
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: 14 January 2010

Meeting Type: X Chapter
X BOG
 Section
 Other

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

Members	75	Students	11	Total	86
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Theme Night Name: Membership Promotion

Joint Meeting: ASHE

Technical Speaker/Program: Marlene Linders

Topic: ICRA 101: Understanding the Basics of Liability and Risks during Healthcare Construction

Meeting: called to order: 4:37pm

Attendees: Anik Patel, Amy Pastor, Bill Dillard, Tim Citek, Megan Tosh, Rich King, Jason Alphonso, John Miller, Kyle Davis, Firouz Keikavousi, Kellie Watson, Leonardo Rocha, Wade Conlan, Dan Rogers, Mike Dillard, Joseph de Armas

Old Business:

Motion by John Miller: Approve minutes from December 8, 2009 BOG/Chapter Meeting

Second: Megan Tosh

In favor: 5 Opposed: 0

Treasurer Report (John Miller):

- \$12,301.81 in account; still a few outstanding checks we've written, but they are figured into this number
 - \$2,000 approved for Winter Meeting but not spent yet
 - \$6,231.20 of ticket booklets paid for; \$520 still owed
 - 11 students November; lost \$973.81 + 841.24 = \$132.57 net loss
 - Loss is on par with expected and results from having more students attend than people who paid for tickets not showing up
 - About \$75 in profit from the December meeting
 - Averaging about break even each month
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Programs Chair (Jason Alphonso):

- Good December attendance – 72 total
 - Tonight is the 3rd month to offer PDHs
 - We've seen an attendance increase as a result of the PDHs
 - Marlene Linders is the speaker for tonight – a DL and local expert
 - Expecting good attendance, over 70; lots of students
 - Good advertising with USGBC this month, helping with the turnout
 - Membership Promotion night
 - Sheerin is YEA Tech speaker role and talking about ASHRAE standards
 - Thanks to Wade for last month's YEA Tech Topic
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Student Activities (Anik Patel):

- Dewpoint shows UCF team's BIM – it's very good!
 - Have a BIM fly by video to show at a meeting (next month?)
 - Students have a meeting scheduled with Mark Boggs at JCI next week to discuss cut sheets
 - Boggs is a good potential volunteer for our chapter
 - Kellie is working on a spring teach-in for a local high school
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Newsletter (Megan Tosh):

- Articles due 1/29 and Dewpoint to be published by the following Tuesday
 - Need to confirm that Dr. Kapat and Bob Rich are on our mailing list
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Membership Chair (Amy Pastor):

- MP night is tonight
- Jen was here in November so tonight we have 6 slides to talk about upgrading membership
- Engineers who just passed their PE this October got their PE numbers last week so it's good timing for presentation
- Society now offering to help collect chapter dues, not just collect, but invoice & police
- We've been collecting \$600-\$1,100 in dues from Society each month
- Do we want to let Society help with our invoicing? Yes!
- Do we want to invoice or send a letter as well? Yes – will invoice through PayPal
- How far away from renew date to we contact for payment?
 - Maybe a cut off date?
 - Maybe only invoice those who are participating in our chapter
 - Do it to anyone within 6 months ← all agree!
 - Could have chapter members who are actually in another chapter so maybe we send a letter as opposed to an invoice to be polite
- Dues are used to cover regional dues, postage (etc), dinner overages
- Amy sent out grace period e-mails again and had a good response of people renewing
- Winter Meeting definitely helped that effort
- Society has a sign-in sheet we can use to track attendance
- Need to push our regular attendees to be members
- Do we risk excluding them if we do?
- How do we handle guests?

- Are we ready to handle the workload of addressing membership as people attend our meetings? Not this year, we'll re-evaluate for 2010-2011
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Research Promotion (John Miller):

- \$13,940 raised so far; that's 42.9% of goal
 - Well ahead of last year
 - Morning-only golf tournament in fall really helped
 - Drove down costs while keep revenue up
 - Maybe take same approach for our Spring Golf Tournament?
 - Still have PAOE points to be added by Society
 - 61% of PAOE par
 - RVC inputs already entered (Thanks Dan)
 - Golf tournament is our next big event
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History (Tim Citek):

- Acquiring a set of ASHRAE handbooks from 1964 via Paul Halyard
 - The handbooks are not handwritten
 - PAOE needs to be updated
 - Last month's presentation also on external hard drive for posting on the website
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Webmaster Report (Rich King):

- Got comment from Mike Myers – said we're doing well
 - Have site up for CRC
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UCF Initiative (Kyle Davis):

- Meeting with Bob Rich and Dr. Kapat today
- Moving forward with Masters program in energy under CECS
- First phase of program will focus on power generation with a second phase focusing on smart buildings/HVAC
- We're going to keep working on developing an HVAC track
- April 14th is the energy symposium this year (during Earth Week)
- ASHRAE students have been invited back
- Wants student article by us for inter-university publications
- Bob Rich would like to attend the Winter Meeting, complimentary
- Kapat is admitted for free as Faculty Advisor and also a volunteer
- CECS Expert Speaker Series going to invite us to watch so we'll mail out a promo flier to our chapter
- Bill Dillard will sponsor Bob's attendance at Winter Meeting

CTTC (Jon Davant):

- Had very mixed reviews from last month
 - Have the correct form for this month's reviews
 - Tech Awards
 - Talk to TLC's marketing director
 - Matern, SGM and Xnth all need to be contacted as well
 - Use last year's awards at advertisement
 - Due date in March (the 19th)
 - Rich and Anik should have entries from their respective companies
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2010 CRC Planning (Mike Dillard):

- Information to be on the website by Friday
 - Want to plug CRC tonight before main presenter
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Refrigeration Tour:

- No discussion on motion to go to arena
 - RDV is not an option on our short time frame – need 2 months notice to get in
 - Possible to do tour with a Magic game
 - Leo to begin exploring tomorrow
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YEA (Leo Rocha):

- 11 people signed up for Dodgeball already
 - Up to 10 per team allowed
 - Registration deadline has been pushed back to the 31st of January
 - \$100 deposit + \$65/hour for facility use; planning on 4 hours
 - \$63 is costs of balls
 - See attached sheet of detailed information of expected expenses
 - Expecting 50 players to attend
 - Working on generating an insurance release
 - Need volunteers
 - No EMT is needed with insurance release
 - Need 36 players for even to break even
 - We'll be one of 3 chapters doing the pilot program for YEA Mentorship
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New Business:

- We'll talk about the Shrimp Boil during February's BOG Meeting
- ASPE having a paintball tournament on 2/6 – should we co-sponsor? No, but we'll advertize and invite our members to attend
- Mid-year meeting in February to include PAOE and Shrimp Boil discussion
- Mike Dillard is in as our bartender, band is out due to pursuit of a "harder sound"
- Gordon Holness is our speaker next month, will have both rooms at Dubsdread, meeting is on a Tuesday

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- Maybe we'll do a poker tournament in May – will talk soon
- We will bring in dealers & chips
- Maybe have a higher stakes game
- Possibly have at Product Show since we're already renting facility and donate some of proceeds to research in ASPE's name?

Motion to Adjourn: 5:49pm

Central Florida Chapter of ASHRAE
1st Annual YEA Dodgeball Tournament

YEA Dodgeball Tournament

EXPENSES

Facility Use - Frontline

Deposit \$100.00

Rate - \$65.00/hour for 4 hrs \$260.00

Equipment - 6 Dodgeballs \$63.00

Food/Drinks/Miscellaneous

Two large sub platters - (30) 6" subs per platter \$129.00

Drinks, chips, utensils, paper products, ice, garbage bag: \$180.00

T-shirts (50) & Signs \$200.00

Total Expenses \$932.00

INCOME

Registration of \$15.00/player for 50 players \$750.00

From Budget \$490.00

Total Income \$1,240.00

15 | 30
450

LOGISTICS

Provided by Frontline - Restrooms, lockers, trash cans

Provided by CFC ASHRAE - Insurance listing and releasing Frontline from liability

Set up and breakdown - volunteers needed

