

ASHRAE Board Meeting

October 11th, 2017

Agenda

Call to Order

- Quorum present?
- Alexei Holstein, Gary Heikkinen, John Farley, Brian Clemons, Mark Trader, Ryan Pinckard

Minutes

- Approve September Board meeting minutes
- (5 of 5 voting aye, no abstentions)

Officer's Reports (items not needing discussion, just a quick report)

- President
 - o Alexei working on a training program for young engineers in the area. ASHRAE training content is available, but no success in procuring it yet (not clear who at National is in charge of the program). Vision would be to have local firm's Principals leading classes, and by that also support their young engineers being active in ASHRAE chapters while procuring some training. 2-3 month class series. Alexei interested in starting a committee to get it moving.
- VP
 - o Great meeting last month—lots of attendees, and the meeting ran in the black! Two new folks offered to volunteer as well. Venue charged us per head (and counted people on the way in, apparently). December meeting will be Charlie Stevens from NEEA. This month's meeting is sponsored by the Energy Trust. John is about to have a baby, so may not make it! (Congratulations, John!) Need to make sure that people are getting reimbursed in a timely fashion, John and Ryan are waiting on reimbursement checks. John is tracking revenue and expense for each meeting separately for his records.
- Secretary
 - o Gabriel Hoy from MacDonald Miller has secured a \$5,000 donation from MacMiller for the Oregon Chapter Endowment! Nicky still owes for a Diffuser layout and an email to membership.
 - o Who is Greg Riplinger? RP chair for this year?
 - o Nicky to forward to CTTC folks the surveys from last meeting.
- Treasurer
 - o Treasurer transition is in progress, Nicky and Marianna attempted to meet with Dena but Dena couldn't make it. Goal is to do some training on accounting practices for new treasurers so that accounting will stay up to par. Need signed meeting minutes with a vote to add Marianna to account for the bank.

Special Committees Reports

- Student Activities

- Student groups have gotten intro to Geoff, two groups have gotten back with requests for funding for the year. There is interest in the Student Activities Committee, with Stephanie Cook and William Driscoll from Glumac interested in sitting on the Committee. Alexei attempted to reach out to the OIT chair and learned he is in Wilsonville. Nicky will decide how much funding student groups will get based on what funding they have remaining from the ASHRAE donation last year.
- Golf
 - Still need to have a follow up meeting, Gary wants total expense versus revenue info for the tournament.
 - Veris needs a W9 to pay the invoice. Walsh is still outstanding.
 - Ryan reports that a different golf tournament he went to showed how great ours was—other was lacking, and our tournament had better food, great opportunities for networking, the Mulligan purchasing was great, prizes were excellent. Great work overall to the Golf Committee.
 - Mark still has signs for the vendor holes from this last year. Can we reuse them?
 - Golf photos still need to be uploaded to website. Nicky needs to reach out to Nutshell to help. Or Jessie has some skill?
- Historian
 - Nice reception to the Archive Corner at last meeting! Wally Hayes was president of the Oregon ASHRAE Chapter in 1957 and was present at that meeting, major highlight. Personal connection to each of the items Mark had in the Corner. Wally brought to the meeting a Roster from 1957 and some other cool items. New physical artifact was found from 1952—the bell (made in Sweden). Not sure on the history, but members were commenting on remembering the bell from previous years. Mark also has an awards banner from previous years, one may still be outstanding. Monthly, the vision is to have an Archive Corner with paraphernalia available for looking at, ideally from a representative decade. Nathan Airing expressed interest in helping at Archive Parties. Maybe we can give away some ASHRAE handbooks to students at these meeting? Mark will get another Archive Party on the calendar soon. Mark met some members who had some related connections to some of the items he brought.
- Membership
 - Ryan has access to Membership reports! YEA report was sent to Jessie. Ryan chatted with Greg Fluter from Regina, the regional Membership chair. Some PAOE points should happen from that. Goal is 11 new members net. Ryan has emails from about 22 members who have joined/renewed. 570 members starting August 1, 573 starting October 1, so we are up! Geoff/Jessie/Ryan are interested in meeting to do a combined Membership/YEA/Student event. Building tour is an idea of a low-cost and cool event that folks might be interested in. Ideas are welcome on cool buildings/systems to look at. Charge? Maybe be pretty affordable, or no cost at all. PAOE points are available if we recognize new members, so maybe we can make this happen for this next meeting. 10 points per meeting, up to 100 per year. CTTC meeting brought up doing nametags at meetings. Ryan may attempt to make this happen for next meeting. Around the room introduction was popular with the board at the last meeting, so doing that again is a

good idea. Mark has a wooden display for nametags that we can use at meetings, use to pick up/drop off nametags at each meeting.

- Research Promotion
 - o No report. Need to find someone to fill this position!
- CTTC
 - o See VP report.
- YEA
 - o CSI/ASHRAE ugly sweater party is in planning stages, Geoff and Jessie working on this. Trivia night in February, Nicky and Jessie will work on planning this.
 - o Marianna is going as a Leadership U participant to the Chicago meeting!
- Diffuser Committee
 - o No report yet. Nicky needs to follow up on this.
- Electronic Communications
 - o Website is showing meeting day of in the “past events” category. Can we fix this? Golf photos are tough to add—picture formatting is challenging. Brian needs help there.

New Business

- Vote to add Marianna to bank account (5 of 6 voting aye, Marianna abstains).

Special Orders

- BOG locations are not decided after January. Ryan will help find venues, Mark will participate as well.

Unfinished Business

Old Business

- 2017-2018 Jaci Contract changes updates
 - o We do feel that Jaci’s help was incredibly invaluable last year, but in total the amount we spent on her was unsustainable for the Chapter. Did board members rely on her too heavily to do day to day tasks (possibly). We like the idea of continuity year to year of her help, but also feel that we have good momentum right now. Reflect on what Jaci could be very helpful with, and bring it to the board next time. Nicky and Marianna to take another look at the budget with the added donation and determine what cost amount might fit within our budget.
 - o Still need to build more committees, and we are seeing some motion on this! This can help with the pile of work to do and can lift some of the burden.
- Board reports format
- Committee meeting on updating website?
- Website committee meeting?
- Liability Insurance Coverage/what it means
- Oregon Chapter Bylaws
- Determine goals from planning meeting to be aimed for this year
- PAOE entering/forms (in progress)
- Elevator pitch/mission statement – move to next meeting, Jaci to lead

- Bank account change (move to later meeting)
- Operations Manual (no progress, discuss at later meeting)
- Officer roll over conversation

Announcements

Next meeting agenda items:

Which meeting will be membership? MP meeting maybe have a "half off guest" night to help get new folks in the door.

Adjourn