sign form before end of meeting
 - CRC – Society to issue \$800 refund for CRC mix-up, have we seen this come through?
 - Doug – Has cancelled card.
 - \$900 HO Ward reimbursement to M&T for scholarship – I believe we agreed at the last meeting to leave this in the HO Ward account correct?
 - Please add HO Ward Fund baseline to the treasurer's report.
 - Need receipt for 9/20 Wal-Mart expenditure (\$16.79) – Soft drinks/cups for today's meeting?
 - Handoff of Paypal gizmo and nametag binder.
4. CTTC – Mike/Petros
 - a) DL Information – It looks like we have 1 established for January at Cornell. Please update.



- b) Monthly Meetings – Calendar needs to be updated by September 30th to reflect at least through December for speakers and locations.
 - Do we have someone lined up for October? Stan Kutin of the B&G Little Red Schoolhouse?
 - Updates on Vijay to present for January? Petros please provide details on presentation so Travis can coordinate Cornell accommodations.
 - Other options: Pipe fitting, Southern Tier Custom Fab, Mechanical Testing presentation, Langley presentation, ASPE joint meeting, possible online web-hosted PDH presentation?
 - MVR tour/presentation at Cornell.
- c) Fall Symposium
 - The plan is to replace this with a general meeting (B&G)?
- d) Spring Symposium Kyle to provide budgets
 - Updates on a potential new inviting venue?
 - Holiday inn Binghamton?
 - Petros and Travis send speaker list to Mike

5. YEA – Devin/Victoria

- a) We need to establish 2 events for the year. Any ideas for the first event?
 - Water Street Brewing? Looking to set up first event for Oct/Nov
 - Maybe drinks/social hour after B&G schoolhouse?

Add section for Membership Promotion.

6. PAOE Responsibility – Travis Fisher

- a) PAOE duties during the year.

<i>Expectations</i>		Current	PAR	Max
Membership Promotion	Chris Wolak	355	500	800
Student Activities	Jason Gilbert	100	300	500
Research Promotion	Glenn Roberts	0	800	1050
Historical	Rick Sanguinito	50	100	300
Chapter Operations	Travis Fisher	435	600	1200
Chapter Technology Transfer	Petros Papathomopoulos	0	450	1050
Grassroots Government Activities	Petros Papathomopoulos	0	500	650

Petros to publish calendar of events.

7. Old Business

- a) PayPal: Kyle
 1. Do we need to change account name again for this year?
 2. Non-profit Status – We are a 501(c)(3) Charitable Organization. Per Lynn/Kyle, we are in good standing as long as we file taxes every year.
 3. Tax Exempt Status – Are we in good standing? I know Lynn sent us a bunch of links to the IRS website, should we save these somewhere for new incoming treasurers?

b) Student Scholarships: Jason/Rick

1. Withdrawal for refund to Chapter in fall after audit - Rick



2. Did we contact BOCES to reach out to local high schools?
3. Update on Student Chapter at Cornell.
4. Who is eligible, what do the appliers need to do, and what is the deadline?
5. When and who selects the winner(s)?
6. How do we announce the winners and how do we disperse the scholarship(s)?
7. Add a scholarship page to the website.

Jason would like to reimburse membership fees for students who are successful chapter officers.

- c) Member Shirts: Andy – Are we still doing this? **Yes, we would like a new shirt each year.**
 - Shirts will be given to members who are attending the CRC & Members with attend ½ of the Meetings.
 - Current free shirt count: 0
 - Shirt lead time 1 - 2 Weeks
- d) Region 1 CRC: Travis
 - Meeting follow up
 - Go over key points from notes

8. New Business

- a) Gmail Account
 1. Have contacts been populated?
 2. Go over main use and limitations.
 3. Do we need to update Twin Tiers Contact info on website, newsletter, and other places?
 4. Who should take ownership of this?
 5. Thinking if it is central, we all can add to the contact list.
 6. Only have names and e-mail, on phone numbers, addresses, or other info
 7. Still do the BCC when sending out blast
 8. Limit access to the account
 9. Membership can add e-mails when people sign up
 10. Newsletter can send out newsletter when done and not wait for me to get to it
 11. Meeting announcements can be issued when done and not wait for me to get to it
 12. Registration for bank statements?
- b) OneDrive Folder Structure
 1. I am looking for better more efficient ways to hand off officer duties. I feel we should start compiling templates and officer information on the OneDrive account. Set up a folder for each officer/CTTC chair to do a better job of documentation. Thoughts?
 2. In general is OneDrive used, are there other better cloud drive services?

Meeting adjourned at 5:00 Motioned by: Travis Second by: Petros