



ASHRAE

Technology for a Better Environment

Region V - Western Michigan Chapter

Minutes of Board of Governors Meeting

October 27, 2011

1. Call to Order at 5:32 PM @ Century A&E
2. Doug issued the meeting agenda.
3. Role Call: Doug Zentz, Bill Rose, Jim Merlino, Adam Doublestein, Scott Smith, Ryan Fiebig, Bethany Beckman and James Harrison
4. REVIEW of MINUTES: James distributed the meeting minutes from the September 29, 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 and savings registers to the board.
 - Savings account balance is \$2,214.90.
 - \$6497.61 will be sent to ASHRAE research and promotion.
 - The checking account balance is \$7,425.35 after the ASHRAE research and promotion money is paid.
 - Bill R. is in the process of obtaining the tax exempt status number.
 - Adam D. gave the money bag back to Scott S.
 - Doug Z. estimates that the chapter will require at least \$10,000 to hold the next ASHRAE regional meeting.
 - c. Vice President Report / Membership Promotion by Jim Merlino:
 - Membership Promotion night should be scheduled for one of the monthly meetings. Consider raffle handouts at the Membership Promotion night, ASHRAE pocket guide books would be a good raffle gift.

- Jim M. will contact Doug Fick on the choice of having the membership promotion night during the February or March chapter meetings, Jim M. will report back to the board with Doug's decision.
- Advertise in the newsletter to bring guests at membership promotion night, guest cost will be determined at a future board meeting.
- Jim has the list of Western Michigan chapter ASHRAE members that indicates who paid national and has not paid local membership dues. Thirty Six (36) members are included in this group.
- Jim M. will draft a letter and send it out to the members that have not paid local chapter dues.
- One incentive to provide members that have not paid their local chapter dues is to allow them to attend the monthly chapter meeting for free if they pay their local dues at the meeting. They will be required to pay \$50.00 for local chapter dues.

d. President Elect-CTTC Report by Adam Doublestein:

- The Van Andel Institute tour at the last chapter meeting was successful. Look at the possibility of having future meetings at Van Andel Institute due to the potential cost savings.
- Adam reviewed the remaining chapter meeting schedule.
- The Bell's Brewery tour is anticipated for the May chapter meeting.
- Adam has contacted a few people for future technical session possibilities. We will need the room longer for the technical sessions which will result in higher costs.
- A few possibilities for technical sessions are United McGill for duct design and RenewAire for heat recovery unit design.
- Technical sessions will be for the Kalamazoo and Grand Rapids areas only.
- There will be no cost for the technical sessions.
- Adam has made the \$300.00 deposit for the April chapter meeting at Meijer Gardens.

e. President Report by Doug Zentz:

- Ryan F. has been receiving the newsletter information on time.

6. Past President Report by Bill Rose:

- No report given.

7. Committee Reports:

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A N I N T E R N A T I O N A L O R G A N I Z A T I O N

- a. Research Promotion by Dan Rademacher:
 - No report given.
- b. Newsletter by Ryan Fiebig:
 - Look at the possibility of having a Salmon Extravaganza in the Grand Rapids area, there are several local companies that would be willing to sponsor the event.
- c. Student Activities by Bethany Beckman:
 - Look into the possibility of having the student activities night during the December chapter meeting.
 - Bethany B. has contacted Calvin College and GVSU about the possibility of having a student advisor. Bethany will outline advisor responsibilities and send to possible applicants. Western Michigan University will also be added to the contact list. Sign up student members and assign to the nearest local chapter.
- d. Historian Activities by Sarah Wilk:
 - No report given.

8. Old Business:

- a. Checks must be sent to Dan R. as soon as possible to obtain Full Circle points. Give money to Scott S. and he will deliver the money to Dan.

9. New Business:

- a. Doug Z. handed out the 2011-2012 Presidential Letter.
- b. Doug Z. reviewed access to the ASHRAE website in order to keep track of the chapter Presidential Award of Excellence Points (PAOE).
- c. Board is to review the PAOE handouts and discuss possibilities at the next board meeting.

10. NEXT MEETING: December 1st @ 5:30 PM @ Century A&E.

11. ADJOURNMENT

- a. At 6:52 PM Doug made a motion to adjourn meeting. Seconded that motion.

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