



Board of Governors - Meeting Minutes

Date: 11/7/18

1. CALL TO ORDER

- a. Time – 4:00 pm
- b. Location – Holiday Inn, Williston Rd, South Burlington

2. ROLL CALL

Role	Name	Company	Present
President	Nick Thiltgen	VEIC	X
President Elect, CTTC	Charlie Carpenter	VEIC	X
Vice President, CTTC, GGAC	Greg Deutscher	VHV	X
Secretary	Gwen St. Sauveur	D&K	X
Treasurer	Courtney Hart	VMI	
BOG	Brent Weigel	Hallam ICS	X
BOG	Rob Ward	VHV	
BOG, GGAC	Dick Wilcox	VHV	
BOG	Mary Jane Poynter	VEIC	X
BOG, SA	Leo Sprinzen	VMI	X
Historian	Michael Cook	ARC	
RP	Rick Stehmeyer	CX Associates	X
MP	Scott Sullivan	Siemens	X
YEA	Tate Colbert	CX Associates	X
Member	Tom Zoller	Trane	X
Region 1 Rep	Andrew Manos		X

3. APPROVAL OF MINUTES

- a. Prior Minutes Approved

4. REPORTS

a. President

- i. Newsletters
 1. Format will be email (through MailChimp) w/ links to website
 2. Sponsor logos – on email or on website
 - a. Update requests in calendar invite form
 3. Organizations – endorsing vs supporting
- ii. For web site
 1. CTTC summary paragraph of each meeting event
 2. MBOs – Annual Goals, Plans, Points for roles sent around

b. Treasury

- i. Account balance is \$13,533.12.
- ii. Three reimbursement payments made over last month to Brent & Nick for CRC and website

c. RP

- i. Working with Tom – Reports access, started campaign
- ii. One-person shy of full circle
- iii. Looking for matching donors such as in previous years
- iv. Donte to research & to chapter
- v. Typical company honor roll - \$250 donation
- vi. VMI gave \$500 last year – VMI typically donates in the spring



- d. **SA**
 - i. VTC applications for scholarships
 - ii. Contacted UVM & Norwich as well
 - iii. Developed preliminary organization for scholarship ppl
 - iv. Student involvement fees question regarding cost to events
 - 1. Currently 3 rates, \$10 students, \$30 members, \$35 non members
 - 2. Budget question – student costs loss – create a potential RSVP bracket to identify how many students vs non students attend meetings
 - 3. Potential to discuss with VGBN joint event @ a college
- e. **YEA**
 - i. CVC membership
 - ii. YEA contact members – Nick to identify Tate as YEA chair to get access on website
 - iii. Potential YEA gathering before or after events
 - iv. YEA dedicated 10-15 min discussion for April/May meeting
- f. **MP**
 - i. Scott to contact ASHRAE headquarters to resolve website access issue
- g. **CTTC**
 - i. Monthly Meetings
 - 1. December – ASHRAE Guide
 - 2. January – High Performance Sequences of Operation
 - 3. February – Better Buildings by Design Conference
 - 4. March – Student/ open
 - 5. April – Electric vehicles
 - 6. May – 2nd Distinguished Lecturer application
 - 7. June – Open/ Trade show, potential panel discussion or VRF Showcase?
 - ii. Potential 6 Hr VRF – Dakin
 - 1. Service vs Design focus
 - 2. To verify if presentation can be tailored to designers and can it be product- free non – Dakin specific?
 - 3. Open to panel style discussion – invite several vendors?
 - iii. April – Electric Vehicle test drive
 - 1. Location needed – open to suggestions
 - 2. Needs meeting space
 - 3. Charging Station ideally
 - iv. Better Buildings by Design Conference
 - 1. Full Price =\$200 – trying to get discounted rate ie. \$100 for no lunch & 2 lecturers plus tradeshow
 - 2. Education credits vs cost per hour
 - 3. ASHRAE paying for event lecturer travel – should discount be more in CVC's favor
 - 4. Roster/ Perhaps at sign in for event request proof of member number
 - 5. Cost details TBD
 - 6. Comparisons: GAC Engineers week/ Day
 - a. \$30 = 1 hr edu & Dinner
 - b. \$60 = 2 hr edu & Tradeshow
 - c. Cost of speaker fee divided among discount for CVC members

5. UPCOMING EVENTS

a. Special nights:

- i. RP – Nov (tonight!)
- ii. MP – Jan
 - 1. In the past – incentive: Free dinner if you bring a new person & they join CVC that night
 - 2. To do – check attendees vs members lists for info
- iii. SA - March
- iv. YEA – April/ May
- v. History – Need to discuss with Mike Cook

6. ADJOURNMENT – 5:02 PM

Minutes Recorded By: Gwen St.Sauveur, edited by Nick Thiltgen



These minutes are the writers understanding of the discussions involved. If there are any exceptions taken, or omissions, please notify the writer immediately.

Acronyms, For Reference

- BOG – Board of Governors
- CTTC – Chapter Technology Transfer Committee
- GGAC – Grassroots Government Advocacy Committee
- RP – Research Promotion
- MP – Membership Promotion
- ECC – Electronics Communications Committee
- SAC – Student Activities Committee
- YEA – Young Engineers in ASHRAE
- CRC – Chapters Regional Conference
- CIQ – Chapter Information Questionnaire
- MCO – Management By Objective
- PAOE – Presidential Award of Excellence