



ASHRAE

Technology for a Better Environment

Region V - Western Michigan Chapter

Minutes of Board of Governors Meeting

September 29, 2011

1. Call to Order at 5:40 PM @ Century A&E
2. 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: James distributed the meeting minutes from the September 1, 2011 board meeting. No comments were made.
5. OFFICER REPORTS:
 - a. Secretary Report by James Harrison:
 - No report at this time.
 - b. Treasurer Report by Scott Smith:
 - Scott distributed the updated 2011-2012 checking register and the 2011 Salmon Fishing Extravaganza balance sheet to the board.
 - Checking account balance is \$13,907.19.
 - Profit from the Salmon Fishing Extravaganza is \$2501.11.
 - Money must be sent to ASHRAE research and promotion as soon as possible.
 - Lost \$600.00 at the last ASHRAE chapter meeting.
 - Doug Z. indicated that we need to start the process for a chapter event such as a couples night/social event to raise money.
 - Verify price for the screen/projector for the last meeting, the price should be \$100.00 not \$150.00.
 - Bill R. will call the CPA to obtain the tax exempt status for future meetings.
 - Scott will request a breakdown for the billing amounts at all future meetings.
 - Dan R. will take money for Scott at the October Chapter meeting.

c. Vice President Report / Membership Promotion by Jim Merlino:

- Jim indicated that the Membership Promotion training in Atlanta went well.
- A committee should be assembled for membership promotion.
- Recruit people to assist in membership promotion in Traverse City and Kalamazoo.
- Send membership promotion information along with the letters that are being sent to the department heads.
- Membership growth target for the year is 6 new members.
- A membership promotion night was suggested.
- Recruit companies to sponsor meetings or special events such as hockey games, etc.
- Suggest a greeting committee to talk to people before meetings so that they feel more welcome.
- Formally introduce new members/attendees during meetings.
- Install a digital photo of the scenic view from the University Club in the newsletter to promote the meeting space.

d. President Elect-CTTC Report by Adam Doublestein:

- Adam distributed and reviewed the upcoming chapter meeting schedule.
- The chapter meeting schedule will be inserted into the next newsletter.
- Sam Pinto will be the main tour guide at the Van Andel Institute building tour.
- Adam will send a short paragraph about the Van Andel Institute tour to Ryan so that it can be inserted into the newsletter.
- The Van Andel Institute tour dinner will be buffet style and will cost \$18.00 per plate.
- Adam will schedule future tech sessions that will be held before the social hour.

e. President Report by Doug Zentz:

- Set up special events at meetings such as:
 1. Past presidents night where past presidents eat for free
 2. Membership promotion night where the membership promotion person speaks and everyone is encouraged to bring a guest.
 3. Research promotion night.
 4. Student activities night/YEA.
- Research and membership promotion nights should be first.

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- Past presidents night will be scheduled for the October Van Andel tour meeting.
- Board members shall provide input on the promotion night presentation for the Grand Rapids meeting only.
- An RVC should be scheduled to speak at one of the meetings for promotion.

6. Past President Report by Bill Rose:

- No report given.

7. Committee Reports:

a. Research Promotion by Dan Rademacher:

- Each board member pays \$100.00 for research and promotion as part of the Full Circle event. Money must be to Dan by 11/10/2011. Business or personal checks are acceptable for payment.
- Doug requested that Dan provide date and money amount that is required and E-mail information to each board member

b. Newsletter by Ryan Fiebig:

- No report given.

c. Student Activities by Bethany Beckman:

- No report given.

d. Historian Activities by Sarah Wilk:

- No report given.

8. Old Business:

- a. MBO's were sent to each board member.

9. New Business:

- a. Look into a chapter sponsored bus to bring members to the ASHRAE meeting in Chicago. Contact Trane or Johnson Controls about sponsoring the bus.
- b. Sell raffle tickets on the bus to raise money for the chapter.

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10. **NEXT MEETING: October 27th @ 5:30 PM @ Century A&E.**

11. ADJOURNMENT

- a. At 6:40 PM Doug made a motion to adjourn meeting. Seconded that motion.

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