**Syracuse Section, Northeast Region, District 2**

**ILLUMINATING ENGINEERING SOCIETY**

 **OF NORTH AMERICA**

**(Serving Central New York)**

##### Board of MANAGERS MEETING: August 19, 2016

**Present (Checked):**

[ ]  Paul Mahaney [x]  John Domanski [x]  Bill Snow [ ]  Marc Pittarelli [ ]  Roger Garcia [x]  Jeff Cassel [ ]  Chad Loomis [x]  Rory Carlesco

[x]  Liliya Lifanova [ ] Tim Carvel [ ]  Kurt Benziger [ ]  Jim Flood

[ ]  Bill Fletcher

***Agenda:***

 ***Previous Minutes***

* Approved

 ***Treasure report***

* Beginning balance $13,406 with a deposit of $2,500, Ending $15,926.

 ***Public Relations & Newsletter***

* Roger has been asked to send out a quick survey email about what the preferred time would be to have our presentation meetings along with a request. Roger will update us on the results at the September meeting.
* Golf Tournament is on a way. Chad continues advertising on our social accounts. Golf Tournament date is **September the 9th.** Liliya to send reminder to master list every week.
* Rory to Contact Rebecca Klossner (city energy coordinator) and Amy Dickerson (at National Grid) to invite them to join Syracuse IES Section.

 ***Web Site***

Liliya talk to the web developer and additional page need to be created for meeting minutes to be place on the web.

 ***Membership***

* We are looking to strengthen the IES membership by creating a strong Emerging Professionals (EP) program. This to be discussed further at the next meeting. Jeff reached out to our counterpart who is leading the EP program in IES Buffalo.

 ***Old Business***

* **EXPO 2016 – Rory attended meeting. At this time our most priority is to select 6 topics for presentation at EXPO.** We have started a list that will be circulated to the BOD for suggestions.
* The EXPO date is November 7th at Oncenter
* It has been suggested that we consider using one or two paid presenters this year. The cost of the presenters is estimated to be about $1500-$2000 to have at least two paid presenters. This is an open topic to be discussed.

 ***New Business/Meetings***

* **Scholarships**. A discussion was started regarding a scholarship program for students who have interest in lighting. We have money that was donated by Dick Hathaway's family in his honor for a student scholarship fund. **Jeff Cassel** was in contact with Bhatki Sharma @ Buffalo State who is leading EP program and a member of ASHRAE to learn from their experience on scholarship program.
* **Call for New Members –** Liliya to coordinate to add an announce in the website.
* **Create a brochure –** Marketing brochure aboutour Section as a handout to have on an IES table in for various events. Rory will be leading creating the brochure. Liliya is working on IES logo. Quote from several vendors.
* **Reduced fee for Students -** Open IES meetings to students with a $5 fee. The IES student membership is very affordable. We need to encourage more students to join the IES. (See Membership on EP's above).

***All Meetings:***

* Gifts -We need to remember to get gifts for our speakers. Gift to be $20-$40.
* Educational Credits- We need to make sure all sign up information and CU information is included in our brochures.
* Advertising -We need to keep up the push on social media.
* Time - We need to continue the conversation on what time to have our presentation meetings. Roger will report on voting results.
* Venues - We need to look in to possible alternative venues for our meetings. Both Steak & Sundae and Genesee Grande are good locations. Other possible locations Dinosaur Bar-B-Que.

***Schedule:***

 Sept. – Golf Outing, **September 9th**

**Sept. – Optional - Additional Program – IOTA October 15th**

This will be horderves and cash bar. We are looking for a location.

Oct. – Tour, ETL Cortland, 4:30 P.M. Tentative **October 13th**

Nov. – CNY EXPO, see above

December- suggested a tour of the Hotel Syracuse together with the member appreciation night. Rory will check into the Hotel to see if they have a date to accomadate us. Bill to contact Ed Berry from VIP to see if he can enlight us about the renovations to Hotel

2017

Feb. – Open,

Mar. – Open,

Apr. – Open.

Light Fair will also be back on the east coast this year. Bus will be arraigned.

The committees and their chairs are created with following people to serve as liaisons for the specific committee activities. The information on our committees and chairs will be posted on our Website. We are asking for all Board of Managers to review the below information and contact Rory and Roger only if you disagree. Roger will be all committees coordinator. President is a member of all section committees.

1. **Program - Kurt Benziger & Bill Snow**

- Arranges speakers, programs and facility for our program meetings while the VP and others usually assist.

1. **Education – Rory Carlesco**

- The role of the Section Education Chair is an important one in developing a plan for theSection’s program year and requires coordination with the other colleagues on the Board of Managers.

-Identify collaborative educational opportunities with other IES Sections, Regions and other allied organizations.

1. **Membership** – **Roger Garcia , Marc Pittarelli and Jeff Cassel**

- Works to retain current membership, conducts new member drives, welcomes new members, and prepares, when necessary, membership surveys.

- Seeks out potential Sustaining Members, welcomes new ones into the Section, and retains current Sustaining Members.

- Arranges recognition of Sustaining Members in Section newsletter and at special Section meetings.

1. **Website/Public Relations- Liliya Lifanova**

- Sends releases to local papers and IES office regarding Section activities, maintains a folder of work, and encourages the media’s interest in and coverage of Section activities.

- Responsible for collecting nominations within the Section of candidates for Section, Regional and Society Awards.

1. **Fund Raising - Chad Loomis & John Domanski**

- Golf Tournament

- Other fund raising events.

1. **Illuminating Awards – This will be for local awards**
2. **Nominations – Roger Garcia.**

- Nominating Committee meets in February to prepare Section Slate and review with BOM.

Roger to check on Election procedures in Section Bylaws.

***The next meetings:***

***BOM: is on September 09-16-2016 at City Electric Company, 501 West Genesee Street at 7:30a.m.***

***Call in Phone 1-888-240-2560. John Domanski will send excess code.***

***BOD: is on Friday 09-09-2016. Paul, Rory, Liliya, Bill and Roger are getting together to prepare for BOM meeting.***