



ASHRAE

Technology for a Better Environment

Region V - Western Michigan Chapter

Minutes of Board of Governors Meeting

September 1, 2011

1. Call to Order at 5:27 PM @ Century A&E
2. Welcome and Introduction by Doug to kick off first board meeting. Doug issued the meeting agenda.
3. Role Call: Doug Zentz, Bill Rose, Jim Merlino, Adam Doublestein, Scott Smith, Dan Rademacher, Sarah Wilk and James Harrison
4. REVIEW of MINUTES: Scott Smith distributed the meeting minutes from the June 21, 2011 board meeting. No comments were made. Scott was acknowledged for the excellent job in handling last years meeting notes.
5. OFFICER REPORTS:
 - a. Secretary Report by James Harrison:
 - No report at this time.
 - b. Treasurer Report by Scott Smith:
 - Scott distributed the 2011-2012 checking register to the board.
 - Checking account balance is \$11,332.31.
 - Savings account balance is \$2214.60.
 - There is a \$500.00 debit in question from the golf outing, Scott will investigate the discrepancy and report back to the board by Monday with his findings.
 - Review possibility of a local West Michigan south spring salmon extravaganza to help raise money. Dan Rademacher will set up the outing.
 - Bill gave the Grand Rapids money pouch to Scott. Scott gave the Kalamazoo money pouch to Adam.
 - Bill suggested that Adam take care of the Kalamazoo meeting money deposits. Adam should take money at the Kalamazoo meetings. Dave Shugars is also available to help if Adam is not available.
 - c. Vice President Report / Membership Promotion by Jim Merlino:
 - Jim had no report at this time.

- Doug suggested that Jim attend membership promotion training seminars in Atlanta. The meetings are a good way to meet other people that have had similar experiences and are also good resources.
- Jim will look into the possibility of attending the seminars and report back to Doug.

d. President Elect-CTTC Report by Adam Doublestein:

- Adam indicated that the Beacon Club is reserved for the Kalamazoo meetings and the University Club for the Grand Rapids meetings.
- Third Monday of every month will remain the meeting day.
- Use Distinguished Lecturers (DL) as much as possible to receive additional points from ASHRAE.
- Ferris State energy conference will be held at Meijer Gardens.
- The May meeting will be a tour of Bells Brewery.
- Mick Schwedler from Trane will be the February meeting speaker.
- Doug will speak about his experiences at the DOE conference for the September meeting.
- There will be a tour of the Van Andel Institute for the October meeting. Adam will look into the possibility of eating at the Van Andel Institute or the University Club.
- There is the possibility of a panel discussion for one of the spring meetings. The panel will be composed of an equipment vendor, contractor, engineer and possibly a code official or inspector. Prepared questions will be used for the panel discussion.
- ASHRAE provides a DL speaker list. Use of local DL speakers will save the Chapter money.
- Look at the possibility of giving the speakers a certificate or a thank you card signed by all the board members. Another suggestion was made to give the speaker a framed picture of themselves.
- Speaker evaluation forms must be printed for distribution at the meetings.
- Adam E-mailed Ryan F. about inserting pictures into the newsletter to obtain PAOE points.

e. President Report by Doug Zentz:

- All newsletter information must be to Ryan F. by Monday to obtain PAOE points.
- Put University Club meeting location in the next newsletter.
- Add golf outing pictures in the next newsletter.
- Doug distributed the ASHRAE West Michigan Chapter personal information sheet that includes all the current Board and Staff members. Each member is to make any required changes and Doug will update the information.

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- Board members are directed to check calendars for future board meeting dates and communicate information to Doug.
- Doug distributed Management By Objective (MBO) forms to each board member. Forms were completed at the meeting and given back to Doug. He will E-mail the forms to the board members after receiving forms from the staff members that were not in attendance at the meeting.
- Leadership training is an event that the board should pursue. Suggestions on a leadership training speaker or event will be discussed at future meetings.

6. Past President Report by Bill Rose:

- No update on taxes yet.
- Adam will give last years ASHRAE West Michigan Chapter financial book to Bill for archiving purposes. Scott has started a new financial book for this years expenses.

7. Committee Reports:

a. Research Promotion by Dan Rademacher:

- Business cards will be added in the newsletter.
- Investigate possible meal sponsor to help offset meeting meal costs.

b. Newsletter by Ryan Fiebig:

- No report given.

c. Additional CTTC Committee Reports by Adam Doublestein:

- CTTC was called TEGA, the two programs are combined into common program.
- Scott and Jim should consider going to the CTTC meeting in August next year.

d. Student Activities by Bethany Beckman:

- No report given.

e. Historian Activities by Sarah Wilk:

- Doug gave West Michigan Chapter plaque, golf trophies and binder with chapter information to Sarah for archiving.
- Sarah discussed her experiences at the CRC meeting.

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8. Old Business:

- a. Doug gave an update of this years Indianapolis CRC meeting. Next year the meeting is in Cleveland, every board member is encouraged to attend. The CRC meeting is good for networking and workshops.
- b. Sarah attended the historian workshop and indicted that it was very informative.
- c. Our chapter won two awards based on PAOE points.
- d. Doug indicated that the chapter needs to build finances in order to hold a future Western Michigan Chapter sponsored CRC meeting.
- e. Tom Billups did an excellent job recognizing Bob Gengelbach's wife and family at the golf outing this year.
- f. Doug will present information on PAOE points at the next board meeting.

9. New Business:

- a. All Board Members filled out their MBO forms, Doug will E-mail the results after all staff members have completed their forms.
- b. ASHRAE gives out a number of awards every year that are generated at the chapter level. Members need to be better educated on the type of ASHRAE awards (especially technology awards) that are available.
- c. All members should be encouraged to review the ASHRAE membership website and update their bio information.
- d. Social events should involve spouses more. Look at possible party events that have stay over night potential. Advertise parties as fund raisers, Doug will investigate prices and report back to the Board at the next meeting.
- e. Various educational events were discussed including, combined Chapter meetings and events, technical sessions before meetings, ASHRAE courses or webinars.
- f. Various community service activities were discussed including, clean a park with a picnic after the event, renewable energy project for various facilities, re-commission an existing building or perform a facility energy audit.

10. NEXT MEETING: September 29th @ 5:30 PM @ Century A&E.

11. ADJOURNMENT

- a. At 8:30 PM Doug made a motion to adjourn meeting. Seconded that motion.

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