

AGENDA – SUMMER PLANNING SESSION
July 15, 2014
COOPER’S SEAFOOD WATERFRONT, PITTSTON, PA

* Welcome and Introductions (5:15 pm)
	+ Chapter Board and Committee Chairs

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| 2013-14 OFFICERS & CHAIRS  |
|  | Present | Absent |
| Matt Archey(MA)…….President  | X |  |
| Rich Karns(RK)………...President-Elect | x |  |
| Patrick Salmon(PS)……Vice-President |  | x |
| Alyssa Procida(AP)….. Treasurer | X |  |
| Jon Keller(JK)…………….Secretary & Membership Promotion | X |  |
| Tracey Jumper(TJ)…….Board of Governors & Student Activities | x |  |
| Dan Mello(DM)………...Board of Governors | X  |  |
| Tom Swartwood(TS)...Board of Governors |  | X |
| John Durdan(JD)……..…Board of Governors  |  | x |
| Ron Sibulsky(RS)…………Research Promotion |  | x |
| Will Seiberling(WS)….…Young Engineers in ASHRAE (YEA) |  | x |
| Walt Janus(WJ)………....Historian & Newsletter Editor | x |  |
| Karl Grasso(KG)………….Website Homepage Editor | X  |  |
| Gary Debes(GD)………….Former RVC of Membership Promotion | X |  |
| Phil Latinski…………………Chapter Member, Past President  |  | x |
| Dave Onufer……………….CTTC  | x |  |
| Max Tamasy……………….Co-chair of RP Committee  | x |  |
| AJ Speicer…………………..GGAC | X |  |

* + Regional Contacts (RVCs) – To be added to DropBox; chapter contacts & RVC contacts
* 2013-2014 Performance (5:15-5:30)
	+ New Members
	+ Research Promotion – Sept 12th- Centralized Training, Chicago – Max tentatively to attend
		- Great year for RP
	+ PAOE – All areas made par with exception to GGAC
	+ Open Discussion – Action item – update DropBox access
		- Dave Onufer wants a shirt
		- TJ – to get updated pricing for new shirts for CRC and Chapter
* 2014-2015 Year ahead (5:30-6:30)
	+ CRC
		- Who is attending? Richmond, VA – August 2014
		- Chapter Reimbursement - $149/night hotel, $50 Registration, $30 Awards Luncheon, 100% travel – mileage to be determined
		- RP & MP chair to be reimbursed to CRC in VA for centralized training
	+ Budget – Treasurer to schedule formal audit with audit committee
		- Student Chapter (meeting attendance, scholarships)
			* Did not do a scholarship last year, however, we need to budget for 2014-15 2 - $750 ($1,500 total)
			* Need to budget, Columbia Montour Vo-Tech Scholarship 2- $300 ($600 total)
		- New Banner
		- Attendance at CRC & workshops, centralized training, etc.
		- Other budget requests
	+ PAOE
		- Get familiar with PAOE responsibilities for Chapter Chairs
		- Tom Phoenix to send PAOE newsletter to outline annual objectives
	+ MBO Objectives
		- Leave the Chapter better than you found it
		- Growth of Student Chapter – TJ to implement Chapter U mentorship; have student board members sit through our board meetings
		- Mentorship of YEA
		- Contributions to our Communities
	+ Committee Reports/Goals
		- CTTC – survey – Dave Onufer and Matt Archey to send a survey around for meeting topics
		- Historian
		- Membership Promotion – growth/retention
		- YEA – Activities
		- Student Activities; K-12 – order/rent a “Cool tools” kit – use with Wilkes Chapter
		- Treasurer – Audit; AP & WS to investigate credit card reader for 2015 season
		- Webmaster – Update website (Newsletters, minutes, photos, technical resources, etc.)
			* KG requests pictures from golf outing
		- GGAC\*\*\*\*\*
* Open Discussion (6:49)
	+ - GD – Programs from Lehigh Valley Chapter 2014-15, goal is getting for DL’s
		- Society will pay for DL transportation, Chapter to pay for additional expenses – GD suggests scheduling DL’s day after Lehigh Valley Chapter
		- Invitation to chapter - Lehigh Valley 50th Anniversary party August 14th, 2014 at Historic Hotel Bethlehem, 437 Main Street, Bethlehem PA 18018
* Adjournment: MA motion, 2Nd by AJ (7:00)