



**American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc.  
September 5, 2024 BOG Meeting Minutes**

**Location: Virtual**

**Date: 9/5/24**

**Meeting Time: 12:00 PM**

**CALL TO ORDER: 12:02 PM**

**ROLL CALL**

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



### Housekeeping Note – Ryan Martin

- Roll Call for attendance

### Reception – Matt Andel

- Quick review to make sure everything is covered and go over what will be needed for the 50/50 raffle

### PRESIDENT’S REPORT – Eli Wirtes

#### Chapter Operations

**PAOE Par: 1500; Min Points: 600; Total Points: 20**

Presidents MBO: Workforce Development

- Membership Promotion
  1. Increase membership
  2. Membership engagement activities
  3. CT ASHRAE Lunch and Learns- teams meeting to develop presentation Sept- ?
    1. VanZelm, CES, and Salas O’Brien to be the first round of presentations
- Student Outreach
  1. station Event at meeting location or travel to schools
- Community service project for CT ASHRAE Members
  1. Ideas-
- Strategic Plan
  1. 3 year plan for Chapter
  2. all BOG to be involved-
  3. Focus on moving forward with leadership succession planning, growing and sustaining membership, and student outreach etc.
- Technical Awards
  1. engage membership to enter projects for technology award
  2. Poster Board Night at membership meeting for firms to display Innovative Designs
  3. Eli will email the links to various resources for applying for technical awards

### SECRETARY’S REPORT- Ryan Martin

- Agenda Items
- Vote to approve May 2024 BOG Meeting Minutes – **Move to October BOG Meeting**
- Motion:
- Second:
- Abstains:
- Outcome:

### TREASURER’S REPORT, Hank Cullinane

- Remove Jason Urso and Eric Fontaine from bank account, add at least 1 new individual
  - Eli Wirtes is volunteering to be added – **Vote at the October BOG Meeting**

#### Financial Reports

- Vote to approve Treasurer’s Report – **Move to October BOG Meeting**
- Motion:
- Second:
- Outcome:

**COMMITTEE REPORTS:**

**Chapter Technology Transfer Committee (CTTC) – Brittany Lydon**

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

- No presentation to share this month
- October will be a joint meeting with ASPE
  - Need to discuss how to handle tickets for ASPE members
  - Need to advertise joint meeting on website, I should have outline and speaker info next week.
  - Normal meeting schedule and sponsor opportunities
  - Add question to each ticket "Do you have a question for the panel?"
- 10 Mugs ordered for gifts, if they turn out good I will order 50 more
- Need to move Feb. Meeting due to ASHRAE expo, thinking the 20th?

ASHRAE Presentations for 2024					
Session	Month	Topic	Name	Email	Confirmed?
Tech	September	None			No
Dinner	September	Soft Skills	Karine Leblanc	<a href="mailto:karine@karineleblanc.com">karine@karineleblanc.com</a>	Yes
Tech	October	Siemens	Michael Garala	<a href="mailto:michael.garala@siemens.com">michael.garala@siemens.com</a>	Yes
Dinner	October	Joint meeting on plumbing controls			close
Tech	November	different types of pressure independent products	Kevin Keiser	<a href="mailto:Keiser_Kevin@us.belin">Keiser_Kevin &lt;Kevin.Keiser@us.belin</a>	Yes
Dinner	November	Balancing hydronics	Kirk Phipps	<a href="mailto:kirk.phipps@haysfluidcontrols.com">kirk.phipps@haysfluidcontrols.com</a>	Yes
Tech	December	Ductwork		<b>Need help</b>	
Dinner	December	SMACNA presentation	Will Farrell	<a href="mailto:wfarrell@smacna.org">wfarrell@smacna.org</a> <a href="mailto:michael@smacnact.org">michael@smacnact.org</a>	Yes
Tech	January	Refrigerant Update DOAS, Heat Pumps and Chillers	Evan Cohen		Yes
Dinner	January	Refrigerant Update and VRF/VRV	Mitch		Yes
Tech	February	Move to the 20th due to ASHRAE winter expo		<b>Need help</b>	
Dinner	February	Energy Model?		<b>Need help</b>	
Tech	March	sound design considerations	Bob	<a href="mailto:Acentech">Acentech</a>	yes
Dinner	March	Vibrations	Dan LaForgia	<a href="mailto:dlaforgia@vibro-acoustics.com">dlaforgia@vibro-acoustics.com</a>	yes
Tech	April	Price healthcare	Mike webster		
Dinner	April	other health care?			
Tech	May				
Dinner	May				

**Webmaster – Ashley Keller**

- Idea for day-of CC payment at chapter meetings
- Please share any pictures of our events to the Pictures folder on Basecamp (Landscape works best for our website)
  - Eric F will share pictures as part of the Historian role
- Please update your committee webpages on our chapter website, let me know if you need assistance:
  - YEA, SA, MP, RP, Sustainability, President's Message, CTTC, Refrigeration
- If anyone has suggestions for the chapter website please let me know
- Secretary please share APPROVED meeting minutes with me for upload to our chapter website
- CTTC please share presentations given at Chapter meetings with me for upload to our chapter website
- **BOG Members to review online RepGuide and provide feedback**

**Sustainability Committee – Kathleen Baker**

- No update



**Sponsorship Committee – Brian Messerschmidt**

- FlowTech is a Silver Donor, no others at this point

**Communications – Kevin Bartlett**

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

- Kevin Bartlett has volunteered for this committee position

**Membership Promotion Committee – Erik Schubert / Joe Valle**

**PAOE Par: 1600; Min Points: 1000; Total Points: 275**

- No update

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

**PAOE Par: 900; Min Points: 300; Total Points: 750**

- Discuss sponsoring a student(s) to send to the ASHRAE conference and creating a scholarship – communicate via email and be prepared to vote during the October BOG Meeting on budget amounts

**Student Activities Committee – Chris Gallagher**

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

- No update

**Historian – Eric Fontaine**

**PAOE Par: 500 Min Points: 100; Total Points: 0**

- No update for Historian

**RVC for RP – Eric Fontaine**

- Overview of RP for Society

**Research Promotion – Kevin Wixom**

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

- No update

**Governance Affairs Committee (GAC) – Hank Cullinane**

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

- No update

**Honors and Awards – Eli Wirtes**

- Eli to announce CRC awards during podium time
- Present Kevin Wixom with his President's pen during the October Meeting
- 2 Members received scholarships – announce during podium time

**Nominations Committee – Eli Wirtes**

- No update



**Refrigeration – Sean McKenna**

- No update

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

- No update

**Old Business**

- Organize ASHRAE lunch & learns to bring exposure to engineering firms
- Looking for volunteers to help manage our social media accounts (LinkedIn)

**New Business**

- None

**Action Items:**

- None

**Podium Time/ Announcements:**

- Brittany
  - Someone should announce the the society scholarship winners
  - RP announcement and 50/50 draw
- Ashley
  - Vendor Directory; Research Promotion
- Eric
  - Present a scaled down version of the Society Leadership presentation
- Eli
  - Announce recent Awards issued at recent CRC
    - Joseph Furman- Certificate of Appreciation - Region 1 Nominating 2018-2024
    - Jason Urso - Certificate of appreciation CRC Region 1 General Chair 2023-2024
    - Philip Knowlton - Chapter Service Award
    - Kevin Wixom - Chapter Service Award
    - Presidential Award of Excellence- presented to CT Chapter -Kevin Wixom President 2023 - 2024
    - PAOE - CT Chapter Eric Fontaine, Sustainability Chair

**Motion to Adjourn:** Brian Messerschmidt

**Seconded by:** Brittany Lydon

**Passes:** Yes

**ADJOURNMENT: 12:55 PM**