

## ASHRAE Board Meeting

January 10<sup>th</sup>, 2017

### Agenda

#### Call to Order

- Quorum present? Yes
- Ryan Pinckard, Mark Trader, Geoff Jenks, Marianna Vallejo, Brian Clemons, Alexei Holstein, Nicky Dunbar

#### Minutes

- Approve December Board meeting minutes – Nicky needs to fix the spelling of Ryan's last name. Passes unanimously.

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

- President
  - o Alexei to meet with Nick Collins at PAE and Bill Caron at Mazzetti to chat about the new engineers class project.
  - o Nicky to check in with some folks from Glumac to see if there are interested parties. Anyone else with connections who might be interested in teaching a class to reach out and include Alexei.
  - o Teaching parties should have their PE and preferably experience doing design.
- VP
  - o Planned past President's night is June 21
  - o See John's notes
  - o 29 members signed up so far
  - o Trivia night planning? CTTC meeting to be scheduled for planning.
  - o Vendor's Corner for that meeting? Wait to plan until we decide what's happening with the meeting plan. Siemens could be interested, CH/Jacobs also for recruiting purposes.
  - o Career fair/hiring fair idea for a later special event? Round table kind of idea? Geoff has seen some successful ones before.
  - o Request to add company name to registration for meetings in Constant Contact.
  - o The December meeting was a dinner meeting at Ecotrust. This was our 2<sup>nd</sup> meeting at this location. Turnout was a bit lower than usual with 33 attendees – attributed mostly to holiday timing and perhaps weather. Approximate attendance was: 25 members, 6 non-members, and 2 students. Vendor's Corner was sponsored by Daikin NA. Meeting revenue was approximately \$1,695. Meeting cost was approximately \$3,164. Therefore net revenue was approx. \$(1,469). This is our highest net revenue loss. Next meeting is anticipated to be in the black. Overall we are on track for net \$0 loss/gain from meetings.
  - o Our next meeting is scheduled for Thursday, January 18, 2018 at NW Natural Headquarters. It's a lunch meeting from 11:30am – 1:00pm. Speaker is David Sellers from Facility Dynamics and the topic is Commissioning. Current enrollment is already

29! **If you are an ASHRAE officer or committee member please try to attend and pre-register!!** Accurate attendance (ahead of time) is important for seating and catering.

- Planned Past Presidents Night is June 21, 2018. I'd like to start announcing this at our meetings and mentioning it to all past presidents to encourage them to attend! Goal will be to: recognize past presidents in attendance, possibly hold a raffle or something cool to make the meeting fun and light hearted.
- Upcoming meeting dates, presenters and locations are presented below:

<b>Date</b>	<b>Speaker / Event</b>	<b>Location</b>	<b>Lunch / Dinner</b>
January 18, 2018	David Sellers	NW Natural	Lunch
February 15, 2018	Trivia Night / Student Night	Bridgeport	Dinner
March 22, 2018	Pam Duffy (DL)	Bridgeport	Lunch
April 19, 2018	Eric Ranger	Bridgeport	Dinner
May 17, 2018	TBD	NW Natural	Lunch
June 21, 2018	TBD / Past Presidents Night	Bridgeport	Dinner

- Meeting dates, venue, and estimated cost is presented in the attached spreadsheet.
- Secretary
  - Nicky to add table of who's a voting member or not to the agenda so no confusion.
  - PAOE points need updating and inputting. Gary and Marianna are spearheading the effort and have entered points.
  - Diffuser is getting moving, goal is to have it out by shortly after next meeting.
  - Nicky to schedule meeting for PAOE meeting/beer drinking. Glumac conference room?
- Treasurer
  - YTD P&L info passed out. Up about \$27,000 (mostly profit from golf, doesn't include a few large expenses like the regional assessment).
  - \$1,800 for CRC next year's expenses is included in P&L.
  - Tracking line item of saving money year to year for CRC? Include in meeting with Dena that is upcoming.
  - In the black overall for meetings overall this year (goal!)

#### Special Committees Reports

- Student Activities
  - Scholarship applications are out for Tuition. Hope to distribute at February meeting.
  - Some travel scholarships have been sent out (UO) for students to attend.

- Phil Cole has asked to attend and given a budget. We can't give him everything he's asked for, but motion to award Phil \$500 travel scholarship contingent upon his confirmation he's attending. Passes.
- Motion to award OSU remaining travel scholarship funds if they determine they'll be attending. Money to be distributed as a reimbursement.
- Plan to review tuition scholarships before next board meeting and have recommendations.
- Scholarship committee meeting to be held just after the Winter Conference.
- Golf
  - Prepayments and getting funds in before the tournament (consolidate payments before the tournament etc.) would be helpful, keeping track of funds and tracking down payments was difficult last year.
  - How to handle Paypal fees for next year?
  - 7/13/18 is held date for tournament.
- GGAC
  - Nothing to report.
- Historian
  - I am hosting a 1950's Archive Party on Saturday, January 20<sup>th</sup> from 11-2 pm.
  - What is an Archive Party?
  - It's mix between *American Pickers* (from the History Channel) and *The Librarians* (from TNT). ASHRAE volunteers get together and scour the archives of black & white photos, type-written letters and historical documents from our Chapter's history going back to 1939. Each Archive Party will be focused on a single decade as we shake off the dust and travel back in time to uncover important topics of the time and gain perspective on how times have changed, and how they've stayed the same. Representative examples from the 1950's will be on display at the Archive Corner during the next Chapter Meeting.
  - Pizza lunch and 1950's music will be provided. 1950's playlist includes Sam Cooke, Elvis Presley and The Everly Brothers.
  - 5-6 people is ideal.
  - Wally Hayes gave blueprints etc. from the 1970s to be displayed, those will be out at the next meeting. Need to confirm with the building owner and associated design firms that those are OK to add to archive.
- Membership
  - Membership down 4 people from last meeting. 583 total members, with maybe 1-2 more as goal for the year.
  - Regional membership Chair did a raffle for folks who have been not paid members for more than a year to enter (renewing membership enters you).
  - Need to discuss sponsorship or funding support for that effort. Ryan will make a plan and maybe we can announce it next week.
  - Many students have dropped from the rolls, maybe we focus on Smart Start to keep them involved. Bring up at the Trivia Night somehow?
- Research Promotion
  - Nothing to report.
- CTTC
  - See VP report above.

- YEA
  - o Happy hour with ASPE next month. 2/1 date, sorting out location.
  - o Waiting to hear from DLR on sponsoring/hosting a YEA event. Tentative for March.
  - o VA steam plant tour is an option, need to coordinate a date and logistics.
- Electronic Communications Committee
  - o Scholarship on website, other events are being added as they are finalized.
  - o Meeting with Katie soon to discuss website upgrades.
  - o Need to decide what Vendor's corner looks like for next month's meeting. Siemens is in for now.
  - o The October and November BOG meeting minutes are posted on the website. December will be posted once they are approved.
  - o The student activities chairs is updated on the website in the student section. The chapter scholarship application is added as a blog post and in the student section of the website.
  - o January is a lunch meeting, so we won't have Vendor's Corner. I need to confirm we are going to have Vendor's Corner at the February Trivia Night meeting.
  - o John Farley is coordinating a meeting with our website host to discuss ways to use our \$1000 grant.
  - o Links to events are updated on the website as the invites from Constant Contact are sent out.
  - o The location of the BOG meetings needs to be confirmed so the website meeting dates section can be updated.
- Diffuser Committee
  - o See secretary report above.

#### New Business

- Audit scheduling in process for last year's finances.
- Board reports—
  - o We are not using the agenda time for it's intended purpose right now. Strike from agenda, add notes to the meeting and then we don't discuss.
  - o Motion passes.
- Nominations for new board members for next year?
  - o There is a written process currently.
  - o Motion to change order of officer progression so that Secretary comes first.
  - o Alexei would like to include other board members in the discussion.
  - o Geoff knows other organizations where Treasurer is not included in the "roll up" progression to allow for better training and more knowledge of the role.
  - o Special session to be scheduled to discuss?
  - o Need to involve Eileen in conversation about how to involve regional in the nominating process.
  - o Meeting before elections open the floor to nominations?
  - o On website to nominate via email or form or something similar?
- NW Facilities Expo April

- Gary is willing to help, any other volunteers? Nicky, Marianna, Mark, Ryan all willing to support some time.
- Need to put a calendar invite on the board calendar to ensure folks make time for it.
- Career Fair Idea
- CSI Learning and libations series touring Streimer Sheet metal next month, maybe ASHRAE should announce and include? Free event.

## Special Orders

### Unfinished Business

- We have not heard from WV chapter in regards to funding. Any updates?
  - Still need to chat with Greg Langdon.
- Last April—James Newman DL- wants \$125 honorarium to ASHRAE (reimbursed, not directly to). Discuss and vote. Alexei got confirmation on what this looks like.
  - Motion to pay James Newman. Approved.
- Website development effort? Conference call status?
- Need more locations for upcoming board meetings.
  - Rogue does not charge for the Eastside location!
  - Mark will check on what's available at Eastside for remaining BOG meetings.
  - 2/7 at Glumac in conference room. BYOB.
- PAOE points (sheets attached) – discussion. Make sure everyone knows how to update and what is each person's responsibility. Deadline?
- Unassigned (for discussion):
  - For each chapter member that submits for a bEQ rating
  - For a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1 or 2 weeks after the CRC, whichever is later)
  - For achieving goals established in planning session (points assigned by DRC by June 30)
  - For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. (Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, or if it is performed by a YEA member.) Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE™s Publisher/Director of Publications and Education

### Old Business

- Committee meeting on updating website?
- Website committee meeting?
- Liability Insurance Coverage/what it means
- Oregon Chapter Bylaws – Progress? Geoff
- Determine goals from planning meeting to be aimed for this year
- Elevator pitch/mission statement (keep this as goal?)
- Bank account change (move to later meeting)
- Operations Manual (no progress, discuss at later meeting)
- Officer roll over conversation

### Announcements

Adjourn