Shaping Tomorrow's Built Environment Today

ASHRAE Oregon Chapter Board Agenda
April 6, 2017 – 4:00 PM -5:30 PM
Two World TradeCenter
25 SW Salmon Street, Portland, OR. 97205

CALL TO ORDER:
The meeting was called to order by President Elect Alexei Holstein at 4:00pm.

ATTENDANCE: Present (X)

Wayne Brosman – President	X	Brian Clemons – Communications Chair - BOG	X	Eileen Jensen	
Alexei Holstein – President Elect	X	Kevin Bibler – Past President - BOG		Geoff Jenks - BOG	
John Farley - Secretary	X	Kevin Marple – Membership Chair		Marianna Vallejo, Student Activities Chair	
Nicole Dunbar – Treasurer	X	Keith Yelton – Regional Vice Chair	X	Gary Heikkinen, GGAC Chair	X
Jaci Amend – Chapter Administrator	X	Mark Trader - Historian	X	Alison Kwok – Student Branch Advisor U of O	X

PRIOR MEETING MINUTES APPROVAL:
Meeting minutes from the March 23, 2017 meeting were approved. Minutes will be posted on the chapter website as well as the regional website. Jaci and Brian Clemons are in charge of getting these posted.

OLD BUSINESS:

Operations Manual
No progress here but Nicole mentioned she still has it on her 'to do' list to create an "Oregon Chapter Ops Manual" specific to Oregon chapter. Jaci will help her with this.

Leadership Workshop
Nicole and Alexei will be attending the ASHRAE leadership workshop in Atlanta at ASHRAE headquarters.

Chapter Grant Funding
Keith Yelton mentioned that regional chapter grant funding will be awarded at the Chapter Regional Conference in Seattle. The Oregon chapter is expected to receive an award for updating / enhancing the website.

Financial Report
Nicole is working on updating the P&L sheets for the chapter. The golf tournament P&L's will be better documented so we know exactly what this great event brings in. No progress was made on the question of how student branches need to account for their income and expenses. At this point it is expected that they will track their funds received from the Oregon chapter. But the question is does each student branch have to account for the money the raise on their own. This has not been done to date, but our accountant Dena brought this up and

suggested it may be necessary. Nicole is inquiring with society to get direction. Nicole is still looking into changing banks; however, this is a low priority.

Member Roster

Katie Hill with Nutshell, LLC has installed the plug-in on the website to easily show and sort members that have opted-in to have their information listed. We only have about 13 members who have opted in. There is also a link on the page for anyone to complete an online form and have their information added.

Membership Promotion

Jaci and Kevin Marple will meet/speak to discuss the outline for a membership promotion night at a future chapter meeting, crunching relevant data regarding our current members (demographics) to assist the board in planning the direction for the next fiscal year, and the committee chairs in planning programs and events to effectively serve our membership. They will also work on taking advantage of Constant Contact's auto-responder feature that can send a series of emails to new subscribers informing them about ASHRAE and encouraging participation.

Student Fees at Meetings

Currently $10 for students. Student "sponsorships" are solicited at meetings. Nicole will send Jaci the walk-in names/contact from the breakfast last month to add to our mailing list.

Nominations

The nominations for chapter officers for 2017-18 are as follows:
President – Alexei Hostein
President Elect – John Farley
Secretary / Treasurer – Nicole Dunbar
BOG – Gary Heikkinen

Diffuser newsletter

Jaci presented a couple newsletter templates to select from. Nicole sent out a list of action items for committee chairs and officers to complete by 4/14 to be included in the first newsletter. It was decided that Jaci will coordinate putting the first newsletter together. Once the chapter has a newsletter format we like, we will elect someone to be in charge of the diffuser / newsletter for further publications. The chapter would like to stress that whoever gets selected for this position has a responsibility to stay with it and produce newsletters on schedule (YTBD) with relevant content. This newsletter "director" or committee chair will utilize officers, committee chairs, members, etc. to develop content for the newsletter.

Historian / Archives

Mark Trader presented some really cool old documents that are part of the chapter history. We discussed displaying this old historical information at meetings to gain interest. Mark is working on setting up an "archiving" party to go through all of the chapter archives to determine what is relevant and worth saving. Mark proposed getting a storage locker to store materials in but there was some reluctance to spend money on this. An alternative was suggested to have officers store the materials and hand it down to new officers annually as necessary.

Student Activities

Alison Kwok was present and talked about U of O's student activities for the year. Alison provided the chapter an annual report from the U of O student branch outlining all of the activities they sponsored. The chapter agreed to pursue the student branch ASHRAE award for U of O because of their success. Alison will forward scholarship

forms she created to use as a template for next fiscal year's scholarship. She has one for tuition scholarships and one for travel scholarships. The suggested and approved timeline for scholarships is the following. Jaci will add this to the master calendar.
August – board discuss types, budget, requirements for award
September – board decision
October – announce available scholarships
November – receive applications
December – award
January – present at meeting (theme: Student Night)
Student chapter reports are due in early May to Keith. Marianna will contact student chapter leaders and let them know the expectation and deadline.

Student Trivia Night
Scheduled for May 25, 2017 at Bridgeport. We need to get the word out!!

Listening Post
Brian C. will continue to schedule companies to attend meetings to display their products. John will send suggestions to Brian to solicit.

COMMITTEE REPORTS:

CTTC
May – Student Trivia night will serve as the regular monthly meeting for May. Additionally, Portland CSI has invited ASHRAE to join their May meeting—Mock Bid Event—on May 9th. The board agreed, and Jaci will handle promotion and invitations. A research promotion night was suggested for the June meeting. Past chapter awards was another idea to display at future meetings. The Chapter would like to win a few new awards before this is done. Keith will get a complete list of past awards won for the next board meeting. It was discussed to have themes for future meetings planned in advance. Jaci mapped out a suggestion (attached) for CTTC review.

Research Promotion
Jaci and Alexei are still working on finding a date for a "telethon" that works for a majority of volunteers. It was suggested to have a RP night as the theme for the June meeting after this event.

Golf Tournament
The 2017 ASHRAE golf tournament is scheduled for July 14, 2017 at Eastmoreland Golf Course. Gary Heikkinen is chairing the committee and this event. If you want to volunteer and assist with planning contact Gary. A committee meeting is tentatively scheduled for 4/12 at 4:30 at the Golf Course. There will also be a presentation by a golf ball representative that is interested in sponsoring the event in some way.The committee is looking for proposals for an event photographer.

YEA
Keith mentioned a fast-approaching LeaDRS travel scholarship opportunity from Region. Jaci will get this out to our YEA list ASAP as the deadline is 4/17.

Historian
Mark is still looking for an archive party date that work for the masses.

Diffuser
Jaci sent several template ideas to the board and one was selected. Nicole took the lead on the first issue of the Diffuser until a new Editor is chosen. The following are assignments due to Jaci by Friday, 4/14. Jaci mapped out a draft editorial calendar for board review (attached.)

BOG short bio – all board members
GGAC update – Gary

President's Corner – Wayne
Trivia Night support – Marianna
History article – Mark
Golf Tournament save the date – Jaci/Gary
Annual donation research/telethon promotion – Nicky
Sponsor thanks – Brian
Willamette Valley next event – Greg
Regional news – Eileen/Keith

Nominating Committee
The slate of candidates was not ready in time to send out an email to members pryor to voting. Voting will take place in person at the April meeting by a show of hands. Final elected members will be sent to members, and Alexei will update Society's CIQ if needed. Alexei needs to select committee chairs this month.A date for installation of new officers needs to be determined, possibly June.

GGAC
No report

ACTION ITEMS FROM MEETING:

April BOG Action Items:
Post approved March minutes to web - Jaci
Continue working with Region to post minutes to region site - Jaci
Calculate 2016 Golf final earnings - Nicky
Forward student scholarship templates - Alison
Follow up with RVC about committee & student reports due 5/5 - Keith
Send student breakfast walk-in information to Jaci - Nicky
Send YEA Leaders scholarship email out - Jaci
Send general college schedules to Jaci - Marianna
Add student night planning timeline to master calendar - Jaci
Add scholarship timelines to master calendar - Jaci
Obtain past chapter award list - Keith
Send out archive party dates - Mark
Send out new RP telethon dates - Jaci/Alexei
Appoint audit committee - Keith
Determine installation of new officer date - Alexei
Send newsletter articles to Jaci - see email with assignments
Contact student chapters about student chapter reports due – Marianna
Appoint committee chairs – Alexei
Make sure notice of committee reports due has gone out from Thomas Bencik, RVP - Keith

Rolled over tasks:
Set up auto-responder - Jaci/Kevin M
Membership demographics - Jaci/Kevin M
Send inventory list to Treasurer - Wayne
Operations Manual outline - Nicky/Jaci
CIQ changes due 4/17 - Alexei
Member promotion night planning - Alexei/Kevin M.
Past presidents night planning - Alexei
Golf planning meeting - Gary
Student accounting - Nicky
Bank change spreadsheet - Nicky
Update PAOE - Geoff/Marianna

ADJOURN at 5:30 PM:

Respectfully submitted by John Farley, Secretary

Attachments:
CTTC meeting theme outline - draft
Diffuser editorial calendar - draft

Committee	May-17	Jun-17		Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
President (Wayne)	CRC take aways	Goodbye/annual report		New fiscal year goals & focus	Distinguished lecturer	Membership promotion	Sponsorship opps for 2018	Gratitude - repeated sponsors/supporte rs/volunteers	End of year progress report - New year focus/goals
ECC/Listening Post (Brian)	Thank yous & pitch for future	Website plan					Update preferences & contact info		
Programs (Alexei)	recap of previous & next month's event	recap of previous & next month's event		Solicit ideas for FY	recap of previous & next month's event	recap of previous & next month's event	recap of previous & next month's event	recap of previous & next month's event	Year's speaker thank you
Nominations	Current board member bios	Announce new board members		Profile new board member		Profile new board member		Profile new board member	
Awards		Awards from CRC							
Student Chapters (Marianna)	Trivia Night	Student Chapter success for year, seniors graduating				Join at student chapter!!	Scholarship announce	Scholarship deadline reminder	Scholarship announce
Membership (Kevin M)	New member welcome	Demographics		New member welcome	Long-time member recognition	Renewal Reminder/Benefits of membership	New member welcome	Member profile	Member testimonials
YEA (Marianna)	Leadrship opp								Ugly sweater event
GGAC (Gary)	Update	Update		Update	Update	Update	Update	Update	Update
Golf (Gary)	Save the Date	Sponsorships & players		Agenda & signups	Thanks to sponsors, winners, results		Save the Date		
Historian (Mark)	Story	Archives process							
Ops/Bylaws/Policies?		New ops manual			Review of 1 member policy			Review of 1 member policy	
Research Promotion (Alexei)	Annual donation	RP telethon results				Quarterly update & reminder			Where does the money go?
Region Info (Eileen/Keith)	Updates & news			Updates & news		Updates & news		Updates & news	
National info (who?)		Updates & news			Updates & news		Updates & news		Updates & news
WV Section (Greg)	Next meeting?								
PAOE status		Update of status				Update of status			Update of status
Volunteerism (Secretary?)	Help needed	Consider joining committee, recruitment		Committee hili, recognition & recruitment	Help needed	Volunteer hili	Committee hili, recognition & recruitment	Help needed	Volunteer hili
Other:									
Job corner									
Industry news & events									

	January	February	March	April	May	June	July	August	September	October	November	December
Chapter Meeting Theme	Student branches/faculty, student recognition, scholarship winners	Joint meeting	Distinguished Lecturer	Past presidents recog & voting	Research Promotions	Annual Meeting Awards Installation of new officers Spring CRC report	Next FY Focus & Budget Committee member recruitment	Distinguished Lecturer	Membership Promotion	Fall CRC report	GGAC & Code	Networking Social
Special Event		Student Night			Fundraiser for Research Promotions		Golf Tournament					YEA & Student Ugly Sweater with CSI