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**MANUAL FOR CHAPTER OPERATIONS**

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**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: 8 October 2009

Meeting Type: X Chapter  
X BOG  
 Section  
 Other

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

Members 115 Students 10 Total 125

Theme Night Name Membership Promotion & Research Promotion

Joint Meeting BOMA, IFMA, USGBC, Space Coast Chapter

Technical Speaker/Program: Mayor Richard Crotty

Topic: Orange to Green

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**Meeting: called to order: 4:45pm**

Attendees: Wade Conlan, Mike Dillard, Firouz Keikavousi, John Davant, Jason Alphonso, Tim Citek, Rich King, John Miller, Megan Tosh, Dan Rogers, Ross Montgomery, Bill Malphus, Amy Pastor, Michael Sheerin, Joseph de Armas, Todd Moore

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**Old Business:**

Motion by Firouz Keikavousi: Approve minutes from September 10, 2009 BOG/Chapter Meeting

Second: Tim Citek

In favor: 8 Opposed: 0

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**Treasurer Report (John Miller):**

- To date, \$26,211.01 in checking account including golf and product directory earnings
- Rich to scan business cards for website
- \$2,300+ in chapter dues collected
- Product Directory to gross approximately \$4,500 this year due to minimal expense
- Sanctuary Ridge gave us the money they overcharged us for the Spring 2009 tournament
- Money to be part of the fall golf outing
- \$945.91 spent on Programs
- \$6,000+ in ticket booklet sales for Programs
- \$800-\$900 worth of ticket booklets still unpaid – John Miller to collect
- Missing YEA Invoice for printing from Tim Citek
- September meeting loss of \$1,400 but that money is in the ticket booklet profits
- For bookkeeping, will split ticket booklet money evenly among all months

- Golf made approximately \$10,500 profit minus about \$2,000 for glasses plus a few outstanding payments
- Leftover glasses to go up for sale – on website?
- Taxes are put-in and good for 2008

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**Programs Chair (Jason Alphonso):**

- Last month had Victor Goldschmidt – spoke at 3 Central Florida meetings and 2 Spacecoast meetings
- Good use of money – split costs with Spacecoast
- Report on meetings to be mailed out by Jason
- Victor, Rich King and Jason met with BOMA Orlando – very successful meeting
- That report by Victor submitted to ASHRAE Society
- Meeting created the opportunity to have so many of tonight's "VIPs" attend
- Tonight, Mayor Crotty speaks; room set for 140 people
- Tonight co-speaker from CFEEA, Alexa Stone, to do 10 minute presentation and introduce the Mayor
- Next meeting is the first of offer PDHs – Bob Baker is the speaker
- YEA Tech Speaker is Paul Halyard tonight
- About 15 YEA Tech attendees last month
- Research & Membership Promotion themed nights, tonight

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**Newsletter (Megan Tosh):**

- Next Dewpoint articles due October 23<sup>rd</sup>
- Articles to include:
  - President's Message
  - Programs
  - YEA
  - Student Activities
  - No Membership article needed
  - Research Promotion – focus on Golf
  - UCF Initiative
  - History article

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**Membership Chair (Amy Pastor):**

- Membership Promotion night, tonight
- Will not speak tonight, will be next month
- Will be signing up new members – free dinner next month upon registration
- List of 50 non-ASHRAE members to RVC for PAOE points to be submitted – please contribute
- Amy Weaver nominated for Lincoln award

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**Research Promotion (John Miller):**

- (Dan Rogers): John was nominated for Collins Award
- Gone over awards; releasing \$250+ awards from Society
- Will recognize donors next month
- Have full circle – 2<sup>nd</sup> in society to reach it
- Wrapping up golf tournament collections & payments
- Recognize all hole sponsors
- Please donate to Research!!

**History (Tim Citek):**

- Bought external hard drive (\$86) for storing picture files, old Dewpoints, etc.
  - Will be stored in order (data to be organized)
  - All officers/chairs to dump their information onto the drive and Tim will sort it
  - When done, will send a copy to Dick Worth
  - Will be scanning paper information/documents and adding to hard drive as well
  - Give documents to Tim to scan & store
  - Have a gap in our history when we started going paperless
  - Have History display for tonight (picture slideshow)
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**Honors and Awards (Firouz Keikavousi):**

- Firouz has met with Todd about committee
  - In the past, have submitted 2-3 entries but haven't won (FES awards)
  - Need to have more entries, present them better
  - Goal is to submit 7 awards
  - Possibly lack the leverage to get a win
  - In contact with FES to work on that
  - Chapter puts a lot of work/time/money into this event and keeps losing
  - Judging is skewed/weighted towards civil engineering and projects
  - Firouz is working on changing that
  - Need to include more details on architecture in our entries
  - Todd offered a lot of insight into that
  - Will talk to Paul Halyard as well – he knows a lot about the awards from past experience
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**CTTC (John Davant):**

- Rich, John Fabian, Cameron Sherwood and John Davant met to discuss Dewpoint articles
  - Articles to be greatly improved
  - Wade – what about Tech awards?
  - Tech awards also discussed in meeting last week
  - Chapter Refrigeration tour needs to be planned
  - Maybe ICE! at Gaylord Palms?
  - Not permitted to tour Publix because of security (same with Sysco)
  - Cameron Sherwood to look into it with John Davant
  - Darden as possibility, if not ICE!, MSI did all of that work
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**2010 CRC Planning (Mike Dillard):**

- Met today with Ross Montgomery and Bill Malphus
  - Schedule to be published tomorrow afternoon
  - Tomorrow meeting with hotel to see facilities
  - Coming up next: advertising/public relations, sponsors, website page
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**Winter Meeting (Wade Conlan):**

- Should we provide party favors as a gift from the chapter?
  - No memories of past favors
  - Cost would be approximately \$2,500
  - Discussion moved until after Bill Dillard's next meeting
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**Colombia (Megan):**

- Ross has the banner now; thanks Central Florida for their support
  - Will be going back to Colombia in 2010
  - Colombia section wants a Distinguished Lecturer at their conference
  - Thanks to chapter for sponsorship
  - Colombia section President installed on trip
  - Section members very interested in ASHRAE and had several questions
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**New Business:**

- Shrimp Boil date set for March 25<sup>th</sup> at the Winter Park Farmer's Market
  - Should we reconsider having the event on a Friday at a different venue?
  - Could be held at VFW on Fairbanks but would need to invite VFW members and lower the cost to them
  - Our cost might go down, especially since they would serve the alcohol, possibly enabling us to reduce what we charge
  - No, leave the shrimp boil on Thursday
  - Should we still have the Spring Golf Tournament at Sanctuary Ridge? Yes!
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**Meeting Adjourned:** 5:32pm