



# Meeting Minutes

## Call to order

A meeting of ASHRAE Oregon Board of Governors was held at Rogue Eastside Brewery on October 3<sup>rd</sup> 2018 from 4:00pm to 6:00pm PST

## Attendees

Attendees included: Mark Trader\*, Marianna Vellejo\*, Alexei Holstein\*, Brian Clemons, Gary Heikkinen, John Farley\*, Nicole Dunbar\*, Victoria Ericksen, Stephanie Cook.

\* designates voting member -Quorum obtain (5 present, 4 required)

## Members not in attendance

Members not in attendance included: Geoff Jenks\*, Megan Tosh\*, Rudy Nagasimha, Ryan Pinckard.

## Approval of minutes

Postponed until next meeting when secretary returns.

## Officer Reports

### President's Report

- Website maintenance budget \$195 per quarter (\$780 annual).
  - Resolution of new technical issues and "insurance" for if/when the site gets hacked; which it has since Brian has been running it.
  - Current contract excludes emergency requests.
  - Motion to approve budget of \$780 annually for additional service
    - 4 in favor / 0 against / 1 abstention
- Reimbursements / Payments – Postponed until Marianna arrives
  - John to meet with Marianna to touch base about reimbursement issues/delays.
  - IRS / Paypal needs clarification that we are a 501(c)3 to avoid additional fees.
    - Run by Dena
- Receipts requested by donors from check donation for golf tournament.

- Deposit register needed in Quick Books.
- **Brian Appointed as Communications Chair**
  - Rudy will stay on as newsletter chair (The Diffuser)
- **Tax Reports**
  - Nicky, Marianna, Dena (accountant) met to review tax records Quickbooks.
  - Due: November 15th – Tax Reports from 2016 and 2017.
- **Scholarships**
  - **Annual financial support: Student / Academic (\$1,500) and Travel (\$4,250) scholarships.**
    - Stephanie to seek out information / details prepare website blurb and work with Brian to post on website.
  - **Travel Scholarships**
    - November meeting – notify students of scholarships.
      - Applications due December 15th.
    - January meeting – pay people to attend winter conference.
    - **Considering moving deadline up 1 month since conference is 2 weeks early ... Stephanie suggests having applications due November 15th and notification at December meeting.**
  - February Student Meeting – Consider allowing the students who were sponsored at the winter meeting a platform to share. reflect on experience (Something fun and something they learned).
  - **Pay by check – vs – Paypal**
    - Payments sent from ASHRAE
- **Expectations regarding communications outside of meetings.**
  - Checking the pulse on the group to understand that we need to respond to each other.
    - Marianna prefers email (company issues with emails currently) text.
    - Alexei prefers emails, call if delay.
    - Brian email
    - Gary Email
    - Nicky Email/Phone, not always on a daily basis.
    - John, Email & Phone
    - Victoria, Email.
    - Stephanie, Email and phone.

#### President Elect / Programs Chair

- **Oct Meeting – Help welcome Presenter Graham Wright Passive House**
  - Alexie and Gary volunteered.
- **Nov – DL collaboration with Willamette Valley chapter**
  - Nicky plus 1 to attend to show support.

#### Secretary

-Absent-

#### Treasurer

- **FY operating budget presented (hardcopy)**

- **Profits and Losses – vs – Budgets / actuals**
  - John: How to improve, capture lessons learned for next year...
  - Compare actual expenses to expected / approved budgets.
  - Running list of items to add / remove from budget...
- **Discussion related to process of getting approval from the board for expenses outside of approved budget.**
  - Without action our leadership group stalls.
  - Procedure requires prior approval over the discretionary \$100 for committee chairs.
- **Minimum balance in account – tabled for new business.**

## Committee Chair Reports

### Electronic Communications Chair

- **Need bios and pictures on website**

### Newsletter Chair

No report

### Student Activities

- **Corporate sponsors for student trivia night**
- **Vendors to sponsor student meals**
- **Funding requests for student groups be end of October**
  - To be approved at November meeting
- **Seeking industry advisors.**
- **Carpool for University of Portland Students.**

### YEA

- **Sent MBO to regional**
  - Looking for sponsors

### Historian

- **Purge even**
  - John, Gary, Keith, Mark
  - No need to include rest of BOG on items to be released.
- **Gary's also has items for the archive.**
- **Bookcase to be considered for display at Engineers office; rotating basis?**
- **80<sup>th</sup> Anniversary this year**
- **ASME Oregon Centennial – possible display at Oregon Historic Society**
  - Possible collaboration with ASHRAE 80<sup>th</sup>
- **Archive Party Invites**

### GAC

- **Remove "Grassroots" from GGAC going forward.**
- **Day on the hill events... "Now Government Outreach Days".**

- Set up meetings with Oregon building leaders / legislators to discuss ASHRAE standards and codes.
- Tension between Oregon and the California and Washington Energy Codes / International Energy Code.

**Honors and Awards**

No report

**CTTC**

No report

**RP**

No report

**Old / Unfinished Business**

- *Handled in Reports*

**New Business**

- *Tabled to next meeting.*

**Announcements**

- *Made in reports.*



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Secretary

*November 7th 2018*

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Date of approval