
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: 27 August 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: Interim Board Meeting

Meeting: 8:30am

Attendees: Bill Dillard, Michael Sheerin, Firouz Keikavousi, Wade Conlan, Mike Dillard, Megan Tosh, Rich King, John Miller, Jason Alphonso, Joseph deArmas, Anik Patel, Kellie Watson, Tim Citek, Leo Rocha

Budget:

- Missing winter meeting and sustainability project funds in budget
- Have \$1200 for CRC in budget
 - Florida West Coast raised \$30k in donations for 2009 CRC
 - They had \$1,000 seed money from their chapter
 - Hosted a joint CRC with Region IV
 - Were short on Research Promotion dollars this year
 - Had \$12-14k in profit; split with Region IV somehow
 - Made money on CRC
- Chapters usually don't make money hosting a CRC
- What did they spend all that money on?
 - Ticket prices to their events were still high
 - Hospitality suite? Only spent about \$3k on alcohol
 - Had a band at the party
 - Didn't cut any corners
 - Handed out a lot of door prizes
- We don't have a CRC budget, but need one
- Look at Space Coast's 2008 CRC as a template too – they raised \$20k?
- Money covers
 - Thursday evening event
 - Friday Presidential luncheon

- Friday evening event
 - Saturday awards luncheon
 - Technical Sessions
 - Audio/Video services at hotel for 2009 CRC ran FWC \$6,500
 - Our chapter budget shouldn't be impacted by sustainability project money
 - How do we handle asking so much of everyone's time & money for winter meeting, then product show, then CRC, plus sustainability project
 - Are CRC activities supposed to be paid for by registration of attendees?
 - Chapter gets some regional money for CRC, but the money from attendee registration comes in too late
 - Need budget & cash flow analysis for CRC
 - Where would profit from CRC go to? RP donor recognition?
 - Need to concentrate fundraising effort so we don't ask for money so many times
 - Map out all sponsorship opportunities for the year
 - Have fundraising goals/progress in DewPoint and on the website
 - Given the economic climate, it's okay to scale down CRC from what it was in Buenos Aires and Florida West Coast
 - Will we have the same hotel issues for CRC as we are for winter meeting?
 - Meals are expensive at hotels (Rosen Center) even without any extras – like Space Coast's overhead rocket
 - Region counts on CFL to help meet regional goals
 - Maybe we should scale down the sustainability project too? No – there's no need and hopefully we'll get some help from Arto at Frontline, too
 - Need to concentrate fundraising efforts
 - Create multiple budgets with different outcomes & inputs to evaluate possible situations
 - Poker tournament not figured in yet
 - Money could go to sustainability project
 - Could go to CRC if not needed for the sustainability project
 - Need a CRC budget from Mike Dillard and Wade Conlan
 - About \$2500 needed for winter meeting
 - Product show money can help with CRC
 - Will have money in account at that time too because the RP check to society will not have been written yet
 - Some product show money going to Colombia section expenses
 - Tim Citek to be ASHRAE's Product Show liaison
 - Need a "letter from the president" to go to donors outlining everything we have going on this year
 - Need to explain what all these events are to our members
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Newsletter (Megan Tosh)

- Dewpoint to be published tomorrow
 - Will be out for review by lunch today
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Programs Chair (Jason Alphonso):

- This year's programs focused on a combination of Rich's theme for the year & the society theme
- Have all 8 flyers for meetings ready to go
- Six ASHRAE Distinguished Lecturers scheduled plus Richard Crotty and Gordon Holness
- New YEA Tech sessions – 10 minutes before meeting to help YEA members preview dinner meeting
- Yearly discount booklets – 8 dinners for price of 7
 - Completely transferable
 - Can donate to a student if you can't attend
- Have PDHs available for free this year
- Want corporate commitment to attendance

- Should help chapter better gauge attendance to meetings and mitigate costs
 - Corporate commitments are negotiable, but we're not asking for a lot
 - Want to really push attendance
 - Want to promote the '7 for 8' deal to members outside of the board
 - Will continue to do calling committee
 - John Miller to maintain a list of booklets – can pay for booklets online and receive in mail or at first meeting
 - Going out to firms, USGBC, IFMA & BOMA
 - Great speakers are a natural draw for attendance
 - Can't count attendance for PAOE for meetings where we give PDHs
 - Need to check MCO for specific language on this issue
 - Not worried about getting the points for attendance – just worried about attendance!
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Student Activities (Anik Patel):

- In touch with Valencia Community College – Todd going to speak to students there in a month
 - Have a school to do a teach-in
 - Goal to make teach-ins a very “turn key” event so our speakers can just show up
 - Scheduled for mid-November; the 11th or the 18th, but on a Wednesday
 - Have contact at Seminole Community College – need a PE to go speak to their construction students on how they're important to us and what ASHRAE is
 - Have huge interest in design competition at UCF this year
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YEA (Leo Rocha):

- Dodgeball tournament now scheduled for February 27th
 - No interest from members in going to Mt Dora so still looking for a location – possibly Frontline's gym
 - Planning a YEA meet & greet
 - Also looking at a billiards tournament March 26-27th at Trick Shots, but must be 21+
 - Met with Quest about a mentorship program at Rollins and using their guidelines to get it started up
 - Also looking at this at a society level, but hoping to do it locally first instead of waiting
 - Mentorship program was very successful at Rollins
 - So what does this mean?
 - YEA members get assign to mentor
 - Provide one on one mentorship
 - Gets YEA members involved
 - Keeps our membership up
 - SWE & ASME have similar programs, but less official
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Golf Chair (Firouz Keikavousi):

- Need minimum of 100 players to hold both a morning and afternoon tee time
- Well be held Friday, October 2nd – costs have gone down
- ASHRAE prices are still the same
- Need help finding a corporate sponsor
- Include in budget/donation package

- Some companies can't play golf this year
- Need help recruiting golfers
- MSI's golf tournament is October 17th so no date conflicts
- Need \$500 cart sponsors (one to be MSI per Mike Dillard)
- Give away to depend on corporate sponsorship

Adjourn: 9:35am