
MANUAL FOR CHAPTER OPERATIONS

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.
1791 Tullie Circle, N.E.
Atlanta, Georgia 30329

MINUTES

THIS FORM SHOULD BE SUBMITTED TO YOUR REGIONAL CHAIR (DRC) AND TO REGIONAL VICE CHAIR (RVC) OF CHAPTER PROGRAMS WITH MINUTES FOR ALL OF THE FOLLOWING: CHAPTER MEETINGS, BOG MEETINGS AND SECTION MEETINGS WITHIN THREE WEEKS OF EACH MEETING.

Chapter Name: **CENTRAL FLORIDA**

Meeting Date: 10 July 2009

Meeting Type: Chapter
 BOG
 Section
 Other

Attendance: (Total for chapter and section meetings only.)

Members	Students	Total
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Theme Night Name

Joint Meeting

Technical Speaker/Program:

Topic:

Meeting: called to order: 12:26pm

Attendees: Firouz Keikavousi, Leonardo Rocha, John Davant, Amy Pastor, John Miller, Rich King, Megan Tosh, Wade Conlan, Ben Fauser, Joseph de Armas, Kyle Davis, Michael Sheerin, Jason Alphonso

President's Report (Rich King):

- Theme: "YEA for the future!"
- Entire board is YEA, plus have YEA chairs at the chapter, regional and society level on the board
- Separate CTTC meeting to be held at a future date

Treasurer Report (John Miller):

- Chapter membership dues have increased to \$40
- Lost about \$2,500 on dinners last year – need to update website on meeting weeks to collect adequate funds
- Need to update Product Directory budget numbers to reflect changes
- Not running product show this year (ASPE is); counting on \$5,000 profit for ASHRAE to adjust for recession
- Need to decide where product show money goes to
- Shrimp Boil to reflect no losses or profits in budget

Motion by Wade Conlan: Chapter Member to audit Treasurer's numbers before sending a check for Research Promotion

Second: Megan Tosh

In favor: 8 Opposed: 0

- Plan to have \$2,500 removed from bank for regional dues first thing next year

- Regional dues up \$150
- Budget money to recognize Technology Award entries under CTTC
- Currently no Poker Tournament in budget – hard to estimate since it will be larger scale than last year

Programs Chair (Jason Alphonso):

- Publicity Chair/Programs co-chair for year to be Ben Fauser
- Selling Booklets this Year
 - Voucher for monthly meetings
 - Bought by company for any employee
 - Creates a “Corporate Commitment”
 - Get 8 meetings for the price of 7
- Have Flyers to go out to membership a week before with info on meeting, why to attend, why YEA should attend
- Society theme is existing buildings, Chapter theme is YEA
- Programs for the year to be a combination of both themes
- Good speakers already lined up
- Each meeting has speaker + YEA tech topic during social hour on a tech committee giving info themed to preview dinner meeting
- Focusing on sister organization and dinner meetings
- Goal of 100 attendees at each meeting

Student Activities (Anik Patel):

- Possible ASHRAE at UCF event at Winter Meeting
- Have ASHRAE at UCF shirts for them to wear at AHR Expo
- Talk about hiring when making coupon book rounds (see Programs)
- Post resumes on ASHRAE Website
- Internships are key!! More important than donating money
- How to pay for student dinners and monthly chapter meetings?
- Only give first meeting free and charge discounted rate after that
- Hard to raise money because of economy
- Fundamentals book as a textbook?? Could be covered by scholarship/loan/grant money
- Expand to SCC and VCC – ASHRAE to provide a guest lecturer (Bill Bradford?)

Newsletter (Megan Tosh)

- Get Publisher template from Jason, previous Newsletter chair
- Meeting flyers already created and ready for publication
- August DewPoint with CRC wrap up?
- September DewPoint to be published in August
- Feedback from last year?
- Only get PAOE points for 2 CTTC articles per newsletter

Membership Chair (Amy Pastor):

- Reminder e-mails worked well – good feedback
- Getting chapter dues (\$40 since April) new top priority
- 177 paid dues in 08-09 year
- Life members *should* pay chapter dues
- Pay chapter dues or donate \$50 to Research
- Start collecting dues now
- Ask to pay last years dues if members did not
- Need money because some reminders need to actually be sent out in mail – envelopes, stamps

Calling Committee (Amy Pastor):

- Was successful – will continue this year

Research Promotion (John Miller):

- Miller's personal goal is \$50k
- \$33,942 raised in 08-09 year; most in Region XII
- Want Gold Circle
- Doing great but down from 07-08 year
- \$32k goal from 08-09; probably about \$35k for 09-10 but unknown at this time
- \$50k not necessarily available; maybe \$42k is more reasonable
- \$99.25 per member raised in 08-09 – better than society average
- Need a Golf Circle donor
- Need a co-chair

History (None):

- Need to create last year's history
- Rich to have separate meeting with Tim Campbell and Tim Citek

Webmaster Report (Rich King):

- Need to update dues to \$40
- Need old website information
- Still switching to blog; need info from Damon; must be rebuilt
- A blog, but will still look like a normal site
- Easy to pass on year to year and free
- Can put passwords in different areas
- Current website all through one person, outdated software, etc
- Up & running to be seen at CRC

Fall Golf Tournament (Firouz Keikavousi):

- October 2nd at Sanctuary Ridge
 - Amy Paster, John Miller, Megan Tosh and Firouz to meet at Sanctuary Ridge (in the next week?) to be sure the terms of the contract are clear this time
 - Maybe lower prices per golfer (Sanctuary Ridge, not ASHRAE)
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CTTC (Jon Davant):

- Two MBOs; Need most current
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2010 CRC Planning (Mike Dillard):

- Have hotel reserved – other Rosen hotel from Winter Meeting
 - Need presentation for 2009 CRC; Need a theme
 - Dinner Saturday night as board/chapter at 2009 CRC
 - 2009 CRC Workshops – Planned Attendance
 - Student Activities – Anik and Kellie
 - CTTC – John Davant
 - Programs – Jason
 - YEA – Leo
 - Research – John Miller
 - Membership – Amy Pastor
 - History/Honors & Awards/ECC – Rich
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Winter Meeting (Wade Conlan):

- Louisville raised \$25k for welcome party; no entertainment
- Lots to do still
- Another meeting to be held at the end of the month (July)
- Tuesday evening – Members Night Out – horse racing, interactive event
- Have yellow hats already for Host Committee Members
- Opening speech by Bill Dillard
- Entertainment: Rap battle maybe? Winner perform for Winter Meeting??

UCF Initiative (Kyle Davis):

- New MBO
- Lab no longer part of UCF Initiative; for (Bill &) Jason now
- Continue to grow curriculum; push HVAC II class
- Need support from Dr. Kapat, MMAE to teach class
- Maybe no more Dr. Kapat as faculty advisor – to ease his load
- Keep up CFL Attendance at student meetings
- Goal to develop HVAC Track
- Pushing at 4th HVAC class; still pursuing a 4 + 2 system
- Curriculum review committee to be revisited after more support from UCF
- Effort to improve HVAC II Class
- Possible sustainability coursework – UCF already interested
- Stay involved with IAC
- Need to better advertize ASHRAE Student scholarship
- Do a community program/activity at UCF
 - Possibly tail gating at a home game?
- Rich to hold a separate meeting on working with UCF

Sustainability Project (John Miller):

- John Fabian and John Miller to visit Frontline facility on Monday
- Need non-RP fundraising chair – Firouz agrees
- Money still goes towards research goal
- Preso at Winter Meeting & registration desk – advertize and collect funds for next year's project
- Possible 2nd poker tournament to raise funds

Colombia (Megan):

- Actually going in September
- Sponsor a DL to speak at ACAIRE?
- Does ASHRAE cover the cost of the DL?
- How much is cost? We should cover it if reasonable

Shrimp Boil (none):

- At VFW on Fairbanks possibly
- Could be held on Friday then

Young Engineers in ASHRAE (Leo Rocha):

- Joe de Armas is co-chair
 - Two events for Fall
 1. November 7th (Saturday afternoon) Dodgeball tournament: maybe at Joe's church; maybe at Mt Dora airport hangar; invite Space Coast YEA to come; Frontline gym as possible location? Would need to not conflict with any of their events
 2. Meet a Mentor Program: help graduates in industry; pair them up with mentor to guide them; already in works at the Society level; have it going by January; membership points??; Leo on ad hoc committee at society
 - Solicit funding for events (food, drinks, equipment, ref, etc) and mentorship
 - Invite YEA members to CRC events
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Poker Tournament (none):

- Expand beyond ASHRAE
 - Need more attendees
 - Do it this fall
 - Money to count for Sustainability project only, not Research Promotion
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Product Show (none):

- Have it early enough so no conflict with Winter Meeting
 - Get half of the profits before Winter Meeting?
 - Can we handle having another event this fall with everything else that's going on?
 - Not enough time left to plan for an early October show
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Honors and Awards (none):

- Need a chair – Firouz agrees to do it
- Major focus to be E-Week
- Costs us \$650 to participate
- Do we want to keep doing it? Yes
- If we quit then we can't go back
- Need to find a co-chair to help Firouz

New Business:

- Positions to Fill
 - Research co-chair
 - Honors & Awards co-chair
 - UCF Initiative co-chair
- Ross to meet with board – when?
- Need nominations for Research RVC and DRC
- Do we want to sponsor a section in Ecuador? No – not until we've been to Colombia.
- Need someone to promote Product Show

Motion by Wade Conlan: Chapter monthly meetings to stay and Dubsdread and not change location

Second: Michael Sheerin

In favor: 8 Opposed: 0

- Motions to bring to CRC
 - New Membership Grade (motion from previous CRC)
 - Region sponsorship of YEA members to YEA Leadership Weekend
 - Request society funding for YEA mentorship program?

Motion to Adjourn by Firouz Keikavousi.

Second: Michael Sheerin

Meeting Adjourned at 4:46pm