



**MANUAL FOR CHAPTER OPERATIONS**

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**Student Activities (Nate Boyd):**

Student Activities Committee Members – Nate Boyd (Chair), Kellie Watson

Graduating students: 5

ASHRAE students that have gotten jobs while working on the design competition: 5

Design and Selection categories successfully submitted by UCF. Name of university to be send to RVC by 5/20 for both categories. UCF is the only submission in region 12, although USF and University Navistad in Colombia signed up for the design category but did not submit. Design team's report is very well done, and should be a contender for first place. Selection team's report and presentation are good, but not as good as it could have been if they'd have taken all my advice. Still, not bad considering none of the students outside of Burns had any HVAC education or experience at all coming into this.

Final accounting figures of the student branch will be submitted to me shortly.

Isaac Lima to be presented with Alwin B Newton scholarship tonight by society president.

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**UCF Initiative (Kyle Davis):**

Dewpoint article submitted.

Megawatt Ventures – Looking for mentors from ASHRAE

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**Research Promotion (Ian Lahiff):**

\$26,980 collected so far, \$5,520 away

Web based collection system to be used in future

Julie Ferguson from ADI sponsoring event tonight

RP goal is \$32,500

Fall, Spring, and night golf are in

Motion presented, see new business

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**Government Affairs (Tracey Whaley):**

Dewpoint article submitted. OUC rebate program active, continued support and participation in CFEEA.

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**Programs (John Miller):**

Lynn Bellenger, Presidential Message

Please see the attached schedule outline for tonight's meeting. For your review and discussion. We have A LOT going on tonight, and we need to keep everything quick if we do not want to be there until 10:00 with awards.

Ian/Nate,

The introduction for your awards will need to be between 30 seconds and one minute with another minute for the presentation and photo opportunity.

I have not had an opportunity to adjust the times for the schedule, but the attached shows how they will (hopefully) occur at tonights meeting.

Time	Action	Responsibility
6:00 PM	Social Hour	JZ and the Sunshine Band
6:10 PM	Presidentail YEA Address	Lynn Bellenger
6:30 PM	Salad Served / Dinner Sit Down / Invocation & Pledge	John M.

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6:32 PM	Table Introductions	John M./All
6:40 PM	Recognition of ASHRAE Scholarship Receptient - Issac Lima	Nate
	UCF Scholarship Presentation	Lynn Bellenger to Issac
	Recognition of ASHRAE Associate Level RP Donor - Bill Dillard	Ian LaHiff
	Bill Dillard Presentation of cheque to Lynn Bellenger / Photo Opp	Bill Dillard to Lynn Bellenger
	Introduction of ASHRAE Associate Level RP Donor - ADI, Inc	Ian LaHiff
	ADI Recognition Spiel	Juile Fergusson
	ADI Presentation of cheque to Lynn Bellenger / Photo Opp	ADI to Lynn Bellenger
	Recognition of visiting organizations / Photo Opp	John Miller
6:50 PM	Dinner Service Begins	Dubsdread
6:58 PM	Speaker Introduction	John Miller
7:00 PM	Technical Presentation	Lynn Bellenger
7:45 PM	End of Technical Presentation/Presentation of Plaque	Lynn Bellenger
7:47 PM	Volunteer Recognition - 10 mins	Jason Alphonso
	New VOLUNTEERS , ALL VOLUNTEERS, Presidential Awards	
7:46 PM	Officer Induction Ceremony, Intro to by John Miller	Todd Moore
7:55 PM	Past President Recognition and Intro to next year	John Miller
8:00 PM	Program Concludes	John
8:10 PM	Organized Photo Opportunity	John / Jason / Nate / Donia

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**YEA (Leo Rocha):**

Collected \$100 from RLF, receipt due  
 Still owe \$260 to Frontline outreach  
 Lynn Bellenger to deliver YEA tech topic

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**Honors and Awards (Firouz Keikavousi):**

Honors & Awards Report  
 Date - 5/11/2011

Committee Members – Firouz Keikavousi (Chair), John Miller & Rich King

1. Chapter submitted 10 out of the 14 categories in CTC awards. Confirmation of receipt received from Ricardo.

2. Chapter submitted in two entries in Student Design Competition. Nate is working on final submission to region.
3. H&A report submitted to Rob Risley (H&A Regional Chair) and Bill Malphus on 4/11.
4. We will recognize new volunteers, all volunteers and presidential award winners tonight at the meeting. CTTC's award will be recognized next year along with regional results.

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**CTTC (John Davant):**

No Report.

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**Publicity and Technology (Larry Stoff):**

Committee Members – Larry Stoff Jr (Chair), Jason Alphonso, Joseph DeArmas  
ASHRAE Certifications

5. Will investigate and report later on the total no of ASHRAE certifications for the year.

Insights

1. Possibility of printing article in May Edition of ASHRAE Insights.
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**Webmaster (Jason Alphonso):**

Committee Members - Jason Alphonso (Chair), Joe D and Mike Dillard

1. Website will be updated on 5/15. The update will included new posts, updates to the individual committee pages and latest May Dewpoint (CFL newsletter)
  2. The website served us very well with registration for the refrigeration tour. The ability to leave time stamped comments really helped.
  3. The second refrigeration quiz was posted and winner determined. Again, the ability to leave time stamped comments really helped.
  4. We hope to use the website again for a final wrap up of our ASHRAE year.
  5. Email was sent to regional webmaster Rich King on 5/11/2011 updating him of our progress.
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**Presidential Theme (Jason Alphonso):**

Committee Members - Jason Alphonso (Chair), John Miller (Co-Chair), Wade Conlan & Firouz Keikavousi

1. We are continuing to work closely with other chapter committees (YEA, H&A, CTTC, MP, etc.) to promote the goals of this committee. The volunteer profiles published in the last two dewpoints,

April Dewpoint – John Miller, Rich King & Leonardo Rocha

May Dewpoint – Joseph de Armas, Kyle Davis & Hugh Wilson

We thank them both for their contributions to ASHRAE Central Florida. This marks the last of the VOLUNTEER spotlights. The goal was to depict ASHRAE volunteers come in all ages, backgrounds and levels of experience.

2. Proud to be an ASHRAE VOLUNTEER – special recognition to all VOLUNTEERS in the room.
  3. The committee will have one last meeting in early June to close out the year.
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**Refrigeration (Jason Alphonso):**

Committee Members – Jason Alphonso (Chair), Megan, Rich King

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1. The May Dewpoint both has article on refrigeration. Refrigeration is the chapter theme of the month of May.
2. The "Not-So-Silent-R" quiz # 2 was a success. We had six entries before the winner was announced. The winner for the second time was Taner Tekin from EXP (formerly X-nth, Inc). His prize was a free dinner for the meeting tonight courtesy EMCOR-MSI.
3. We had a total of 15 people (including technical guides) attend the ASHRAE CFL Refrigeration Tour 2011. We received some good comments from some of the attendees. The technical guides did a great job and we thank them for their efforts. ASHRAE Fellow Paul Halyard and the staff at the University Club helped with the introductions.

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### Chapter Newsletter (Joseph de Armas):

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### Colombia (Megan Tosh):

Colombia now new chapter, no further financial/logistic assistance from CFL necessary.

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### PAOE (Megan Tosh):

PAOE up to date, RP still to come in, SA still to enter competition points.

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### New Business:

Motion #1 by Megan Tosh: "I move to make a motion this evening that will help us reach our goal should we need to band together and bridge a gap. The chapter will donate up to and not to exceed \$1,500. This shall only happen if we are within \$1,500 of our goal of \$32,500, and we have collected \$31,000 as of June 15<sup>th</sup> 2011, two weeks before the June 30<sup>th</sup> deadline.

Fiscal impact: \$1,500 to the chapter budget.

Second: Firouz Keikavousi

For: 9     Against: 0     Motion passed.

Motion #2 by Anik Patel: Motion to pay fees owed to IRS in the amount of \$3,700 from 5 years back. Anik as treasurer has granted power of attorney to his father to talk to IRS on behalf of CFL ASHRAE.

Second: Wade Conlan

For: 8     Against: 1     Motion Passed.

Comments from Society President Lynn Bellenger:

Best BOG meeting attended this year, extremely impressed. We are doing things the way that they should be done.

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### Meeting Adjourned:

Motion by: Wade Conlan

Second: Anik Patel

Time: 5:40pm