

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)	Call
Jose Rodriguez (JR)	Yes	Cassie Dudar (CD)	Call
Frank Rivera (FR)	Yes	Brian Borghoff (BB)	Yes
Anthony Montalto (AM)	Call	Ben Rodney (BR)	
Gene Geyer (GG)	Call	Hao Luo (HL)	Yes
Brian Marman (BMA)		Michael Roche (MRO)	Yes
Michelle DeCarlo (MD)		Meraj Ramnarine (MR)	
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)	Yes	Steven Montoni (SM)	
Ed Bricker (EB)	Yes		

Member	Committee	Member	Committee
Jeff Holter	Gala/Reception	Lindy Hou (call)	WIE/Membership

Date: February 7, 2017

Time: 6:00 pm

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

Meeting called to order:6:10pm

1. Minute Minutes

- A. Minutes approved.

2. TREASURERS REPORT

- A. Gene gave January report. It shows a current deficit but the dinner/dance revenues have not been recorded yet. Money has been sent to ASHRAE for research promotion and one old invoice from last year's gala was recently paid. Gene will send 2017 gala details to be discussed next meeting.

3. OLD BUSINESS

- A. Refrigeration roundtable went really well. The industry stakeholders were well represented and event was well attended.

4. New business

- A. February meeting: HL. Original speaker could not make it so we will do VRF 101, will request for 2 PDH because course was designed for 3 hours but will aim for 1.5-2hrs. Details will be posted on website soon. JR has the bio, will share with HL
- B. Healthcare All-day Seminar: MRO. 6 speakers already confirmed with 4 of the 6 bios completed. Need assistance on completing PDH application. Currently reaching out to companies for sponsorship. Estimated cost is \$100 per person for attendees. Need to complete final details this week and start promotion as soon as possible. MN asked if there is room for new speakers because there has been expressed interest from SMEs. We need to have at least 4 PDH for the full day in order to justify cost based on previous feedback.
 - a. Motion by MRO: cover cost of DL for healthcare all day seminar, not to exceed \$6000. Charlie second. Discussion was on where the speakers are coming in from. Motion passed.
 - b. MRO will ask MN for list of attendees from last year.
- C. Gala: AT. So far we sold 8 tables and 3 ads. We need to sell at least 25 tables, 10 people per table. \$3000 per table, sponsors pay \$2750 per table. We have 2 sponsors (\$10K minimum) and the goal is to have at least 5 sponsors to cover cost. Anthony suggested a call with Fiona. She will have a good idea on who will sponsor her. Calling old sponsors is also good.
 - a. AT asked how companies can pay cash. Gene said he can generate the invoice.
 - b. CM will ask AKF about a table, all board members are recommended to ask their respective companies.
 - c. Journal so far only sold 3 pages and we sold 20 pages last year.
 - d. Anthony said we need help making calls and sending emails to sell tables. AT will manage the list. JJH, MA, BB., Jeff Holter
 - i. Mina commented that the website needs to be updated for the gala. We need more details such as sponsors page, etc. The gala page is not working. The old gala is still on the page. The quicklinks are not working. Jose will work with Cassie to help with fix the website this week.
 - e. Charlie will send email to Fiona to propose a call.

5. Committee Assignments

- A. CTTC: MN: No update.
- B. Lecture serious. FR. April 10 is the next lecture series event.
- B. Programs. HL. Covered in new business.
- C. Tours: No report.
- D. Chapter Technology Awards: RA. No report.
- E. Electronic Communication: BM. No report.
- F. Nomination: GG. No report.
- G. Reception: CD. 163 attendees. Need to give Club 101 better estimation, it is better to give the number one day in advance but also ok to give update the day of.
- H. Honors and awards: JR. no report.
- I. Refrigeration. EB. Based on success of recent roundtable, will build more similar events. Will look into creating future events based on the takeaways of the event. For example, maybe develop a presentation with PDH credits and present back to members. One other idea is to develop subcommittees with specific focuses based on the best practices and takeaways. The roundtable was
 - a. Motion: EB. Reimbursed office supply from the roundtable for the amount of \$46.81. MC second. Motion passed.
- J. Community Projects. BR. No updates.
- K. Gala: Covered in new business.
- L. Government Activities: CM. No updates.
- M. Historian: BB. This committee will interview three life members. BB interviewed Dick Batherman and Joe Azara. The 3rd interview will be Joe Thuman. Fiona will also be interviewed.
- N. Membership Promotion: JJH. No updates.

- O. Research Promotion: AM. No updates.
- P. Student: MC. CCNY will update FB page on events they attended at the conference. They are also interested in setting up tours with Brian M. Cooper Union have students and a faculty advisor that may be starting an ASHRAE chapter.
- Q. Sustainability: TR. Happy Hour will be 3rd week in February, eblast will go out in the next day or two.
- R. BIM. Steve is organizing the first meeting in Syska for the BIM committee on February 16 at 5:30pm. Topic is future of BIM and REVIT in ASHRAE. Already have members sign up for meeting anyone interested can email Steve or Jose.
- S. WiE: Lindy. March event confirmed 3 speakers. It will be March 21 or 23rd at Arup. WiE is planning to do a special theme event at the March dinner meeting. Lindy propose to also feature Fiona in the meeting. Do maybe one article a week? Lindy will work out details with Michelle.
- T. YEA: TT. Career fair is March 15. TT presented budget for the career fair. TT plans to provide breakfast and lunch for the presenters and volunteers. Currently there are 17 companies that bought a table. Jose noted that Carrier was not listed but they should be, so we actually have 18 tables. Goal is to have 20 but space can fit up to 40 tables. TT is trying to get ASPE and IEEE to do joint event. So far 46 students signed up. Career fair is being marketed to 14 schools. MC will continue to reach out to student chapters to encourage students to register. TT will do a mass communication push this week.
 - a. Motion: TT. Request up to \$7,500 for the career fair. MC second. Motion passed.
- U. Publicity: MA. Women Engineer's golf outing is coming up in June. This is their 3rd annual, Mina wants to know if we want to sponsor or do a joint event. Jose is interested in doing a joint event. Need to have separate meeting to plan. West Brooklyn Community High School's Annual College & Career day is on March 10. MA encourages BOG members to sign up as mentors and speakers at the event. Green Home NYC reviews resumes and provides guidance for young people who want to join the field. They may be a good candidate for a table at the career fair.
- V. Healthcare: covered in all day seminar.
- W. All Day Seminars. Covered in new business.

Next meeting to be a dinner meeting on 3/7/17.

Meeting adjourned 7:20