



Rochester Chapter - ASHRAE

Planning Board Meeting

August 8, 2018 12:00 PM - 1:30 PM

City Grill East Avenue, 384 East Avenue, Rochester, NY

Meeting Minutes

X	Paul Kenna	President / CRC Alternate
X	Tom Streber	President Elect / Program
X	Mike Benedict	Treasurer
X	Scott Edwards	Secretary & Newsletter Editor
X	Bill Clark	Immediate Past President & Nominating / CRC Delegate
X	George Herman	Board of Gov. (3) & Membership Promotion Chair (MP)
X	Marjani Wilson	Board of Gov. (2) & Grassroots Government Advocacy Co-Chair
X	Jeff Wiedrick	Board of Gov. (2) & Chapter Technology Transfer Chair (CTTC)
X	Matt Kremers	Board of Gov. (2) & Young Engineers in ASHRAE Chair (YEA)
X	Bret Fryover	Board of Gov. (1) & Attendance Co-Chair
X	Chris Bove	Board of Gov. (1)
X	Tim Duprey	Attendance Co-Chair
X	Jake Hall	Historian Chair
X	Matt Devlin	Research Promotion Co-Chair (RP)
X	Zachary Hess	Research Promotion Co-Chair (RP)
X	Rob Hudson	Student Activities Chair (SA)
X	Al Rodgers	Awards & Recognition Chair
	Bill Murray	Education
X	Mark Kukla	Publicity
	Jim Browe	Picnic/Golf Chair
X	Pete Bukowski	Buyers Guide
	Jody McGarry	Valentine's Dinner Dance
	Mike Nohle	Refrigeration Co-Chair
	Sam Scorsone	Refrigeration Co-Chair
X	Jaimee Wilson	Women in ASHRAE, Chair
	Michelle Sommerman	Women in ASHRAE

1. Call to Order and Introductions Paul Kenna
 - Chart of Officers and Committee Chairs (CIQ)
 - Year 1 is incorrect and will be revised (Chris Bove and Bret Fryover)
 - Please provide updated info if necessary

2. Roll Call Scott Edwards

3. Review and Approval of Previous Meeting Minutes All
 - Motion by Matt Kremers, second by George Herman

4. Treasurer Report
 - Year End Financial Summary Tom Streber
 - Slight differences b/c some checks not cashed.
 - Income exceeded budget, due to Golf outing
 1. 148 golfers and 186 attended dinner afterwards
 - Expenses, difference \$100, close to budget
 - This coming year, intent to keep similar budget and added Women in ASHRAE
 1. Expense column, CRC rolled into MP/RP training
 2. Zach Hess going to Chicago in September
 3. Bumped income up for Golf Outing
 4. Scholarship - we are hoping to give it out this year
 - a. Michelle Sommerman reached out to RES and got their criteria, therefore we've added to ours. Scholarship gets awarded at RES gala, presented as Rochester ASHRAE using our requirements. ASHRAE buys a table every year and whoever wins would be a guest of ASHRAE.
 - b. Al Rodgers suggests that we look at increasing award amount since we have so much money left over. If we don't, we may no longer qualify as a not-for-profit. Paul Kenna to call our tax accountants to see if we've been filing taxes and will get a copy. Paul Kenna to see what constitutes not-for-profit.
 - 2018-2019 Proposed Budget Mike Benedict
 - a. Please go thru and add any items
 - b. George Herman would like to add \$500 to a Snow Day Event to budget
 - c. Matt Devlin - \$1,000 skeet shoot did not happen and move to Ski in order to get PAOE points
 - d. Rob Hudson - will look into steam boat tour but not sure costs
 - e. Matt Kremers OK with his, things balance out. Maybe bump up to \$500 YEA lunch meetings
 - f. Jaime Wilson recommends \$500 for Women in ASHRAE.
 - g. Al Rodgers - add awards \$315, plaque is \$65 and \$140 for pin so it's good. Wants to talk about what to do.
 - h. Marjani Wilson - Gov't Advocacy - bump up since successful. Kenna fix on new one.
 - i. Kenna - \$4,000 for online registrations. Star Chapter, maybe revisit. ASHRAE has a link to it. Constant Contact. Consult with Kevin Wind & Steve Dear. Leave off budget for now since we have a lot \$\$ plus not hold up budget

5. Program Paul Kenna/Tom Streber
Bret Fryover
- Attendance Summary
 - Theme nights are repeat of last year and dates similar to last year
 - Great turnout this year but October was down.
 - September booked, all set
 - Oct & Dec are tentative
 - ASHRAE Chapter Awards will be given out in October and not September
 - Jaime Wilson will look for a speaker regarding Women in ASHRAE
 - Open to suggestions
 - Communications Scott Edwards
 - Scott to give out deadline dates
 - Need to look for someone to take over
6. Chapter Operation Information Paul Kenna
- Will be put on Google Drive
 - Manual of Chapter Operations (Partial)
 - i. Section 1 Officers
 - ii. Section 2 Chapter Committees
 - iii. Section 8 MBO
 - Rochester Chapter Manual of Procedures
 - Rochester Chapter Bylaws and Constitution
 - Management by Objectives (MBO)
7. Presidential Award of Excellence (PAOE)
- Not changed from last year. There are reporting procedures and activity chairs can login and register for PAOE points
8. Centralized Regional Conference (CRC) - Jersey City, August 16-18, 2018
- Jake will have display
 - Paul Kenna, Bill Clark, Marjani Wilson & George Herman attending
 - Still time to sign up for committee chairs
9. New Business:
- 2017-18 Chapter Summary Report
 - Research & Membership Training
 - George Herman said Membership Promotion training is usually held in Atlanta but he's not going this year
 - Zach Hess will going to Research Promotion training in Chicago
 - 2017-18 Audit and Audit Committee
 - A discrepancy has been found due to CRC timing; a few checks haven't been cashed yet.
 - No other new business
10. Old Business:
- Removal of Jeff Ellis from PayPal
 - Hope to resolve it this year
11. Set next BOG Meeting date / time / place.
- Friday, September 14, 7:30-8:30 am, PRES Office
 - On Fridays at PRES's Office in Pittsford. Kenna will send out invites for entire year
12. Adjourn 1:30 PM