

Date of Meeting: September 19, 2012

Location: Heapy Engineering

Minutes Prepared By: Evan Nutt

Time: 8:00 a.m. – 9:30 a.m.

Attendance

Jeremy Fauber	James McCabe
Tom Ferdelman	Steve Meier
Jason Gillespie	Evan Nutt
Lorraine Kapka	Rick Pavlak
Mike Kennedy	Jake Taylor
Russ Marcks	Mike Weisman

Decisions Made

1. Approved meeting minutes from the August 15 meeting
2. Transfer \$1,000 from chapter account to scholarship account
3. BOG moved to reimburse Denny’s hotel stay for the Research Promotion centralized training

Action Items

	Assigned to	Due date
1. Transfer \$1,000 from chapter account to scholarship account	Jake Taylor	ASAP
2. Distribute checks for research promotion, banners purchase, YEA Leadership Weekend, and CRC	Jake Taylor	ASAP
3. Finish roster and distribute for final review	Jake Taylor	Oct. 17
4. Complete CRMS (Arms) form	Jake Taylor	ASAP
5. File state and federal tax forms	Jake Taylor	ASAP

Minutes

PRESIDENT’S REPORT

- Thank you Tom for the donuts
- Approved meeting minutes from August 15 meeting
- Jason is going to assist Jake with filing the state and federal taxes
- Jason is aware of a UD student member who is interested in getting more involved with ASHRAE on a local and national level

TREASURER REPORT

- Current balance stands at \$20,823.88
- Jake created an expense/income report that shows an expected budget of approximately \$23,400 for this year (income will come from dues and fund raising such as golf outing)
- Complete state and federal taxes by October 15
- Complete CRMS (Arms) form ASAP so we can be registered as a fund raising entity in Ohio
- Transfer \$1,000 from chapter account to scholarship account
- Distribute checks for research promotion and the following reimbursements: CRC, YEA Leadership Weekend, banner purchase

SECRETARIAL REPORT

- Thank you Jake for creating the meeting minutes from the August 15 meeting during Evan's absence
- Welcome Mike Weisman to his first BOG meeting – looks to get involved within the chapter
- Jake is to finish up roster for a final review during October's BOG meeting

SCHOLARSHIP COMMITTEE

- Jeremy and Lorraine's motion to transfer \$1,000 from chapter account to scholarship account was approved
- This year's scholarship(s) will be named in honor of Lynn G. Bellenger, ASHRAE's immediate past president who unexpectedly passed away in October 2011
- Lorraine looks to start advertising for the scholarship(s) soon

RESEARCH PROMOTION

- Denny has received all of the funds needed to send in for ASHRAE's Lynn G. Bellenger Scholarship Fund
- Denny is accepting Full Circle research promotion donations

STUDENT ACTIVITIES

- Russ distributed the student branch banners to the UD and Dayton Area branches
- Twelve (12) new student members were welcomed
- Russ will continue promoting student membership at Sinclair Community College
- Russ would like to start tracking student member and recommending ASHRAE's Smart Start Program

MEMBERSHIP PROMOTION

- James has put together a sub-committee for Membership Promotion, which includes Steve Coppock for Seasoned Members and Eric Heinrich for Student Members (James will take care of New Membership)
- The Membership Promotion sub-committee has set a meeting for every month one week before the BOG meeting
- James will provide a short speech at the October Membership Promotion meeting

CTTC (Chapter Technology Transfer Committee)

- David Underwood is confirmed as a distinguished lecturer for the October meeting (bEQ Labeling Program) – Tom is going to pick David up from the airport
- Rick is looking into selecting a presenter(s) for the tech session during the October meeting (topic is most likely to be the Three Levels of Energy Auditing)
- Mike is open to fill the panel for the November meeting on the topic of ASHRAE 189.1 (Frank Mauro will most likely be the moderator)
- The AIA is interested in a combined meeting having a topic of ASHRAE 90.1 - Envelope and Window Glazing
- It was mentioned that the chapter's Facebook page needs to be utilized better