



<http://twintiers.ashraechapters.org>

Board of Governors Meeting
Date: December 15, 2020
Location: Video Conference Call

Agenda

Meeting was called to order at: 4:07pm

- Call to Order and Attendance:
 - Attended: (10) Devin Shapley, Adam Keller, Alison Kran, Jason Gilbert, Chris Wolak, Rob VanSkiver, Matt Lloyd, Victoria Kramer, Dana Schmidt, Mike McGinnis
 - Call-in:
- Item to Discuss:
 - Vote to approve the November Meeting Minutes
 - Open Floor: Check to make sure Jason is on ASHRAE emails.
 - November Meeting Turnout with fee: \$100 overall
- Treasurer's Report (Victoria Kramer):
 - Could not refund Travis- maybe give him extra sign next year? Needed to refund Day for 2 golf slots.
 - Victoria to let Andy know about Business Cards.
 - Account Balances
 - M&T: \$ 9,587.99 (as of 12 /__ /2020)
 - PayPal: \$ 317.65 (as of 12 /__ /2020)
 - H.O. Ward \$ 24,721.77 (as of 12 /__ /2020, Principal: \$20,000)
 - William & Joan Albern: \$ 27,998.89 (as of 12 /__ /2020, Principal: \$20,000)
 - Develop plan and fill out paperwork to update authorized signers
 - New accounting software
 - Quick books online
 - **To purchase Xero** (cheaper, easier to use, unlimited log-ins, everything kept on the web, \$11/month, free 30 day trial)
 - Motion to Approve: Devin
 - Second: Adam
 - Vote to Approve: All approved
 - Devin and Victoria to work together to set up
 - PayPal account updates
 - Jacob Schatz? Is attached to account. Linked to Social Security number
 - Need to look into changing name/unlinking SSN. Might need to call to edit
 - Additional M&T cards sent to Mike M & Travis F
- CTTC (Adam Keller/Matt Lloyd):
 - Update on the year's proposed calendar of events
 - Adam to update meeting flyers to state any donations/proceeds to go to RP fund when sending out announcement meetings.
 - Option: Switch meeting time to evening?
 - Tour New Nursing School/Virtual Tour
 - February: Webinar



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- March: TBD
- April: Symposium (Matt to lead).
 - Most likely will not be able to happen in person
 - Big virtual event vs smaller mini events/options?
 - Many have already received a large amount of PDHs this year
 - Last year- we did meeting/week
 - Go to= up to 250 Seats
 - Don't cancel with Holiday Inn yet. Leave for now.
- YEA (Kyle Nedlik):
 - Update on future event
- Copy and Pasted Notes from November Meeting Minutes:
 - Late February-May: Panel and video tours? March?
 - Jason to offer extra credit
 - If we do virtual tour, we should do a test run. To avoid kinks do prerecorded video.
 - Set up another meeting to discuss
 - Panel- for a variety of job fields, a variety of mechanical systems, work life balance,
 - Set up separate planning group
 - Library of ~5 minute videos to detail different equipment. Focus on larger pieces of equipment, more interesting.
 - List of equipment, locations, assigned person
 - 6-8 pieces of equipment w/ questions to fit time span
 - Kyle to send follow up/sign up list.
 - Focus on more systematic view vs individual pieces of equipment
 - Jason to send Kyle list of equipment
 - Follow up meeting
- Membership Promotion (Chris Wolak):
 - Mike to help with Society Delinquency Report
- GGAC (Adam Keller):
 - Attended meeting around beginnings of conversations with NYSERDA and ASHRAE
- Student Activities (Jason Gilbert):
 - Students to Start in February
- Research Promotion (Glenn Roberts / Mike McGinnis):
 - Nothing to Add
- History (Rick Sanguinito)
 - Gave brief history today at meeting
- Special Events



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- Golf committee PayPal access
- Maybe assign only 1 person in committee to access account- to revisit
- PAOE (Devin Shapley): See below (as of 12/15/2020)
 - 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
 - Updated points today. Everyone has ability to update points online.

CATEGORY	PAR	MIN	PTS
<u>Chapter Operations*</u>	1200	600	570
<u>Chapter Technology Transfer*</u>	1050	550	550
Communications	700	300	430
<u>Governmental Affairs*</u>	650	500	50
Historical	300	100	240
<u>Membership Promotion*</u>	800	500	895
<u>Student Activities*</u>	800	500	200
RP*	1050	800	1020
YEA	800	300	700
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 - **Achieved**
- 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 - **Achieved**
- High Honor Roll: STAR for at least four consecutive years - **Achieved**
- Premier: PAOE every year since the chapter's inception or since 1970; minimum of four years; chapter's first year is excluded - **Achieved**

- New Business

Meeting was adjourned at **5:05**

Motioned: **Devin**

Second: **Chris**