



Shaping Tomorrow's
Built Environment Today

1791 Tullie Circle, NE · Atlanta, Georgia 30329-2305 · Phone: 404.636.8400 · Fax: 404.321.5478 · www.ashrae.org

ASHRAE Oregon Chapter, PO Box 1452, Portland, OR. 97207

ASHRAE Oregon Chapter MEETING MINUTES

Date: August 26 2016, 4:00pm

Location: Lucky Lab NW Portland

Attendees: Nicole Dunbar, Alexei Holstein, Wayne Brosman, John Farley, Geoff Jenks, Brian Clemons, Dena Singer

Monthly Meeting coordination:

- Alexei is coordinating monthly meeting schedule. Suggestions for presentations are welcome.
- September meeting is to tentatively be on Oregon code changes, Nicky to follow up with possible presenters about date (9/15).
- Goal is to get meetings onto website calendar, Constant Contact invites out early to encourage meeting participation.
- Nicky to investigate Paypal button on website to facilitate pre-pay of meeting fees.

Investigation into new bank:

- Best scenario sounds like putting together a spreadsheet with details on each bank to weigh options. Nicky to prepare for a later meeting.
- Alexei is working with National to determine paperwork about 501(c)(3) status. Could be smart to wait until paperwork is in hand to change banks.
- Details to be collected include:
 - What documents are required for account setup
 - How the bank will address board turnover year to year (how to change out access)
 - Does bank have online banking capability? What features?
 - Is online banking compatible with Quickbooks?
 - What fees are associated with the account/transactions/checks, etc.?
 - Where is the bank located (branches, etc.)?
 - Is there an opportunity to earn interest on deposited funds?
 - Who can have access/authority to sign Chapter checks from the account?
 - Are members required to have bank/debit cards?
 - Are there merchant services available and are there associated fees?

Finance discussion with Dena:

- Nicky to set up US Bank online account with John's/Dena's help. BOG approved this at the last meeting, so next step is to set up.
- Quickbooks charges a monthly fee. Once US Bank account is set up, Nicky/Dena to set up Quickbooks fee automatically withdrawing from US Bank account (eliminates reimbursement).

- Some checks from Golf Tournament have still not come in. Nicky to get these from Anna and scan before depositing.
- BOG approved some hours in this year's budget for Jaci's help. Next step is to get W-9 from Jaci so that she can be on the books to be paid as a contract employee. Jaci will invoice us for her hours.
- Current method of tracking expenses/income is lacking in some respects. We need to be better at how money is moving in/out and what it's for. For instance, we should be doing a Profit & Loss statement for each of our events (including monthly meetings) for food etc. instead of lumping an annual "catering" budget.
- Still need to discuss how we treat donations that are specifically earmarked for Research Promotion. Should put this on the finance discussion for a later meeting (with Dena's advice).
- Student chapters need to send us accounting for what they've spent the money we've given them on. In total, UP/PSU/OSU/UO got \$3,000 from us last year that still needs to be accounted for. Did John or Eric already ask for that info from the groups? **Action: needs follow up.**
- For this upcoming fiscal year, we need to set up a budget. Dena gave out a sample of the kinds of categories she's looking for. We need to draft one and then get feedback from Dena before events begin this fiscal year. Nicky to help schedule meeting with BOG to approve this draft.
- Need to determine number of hours we'd like Jaci's help for inclusion in the budget for this year.
- Dena would like to see expense reports pass through her before payouts happen so that she can appropriately account for where expenses belong. Nicky/Dena to coordinate how to make this happen.

General

- Still have over \$6,000 in checks that need to get deposited from the Golf Tournament. Anna Miller has them.
- We are missing any Paypal access between April and May. This was likely due to the fact the our primary Paypal account was cancelled in April. John tried to open a new one but they were asking for personal information to do so. Alexei set one up for the ASHRAE Chapter that is working ok for now but we want to investigate other payment options that are cheaper and don't need personal info.