



Meeting Minutes

Date: 08/11/2021

1. **CALL TO ORDER**
 - a. Time – 4:03 PM
 - b. Location – Google Meet
2. **ROLL CALL**

Role	Name	Company	Present
President	Tate Colbert	Cx Associates	x
President Elect, CTTC	Leo Sprinzen	VT Mechanical	x
VP, CTTC, Student Activities	Dillon Delano	NE Air Systems	
Secretary	Pia Yarnell	AES Northeast	x
Treasurer	Charlie Carpenter	VEIC	
BOG, Membership Promotion	Greg Deutscher	VHV	x
BOG	Nigel Churchill	VHV	x
BOG	Andrew Scott		
Government Affairs	Dick Wilcox	VHV	x
Research Promotion, BOG	Nick Thiltgen	D&K	x
BOG	Brent Weigel	Hallam ICS	x
BOG	Mary Jane Poynter	VEIC	x
YEA Chair	Mallory Fischer	VHV	x
Historian	Michael Cook	ARC	
Auditing Committee	Tom Zoller	Trane	x
Electronic Communications	Rachael Mascolino	VEIC	

3. **APPROVAL OF MINUTES** – Approval of previous meeting minutes
 - a. July meeting minutes - Approved.
4. **REPORTS**
 - a. **President** –
 - i. ASHRAE 2021-22 Meeting Locations – No further leads at this time.
 1. Action – Tate to contact Hampton Inn in Colchester and Doubletree.
 - ii. CRC – Portland, ME scheduled for next week.
 1. Greg and Tate – Tate has hotel for both and has registered himself.
 2. Preparation for the Conference – Done, Greg completed the presentation.
 3. Tate to attend Thursday and Friday, Greg on Friday.
 - iii. ASHRAE President’s Visit Tuesday next week. Schedule of Events:
 1. D&K 1st – Action – Nick to confirm visit.
 2. VHV 2nd
 3. Cx Associates 3rd
 4. Foam Brewers – Event at 5PM is open to all chapter members, sponsored by Trane.
 - b. **Secretary** –
 - i. Summary of monthly meetings for Newsletter - NA
 - c. **Treasurer** –
 - i. Current balance is \$17,703.65



- ii. QuickBooks online has been set up.
- d. **CTTC –**
 - i. General plan for the year including leads, goals, etc. to be updated by Tate. Team to provide input if available.
 - ii. Email Communication:
 - 1. The MailChimp mailing list may need to be updated.
 - 2. Gmail gets notifications of new additions and drops.
 - 3. Sign up on the website and be manually added.
 - 4. No automatic adding of new members from ASHRAE CIQ.
 - 5. Export and import back into MailChimp.
 - 6. Perform side by side comparison.
 - iii. Waiting to learn about DL assignments.
 - iv. McNeil Plant is available to host tour(s) on Wednesday September 15th, from 9-3pm. Maximum 20 people per tour.
 - 1. Action – Leo to schedule (2) one-hour tours at 12pm-1 & 1pm-2.
 - 2. Request tour content be appropriately technical.
 - 3. Determine if a lunch gathering is feasible and/or of interest.
 - v. Themed meetings:
 - 1. October - Membership Night
 - 2. November - Student Night
 - 3. Research Promotion TBD (tentatively one in the spring and one in the fall).
- e. **EC – No Updates**
- f. **RP/Sponsorship – No Updates**
- g. **GAC – Kicking off season**
 - i. Developing PAOE
 - ii. Planning CRC – Virtual is an option.
 - iii. MBOs due October 1
- h. **Student Activities – No Updates**
- i. **Historian – No Updates – Please reach out if interested in being a co-chair.**
- j. **MP**
 - i. Receiving delinquency emails and will target these individuals.
 - ii. Attempting to generate report – follow up with Tate.
- k. **YEA**
 - i. Budget is in development.
 - ii. Considering insurance needs.

5. **New Topics –**

- a. Auditing Committee – Rob Favali approved to join the auditing committee with Tom Zoller. Audit to be conducted Monday next week - prior to the CRC.
- b. Action – Charlie and members of the golf committee to report next month on golf outing results.

6. **ADJOURNMENT – 4:46 PM**

Acronyms, For Reference

BOG – Board of Governors
CTTC – Chapter Technology Transfer Committee
GAC – Government Affairs Committee
RP – Research Promotion
MP – Membership Promotion
ECC – Electronics Communications Committee
SAC – Student Activities Committee
YEA – Young Engineers in ASHRAE
CRC – Chapters Regional Conference
CIQ – Chapter Information Questionnaire
MBO – Management By Objective
PAOE – Presidential Award of Excellence