

Tuesday July 2, 2013,  
3 pm EDT  
Full Board Meeting



Meeting occurred via Teleconference  
1-213-289-0155, Conference room # 8817522  
Moderator Pin # 1277315

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## Meeting Minutes

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**Note taker:** Robert Menuet

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**Board Members in Attendance:** John Runkle, Tracey Jumper, Rob Menuet, Jim Givens, Wayne Williams, AJ Speicher, Will Wright, Tony DiLeonardo

**Others**

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**Subject:** Full Board Meeting: Meeting Minutes

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### Agenda Items:

1. **OPENING OF MEETING**
  2. **ONGOING BUSINESS**
    - a. **Accept/confirm minutes of previous meeting**
    - b. **Chapter communications**
    - c. **Budget**
    - d. **Event Committee Report**
    - e. **Treasurer's Report**
    - f. **Regional Representative's Report**
  3. **NEW BUSINESS**
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### Topic

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1. **OPENING OF MEETING**
  - a. Meeting was opened by Tracey Jumper.
2. **ONGOING BUSINESS**
  - a. **Minutes of last meeting**

There was no meeting in June, due to the focus on the June ATI event. These minutes will serve as the June/July meeting minutes.
  - b. **Chapter Communications**
    - i. Adam has taken over management of the website.
    - ii. Tracey encourages Board members to brainstorm ways to reach out to members (i.e. podcasts)

- iii. Action item: update website with pictures and information about the successful ATI event; Adam
- iv. Action item: Event followup. Tracey asks for a volunteer to draft an email to thank our sponsors, etc, including pictures, to send to Tracey; John (Annie) from ATI. Tony, Jim, TJ, Adam to email a statement about the success of tge ATI event.
- v. Action item: Tracey requests email from all regarding ways to reach out to members.
- vi. Idea: Perhaps a Fireside chat teleconf w/topic of the day? or open forum? Tracey to set a date for the first Chat. Need a volunteer to manage the first call. Need a name for this (i.e. "Ask the Expert?").

#### **c. Budget**

- i. The Board discussed a cap for travel expenses to events.
- ii. Jim forwarded the Treasurer's Report prior to the meeting (attached). He noted that Sheri is still finalizing up info from on-line payments for our June 14th ATI event, and that a check is forthcoming. This will be incorporated into the next Treasurer's Report.
- iii. Action item: update the Treasurers report to include ATI event online payments

#### **d. Events Committee**

##### **i. Baltimore MD - completed in April**

##### **ii. York PA ATI Event - completed in June.**

Board members reported the ATI event went very well. More people came than anticipated. Approx 20 people signed up at the last minute, after the RSVP. Approx 50 people total. The ATI event was mentioned at the International Board meeting (Kudos to all!)

##### **iii. ASHRAE Region 3 Conference - Bethlehem, PA (Aug 16/17)**

The Board voted to approve sponsorship of for this conference in the amount of 250 dollars. (several members ask for additional info on what we get for sponsorship)

##### **iv. Philadelphia/EEB hub Event (October 11 or 18)**

Information needs to be submitted to Sheri Adams at least 4weeks prior to the event to get approval for CEUs

Action item: Determine what support is needed from the Chapter for the event; Tony

##### **v. Pittsburg Eaton Event (Nov. 21)**

Adam is handling this event. The focus will be electrical system commissioning.

Action item: Determine what support is needed from the Chapter for the event; Adam

**vi. University of Maryland Lunch & Learn (Fall Event - date TBD)**

**e. Regional Rep. report**

Tony distributed the Strategic Plan for 2013 in Excel spreadsheet. It is a large files, and thus is not attached. A copy will be forwarded to anyone who didn't receive it, upon request.

**3. NEW BUSINESS:**

**a. None**

**Next board meeting Tuesday, August 13, 2013. Check emails for more information.**