

**DAYTON ASHRAE
BOG MEETING MINUTES
JANUARY 21ST, 2010**

In Attendance:

Jeremy Fauber	President, E-mail
Tom Ferdelman	Historian
Jason Gillespie	Secretary
Frank Mauro	BOG Member
Rick Pavlak	Vice President
Russell Marcks	Student Activities, Website
Steven Meier	Treasurer
Denny Lammlein	Research Promotion
Jessica Minor	President UD Student Chapter
Greg Cohron	Past President
Parnell Cohron	Guest

Absent:

Lorraine Kapka	Past President, Newsletter Editor
Gordon Schweitzer	Membership
Bruce Knapp	Past President
Mike Kirchens	CTTC

GENERAL NEWS

- The January Holiday party was a phenomenal success.
 - Several people wanted to know how to tip the group of students that made that event happen.
 - We should make a donation to the program to help them get to the Hawking competition.
 - \$100 to Steve Cornelius @ SCC
 - How is the wine being handled?
 - The charge will be on the total bill, to the chapter.

TREASURER'S REPORT

- Current Balance: \$21,224.00
- Last month's expenses:
 - \$871 for December meeting.
 - \$200 was brought in from the dinner.
 - \$120 from the December meeting's guests.
 - \$285 in for dues from society.
 - \$190 in for dues, paid direct.
- Expected expenses: January Holiday Dinner @ Sinclair.
- JF: Update on outstanding MiniASHRAE Show checks:
 - Spears has paid
- Receipts will be going out for donations to the emergency scholarship to the Sinclair teacher for his tuition from earlier this year.

THE NEXT B.O.G. MEETING WILL BE FEBRUARY 18TH, 8:00AM AT HEAPY.

- That \$500 HAS been paid back in its entirety.

CTTC

- RP: Dick Peterson is lined up. We will probably not get any help from ASHRAE and will have to cover expenses ourselves.
 - \$220 for the flight, plus the hotel costs, and other incidental costs.
- April Meeting: Salvation Army building in downtown Dayton. The building had a heat pump with load match. Due to location we should not need to arrange any additional transportation for members.
 - We will have to find a place to eat.
 - Suggestions: Spaghetti Warehouse, Brix, Thai 9.
 - Make sure we cancel with the Engineer's Club, or they will bill us anyway.

SCHOLARSHIP COMMITTEE

- FM Passed out and reviewed the minutes from his January 15th Meeting.
 - Notes from these minutes will not be included, but a copy of the minutes will be attached for later review.
- Who should be allowed to serve on the committee?
 - Does ASHRAE have any guide for this?
 - Members of the local chapter.
 - Concerns from the chapter about who gets to spend our money?
 - There will always be people who won't like it.
 - FM: Recommends that each year the BOG chooses the committee members that would best serve the committee.
- FM: Eligibility for the scholarships should be extended to step-children as well.
 - We also should extend eligibility to local dues paying members, not only nation dues paying members, as well as any exception that is agreed upon by the committee and the Board of Governors.
- FM: Should certification programs be included?
 - No, it should be a degree track program.
- Full time or part time students?
 - Not all colleges in the area are set up for co-op, and these students aren't able to be "full time" because they are also working.
 - FM: Full, part-time, or co-op students, with review by committee and recommendation for the approval by the BOG and membership.
- How to hold the money?
 - Treasurer has an additional budget item or allow a foundation to handle it?
 - At first it should be handled by treasurer.
- How do we raise money?
 - Set up an endowment (money to come from the general fund) and hold a yearly appeal dinner.
 - The size of the fund will have to be quite large before the endowment will pay for the disbursement.
- How many? How much?

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- \$500, with the number to be determined before we will advertise for applicants.
 - One @ \$500 per year, minimum.
- How to advertise?
 - Schools may make the information available through their channels as well.
- Timeline
 - The timeline presented will not coincide with our yearly meeting schedule to allow for a vote by chapter members on disbursements.
 - FM: Proposed revised timeline.
 - September BOG: Scholarship determination.
 - October: Begin advertising.
 - January 15: Applications must be received.
 - March 1: Committee looks at applications and makes a decision and bring to BOG.
 - April Meeting: Membership vote.
- What do we accept as official grades for consideration?
 - Official Transcript?
 - That can be a real pain and costly to get.
 - Unofficial transcript for consideration and verification may be required.
- Recommended Scoring Criteria
 - If you have any suggestions or comments please bring them to Franks attention.
 - Can the same student win the scholarship more than once?
 - The committee should be able to determine this?
 - Do we HAVE TO award one if we do not feel the applicants are up to our standards?
 - No.
- Undergraduate only, or graduate as well?
 - Both.

RESEARCH AND PROMOTION

- December was a good month.
 - We received donations from three individuals.
 - ASHRAE Golf funds came in.
 - Allied Supply made a donation as well.
- At this point last year we were at 16 donations at this point, this year we are at 17.
 - We are \$880 ahead of last year, primarily because of the golf outing.
- Our goal for this year is \$7,800, last year we brought in \$10,474.
- DL will begin going to companies for larger donations.
- JF: There is still \$1,800 outstanding from the minishow.

STUDENT ACTIVITIES

- The Sinclair student chapter has a speaker lined up for their February 25th meeting.

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- RM will be attending the UD student chapter meeting tonight (January 21st) to speak with them about the opportunities available to them.
- JM: Last semester was the first semester for the UD student branch.
 - Still in the early stages, the board has been chosen and has met, and the branches first meeting is tonight. (January 21st)
 - They look to discuss the design competition, whether they want to hold a fundraiser to go to the June or January (2011) conference, and just to see what level of participation the student branch is interested in taking part in.
 - Roughly thirty members.
 - JM would like to bring a speaker to every meeting, but it's hard to find one, if anyone has any suggestions she would like to have them.
 - FM: You may consider advertising through the chapter.
- FM: Would like to see promotion of Sinclair's parallel program, as well as the founding of a Wright State chapter if possible.
 - RM stated that he hasn't been able to locate anyone that is interested in starting a WSU chapter.

SECRETARY POSITION

- Roster Update?
 - JG: I've looked over the information you've sent me , and I've got some questions I'll ask JF after the meeting.
 - JG: How do we make sure that all of the rep information is up to date?
 - Use data from the membership sheets.
 - RP: we could send out a request for information\
 - TF: Are we really going to do a roster?
 - JF: I've been getting requests for an updated roster.
 - JF: What about putting company data on the website?
 - RM: It has been in the past, but was always done by hand.
 - Setting up a database would allow this process to be centrally located and managed much more easily, but this would likely also be expensive.
 - RP: Perhaps we should look into hiring someone to create this web-based database, and then allow the local members to edit their information so then it is up to the reps to maintain their own information accurately so that their customers can access it.
 - Costs: Initial setup, then maintenance.
 - RP: It really may be worth the up keep.
 - GC: Perhaps we lean upon our sister organizations that have solved this problem to get us a jump-start toward a database driven website.

MEMBERSHIP PROMOTION

- JF: We have an opportunity with BOMA to get a free table at their tradeshow in March.
 - This could be a good opportunity to recruit some owners into ASHRAE.

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- JF: Would like to advertise that we do a certification for building operation and maintenance, and the different materials that ASHRAE has published that owners may be interested in.
- Gordon and Jeremy will both attend, and we're looking for more volunteers.

PRESIDENT ELECT

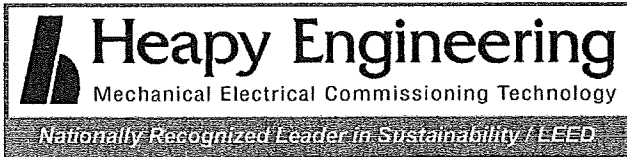
- RP: No volunteers have stepped forward so we'll have to start actively pursuing nominees.

GOLF OUTING

- Steve Fraley will start advertising at the end of February or the beginning of March.
 - We really need to find a young golf enthusiast to take over for Steve.

NEW ITEMS

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January 15, 2010

Subject: Preliminary Scholarship guidelines for Dayton Chapter of ASHRAE

Date: First Meeting on January 15, 2010

Attendees: Frank Mauro Chairman Heapy Engineering
Leslie Groesbeck University of Dayton
Dan Papay Wright State University

Other Members: Larraine Kapka Sinclair Community College
Russ Marcks Sinclair Community College

This report shall list the recommendations that were made by the committee members. There was much discussion about each items—too lengthy to include all discussions. Important points will be included.

DAYTON ASHRAE CHAPTER SCHOLARSHIP GUIDELINES

1. Scholarship Committee:

- Consists of three members who serve a three-year term. The terms shall be staggered so only one new member shall be appointed by the BOG each year.
- Initial Scholarship by-laws will be approved by the Bog and the members of the local chapter.
- By-laws shall include applicable requirements of the National ASHRAE scholarship guide.
- Guide lines and By-laws can be changed only by the BOG and a vote by the local, dues paying members.

2. Who should be eligible:

- National 'dues-paying' members, associate members, or student members of ASHRAE who are assigned to the Dayton Chapter, and their families. Family members include: spouses, children, and grandchildren. It was determined that limiting the applicants to just paid Dayton chapter members might be too restrictive and may not allow for sufficient applications.
- Applicant may be enrolled in any college or university.
- Applicant should be enrolled in any Engineering, Engineering Technology, or Construction Management program that leads to our Industry.
- Applicant should have at least one semester (or quarter) of studies, and shall be on a degree-track program. **Note: further discussion and a decision by the BOG is recommended as to whether a 'Certification' program is acceptable for a scholarship.**
- Full time or part time student?????

3. How to hold the money:

Dayton Office
1400 W. Dorothy Lane
Dayton, OH 45409
P: 937-224-0861
F: 937-224-5777

Columbus Office
5077 Olentangy River Rd.
Columbus, OH 43214
P: 614-457-2696
F: 614-457-4021

Lawrenceburg Office
134 Walnut St.
Lawrenceburg, IN 47025
P: 812-537-0331
F: 812-537-9985

Indianapolis Office
3850 Priority Way South, Ste. 204
Indianapolis, IN 46240
P: 317-571-8795
F: 317-571-1866

- The chapter should hold the money either in a separate account or as a separate part of the budget. At this time, the program was not considered large enough to have a foundation hold and administer the money.
- The money must be made available for each year, and cannot be withheld. The scholarship(s) cannot be stopped, and should be continuous.
- The money is for scholarships only, and not for loans to students.
- Send money directly to the College or University on behalf of the student.

4. How to raise funds:

- This was not discussed in detail, but should be a part of the chapter's BOG decision, since fund raisers may take away from Research and Promotion funds.
- The Committee would like to see an endowment set-up that would continuously fund the scholarships.
- A one-time appeal to partially fund the endowment can be made to members, and local companies. (This idea was brought forward after the meeting.)

5. How Many / How Much:

- The Committee recommends two scholarships of \$1,000.00 each.
- The minimum should be two scholarships of \$500.00 each.
- If this is not do-able, we should reconsider having scholarships.
- Number and amount to be changed by the Dayton BOG
- Scholarships can be named if the BOG and local membership approves.

6. How to Advertise:

- Letters to local Colleges and Universities
- Dayton Chapter Newsletters
- Other ideas welcomed

7. Time-Line:

- Advertise on January 1 of the applicable year.
- Receive applications by May 1st.
- Selection made and announced by July 1st.
- Awarded for the fall quarter/semester by August 1st.

8. Recommended Scoring Criteria

There are several criteria that can be weighted by the Committee regarding one of two choices. The letters WBC will appear after that recommendation

- 0 to 10 point scale (recommendation made after meeting)
- Local ASHRAE Member or family **Requirement**
- Degree within Industry **Requirement**
- College level grades only (not High School)
- Degree Track or certification track **WBC**
- Economic need: it was determined that NEED was not a major criteria, and may or may not be considered by the committee.
- Local or Out of Area College or University **WBC**
- The application must be complete: **Requirement**
- Full time or part time **WBC**
- **Other Criteria to be determined**

9. Application Requirements:

- Name of Chapter
- Name of Chairman
- Name and Date of Birth of applicant
- Applicant's permanent address / including e-mail and phone number
- How associated with Dayton Chapter of ASHRAE
- College or University attending
- Major and Minor field of study
- Student's year in school—or number of credit hours taken
- Expected graduation date
- Personal recommendation from a faculty member of the school that the student is attending that describes the student's academic standing, and character.
- A 100 to 200 word statement from the student explaining what are the goals and aspirations of the student, and why has the student chosen the course that they are studying.
- **Other suggestions**

Minutes compiled by

Frank Mauro / Heapy Engineering