



<http://twintiers.ashraechapters.org>

Board of Governors Meeting
Date: July 25, 2019
Location: Beer Tree Brewing Co.

Agenda

Meeting was called to order at: 5:12pm

- Call to Order and Attendance:
 - Attended:
Kyle Nedlik
Mike McGinnis
Chris Wolak
Devin Shapley
Dana Schmidt
Rick Sanguinito
Jason Gilbert
Matt Lloyd
Victoria Kramer
 - Call-in:
Adam Keller
- Item to Discuss:
 - Review of Roberts Rules of Order
 - Need motion, second, and vote for approvals
 - Vote to approve the May Meeting Minutes
 - Motion: Kyle
 - Second: Matt
 - Vote: 9-0
 - Distribute PAOE points list for 2019-2020 to chairs
 - Confirm all chairs/committees/roles filled - all are filled
 - Review the requirements for each Chair - Mike to send out Chapter Operations Manual and TT Bylaws
 - Open Floor
- Treasurer's Report (Matt Lloyd):
 - Account Balances
 - M&T: \$ _____ (as of ___ / ___ /2019)
 - PayPal: \$ _____ (as of ___ / ___ /2019)
 - H.O. Ward \$ _____ (as of ___ / ___ /2019, Principal: \$20,000)
 - William & Joan Albarn: \$ _____ (as of ___ / ___ /2019, Principal: \$20,000)
 - Review the budget for approval in August
 - (Adam) - Confirm when the 2018-2019 Audit report will be ready for review by the Audit committee
 - Develop plan and fill out paperwork to update authorized signers



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- Develop plan and fill out paperwork to get Devin, Adam, and Matt Chapter credit cards
- Discuss the year 'one-time' payment option (again)
- Go over CRC reimbursements to be issued
 - Chapter reimburses travel, hotel, mileage and registration
 - If you qualify for reimbursement by society or region - submit directly to society/region
 - Questions on reimbursements? Email Kyle, Mike or Jason
- Receive account passwords from Adam
- DL - expense in and out for chapter programs
- Adam completing audit in August
- Do we move the fiscal year to Aug 1?
 - Golf money is always an issue
 - Fiscal year needs to coincide with chapter officer's obligations (specifically president & treasurer)
 - Requires bylaw update
 - ASHRAE society fiscal years runs July 1
 - Jason and Kyle to investigate further at CRC
- Any modifications to the budget should be sent to Matt.
- Fiscal year discussions to be continued in August
- M&T
 - Jason is the admin to the online banking accounts
 - Matt to meet with Jason to obtain access for treasurer duties
 - Officers except secretary get access to the account
 - Jason will be meeting with Adam to obtain last signature on permission form and then return to M&T
- CTTC (Devin Shapley/Adam Keller):
 - Review the year's proposed calendar of events, need to have a draft version up on the website by August 1st for PAOE. Include:
 - 2 student nights
 - 1 donor recognition night
 - 1 refrigeration night
 - 1 past presidents / history night
 - 1 YEA night (consider combining with a student night)
 - 1 Membership Promotion night
 - 1 RP Night
 - May - no theme yet
 - Golf- location TBD
 - Consider lunch meeting w/ speaker
 - Wegmans?
 - Discuss what we would like to use as a central document storage space
 - Twin Tiers Gmail
 - Base Camp - need to upload outstanding documents



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- Kyle and Victoria to organize
- YEA (Dana Schmidt):
 - Fall YEA Event – Begin brainstorming ideas
 - Fabrication tours - Southern Tier Custom Fabricators in Elmira, J&K in Binghamton ?
 - TBD
- Membership Promotion (Chris Wolak):
- GGAC (Adam Keller):
- Student Activities (Jason Gilbert):
 - “We’ll do great next year”
- Research Promotion (Glenn Roberts / Mike McGinnis):
 - Is everything straightened out from last year’s March Madness Pool?
- History (Rick Sanguinito)
 - Created historical presentation for CRC
- Special Events
 - Review/results of 2019 golf clambake
- PAOE (Kyle Nedlik): See below (as of 7/24/19)
 - Reminder to chairs that they can update PAOE points.
 - Please review any points that are to be assigned by the region and reach out to the responsible person as required

| CATEGORY | PAR | MIN | PTS |
|-------------------------------------|------|-----|-----|
| <u>Chapter Operations*</u> | 1200 | 600 | 0 |
| <u>Chapter Technology Transfer*</u> | 1050 | 550 | 0 |
| Electronic Communications | 500 | 250 | 50 |
| <u>Governmental Affairs*</u> | 650 | 500 | 0 |
| Historical | 300 | 100 | 100 |
| <u>Membership Promotion*</u> | 800 | 500 | 175 |
| <u>Student Activities*</u> | 500 | 300 | 50 |
| <u>RP*</u> | 1050 | 800 | 0 |



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| | | | |
|-------|-------------|-----|--|
| Total | 3/6 and 5/8 | 8/8 | |
|-------|-------------|-----|--|

Pts – Have NOT Achieved Min **Pts – Have Achieved Min, but not PAR** **Pts – Have Achieve PAR**

- PAOE: Minimum in 5 of the following 6 categories: Chapter Operations, Chapter Technology Transfer, Governmental Affairs, Membership Promotion, RP and Student Activities - **Incomplete**
 - Special Citation: Minimum in 5 of the 6 categories, with a minimum of 5,500 points - **Incomplete**
 - STAR: PAR in all categories - **Incomplete**
 - Honor Roll: PAOE for at least four consecutive years - **Incomplete**
 - High Honor Roll: STAR for at least four consecutive years - **Incomplete**
 - **Premier**: PAOE every year since the chapter's inception or since 1970; minimum of four years; chapter's first year is excluded - **Incomplete**
- New Business
 - Goal: Continue our relationship with Alfred
 - Polos: Let's do them
 - Attend 4 meetings prior to the May meeting
 - Polos handed out at May meeting

Meeting was adjourned at 6:25

Motioned: Chris Wolak

Second: Devin Shapley