



# ASHRAE

*Technology for a Better Environment*

Region V - Western Michigan Chapter

## **Minutes of Board of Governors Meeting**

December 1, 2011

1. Call to Order at 5:42 PM @ Century A&E
2. Doug issued the meeting agenda.
3. Role Call: Doug Zentz, Bill Rose, Jim Merlino, Adam Doublestein, Dan Rademacher and James Harrison
4. REVIEW of MINUTES: James distributed the meeting minutes from the October 27, 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 (per 11/30/2011 E-mail):
    - James H. distributed the updated 2011-2012 checking and savings registers to the board.
    - Savings account balance is \$7,965.90.
    - The checking account balance is \$7,206.57.
    - We received \$5,750.00 from National for local chapter dues for the months of April, May, June and July of 2010.
    - With the November, Grand Rapids dinner meeting, we only lost \$291.00 which included (7) people not showing up compared to \$518.00 for the September meeting. We were charged \$22.00 per meal. Maybe, we should aim for this cost for the remaining meetings.
    - Sales tax exemption has been taken care of for the University Club and the Beacon Club.
    - The billing for the taxes have been paid.
    - Hedrick and Associates have placed a business card in the newsletter. We made another \$150.00.

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

- Jim M. drafted a letter that will be sent to society members that have not paid local chapter dues. The letter will be put on the ASHRAE Western Michigan Chapter letterhead.
- All chapter dues checks will be sent to Jim M. All funds will be given to Scott S., who will forward it on to ASHRAE.
- Doug Fick will be able to attend the March meeting for membership promotion night. Jim M. will provide a write-up for the March newsletter about Doug Fick and membership promotion.
- Jim M. will send out notification E-mails to associate members that need to upgrade their membership status.
- A short article will be written and E-mailed to members by Jim M. indicating ASHRAE benefits and updating member bios.

d. President Elect-CTTC Report by Adam Doublestein:

- Technical sessions will be added before the March chapter meeting.
- The Bell's Brewery tour is not confirmed yet for the May chapter meeting.
- Victor Goldschmidt will be the December chapter meeting speaker.

e. President Report by Doug Zentz:

- Doug Z. suggested chartering a bus from Grand Rapids to the AHR Expo in Chicago. Trane is already providing a bus to the Expo from Grand Rapids, this activity will not be pursued.
- Ryan F. and Dan R. should start organizing the southwestern Michigan area (of the Western Michigan ASHRAE Chapter) salmon extravaganza as soon as possible. Suggest having a competition on who can generate the most money for research and promotion.
- Doug Z. encouraged all board members to log onto the ASHRAE website and review their respective roles.
- Give last years PAOE patch to Sarah W. to put on the ASHRAE Western Michigan Chapter banner.
- Contact marketing person to take pictures of the guest speaker, frame the picture and give it to them after the meeting.
- A letter should be sent to all design firms that encourages attendance at chapter meetings.
- Send any information to Ryan F. for the January chapter meeting newsletter before Christmas.

**CHAPTER MAY NOT ACT FOR THE SOCIETY**

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6. Past President Report by Bill Rose:

- Taxes are completed and the tax bill has been paid. We have the letter for tax exempt status.
- Bill R. has submitted the register to the accountant and the taxes were filed. July 1<sup>st</sup> to June 30<sup>th</sup> is the tax filing year, November 15<sup>th</sup> is the tax filing deadline.

7. Committee Reports:

a. Research Promotion by Dan Rademacher:

- Dan R. handed out the Research and Promotion campaign summary.
- The goal for Research and Promotion is \$9,000, we are currently at \$7,673.

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. Checks have been given to Dan R. for Full Circle points.

9. New Business:

- a. Board is to review the PAOE handouts and discuss possibilities at the next board meeting.

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

11. ADJOURNMENT

- a. At 7:03 PM Doug made a motion to adjourn meeting. Seconded that motion.

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