Board of Governors Meeting  
Date: September 22, 2020  
Location: Video Conference Call

## Agenda

Meeting was called to order at: 4:02

1. **Call to Order and Attendance:**
   - Attended (Virtually): Devin Shapley, Jason Gilbert, Kyle Nedlik, Victoria Kramer, Matt Lloyd, Petros, Mike McGinnis, Alison Kran, Rob VanSkiver, Victoria Kramer, Ibrahima Balde, Adam Keller, Chris Wolak, Rick Sanguinito, Dana Schmidt
   - Call-in:

2. **Item to Discuss:**
   - Vote to approve the July Meeting Minutes- Mike motioned, Adam second, approved
   - Distribute PAOE points list for 2019-2020 to chairs
   - Confirm all chairs/committees/roles filled- Confirmed
   - Review the requirements for each Chair
   - Open Floor
   - CRC Update: No major news or strict guidance on how to proceed moving forward with meetings and events this year.
     - YEA perspective- Focus on outdoor events

3. **Treasurer’s Report (Victoria Kramer):**
   - Victoria shared screen to present monthly balance report and budgets
   - Account Balances
     - M&T: $8623.99 (as of 9/22/2020)
     - PayPal: $7046.44 (as of 9/22/2020)
     - H.O. Ward: $23767.47 (as of 9/22/2020, Principal: $20,000)
     - William & Joan Albern: $26837.44 (as of 9/22/2020, Principal: $20,000)
   - Review the budget for approval- Reviewed each line items to set 2020-2021 budgets with group
     - No CRC in and out expenses this year
     - Golf & Clambake- Victoria to get together with Travis to update July IN column
     - Breakout for Audit OUT- Matt to look into
     - No programs in June/July- potential way to avoid expenses/incomes getting mixed into the wrong year
   - Motion to approve: Adam motioned, Devin second, approved
   - (Matt) – Update on Audit Report
     - Rick to follow up
   - Develop plan and fill out paperwork to update authorized signers
     - Need to organize a time and place to get everyone together to sign

4. **CTTC (Adam Keller/Matt Lloyd):**
   - Review the year’s proposed calendar of events
Adam to send out survey in newsletter to gage future in-person - “When would you feel comfortable attending an in-person meeting?”
- October
- October- Outside venue only
- Once a vaccine is available to all
- Next fall 2021
- Etc

- Ideas for meetings from CRC
  ▪ Camera Virtual Tours
  □ Any sites suggestions to Devin
- Update on fall symposium
  ▪ Still TBD.
- We can now host Go To Meetings with ASHRAE

5. YEA (Kyle Nedlik):
   ▪ Fall YEA Event – Begin brainstorming ideas
     ▪ October- Outdoor seating- ASHRAE/networking event
     ▪ Ideas- Hiking, Virtual game night (Not large attendance last year)
     ▪ Winter Months- Virtual Panel

6. Membership Promotion (Chris Wolak): Everyone is enrolled.

7. GGAC (Adam Keller): No Day on the Hill.

8. Student Activities (Jason Gilbert): Reach out to Travis about becoming an Ithaca member? ($25 membership)

9. Research Promotion (Glenn Roberts / Mike McGinnis): Centralized training completed. December 21

          ➔ December 1st to achieve 30% of goal. Send out email to detail. Full circle-November 15th.

10. History (Rick Sanguinito) Attended CRC. Virtual display to use for December meeting.

11. Special Events
    ▪ Golf / Clam bake results

12. PAOE (Devin Shapley): See below (as of 9/22/2020)
    ▪ 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
    ▪ Most recent and updated PAOE points NOT reflected in table below.
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<thead>
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<th>CATEGORY</th>
<th>PAR</th>
<th>MIN</th>
<th>PTS</th>
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<tr>
<td>Chapter Technology Transfer*</td>
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<td>Electronic Communications</td>
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<tr>
<td>Governmental Affairs*</td>
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<td>150</td>
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<tr>
<td>Membership Promotion*</td>
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<tr>
<td>Student Activities*</td>
<td>800</td>
<td>500</td>
<td>200</td>
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<tr>
<td>RP*</td>
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<tr>
<td>YEA</td>
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<tr>
<td>Total</td>
<td>3/6 and 5/8</td>
<td>8/8</td>
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</tbody>
</table>

**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- **None.**

Meeting was adjourned at- **5:02**
Motioned: **Victoria**
Second: **Kyle**