Meeting Minutes

Date: 10/4/18

1. **CALL TO ORDER**
   a. **Time – 9:34 AM**
   b. **Location – VEIC**
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	
BOG, Student Activities	Leo Sprinzen	VMI	x
Historian	Michael Cook	ARC	x
MP	Scott Sullivan	Siemens	
RP	Rick Stehmeyer	CX Associates	
YEA	Tate Colbert	CX Associates	x

3. **APPROVAL OF MINUTES**
   a. Correction to anniversary year of chapter – approved after correction
4. **REPORTS**
   a. **President**
      i. MP, RP, & YEA Chairs Filled – Scott Sullivan (Siemens), Rick Stehmeyer (Cx Associates), Tate Colbert (Cx Associates)
      ii. CRC outstanding reimbursement requests – Courtney will pay after budget approved today
      iii. Bank account certificate for account name changes - Courtney & Brent to Courtney & Nick – Is documentation needed? Nick to check with Courtney.
      iv. Electronic Communications – Website & Newsletter
         1. Rob taking over with help from Rachael
         2. Nick paid website license last month
            a. Fee approx. $75 a year – bought three years
            b. budget proposal to increase $600 to $1000 - future potential need for webmaster – was previously up kept by 3rd party
         3. Newsletter – w/ links to website, similar to VGBN
         4. Current issue as to where RSVP goes
         5. Committee Chair Updates for website needed
         6. Website Idea – Sponsorship Page

b. **CTTC**
   i. Feb. Better Buildings approved – 2 presentations on the Wednesday
c. **Sponsorship**
   i. Brent sent email 09/25
   ii. 2 distribution lists
   iii. Form structure/ benefits
   iv. Direct email not thru mail chimp to list of past sponsors
      1. Contact emails to be filled in
   v. Phone calls to top 5 as follow up in few weeks
   vi. Earlier sign up the better for future – potentially approach companies in spring/ summer
d. **Budget review & approval**
   i. Changes - $200 from region 1 last year – change to $0
   ii. Meetings cost vs. Income $26/$30 = $4 profit/ member (doesn't account for Students or Non-Members)
   iii. Website increase as discussed - $600 to $1000
   iv. DL visit - $600
   v. Budget approved – Projected profit for year to be $438.00 ahead
e. **Chapter Documentation**
   i. Would be nice to have documentation to pass along for all Chapter roles
   ii. Create a "how to" for each chair – specific to our chapter
   iii. Currently have (2) flash drives, Chapter google drive,
   iv. ASHRAE Basecamp is another option – Nick to investigate for next meeting
   v. Google Drive link to all vs start fresh with Basecamp
f. **Specific Meeting Nights**
   i. RP – 1 needed to hand out Certificates; will take approximately 10 min
   ii. History - 1 needed for past presidents/ Develop committee for Chapter Anniversary – perhaps December
      1. At next BOG Meeting – make proposal for anniversary celebration preparations
g. **Treasury**
   i. TD Bank Account – Savings & Money Market Account Options
   ii. Potential to toss our lowest balance into Money Market Account
   iii. Fees? – look into
   iv. Next meeting – Nick/Courtney make proposal based on details
h. **RP**
   i. Full Circle – Hoping to achieve; every board member must donate $100 each
   ii. Honor roll members donate $100
   iii. PAOE points if every chair donates
   iv. Regional Full circle has already been met
   v. PAOE Points – Nov. 15th deadline
      1. Research/ scholarships = additional points
      2. Reminder – Donations are tax deductible
      3. Goal on average is $40 / member; Region 1 chapters currently vary from $7 - $102/member. Our chapter is around $60/member.

5. **ADJOURNMENT – 10:29 AM**

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