



Meeting Minutes

Date: 12/1/2021

1. **CALL TO ORDER**
 - a. **Time – 4:00**
 - 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	VHV	X
Secretary	Pia Yarnell	AES Northeast	X
Treasurer	Charlie Carpenter	VEIC	
BOG, Membership Promotion	Greg Deutscher	VHV	
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	
BOG	Mary Jane Poynter	VEIC	X
YEA Chair	Mallory Fischer	VHV	X
Historian	Michael Cook	ARC	
Auditing Committee	Tom Zoller	Trane	
Electronic Communications	Rachael Mascolino	VEIC	

3. **APPROVAL OF MINUTES** – Approval of previous meeting minutes
 - a. November meeting minutes approved.
4. **REPORTS**
 - a. **President** –
 - i. ASHRAE 2021-22 Meeting Locations – contact Alan Hebert at DoubleTree – Pricing TBD
 - ii. November Monthly Meeting
 1. Resend Meeting Invitation
 2. Send means of payment collection to RSVP'd members
 3. Those that complete payment will receive an invitation to the Zoom meeting (Hosted by Society)
 - iii. Full Circle – see section 4.f.i below.
 - iv. No newsletter for October, send me info for the November newsletter!
 - v. PAOE Points – Please enter these
 - b. **Secretary** –
 - i. No updates
 - c. **Treasurer** –
 - i. Does our PayPal Account integrate for online payments?
 - ii. Balance is \$17,813.63
 - iii. Need to integrate payment and RSVP.
 - iv. 500\$ from VHV for Gold Level Sponsorship.



- v. \$2000 has been received for scholarship from Buckley Associates – additional information is required on specifications for use.
- d. **CTTC –**
 - i. Daniel Preston presenting in December. – controls and indoor air quality. Presentation will be 6PM Dec 16th. Virtual. – RP Recognition night. Nick to present before presentation.
 - ii. Send out just PayPal link, not RSVP form. Collect a list from PayPal of attendees before the meeting.
 - iii. VT climate action plan & comprehensive energy plan – January / Feb – potential. Coordinate with Richard Wilcox.
 - iv. December – ABB – Courtesy of Rob Ward
 - 1. Date? Time? Webinar Link?
 - v. Sometime - Can VMI to host duct shop tour? What about VHV?
 - 1. VMI is interested, but needs a little more effort
 - 2. RP/Sponsorship night
 - vi. South Burlington Library and Community Center – possibly for January. To be scheduled possibly in addition to a government affairs meeting.
 - vii. Work with VHES for a March event. See section 4.e.i. below.
 - 1. Coordinate with Charlie or Rachael.
 - viii. PAOE Points for different topics
 - ix. December to be Research Promotion/ Sponsorship night.
 - x. Reaching out to DL's
 - 1. Dr. Stephanie Taylor has been contacted for a presentation No dates nailed down – Available for April.
 - a. Gave two presentations to our chapters
 - b. Has new material since our previous topics.
- e. **EC –**
 - i. VHES is presenting in **March**, opportunity to do a joint meeting with them for this meeting
 - 1. Putting together a meeting for Facilities Engineers and we could join with them
 - 2. Charlie and Rachael will share this to Leo
 - ii. Society provided new website templates. Do we want to pursue using one of these?
 - 1. Review Wix and Wordpress templates
- f. **RP/Sponsorship –**
 - i. Full circle was met. Half of BOG donated, plus 5 non BOG members.
 - ii. Sponsorship – Sent out sponsorship email. Next step is to take google sheet list to directly contact individuals. Sponsors will be recognized before the December meeting.
 - iii. RP - Would it be possible to do an RP recognition night in **Dec**.
 - iv. Owe a few sponsors recognition, ensure this is complete at next meeting
 - v. Sponsorship - We need to recognize sponsors at the meeting next week, which we have done before by presenting their logos at the beginning of the meeting and verbally noting
 - vi. RP write up to be included in next newsletter December 22nd
- g. **GAC –**
 - i. VT initial Climate action plan was published and was voted to be approved.
 - ii. Review GAC November Newsletter
 - iii. VT Comp. Energy Plan – Draft was supposed to be issued in October. Wasn't issued.
 - iv. Contact has been made with persons working on these Plans
 - v. Will look forward to having a meeting on the implications of these Plans from VT representatives
- h. **Student Activities –**
 - i. VTC students – 10 members signed up with ASHRAE, 7-8 expected to attend the conference.
 - ii. Norwich has been contacted to possibly start a new student branch. Representative at Norwich will gauge student interest. Finding 10 students for start may be a limitation.
 - iii. High school presentation also a possibility.
 - iv. Extra 2000\$ sponsor donation – not specified if a new scholarship was requested or if the donation can be used for an existing scholarship. Could it be a donation to the student



chapter to send students to the conference?

- i. **Historian –**
 - i. No updates.
 - j. **MP –**
 - i. Continue to call delinquent members
 - ii. Renewal notices go out automatically, but some people will need to renew soon or will become delinquent.
 - 1. Should we follow up with any members?
 - k. **YEA –**
 - i. Possible ski event or other outdoor activity to be set up for January.
- 5. New Topics –**
- a. Calendar – Try and get all monthly meetings on the calendar
 - b. Regional assessment – has been paid?
- 6. ADJOURNMENT –**
- a. **4:42 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