

ASHRAE Board Meeting

February 7th, 2018

Agenda

Call to Order

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

Minutes

- Approve January Board meeting minutes and minutes from Special Topic meeting.
- January meeting minutes approved unanimously.
- Special topics minutes approved unanimously.

New Business

- Leadership Academy
 - o Keith has money to send people, so we should identify who those folks are.
 - o Alexei went last year- we had talked about goal of having incoming VP go each year.
 - o That would put Nicky/John in for this year.
 - o Leadership Academy is May 18th and 19th this year.
 - o Keith needs to send link to Nicky and John to apply.
 - o Marianna will follow up with Keith to move along the process.
- Geoff Proposal for board elections
 - o Bylaws need to be updated/voted on every 5 years.
 - o Ours on file with Society has not been updated in longer than that. Ours is likely just the example version, not specific to us.
 - o Proposal is formatted to be a part of the new set of Bylaws, numbered as such.
 - o Consistency needed in "nominating/nomination" committee in the proposal. Will be sorted for Bylaws voting.
- February meeting needs?
 - o MC is arranged, Andrew Craig from Interface.
 - o Four vendors registered for the meeting as sponsors.
 - o Promise is two free dinners.
 - o John would love to give one drink ticket per person for this meeting.
 - o Geoff emailed Heather and Brian from UP and OSU to invite more students.
 - o Currently in positive \$3,000 for meetings, so we have money to pay for a drink per person.
 - o Raffle prizes for winning Trivia team would be ideal.
 - o Couple small items left over from Trivia last year.
 - o John will put together a guess at how much additional prizes might cost.
- Online or Skype invite to meetings for members
 - o Go To Meeting for bringing in out of Portland members?

- Society has a service to maybe use?
- Nicky to follow up with Society to find out.
- Maybe include in a survey to determine if people are interested? Or if it would increase participation?
- End of year recap survey?
- PAOE points available to broadcast meeting.
- Or record and put online? But would involve some work to make it happen.
- Go To Meeting has free trial—try for March meeting and see if we can make it happen for each meeting next year, see what challenges we face.
- Nicky/Marianna to set up.
- Scholarship applications
 - Travel scholarships were not fully spent for the year. Motion to put travel scholarship money into the academic scholarship fund. Approved.
 - Discussion around being able to roll funds over to next year and send more students to the Winter conference next year.
 - Award money to students before Winter conference? To bring in more students.
 - Proposal updated to below amounts.
 - Follow up with Dena- can we give Travel scholarships as scholarship or only as reimbursement?
 - Scholarships to be presented at start of meeting.
 - Nicky to make a couple slides for the meeting.

Name	Amount	School
Victoria Ericksen	\$ 750.00	UofP
Lindsey Naganuma	\$ 750.00	UofO
Julia May	\$ 300.00	UofO
Kelli Kimura	\$ 300.00	UofO
Randy Mueller	\$ 250.00	PSU

- Plans for Golf Tournament?
 - Recommendation was to decide to do Eastmoreland again for this year.
 - Will lock it in. July 13th, similar dates as last year.
 - Open invite to Golf Committee to other members?
 - Initial meeting next month would be good.
 - Identified last year the things we do like and want to do again and the things we may want to let go of.
 - Sponsorship info to get out first to secure those spots.

Special Orders

Unfinished Business

- Audit scheduling in process for last year's finances.
 - Meeting with Dena in process, then audit will be scheduled.
- We have not heard from WV chapter in regards to funding. Any updates?

- No funding needs, but help with speakers would be appreciated.
- Contact info for their CTTC chair will be passed from Alexei to John.
- No section meeting has happened this year.
- Help with structure is important, they have used Constant Contact and PayPal through us in the past.
- Would be cool to connect students with local chapter as well.
- If they don't need money in future, we can pull them from the budget as a line item.
- Last April—James Newman DL- wants \$125 honorarium to ASHRAE (reimbursed, not directly to).
 - Check needs to be written and sent.
- PAOE points (sheets attached) – discussion. Make sure everyone knows how to update and what is each person's responsibility. Deadline?
 - Individual due dates for each set of points.
 - Nicky to send out individual info on what points are under who's responsibility. And also info to log in or instructions how so that board members can log points.
 - John has logged in recently and it looks like we are currently in first place!
 - Next board meeting to discuss more on PAOE.
- 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

- NW Facilities Expo April
- 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)

Adjourn

Board Reports:

YEA Chair:

- ASPE/ASHRAE Joint Happy Hour – Feb 1
 - It was a great turnout again! We had about 40 people show up at Fat Head's Brewery. There were a lot of new faces as well as a good turnout of students.

- o Fat Head's was a very nice venue. Free for the space and we were given a very spacious section to ourselves and our own waiter. It was much less cramped than the Rogue venue.
- CSI Learning and Libations Tour of Streimer Sheet Metal – Feb 23
 - o CSI has invited us to co-host their Learning and Libations tour.
 - o They will add our logo to their event site
 - o **Brian** – Could you get this on our website calendar when you get the chance? Info below:
 - § Title: CSI Learning and Libations Tour: Streimer Sheet Metal
 - § Date: Friday, February 23rd
 - § Time: 12:00-1:30pm
 - § Cost: \$20, \$10 for students
 - § Event
 - Website: <http://events.r20.constantcontact.com/register/event?llr=jaxbm4dab&oeidk=a07ef1th2rq15ccc285>
 - o **Alexei or John** – Could one of you plan to help me get an email invite sent out soon? I created an email in constant contact. Feel free to edit before sending if need be.
- DLR Group Event – Mar 1
 - o We originally talked about having this event on March 7th, but there are several events and conventions going on that day, so we have decided to move it up to March 1st.
 - o It will be an evening event/happy hour at 5:30pm. They will provide beer/wine/soda and some light snacks. There will be some time for networking, then a short presentation about the work they are doing in the area.
 - o I am going to have a planning call with them sometime next week. After that, I will get the info sent out for updating the website calendar and sending out email invites.

President Elect / CTTC Chair:

- The January meeting was a Lunch meeting at NW Natural. This was our 1st meeting at this location for the year and was a big success. Turnout was high with around 62 attendees. Approximate attendance was: 53 members, 8 non-members, and 1 student. There was no vendor sponsor for this meeting. Meeting revenue was approximately \$2,570. Meeting cost was approximately \$780. Therefore net revenue was approx. \$1,790.
- Our next meeting is scheduled for Thursday, February 15, 2018 at Bridgeport Brewery. It's a dinner meeting from 5:30pm – 8:00pm. It is student night / trivia night! We currently have 4 vendors signed up to sponsor the meeting, Johnson Air Products, Johnson Barrow, and Johnson Controls and PSI. CHC is considering it. Multiple vendors means increased revenue and provides a great opportunity for members and students to interact, ask questions, learn and network. I'd like to pursue having multiple vendors attend all meetings and/or raise the price for sole vendor sponsorship.
- I would like to offer members at the student night / trivia night one free drink. Beer and wine only. I believe this will result in a relaxed atmosphere and be well received by members and students. Vendor sponsorships will help offset the added cost.

- **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.
- Past Presidents Night is planned for June 21, 2018. Please get the word out!! 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:

Date	Speaker / Event	Location	Lunch / Dinner
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

- Website update proposal was received from Nutshell, LLC and sent to BOG for review on 1/26/18. If you have any feedback please let me know! I'd like to get Katie going on the revisions to the website.
- Next CTTC Committee meeting scheduled for February 27, 2018 4:00PM – 5:30PM @ Wayfinder.

Electronic Communications Chair:

1. The December meeting minutes are posted on the website. January will be posted upon approval.
2. We will be having Vendor's Corner at the February meeting. John is coordinating with the Vendor's.
3. John and I met with Katie about website upgrades. She provided a proposal to fit within our \$1000 budget. If at all possible I would like to get this approved at the February meeting, so we can get it going.
4. The website is updated with the CSI event at Streimer Sheet Metal.
5. The website is updated with information and registration links for the BOG meeting and the February Chapter Meeting. I updated the time for the BOG to 4:30 to 6:30. I know it is at 4:45, but the website does not have 15 minute increments.

Membership Chair:

- As of 2/7/2018, we have 588 members (570 area assigned).
 - Oregon Chapter Aggregate Summary Report is attached.
 - 583 members last month...so we're UP 5-members!!
- Plan to make another PowerPoint slide recognizing new members since our December meeting.
- Working on a proposal for a Membership Drive Raffle—need to know if we already have any money in a budget for this type of thing.
 - I should have this proposal by March's BOG meeting, so we can implement it in March and do the drawing in April/May (depending on number of entries).
 - I have requested a copy of our Chapter's balance sheet and budget account ledger.

- An updated report from Marianna/help figuring out how to run the report on current chapter members who have not paid chapter dues would be useful.
- Going to have a few Membership committee meetings to plan Special Events for May thru October (most likely) to help us determine what kind of funding/sponsorships that will be needed. Ideas include wine tasting, bowling, Punchbowl Social/Grand Central Bowl, rooftop bar happy hour socials, various Movies in the Park (over summer), pub crawls and/or Brew Cycle or Pedal Lounge, OMSI after Dark, etc. (OPEN TO AS MANY IDEAS AS POSSIBLE).
- I will be attending the UO ASHRAE student tour at the UO Steam Plant on 2/21/18 to network with the Architecture majors and answer general/membership ASHRAE questions (confirmed w/Alison Kwok).
- I missed the YEA happy hour and Special Topics Meeting due to illness—sorry I let you all down.