
Chapter Meeting Minutes Form

ASHRAE, INC.
1791 Tullie Circle, N.E.
Atlanta, Georgia 30329

MINUTES

THIS FORM SHOULD BE SUBMITTED TO YOUR DIRECTOR AND REGIONAL CHAIR (DRC) AND TO REGIONAL VICE CHAIR (RVC) OF CHAPTER TECHNOLOGY TRANSFER WITH MINUTES FOR ALL CHAPTER MEETINGS, Board of Governors (BOG) MEETINGS AND SECTION MEETINGS WITHIN THREE WEEKS OF EACH MEETING.

Chapter Name: **ASHRAE UK Midlands Chapter – Conference Call**

Meeting Date: **9th February 2021**

Check One:

Chapter BOG Section

Attendance: (Total for chapter and section meetings only)

Members 9 Guests 6 Students _____

Check One:

Joint Meeting? Yes No

Check One:

Technical Speaker/Program: Yes _____ No

PRESENT		APOLOGIES
Members: Eric Roberts (ER) Saziye Dickson (SD) (chair) Mahroo Eftekhari (ME) Joshua Vasudevan (JV) Edward Murphy (EM) Patrick Prendergast (PP) Amr Suliman (AS) Ashwaq Mohammed (AM) Georgios Vlachos (GV) Dimitrios Tsilipiras (DT) Ljubomir Jankovic (LJ) Alkis Triantafyllopoulos (AT) Frank Mills (FM) Ijaz Shah (IS) Enea Tseno (ET)	Students:	Darren Wilkinson (DW)

Preliminaries

1. Roll Call and Quorum
2. Call to Order

Ethics Statement

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.

3. Chapter Goals
 - Serve as liaison between an individual member and ASHRAE
 - Make every Chapter meeting worthwhile
 - Provide professional and personal growth opportunities
 - Attract the best graduates to HVAC&R
4. Approval of Agenda (Below)

REVIEW OF AGENDA

1. **Single UK Chapter survey results (15 mins)**
2. **Sustainability Committee (5 mins)**
3. **PAOE (historical &GA) (10 mins)**
4. **Letter for IAQ for Local Community (10 mins)**
5. **Newsletter - ASHRAE Job Board (5 mins)**
6. **Winter Conference and YEA update (5 mins)**
7. **AOB**

The agenda was accepted as written.

1. *Apologies*

DW

2. *Minutes of the last meeting*

None available

3. **Single UK Chapter survey results**

341 members' total

330 UK members emailed

138 opened email

56 respondents

For – 55

Against - 1

40 signatories required by ASHRAE to form new chapter – currently being sought

75% members vote required to dismantle a chapter and 50% required to carry it.

Further meeting to be help to move forward

4. **Sustainability Committee**

New members for the sustainability have been found to form the committee.

Co-chair being sought

JV & ME to follow up and report at next meeting

5. **PAOE (historical & Government Affairs)**

Points sought against these categories

Separate call to be arranged with FM and DT to discuss points

6. **Letter for IAQ for Local Community**

SD to do not yet done.

1 page A4 document to be sent out to local business

FM to proof read before distribution

FM & EM to discuss

7. **Newsletter - ASHRAE Job Board**

Not relevant for UK Chapter

8. Winter conference report

JV Attended, Part of ~~student~~ LeaDRS programme. Attended Board of Directors meeting. Seeking to make ASHRAE as a household name

Meeting with CIBSE graduates, discussion around future joint Young Engineers event

9. AOB

None