



**American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc.
2024-2025 BOG Meeting Minutes**

Location: Courtyard By Marriott, Cromwell CT

Date: 10/10/24

Meeting Time: 5:00 PM

CALL TO ORDER: 5:05 PM

ROLL CALL

PRESIDING OFFICER	Present		Committee Chairs (Committee Members)
President, and BOG: Eli Wirtes	x	x	Technology Transfer: Brittany Lydon
President Elect and BOG: Brittany Lydon	x	xx	Membership Promotion: Erik Schubert / Joe Valle
Vice President and BOG: Brian Messerschmidt	x	x	Newsletter: Kevin Bartlett
Secretary and BOG: Ryan Martin	x		Historian: Eric Fontaine
Treasurer and BOG: Hank Cullinane	x	x	Student Activities: Marwa Mohamed
Past President & Board of Governor: Kevin Wixom	x		Student Advisor UHa Prof C. C. Yavuzturk (Cy)
Board of Governor: Erik Schubert	x		
Board of Governor: Matt Andel	x		
Board of Governor: Joe Valle	x		YEA Chair: Joshua Salem / Chris Gallagher
Board of Governor: Chris Gallagher		x	Reception/Attendance: Matt Andel
			Refrigeration: Sean McKenna
		x	Research Promotion: Kevin Wixom
		x	Special Events (ie Golf Outing): Eli Wirtes, Ashley Keller
			ECC/Webmaster: Ashley Keller
		x	Nominating: Eli Wirtes
		x	Finance Committee: Hank Cullinane
Quorum 2024-25: 6 BOG members		x	Sponsorship Committee: Brian Messerschmidt
			Auditing Committee: Jason Bessette
Guests:		x	Regional Conference: Kevin Wixom
Marwa Mohamed	x	x	Regional Conference Alternate: Eli Wirtes
		x	Honors and Awards: Eli Wirtes
			Publicity Committee: *OPEN*
		x	Grass Roots Gov't Committee: Hank Cullinane
		x	Sustainability Committee: Kathleen Baker



Housekeeping Note – Ryan Martin

- Roll Call for attendance

Reception – Matt Andel

- I have contacted the Cromwell Courtyard, and changed the meeting date for February to Thursday the 20th from the 13th.
- 85 or 86 attendees signed up for tonight’s dinner meeting
- No open bar sponsors this month – inform hotel it will be cash bar

PRESIDENT’S REPORT – Eli Wirtes

Chapter Operations

PAOE Par: 1500; Min Points: 600; Total Points: 60

- URS Compliance Services
 - Required to file with other states for fundraising with out of state participants
- Slides for CT ASHRAE L&L
 - Eli can spearhead this, but is looking for volunteers to help gather info to assemble the slide deck. Would like to have completed by end of October.

SECRETARY’S REPORT- Ryan Martin

- Agenda Items
- Vote to approve **May 2024 BOG Meeting Minutes**
 - Motion: Kevin W
 - Second: Brian
 - Abstains: None
 - Outcome: Passed
- Vote to approve **September 2024 BOG Meeting Minutes**
 - Motion: Ryan
 - Second: Brittany
 - Abstains: Kevin W and Hank
 - Outcome: Passed

TREASURER’S REPORT, Hank Cullinane

- Remove Jason Urso and Eric Fontaine from bank account, add Eli Wirtes and Brittany Lydon
 - Vote to approve
 - Motion: Hank
 - Second: Matt
 - Abstains: None
 - Outcome: Passed

Financial Reports

- Vote to approve Treasurer’s Report
- Motion: Kevin W
- Second: Brittany
- Abstains: None
- Outcome: Passed



COMMITTEE REPORTS:

Chapter Technology Transfer Committee (CTTC) – Brittany Lydon

PAOE Par: 1500 Min Points: 550 Total Points: 600

- No update

Webmaster – Ashley Keller

- Please update your committee webpages on our chapter website, let me know if you need assistance:
 - YEA, SA, MP, Sustainability, CTTC, Refrigeration
- Ryan - If any of our meeting minutes are approved please email to let me know and i will upload them to our website
- Brittany - please share presentations given at Chapter meeting with me for upload to our chapter website; let me know if you run into any issues sending the chapter presentation surveys to attendees
- Hank - please plan to post the WMW Summit Info from the Chapter LinkedIn account so that we can fulfill the collaborating sponsor criteria . this needs to be done before 10/15

Sustainability Committee – Kathleen Baker

- No update

Sponsorship Committee – Brian Messerschmidt

- No update

Communications – Kevin Bartlett

PAOE Par: 700 Min Points: 300 Total Points: 275

- No update

Membership Promotion Committee – Erik Schubert / Joe Valle

PAOE Par: 1600; Min Points: 1000; Total Points: 525

- We have gained 16 members so far, need 16 more to meet our goal

YEA (Young Engineers in ASHRAE) – Joshua Salem / Chris Gallagher

PAOE Par: 900; Min Points: 300; Total Points: 925

- Vote on budget to sponsor a student(s) to send to the ASHRAE conference and/or create a scholarship (BUDGET AMOUNT \$_____)
 - This vote will be pushed to next month (November). Need to confirm with Josh how much he would like for the budget.
- Josh emailed details on Leadership U. The deadline to register has passed this year, but we should plan this for next year. Eli to forward the information he was sent to the BOG.

Student Activities Committee – Marwa Mohamed

PAOE Par: 800; Min Points: 500; Total Points: 50

- Brian is sponsoring a group of seniors at CCSU for their senior design project. He will determine if any funding is needed to put in a request.

Historian – Eric Fontaine

PAOE Par: 500 Min Points: 100; Total Points: 232

- I will be sending out an e-mail to all life members for the free invite to one meeting. They would need to contact Matt I the event they take us up on the offer. This is part of Historian and PAOE where we offer up one free meeting registration to life members in our chapter.

Research Promotion – Kevin Wixom

PAOE Par: 1050 Min Points: 800 Total Points: 0

- RP is at \$3,375.00 out of the \$17,700.00 goal. About 19% of goal.
- All officers need to donate to RP by 10/15 for the chapter to meet Full Circle (1 left). All others are welcome to donate too.
- Last month's meeting was RP night. Need to determine what the proceeds were from the registration and 50/50 raffle so they go towards RP.

Governance Affairs Committee (GAC) – Hank Cullinane

PAOE Par: 1250; Min Points: 500; Total Points: 50

- This year's President's Theme is workforce development

Honors and Awards – Eli Wirtes

- Eli to present Kevin Wixom with his President's pin during a future meeting (hasn't arrived yet)

Nominations Committee – Eli Wirtes

- No update

Refrigeration – Sean McKenna

- No update

Special Events (Golf Outing) – Eli Wirtes / Ashley Keller

- Eli will look at potentially moving the Golf Outing to Quarry Ridge. Depending on availability, dates, cost, refund of deposit with Tunxis, etc.

Old Business

- Organize ASHRAE lunch & learns to bring exposure to engineering firms
- Looking for volunteers to help manage our social media accounts (LinkedIn)
 - Hank currently has a login. Kevin B can help with this, since he is already posting events/messages in our newsletter – he will need a login.

New Business

- Marwa Mohamed has volunteered to replace Chris Gallagher as the Student Activities Chair
 - Eli will check with Chris if he still plans to be on the BOG and YEA co-chair
- Next month's BOG meeting will be a virtual meeting, noon on 11/14/24



- Hank and Matt to figure out what our proceeds from this month's dinner meeting are (registration, sponsorships, etc). We will split the proceeds (if any) with ASPE since it is a joint meeting.
- Past President Gary MacDonald has recently passed away. Update website to reflect this. Gary's wife contacted Hank about a life insurance policy Gary may have had through ASHRAE. Hank to have her to contact ASHRAE staff directly.

Action Items:

- Need to add Joe Valle and Marwa Mohamed to Basecamp and Star Chapter
- Need to add Kevin B to our LinkedIn account
- Look at creating a folder in Basecamp for BOG/Committee Chairs to post items they would like uploaded to LinkedIn/social media

Podium Time/ Announcements:

- On hold since this is a joint dinner meeting with ASPE. We will announce new ASHRAE members at next month's meeting

Motion to Adjourn: Kevin W

Seconded by: Joe V

Passes: Passed

ADJOURNMENT: 5:53 PM