**Board of Governors Meeting Minutes**

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

Location: Stan Weaver and Company – Tampa, Florida

Meeting Date: December 10th, 2013

Time: 11:30 AM- 1:00PM

Attendees:

Philippe Jean (PJ) \_\_x\_

**Voting Board Members Committee Chair Board Members**

Ike Crimm (IC) \_\_\_ Al Lapera(AP) \_\_\_

Joe Souza (JS) \_x\_\_ Clayton Scelzi (CS) \_\_\_

Joe Cox (JC) \_x\_\_ Dan Herrera (DH) \_\_\_

Mike Costello (MAC) \_x\_\_ Leon Boe (LB) \_x\_\_ Jaime Szikszay(JSZ) \_x\_\_

**Voting Governors**

Michael Cowles (MC) \_\_\_

Ethan Grabill (EG) \_\_x\_

Malia Powers (MP) \_\_\_

Jason Proctor (JP) \_\_\_

Chapter officers are recognized as follows:

Voting Board Members:

(PJ) President

(JS) President-Elect, Programs

(JC) 1st VP, Research Promotion

(MAC) 2nd VP, Membership, and Co-Special Events (Shrimp Boil)

(IC) Treasurer, Webmaster

(LB) Secretary, YEA

Voting Governors:

(MC) Governor, Newsletter and Addenda

(EG) Governor, Member Services, Reception, Roster

(MP) Governor, Refrigeration, Government Activities

(JP) Governor, Nominations and Awards

Non-voting Board Members:

(JSZ) Student Activities

(MP) Refrigeration

(DGH) Historian

(EG) Reception

(CS) Sustainability

(AL) Continuing Education

**Proceedings:**

***PRESIDENTIAL UPDATES:***

***OLD BUSINESS***

***COMMITTEE REPORTS:***

**Presidential Report:** Philippe Jean

* MBO Make sure you review before meetings. Every two weeks works great.

**Secretary: Leon Boe**

* Are we up to date with minutes. Need last month’s minutes, will send it to the board Wednesday the 11th
* Have they been posted on website They are posted on the website under the history page up to September

**Programs: Joe Souza**

* How many meetings do you have left to find speakers? All set except March, two to choose from
* Joint meeting with USGBC? – Joe Souza to coordinate
* Finalized Schedule? Will be done by end of the month
* Do we have any other joint meeting set up with RACCA, USGBS, AIA? January Meeting is a push with main target the May meeting on ASHRAE 189.
* Flyer for next month’s meeting needs to be wrapped up by 12/17/13. Jaime Working on this.

**Chapter Technology Transfer: Joe Souza**

* What areas do we need to focus? Focus on PAOE

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**Refrigeration: Malia Powers**

* Chapter Technology Awards due by?
* Newsletter Article Done
* Tour of Port of Tampa Flier going Tuesday evening

**GGAC: Malia Powers**

* Government contacts! Great email for contacts
* Spread sheet looks good for contacts
* Newsletter Article

**Historian: Dan Herrera**

* Leadership Recalls this year. Who are the targets DH and JP
* Website, history archives? At the 60 to 70% level. Site up to date with all that Dan has sent in.

**Membership: Mike Costello**

* Have you met with your RVC and is your MBO up to date Yes and yes
* Work with Ike Crimm to target non-dues paying Chapter members. Can we get more members paying chapter dues? Several ideas on getting this done.
* How can we get the delinquents down? Progress on list This is going well and delinquents are improving
* Membership Promotion nights? Plan with Joe Souza to get a night together January Meeting
* Promote Smart Start Program in newsletter. Look at what other chapters have done. Looks like a cut and paste approach will work. MC has smart start article for newsletter

**Research Promotion: Joe Cox**

* Have you met with your RVC and is your MBO up to date Yes and Done
* Goal for 2012/2013 rose to $22,000. Update on progress We are at 43% of goal. Clay Shoot raised $5625. Daniel Rogers
* RP Committee reported to RVC? Yes
* What other events are planned? None at this time
* Duke Energy, TECO, Mosaic and Sweetbay Targets?
* Calling committee plan By the end of Year

**Student Activities: Jaime Szikszay / Delcie Durham**

* Meetings (when will they be held for the spring) Looking for the Wed before chapter meeting
* Four FWC Chapter Scholarships will be awarded. Will be awarded at 12/17/2013 Meeting
* ASHRAE Learning Institute (ALI) courses for students (get a sponsor to cover the workbook costs). Work with MC.
* Student Design Competition Mike is working with students
* CAPSTONE / Dr. Decker? Not looking positive? This will not work for USF
* Joe to get POC from STEM program to JSZ No progress as of Yet
* Update on student members
* Daniel from Long and Associates will be helping Student Activities
* Students to be involved in kickball tournament

**Treasurer: Ike Crimm**

* Approved 2013-2014 Budget? Update Budget is up to date and numbers look good
* MC - Book auditing. How is this going? Done
* MC - Tax Reporting of previous year update Sarasota Section is still lacking
* Check for scholarships are ready
* Send September Oct and Nov attendees list to Ethan

**Nominations & Awards: Jason Proctor**

* Chapter Service Awards for next year, submit by April 15th 2014.
* Regional Awards of Merit for next year, submit by April 15th 2014.

**Continuing Education: Al Lapera**

* PDH/CEU seminars for this year. Next Mentoring minds will offer PDH.
* Tech Topics No progress on Tech Topics
* PDH for programs this year? How does the process work?

**Newsletter: Mike Costello**

* January Articles due **\_\_December 23rd\_\_\_\_\_\_\_\_\_\_**
* Advertisement structure with fees? No cost for advertising this year, charge for it next year. Can we combine with website? All Advertisement will be on the website

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

* (Ike) Golf Tournament is on February 28th All Set
* Shrimp Boil April 4th Needs to send check for $2000

**YEA: Leon Boe**

* Have you met with your RVC and is your MBO up to date
* YEA Event this year? Aiming for the spring.
* How is the kick ball event going 15 people signed up
* YEA Night at meetings? Coordinate with Joe Cox (YEA reports to Membership Promotion). December Meeting
* YEA Mentoring program, we need to establish this (use Sarasota as a guide, and look at information on the ASHRAE site). Needs to look into this
* When is Hockey night? February 6th and plant contact for tour.

**Website: Ike Crimm**

* Update on website. It is looking good Still working on front page. Will get it to In-place this month

**Publicity: Ethan Grabill**

* Pictures, pictures, pictures!
* Status of Revised Advertising package It will be free this year and we will invoice for next year.
* Work to get (2) Chapter published articles in Insights or YEA Connection
* Article in Insights Article went out for Fareed’s birthday
* Article on the Shrimp Boil.

**Reception: Ethan Grabill**

* Do you have current name tags? Continuous maintenance with attendees from meetings. Joe sill send list to Ethan after the meetings Getting new tags made up for new members coming to the meetings.
* Create tracking system for new members who have attended (3) meetings and order their nametags. This should come from the PayPal list Getting this list from MC
* Ethan wants to get new way of storing tags

**Member Services – Chapter Roster: Ethan Grabill**

* Start working on updating roster, target publish date of Dec. Mike Costello has current Roster, Ethan needs to go through current roster and update it. JC and EG to get together on this review.
* Can we sell advertisement in conjunction with Website & newsletter? Addressed above
* Only firms that have FWC dues paying members get listed. We have to have them realize the value to be a chapter member.

**Sustainability: Clayton Sceizi**

Any more events planned

***NEW BUSINESS***

Put together a new roster with manufacturers, firms and membership information. Joe is going to research. Should be in PDH.

**Date of next FWC Board meeting is \_\_\_\_\_January 14, 2014\_\_\_ at \_\_\_Columbia Restaurant\_\_\_\_\_\_\_\_\_\_.**