



## Board of Governors Meeting Minutes

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### Florida West Coast Chapter # 035, Region XII

Location: Columbia Restaurant / 2117 E. 7<sup>th</sup> Ave., Ybor City, FL 33605  
 Meeting Date: Tuesday September 18<sup>th</sup>, 2012  
 Time: 4:30pm

Attendees:	Jason Proctor (JP)	✓	Debie Horsey (DAH)	✓
	Philippe Jean (PJ)	✓	Jeff Ross (JR)	✓
	Joe Souza (JS)	✓	Dan Herrera (DGH)	✓
	Joe Cox (JC)	✓	Jacob Moberg (JM)	✓
	Mike Costello (MAC)	✓	Eric Vieira (EV)	—
	Ike Crimm (IC)	✓	Jason Babinec (JB)	✓
	Michael Cowles (MC)	✓	Chris Brown (CB)	—
	Leon Boe (LB)	✓	Jennifer Isenbeck (JI)	✓
	Malia Powers (MP)	✓	Delcie Durham (DD)	—
	Shawn Jeffrey (SJ)	✓	Jason Alphonso	✓

Chapter officers are recognized as follows:

Voting Board Members:

(JP) President  
 (PJ) President-Elect, Programs  
 (JS) Vice President, Research Promotion  
 (JC) Membership  
 (MAC) Treasurer, Shrimp Boil  
 (IC) Secretary, Golf Tournament

Voting Governors:

(MC) Governor, Addenda/Newsletter  
 (LB) Governor, YEA Chair  
 (MP) Governor, TEGA Chair  
 (SJ) Governor, Nominating Chair

Non-voting Committee Chair Board Members:

(DAH) Refrigeration Chair  
 (JR) CTTC Chair  
 (DGH) History Chair  
 (JM) Reception Chair  
 (EV) Roster  
 (JB) Website Design  
 (CB) Publicity Chair  
 (JI) Sustainability Chair  
 (DD) Student Co-Chair

### **Proceedings:**

Meeting was called to order at 4:52 pm by President Jason Proctor.

### **Committee Reports:**

#### **President: Jason Proctor**

- Advertisement package is finalized, published in Addenda and posted on website. I challenge each Board Member to get at least one sponsor.

#### **Secretary: Ike Crimm**

- Previous Board Minutes (July and August) Approved 9/6/12

#### **Programs: Philippe Jean**

- 64 RSVP's for tonight's meeting.
- There will be No PDH/CEU credit for tonight's meeting; it was not promoted as a PDH/CEU credit on the flyer.
- The call-out team did not perform any call-outs prior to this monthly meeting.
- All monthly meeting programs have speakers confirmed.
- Currently working on the Joint meeting with USGBC. Meeting is tentatively scheduled for Jan. 15<sup>th</sup>, 2013. Currently coordinating with Josh (Creative Contractors), Nancy Walker, and Shawn Williams for this joint USGBC/FWC meeting. We are also working with local AIA chapter to coordinate for credit hours for attendance at meeting.
- The Magnets for FWC chapter Schedule of Events are not ready, but they are close to being finalized.
- The smoke control meeting has not been finalized yet.
- The RACCA Joint Meeting with FWC will have a topic of Variable Refrigerant Flow systems. This meeting may coincide with Past Presidents/History night, OR it may be held in February at the RACCA event site as a dinner meeting.

#### **Chapter Technology Transfer: Jeff Ross**

- No discussion items

#### **Refrigeration: Debie Horsey**

- Currently sending out requests for articles regarding Chapter Technology Awards.

#### **TEGA: Malia Powers**

- No discussion items

### **History: Dan Herrera**

- Thanks to Dan for becoming the First in Region XII to reach PAR.
- History Night May 2013 – Start thinking of Slogan or Theme (i.e. “Damn your still here”)
- Need to get Leadership Recalls from these persons:
  - Jeff Ross
  - Shawn Jeffrey
  - Drew Elsberry
  - Debie Horsey

### **Membership: Joe Cox**

- Working with Mike Costello to target non-dues paying Chapter members. Research has concluded that we have 173 members with unpaid local chapter dues. We have approximately 355 total members within local chapter. We have a negative Financial Impact to local chapter from loss of revenue related to all members that are not paying local chapter dues. Discussion with Jason Alphonso indicated that the Central Florida chapter has previously targeted all local membership and requested them to pay local chapter dues.
- We have approximately 70 Life-members. We currently do not charge Life-members for:  
a) local dues; b) monthly meeting meal cost. We currently have approximately 4-5 Life-members that regularly attend monthly meetings. Do we ask Life-members for \$30/Yr for local Chapter dues? Discussion held and consensus is that we need to find Sponsors to cover monthly meeting meal costs for the attending Life-members. These Sponsors will receive recognition at monthly meeting for their contributions. KPI Engineering and Stan Weaver offered up initial sponsorships for this effort.
- Membership Promotion night is theme for tonight’s meeting. Jason Alphonso is here to give brief presentation regarding ASHRAE membership.
- Joe will be giving brief presentation tonight regarding the Smart/Start Program and the Affiliate ASHRAE membership.

### **Research Promotion: Joe Souza**

- Centralized training was completed in Chicago (Joe thought it was not that beneficial and could have been completed at the CRC instead).
- Full Circle has been completed and turned in
- No 50/50 Raffle will be completed this evening
- Current money raised is \$3,874 (which is 18% of the yearly goal)
- Shotgun Shoot is November 9, 2012
  - Waiting on the insurance to be completed
  - Need to locate a place for sales on Ammo and Prizes. Regular place is closed until after the event
  - \$400 for a Gun Prize and \$500 for other prizes is the current budget
  - Flyer will be completed and ready for next month’s Addenda

**Research Promotion (Continued): Joe Souza**

- Bucs event has not been addressed as of yet.
- For another event, a fishing tournament versus a fishing trip was discussed. Joe is going to gather some more information and present to the board at a later date.

**Student Activities: Mike Costello / Delcie Durham**

- Mike needs to receive a listing of all events for FWC chapter. This listing will be announced and/or provided to Students at next Student chapter meeting.
- Leon Boe is expected to visit Student chapter and discuss/present the Smart/Start program. Debie Horsey volunteered to also attend meeting.
- The Kickoff Event for Student chapter will be the First week of October. The FWC Chapter will announce Scholarships at this event.
- ASHRAE Learning Institute (ALI) courses for students / More information to follow soon.
- Dr. Decker has offered a senior design course related to ASHRAE design competition. This is being offered this semester and next semester. The CAPSTONE project is a senior design course. This item needs to be selected by the student in order to maintain ABET accreditation

**Sustainability: Jennifer Isenbeck**

- 9/29/12 - Green Apple Day of Service. First event is the Ban the Bottle campaign. Three local schools will be participating (University of Tampa, University of South Florida, and Eckard College). This campaign involves students signing a campus sustainability pledge to reduce waste, recycle paper, turn lights off, etc. Students will be given an Aluminum Bottle for refilling at campus locations in an effort to reduce plastic water bottle consumption. The aluminum bottles will have corporate logos. A Motion was presented, seconded, and voted on. Refer to Recap of Meeting section at end of meeting minutes for full information.
- Currently working on a Sustainability Meeting for Consulting Engineers.

**Treasurer: Mike Costello**

- Treasurer's Report will be emailed out to BoG's soon.
- Tax Reporting of previous year has a deadline of November 15<sup>th</sup>, 2012. We need to have internal deadline of Nov. 1<sup>st</sup> to complete Form 990.

**Nominations / Honors & Awards: Shawn Jeffrey**

- Establish H&A Committee (25 PAOE Points under Chapter Operations); This has been Completed
- Chapter Service Awards for next year, submit by April 15<sup>th</sup> 2013.
- Regional Awards of Merit for next year, submit by April 15<sup>th</sup> 2013.

**Continuing Education: Philippe Jean**

- PDH/CEU seminars are being scheduled for this year: Smoke Control – November 2012 / Wind – December 2012 / Acoustic – January 2013
- Tech Topics are short informal meetings planned to be held from 5:00pm to 5:30pm prior to FWC monthly meeting
- Mentoring Minds meetings are being developed. Plan is to have Four meetings. Each meeting will be 1-2 hours with Fundamental HVAC discussions. Next Meeting is planned to be held at TLC Engineering Office in Tampa. Each meeting will have \$10/person fee to help cover the Food & Beverage costs.

**Newsletter / ADDENDA: Michael Cowles**

- October Addenda Articles due to Mike by October 2<sup>nd</sup>. Newsletter published by October 5<sup>th</sup>.
- No Advertising feedback yet...Jason Proctor challenges each member of the board to get one advertising client for the year
- Malia Powers wants to secure Advertisement (Luvata) and will coordinate with Mike Cowles.
- **Addenda Articles need to be submitted on time** if you want material issued in the Addenda.

**Special Events: Ike Crimm / Mike Costello**

- Golf Tournament - Confirmed 2/22/12 – Start promoting Flyer in December's Addenda
- Shrimp Boil – Confirmed 4/12/2013 – Start Promoting Flyer in February's Addenda

**YEA: Leon Boe**

- Coordinating between Tues., Feb. 19<sup>th</sup> (vs. Toronto) and Tues., Feb. 26<sup>th</sup> (vs. Buffalo) as well as developing a back-up plan in case of hockey season being cancelled due to lock-out.
- We want to start promoting event as early as possible (flyer in the Addenda)
- YEA Night at meetings? Coordinate with Joe Cox (YEA reports to Membership Promotion).
- Working on establishing the YEA Mentoring program
- Create a one on one individual basis for mentoring program and try to pair people up by the next meeting so we can make announcement.
- Start a "Mentor Mixer" to bring these people together
- New faces of ASHRAE nomination deadline is Oct 21<sup>st</sup> and the question was raised to use the same person as last year (Matt Burnam) since the submission deadline was missed. If not, Leon will start the process of searching for a new candidate.

**Webmaster / Cyber Chair: Jason Babinec / Jacob Moberg / Ike Crimm**

- Continue to limp along with current website.
- Need to Update Officers Position Listing on website. Refer to most recent ADDENDA issue for current Officers position.

**Reception: Jacob Moberg**

- No discussion items.

**Publicity: Chris Brown (not present)**

- No discussion items.

**Member Services: Eric Vieira (not present)**

- No discussion items

**RECAP OF MEETING & CLOSE OF BUSINESS MEETING**

- Next meeting October 16<sup>th</sup> Tuesday at Columbia Restaurant in Ybor City. Board Meeting expected to start at 4:30pm on 10/16/2012, or wait for announcement of new day/time of next BoG Meeting.
- **ALL BOG MEMBERS NEED TO ARRIVE ON TIME FOR BEGINNING OF BUSINESS MEETING!**
- Jennifer Isenbeck presented **MOTION # 1**: Propose for FWC chapter to contribute \$300 for Ban the Bottle campaign to help offset costs for purchase of Aluminum Bottles. USGBC has already offered to contribute money to also offset costs for Aluminum Bottles. Total Cost for Aluminum Bottles is approximately \$550.00. Aluminum bottles will have ASHRAE FWC Logo along with USGBC Logo. Shawn Jeffrey **Seconded MOTION #1**.
- **MOTION # 1 PASSED** (Vote: 16-For / 0-Opposed / 0-Abstain)
- Jason Alphonso encouraged all BoG members to personally commit to Research Promotion. Congratulations given to Past President, Shawn Jeffrey for his service and his 2011-2012 End of Year Summary information packet. Joe Cox attended centralized training for ASHRAE, 105 chairs attended out of 176 total chairs. Good Luck wished to FWC chapter in the year ahead.
- Jason Proctor adjourned the business meeting at 6:01 PM.