

Date of Meeting: February 20, 2013

Location: Heapy Engineering

Minutes Prepared Evan Nutt

Time: 8:00 a.m. – 9:30 a.m.

Attendance

Steve Coppock
Jeremy Fauber
Tom Ferdelman
Jason Gillespie
Lorraine Kapka
Mike Kennedy

Kyle Kurtz
Dennis Lammlein
Evan Nutt
Rick Pavlak
Jake Taylor

Decisions Made

1. Approved meeting minutes from the January 16 meeting.

Action Items

	Assigned to	Due date
1. Send the February meeting's list of attendees to Jason	Jake Taylor	ASAP
2. Inform Russ that meeting minutes links are not working on the chapter's website	Lorraine Kapka	ASAP
3. Send Russ meeting minutes to put on website	Evan Nutt	ASAP
4. Communicate the chapter's future meeting plans to the Engineers Club	Evan Nutt	ASAP
5. Send Jake the chapter's tax exemption form	Jeremy Fauber	ASAP

Minutes

PRESIDENT'S REPORT

- Thank you Tom for the donuts
- Approved meeting minutes from the January 16 meeting
- Jason was happy to report the Holiday Party's success with 48 people in attendance and an approximate cost of \$2,850 (after tax is removed)
- Jason is still keeping in contact with Dustin Pohlman regarding the Sustainability Project

TREASURER REPORT

- Current balance stands at \$13,780.59 (does not include recently obtained dues and Holiday Party/Engineers Club expenses)
- The balance of the Scholarship Savings Account stands at \$3,088.09
- Jake will be getting the tax removed from the Racquet Club's invoice using Dayton ASHRAE's tax exemption form

SECRETARIAL REPORT

- Evan will be working with the Engineers Club to plan for future meetings

SCHOLARSHIP COMMITTEE

- Lorraine has yet to receive a scholarship application
- A decision will be made regarding what the chapter will do with the money (either save for next year or apply toward Research Promotion)

RESEARCH PROMOTION

- The chapter is ahead of last year by two donations and \$822
- Have not received a donation since last November
- Total stands at \$6,227, which is roughly 50% of our goal of \$12,500

STUDENT ACTIVITIES

- The chapter has no current update from Student Activities

MEMBERSHIP PROMOTION

- The chapter has no current update from Membership Promotion
- Steve will continue to work with Bruce Knapp

PRESIDENT ELECT

- Kyle will need to work on filling next year's roles such as Secretary, Treasurer, CTTC, and Grassroots
- Mike Kennedy, Joe Thacker, and Nathan Lammers are all possibilities at this point
- Elections will likely be in March

CTTC (Chapter Technology Transfer Committee)

- The March 11 meeting will be Student Night and hold a dinner presentation topic of "Ethics", as well as a Tech Session focused on the Configuration Management portion of the Construction Process
- The April 8 meeting will likely include a tour of AMS's sheet metal shop and cover topics such as duct sealing, joining methods, and SMACNA class types
- Location for ASHRAE's Webinar on April 18 will tentatively be Heapy Engineering (Evan is looking into using the Engineers Club)
- The Golf Outing is tentatively set for May 9