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 Albern: $__________ (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**
• 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
• 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

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PAR</th>
<th>MIN</th>
<th>PTS</th>
</tr>
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<tbody>
<tr>
<td>Chapter Operations*</td>
<td>1200</td>
<td>600</td>
<td>6</td>
</tr>
<tr>
<td>Chapter Technology Transfer*</td>
<td>1050</td>
<td>550</td>
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</tr>
<tr>
<td>Electronic Communications</td>
<td>500</td>
<td>250</td>
<td>50</td>
</tr>
<tr>
<td>Governmental Affairs*</td>
<td>650</td>
<td>500</td>
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</tr>
<tr>
<td>Historical</td>
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<td>100</td>
<td>100</td>
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<tr>
<td>Membership Promotion*</td>
<td>800</td>
<td>500</td>
<td>175</td>
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<tr>
<td>Student Activities*</td>
<td>500</td>
<td>300</td>
<td>50</td>
</tr>
<tr>
<td>RP*</td>
<td>1050</td>
<td>800</td>
<td>6</td>
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Board of Governors Meeting  
Date: July 25, 2019  
Location: Beer Tree Brewing Co.

<table>
<thead>
<tr>
<th>Total</th>
<th>3/6 and 5/8</th>
<th>8/8</th>
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</thead>
<tbody>
<tr>
<td>Pts – Have NOT Achieved Min</td>
<td>Pts – Have Achieved Min, but not PAR</td>
<td>Pts – Have Achieve PAR</td>
</tr>
</tbody>
</table>

- **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**