Minutes

1. Call to Order and Attendance: 4:10 pm
   b. Call-in: None

2. Old Business:
   a. Review of November Meeting
   b. Vote to approve the November Meeting Minutes –
      i. Motion: Kyle
      ii. Second: Devin
      iii. Voted passed 5/5 (Glenn and Rick not present for vote)
   c. ASHRAE Polos order/schedule status (Victoria Kramer)
      i. 13 members earned polos by attending 5+ meetings last year
      ii. Cost is $28 per polo
      iii. Will host an open sale as an RP fundraiser, cost will be $35 per polo

3. Treasurer’s Report (Matt Lloyd):
   a. Account Balances (as of 12/17/2019)
      i. M&T: $6,553.80
      ii. PayPal: $2,392.44
      iii. H.O. Ward $23,750.88 (Principal: $20,000)
      iv. William & Joan Albern: $24,945.62 (Principal: $20,000)
   b. Status of Devin, Adam, and Matt Chapter credit cards
   c. Any outstanding reimbursements?
      i. Matt to coordinate with Devin on room reimbursement for December meeting DL. Due to inclement weather, the DL traveled one day early.
      ii. Consider reimbursing with Albern fund
   d. Confirm regional assessment was received and paid
      i. All arrived in December

4. CTTC (Devin Shapley/Adam Keller):
   a. Review the year’s proposed calendar of events, any changes/updates?
      i. December Meeting – Reimbursement of ASHRAE DL Room
      ii. January – Devin had two places in mind. Has one been selected/planned yet?
         i. January 21
         ii. Considering tour of SUNY Broome Mechanical Building
      iii. February – Binghamton University – Input requested from Jason on which building we should tour, accommodations.
         i. Considering tour of Nursing School.
         ii. Can not host dinner at the building as it is still under construction.
            a. Consider eating at Pharmacy School (Sodexo)
            b. Consider combining dinner with YEA event (non-BU building))
      iv. March – Southern Tier Custom Fab – contact made yet?
         i. Consider chartering BU bus if we want to bring students
      v. May – SUNY Broome Culinary School in Carnegie Library
Board of Governors Meeting  
Date: December 17, 2019  
Location: Ithaca Marriot

i. May be able to have dinner catered by students
b. Upload speaker evaluation forms, DL paperwork to Chapter Programs within 15 days of mtg (PAOE)  
c. Please continue to load documents to Basecamp

5. YEA (Dana Schmidt):  
a. Event Tonight – Location TBA (Ale House, Watershed, or Bar Argos)  
   i. Ale House  
b. February Event  
   i. Possibly combine with chapter meeting and dinner, Dana and Devin to coordinate  
   ii. Dana to contact Binghamton Brewing

6. Membership Promotion (Chris Wolak):  
a. Membership Promotion month is January – special meeting promo?

7. GGAC (Adam Keller):  
a. Day on the Hill (Albany) – June 2020  
b. Will be looking for volunteers

8. Student Activities (Jason Gilbert):  
a. Student chapter trip to ASHRAE Winter conference – still need sponsorships  
   i. Students have raised $2,400  
   ii. Budget for 4 attendees is $3,244.22  
   iii. One student is no longer able to attend  
b. Vote on amount for Chapter to donate to student chapter trip to ASHRAE Winter conference  
c. Vote: Chapter to make up difference in student fundraising and budget, up to $500.  
   i. Motion: Kyle  
   ii. Second: Mike  
   iii. Voted passed: 7/7  
   iv. Funding to come from Student Activities budget  
   d. In the future, the student chapter should provide the BOG will a request for donation, including budget breakdown.

9. Research Promotion (Glenn Roberts / Mike McGinnis):  
a. 30% of goal by December 31st for PAOE points – $1,450 - vote for approval  
b. Vote: Donate $1,450 from chapter account to RP  
   i. Motion: Kyle  
   ii. Second: Devin  
   iii. Vote passed: 7/7  
   iv. Matt to donate online at ASHRAE RP website by Friday, 12/20  
   v. Income from the following fundraisers to reimburse the chapter for this 30% donation: Golf, business cards, Super Bowl pool, putting contest  
c. Business cards: After the New Year, Matt to collect charges and send to Glenn  
d. NCAA Pool: Glenn to set up online through CBS  
e. Super Bowl Pool
10. History (Rick Sanguinito)
   a. History board for tonight’s meeting

11. Special Events
   a. Symposium reservations confirmed?
      i. Goal is to have DL and speakers confirmed by March BOG meeting

12. PAOE (Kyle Nedlik): See below (as of 12/15/2019)
   a. CRC points still not uploaded by the region yet
   b. Reminder to chairs that they can update PAOE points.
   c. Please review any points that are to be assigned by the region and reach out to the responsible person as required.

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**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

13. New Business
   a. Any past presidents attending that we should recognize?

14. Open Floor
   a. Scholarships - February deadline will approach soon

15. Meeting was adjourned at 5:06 PM; Motion: Kyle; Second: Mike