

## ASHRAE Board Meeting

April 11, 2018

### Meeting Minutes

#### Call to Order

- Quorum present? Yes
- Nicky D, Marianna V, Alexei H, Brian C, John F, Gary H, Ryan P, Jessie B

#### Minutes

- Approve March Meeting minutes
- Unanimous

#### New Business

- NW Facilities Expo Schedule: (Proposed, what times work for folks?)
  - o April 18: 10-12:30 Nicky, 12:30-2 Gary
  - o April 19: 10-12:30 Mark, 12:30-2 Ryan
- What to bring to Expo booth?
  - o Mark has some items like banner, etc. cloth bags, pens.
  - o Ryan has some membership pamphlets.
  - o Gary and Mark to coordinate any handoff of items between days.
- 2018/2019 Budget Discussion/Vote
  - o What is actual average number of attendees? Nicky and John can pull up Constant Contact.
  - o See notes below on Vendors corner—applicable to budget
  - o Student Sponsorship—how much are we getting per meeting? How much are students paying?
  - o Student Activities and CTTC to look back at student fee and losses and see if it's still applicable to keep the same student fee.
  - o Maybe change how "sponsor a student" is described in Constant Contact registration? Not very clear what it's for or how it relates to actual student costs.
  - o RP Discussion: Rather than having a line item in our budget for RP, maybe a better plan to direct folks to contribute directly to Society? Then we donate our \$10,000 directly.
  - o How to track our RP goals? John can pull up RP tracker.
  - o Seminar Revenue is line item in budget with \$0. Is that realistic to have a seminar this upcoming year? Alexei doesn't have bandwidth for this now. Consensus is to remove line item and bring it back if it becomes a reality.
  - o Katie website fees—haven't seen an invoice since August? Is this quarterly or how often?
  - o What will Dena's accounting fees look like for filing taxes? Nicky and Marianna to talk to her about this for this year and next.
  - o Need to ask Dena—how do we track the budget for centralized training for Stephanie? She is going this year (money paid this year) but it is for next year's duties.

- Provide feedback to budget and comments by 5/2 for updates and next month's discussion on budget.
- Go To Meeting Trial set up for April Meeting
  - Set up, will discuss how it goes and see if we want to continue or charge fees for future.
- Golf Tournament Registration Fees Increase?
  - Golf committee discussion
- Audit Schedule in process—invite sent out
  -
- PDX Sustainable Building Week
  - October
  - Monthly chapter meeting?
- Reimbursement for ASHRAE events
  - Request to the board that the budget for Nicky and John's travel to Atlanta for Leadership Training gets increased to cover the airfare of \$600 (from \$500).
  - 3 in favor, 2 abstentions, one not present. Motion passes. ?
  - Need to get invitations out more quickly next year so we can get registered more quickly—was full this year and had to be added, and ticket prices were more steep in early april than we had budgeted for.
- A request to communicate to ASHRAE members a job opening with the state of Oregon for a plans examiner for healthcare facilities. Can we post on website? Announce at meeting? How to handle for future and possibly if we add a "jobs" link on the website this could be a source of revenue for ASHRAE?
  - John to send info to Brian to post. Include in Newsletter if Nicky every creates one.
- Gift for CRC – I'd like to request a budget of \$200 - \$250 to purchase a gift for the host chapter of CRC to raffle off at the closing dinner – customary tradition for CRC.
  - Motion passes. John will purchase and we will reimburse.
- Need to standardize the vendor corner sponsorship. \$250 for one vendor, each vendor? Multiple vendors? Exclusive sponsorship for \$500?? Ideas? \$500 for bar sponsorship?
  - John is in favor of a price increase (up to \$500?)
  - We haven't been doing a vendor at lunch meetings- people leave quickly and are not hanging out
  - Marianna needs to see vendors corner payments—how are they registering on PayPal? Follow up to make sure those were paid.
  - February had 4 vendors for student night
- Need to hold open election of officers at April Chapter meeting.
  - Incoming officers to attend, incoming Committee chairs welcome too. Alexei to email folks to ask to attend.
  - Ask Keith if he wants to conduct vote?
- PayPal account—
  - Marianna will set up account and we will transfer orashrae email to it, then hold Alexei's account for a while so we can view statements and the like.

- To be determined—process for transferring this account. Must have a social to have the account, so it has to be on a person.
- Marianna will look into whether national has any resources on this issue.
- Alexei needs to be reimbursed for CC fees.
- Next month—what other things need to be transitioned between officers and committee chairs?

**Survey for Chapters**

Question No.	Question	Answer
1	What do you like/dislike about your current website?	
2	Does your website add value to the chapter membership? - If yes, how/why? If no, why not?	
3	What are the 3 main objectives of your chapter website (i.e. communicate with members, accept donations/registrations for events, send out mass emails, etc)?	
4	Who's website do you like the best in Region XI? - Is there one outside the region that is exemplary?	

**Special Orders**

**Unfinished Business**

- Scholarship Fund Structure
  - Marianna to call special finance meeting to discuss this and the Vendor's corner topic. Will require more discussion, maybe better to have whole separate meeting.
- 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
- 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
- Operations Manual

Announcements

Adjourn