

ASHRAE Board Meeting

March 14, 2018

Meeting Minutes

Call to Order

- Quorum present?
- Nicky D, John F, Mark T, Alexei H, Brian C, Keith Y, Ryan P, Marianna V

Minutes

- Approve February Meeting minutes
- One abstention, motion passes.

New Business

- CRC 2018—third person? Budget looks like it can afford only two. Schedule?
 - o Gary would like to attend. Alexei is in support of his attendance.
 - o This year the program involves YEA specific programming, the conference hosts are encouraging as many YEA attendees as possible.
 - o MP, RP, Historian activities at the conference as well, value to those positions attending.
 - o National covers travel GGAC, CTTC, Alternate, Delegate, Student Activities (if not attending centralized training)
 - o GGAC chair would be needing subsidy for hotel and registration.
 - o \$5,000 of current operating expenses is earmarked for our Foundation donation.
 - o Haven't made the donation yet, has been happening in May.
 - o Why not make the donation earlier? Winter meeting has some recognition for those, but we are giving it too late to be awarded. Table this convo to a different time.
 - o Prioritize attendees: Alternate/Delegate (travel covered by Society), GGAC/CTTC/Student Activities (travel covered by Society), and then others who want to attend (need full subsidy).
 - o Currently are budgeted for Alternate/Delegate to attend.
 - o \$850 estimated budget. Remaining funds we had allocated for Admin Assistant (approx. \$2250) can be allocated here. That supports 2.5 additional attendees at \$850.
 - o Open up options for Gary, Marianna, Stephanie, Megan, or Jessie if interested.
 - o Motion to support Gary fully for attendance passes unanimously.
 - o Motion to add total of \$2550 for at least half cost for additional attendees. Passes unanimously.
 - o Marianna to move budget around and put \$3400 in there somewhere.
- RP donation
 - o Submit soon!
 - o Nicky and Marianna to follow up with Meredith on MacMiller donation.
 - o \$5,000 to be sent over before CRC.
 - o Nicky to send over the email on the account (goals, timeline to meet the self-funding strategy, etc.) to board for info.
- Leadership Academy

- Should have two spots open for John and Nicky to attend.
- Letter should come from Society tomorrow for registration info.
- Chapter has some funds to cover travel for attendees. (\$600)
- Goal was to have incoming VP attending Leadership Training each year. Delegate training covers some similar topics.
- John still interested in attending this year. Nicky is as well.
- Move to cap chapter support for this at \$500 each (ticket costs in excess covered by attendees).
- Motion passes unanimously.
- Eileen info on Election: I'm sorry I didn't see this until this morning. The only concern I have is with the timing that was proposed to have the slate of nominees presented to the Secretary not less than 30 days before the annual meeting; this is too late. The annual meeting is at the end of June and the chapter should be installing these officers at its last meeting in May. This information also needs to be nailed down well in advance of the CRC (also in May) so that your chapter delegate and alternate can complete the chapter CIQ prior to the CRC. Travel reimbursements from Society are based on the information in that CIQ so this can cost the chapter and/or members money if it isn't done in time. Ideally, the slate of officers should be presented at the chapter meeting in March, to be voted on by the chapter members at the April chapter meeting. Then the new officers get installed at the May meeting.
 - Bylaws reference the "Chapter Annual Meeting," not Society, so this shouldn't be as much of an issue.
 - Nominations ready by March 1 will set us up appropriately for the CIQ, CRC, and the year.
 - Geoff to revise section to include this information.
 - Marianna looked into Manual of Operating Procedures and found Society's list of acceptable deviations from Bylaws, and there a couple red flags about how we are moving forward.
 - Geoff to call special meeting to address these deviations to model bylaws. Need some strategies to address, better in a separate meeting. What is Society actually caring about in this regard? Geoff should contact Society and find out.
 - Nominating committee process is at issue. Members need to vote on committee. Good way to activate membership and have them involved. Include info in the meeting announcement so members are aware voting may happen.
- Next meeting, need to vote on the slate of nominees. Info to be added to next invite reminder.
- Online or Skype invite to meetings for members – Nicky
 - Trial period—so have it be free for now.
 - Pay later? Intent to cover costs of the service we utilize.
 - Could be revenue generating opportunity for the future.
 - Some technical support to achieve this. John to add separate line item for registration.
 - Nicky will bring laptop and we can be the host from there.
 - Try March? Or later?
- CIQ dates? PAOE deadline?
 - CIQ needs to be submitted after vote at March meeting.
 - PAOE should be submitted soon. CRC pulls info about 2 weeks before (April 15 or so).

- RVC should sit down with folks and look over activities to determine how to pursue any actions desired.
 - Plan meeting in the summer to make plans for how to pursue things next year.
 - Contact Student Activities RVC to nominate a student chapter for awards at CRC. – Jared Larson. Nicky to chat with Geoff about this.
- Quickbooks price increase- needs vote to pay Dena. “The wholesale fee that Intuit charges me for your account was \$25.00 up until August, 2017. Then they raised my price by \$5 a month. But I didn't catch that I was losing money each month until I went to do my tax return. I'd like to request an increase of \$5 to your monthly rate, and a catch-up payment for the period of Aug 2017 through March 2018 at \$5 per month, for a total of \$40.00. Then I would increase your ACH payment beginning April 1 to \$30 per month. The retail price to the public for your QB Online subscription is \$50 per month.”
 - Approved.
 -
- 2018/2019 Budget
 - Marianna has budget for next year based on expenditures for last two years.
 - Will send it out to board, input would be helpful.
 - John wants to see budget for committee chairs—like to buy pizza or soda for meetings, etc.
 - Vote next month’s board meeting
- Scholarship Fund Structure
 - Manual of Operating Procedures has recommendation that scholarships should live in separate bank accounts (interest bearing) and have separate accounting.
 - How much money is allocated, is it worth changing? Feedback on new budget would be useful.
 - Can we track student conversions into regular memberships? Or Smart Start memberships?
- Raise Chapter dues
 - Ryan would like to see Chapter annual dues go up.
 - Discussion around how much and what to do with it?
 - Maybe provide as feedback to new budget for next year.
 - More conversation on this.
- Oregon Chapter Bylaws – Progress?
 - See comments above re: elections.

Special Orders

Unfinished Business

- Audit scheduling in process for last year’s finances. Who would like to be present? 4 PM on a day in the first or second week of April?
 - Previous treasurer, present Treasurer, chapter President, Accountant?
 - 1 hour meeting, last week of April.
- Schedule times for NW Facilities Expo. April 18-19. Open 10-3 and 10-2. What to bring to booth? (Gary, Nicky, Ryan? Who else?)
 - Mark (1 day)

- Ryan (1 day)
- Alexei to look into borrowing some folding displays from Society. Booth materials. And RP materials?
- Mark has cloth bags and pens.
- Plans for Golf Tournament? First meeting 3/28 after GGAC training.
- PAOE points (sheets attached) – discussion. Make sure everyone knows how to update and what is each person’s responsibility.
- Officer Reports:
 - Not going over them at board meetings anymore.
 - Nicky to aim to have minutes out in two weeks, request for Officer Reports then.
 - Goal to have Officer Reports sent out to board a week or so before meeting to be reviewed.
 - John would like to hear quick review of officer reports at meetings, maybe 20 minutes? Meeting recap, talk about next meeting, etc.
 - Could putting them at the end of the meeting give us the best of both worlds here?
 - Spend last 15 minutes of the BOG meeting doing quick officer reports. Try that next meeting and see if it feels like the right set up.
- CTTC/VP report:
 - Net \$30 for the meeting, which is excellent, given that we expected a loss.
 - Pam Duffy next Thursday, is a DL.
 - Need to promote to students- Nicky to send over to Brian, Alison, Heather to promote.
 - Past Presidents night 6/21- last meeting of the year.
 - Website: update coming!
- 2021 CRC:
 - By 2019 General Chair needs to be in place for upcoming CRC.
 - Big task. Coordinate with hotels, venues, etc.
 - Role will be occupied for 2 years.
 - About 120 attendees.
- Unassigned PAOE Points (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

- Liability Insurance Coverage/what it means
- Determine goals from planning meeting to be aimed for this year
- Elevator pitch/mission statement (keep this as goal?)

- Bank account change
- Operations Manual

Announcements

Adjourn