

AGENDA



Board of Governors Meeting

President: Jose R. Rodriguez
President Elect: Frank Rivera
Vice President: Anthony Montalto
Secretary: Jin Jin Huang
Treasurer: Gene Geyer

Board Member	Present	Board Member	Present
Charlie Marino (CM)	Yes	Manalee Nabar (MN)	Yes
Jose Rodriguez (JR)	Yes	Cassie Dudar (CD)	Yes
Frank Rivera (FR)	Yes	Brian Borghoff (BB)	
Anthony Montalto (AM)	Yes	Ben Rodney (BR)	Yes
Gene Geyer (GG)	Yes	Hao Luo (HL)	Call
Brian Marman (BMA)		Michael Roche (MRO)	Yes
Michelle DeCarlo (MD)		Meraj Ramnarine (MR)	Yes
Tony Tsang (TT)	Yes	Jin Jin Huang (JJH)	Call
Mitchel Castell (MC)	Yes	Mina Agarabi (MA)	Yes
Brian Menz (BM)	Yes	Sana Azadian (SA)	
Ramez Afify (RA)		Thomas Reyes (TR)	Yes
Amina Trabelsi (AT)	Call	Steven Montoni (SM)	
Ed Bricker (EB)			

Member	Committee	Member	Committee
Jeff Holter	Gala/Reception		
Hooman Daneshmand (call)	YEA		

Date: April 4, 2017

Time: 6:00 pm

Location: AKF, 22nd Floor, 1 Liberty Plaza, 165 Broadway, New York, NY 10006

Meeting called to order: 6:02pm

1. Minute Minutes

- A. Minutes approved.

2. TREASURERS REPORT

- A. GG gave treasury report. Numbers are not up to date for the Gala and all-day seminar because the expenses have not been paid and Amina still has to deposit one more sponsorship check. Career fair made money but expenses have not been fully accounted for yet.
- B. GG also presented expenses by committee and expense type, which has previously been lumped together. GG gave a thorough review of the numbers.

3. OLD BUSINESS

- A. Career Fair: TT. 160 people registered about half attended. Received positive feedback from vendors. Still going through all surveys. MC got positive feedback from student branches.
- B. All-Day Seminar: JR and MR. About 80 people signed up and 69 people attended. Companies present included mechanical contractors, general contractors and facility managers. Only people who signed the sign-in sheet will get PDH credits. Made about just under \$9K profit due to large number of sponsors.

4. New business

- A. ASHRAE Leadership Academic in Atlanta on April 8th: JR. TT and JR will attend. ASHRAE will cover hotel. Flights are not covered. Chapters will cover registration fee.
 - a. Motion: GG motioned for chapter to cover transportation cost up to \$500 each. MC second. Motion passed.
- B. Gala: Amina and Jeff. Gala is sold out. Currently working on the journal. Need extra information from the board. Would like some pictures from student chapters, would like programs stats such as PDHs offered this year. Need to wrap up final payments from a few vendors. Jeff presented potential covers, committee members will decide on final cover. Anthony asked if the award has been ordered, Jeff said that is in progress. AM asked if we received all ads, Jeff responded that vendors who have not paid will not be included. Amina said there is still time with the printer. \$21K profit so far estimated.
 - a. Motion: Amina is making a motion to donate \$10K each to Habitat and ACE mentoring from the proceeds of the gala. CM second. MC asked if we should wait until we know what the final number before we commit to giving the money. Amina said she will make sure that the numbers add up with Gene. Motion passed.
 - b. Further discussion from Anthony proposes that we add \$5K from our savings to make the total to \$15K each. Gene and MC suggest we table until next meeting after the \$21K has been confirmed.
 - c. Mina asked if we should update the website for the gala. Currently if you click on it the link sends the user to last year's gala information. Registration has been closed on the website for the gala since tickets are sold out.
- C. Joint Golf Tournament: Mina. SWE golf tournament on June 9th. The money raised at this tournament is awarded at the next year's tournament. Scholarships are awarded to undergraduate and graduate degree students and not gender specific.
 - a. Motion: Mina motioned for ASHRAE NY to participate to in this year's event to raise money for next year's event. Participating means we can bring sponsors or provide sponsorship directly. JJH asked what the dollar amount is if we want to do it jointly. Mina does not know if there is a minimal amount. GG asked how much is a hole: \$250 per hole and \$1000 for cocktail hour. FR and MC agrees that this is a good idea since it is already all set up and we should do more than just sponsoring a hole or cocktail hour. The board has discussed about branching out on scholarships. Due to the lateness in timing. Motion is to sponsor the cocktail hour for \$1000. FR second. Motion passed.
 - b. Mina will set up a committee to help with organizing the joint event.

5. Committee Assignments

- A. CTTC: MN: No update.
- C. Lecture series. FR. Next week is Passover so should the lecture series will be moved to May 9th.
- B. Programs. HL. April speaker still has to submit the draft presentation.
- C. Tours: No report.
- D. Chapter Technology Awards: JR. We have one application from AKF. RA submitted to the region.
- E. Electronic Communication: BM. Newsletter will go out next week. Need photos from career fair and all-day seminar. Will note that the gala is sold out.

- F. Nomination: GG explained to the board the function of the committee and the process of nomination. If anyone has recommendations, send nomination to any officer. GG will call for nominations in the next newsletter.
- G. Reception: CD. 70 people attended at the last dinner meeting. Turnout was lower than expected.
- H. Honors and awards: JR. no report.
- I. Refrigeration: EB. Working on doing another roundtable for June. More details to follow in May.
- J. Community Projects: BR. No updates.
- K. Gala: Covered in new business.
- L. Government Activities: CM spoke at Associate of Energy Providers on what ASHRAE has to offer in terms of standards.
- M. Historian: BB. Interviewed Al Finger.
- N. Membership Promotion: JJH. Covered in website discussion under other business.
- O. Research Promotion: AM. No updates.
- P. Student: MC. March 24th tour was well received. April 17th will be another tour but not through ASHRAE. This month the students will be giving a brief presentation before the meeting starts. HL will be making the announcement. MC will present the scholarships: \$5K and \$3K society scholarships.
 - a. Motion: MC motioned to use remaining funds from the winter conference to cover travel expenses up to \$300 for the SMART Start weekend. FR second. Motion approved.
 - b. Hooman continues to reach out to members during dinner meetings and WiE events to generate a list of potential speakers and presenters for students.
- Q. Sustainability: TR. Happy hour was a success. Will aim to have one more meeting this year.
- R. BIM: Steve. No report.
- S. WiE: MD motioned to pay up to \$150 for the engineering writing workshop co-sponsored with SWE at the Fujitsu Airstage showroom. BM second. Motion approved.
- T. YEA: TT. Covered in career fair above.
- U. Publicity: MA gets frequent requests for providing mentors and asking for participants. JR and CD also get similar requests. MA wants to know if there is a website or some place that we can pool all those requests to get feedback from our board.
- V. Healthcare. No update.
- W. All Day Seminars. Covered in new business.

Other topics:

- A. Website: discussion on website login. Log in fix. JJH to email CD the revised line for “forget password.” Need to distinguish what we mean by member price. Are we limiting to just NYC members? Currently all NYC members are auto generated into a list and members can simply click on the “forget password” link to set a new password. All other ASHRAE members have to register as guest when registering online for events. JJH to send email to board to ask what policy should be applied moving forward.
- B. BM reviewed some options on how we can invest the money. There was a meeting to discuss how much we want to give to scholarships and what we would like to do with the remaining amount. BM will make a motion at the next meeting on some options. MC wants to know if it will add complexity to tax filing. Anthony gave highlight of the meeting and the outcome is to form a committee to actively manage the income and expenses of the chapter. TR asked if the milestones discussed during the meeting has been generated by Anthony, Gene and JJH. Anthony suggested that this year is too late but the committee will generate a schedule for next year.

Next meeting to be on 5/2/17.

Meeting adjourned 7:15

