



ASHRAE

Technology for a Better Environment

Region V - Western Michigan Chapter

Minutes of Board of Governors Meeting

February 2, 2012

1. Call to Order at 5:35 PM @ Century A&E
2. Doug issued the meeting agenda.
3. Role Call: Doug Zentz, Bill Rose, Adam Doublestein, Dan Rademacher, Jim Merlino, Sarah Wilk, Ryan Fiebig, Bethany Beckman and James Harrison.
4. REVIEW of MINUTES: James distributed the meeting minutes from the January 5, 2012 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:
 - Jim Merlino distributed the updated 2011-2012 checking and savings registers to the board.
 - Savings account balance is \$7,965.49.
 - The checking account balance is \$6,305.07.
 - All checks have been issued for the CRC reimbursements.
 - c. Vice President Report / Membership Promotion by Jim Merlino:
 - The March chapter meeting will include membership promotion night.
 - Jim M. will send membership promotion information to Ryan Fiebig so that it can be inserted into the February meeting newsletter.
 - Jim M. has contacted Doug Fick to speak about membership promotion at the March chapter meeting.
 - Jim M. will present membership material at the March chapter meeting. He will include items that have been accomplished to improve chapter membership promotion.

- The March meeting newsletter will include information on reduced meeting prices for anyone that has become a new member in the last 6 months and for all guests.
- The updated membership numbers (from ASHRAE headquarters) for the Western Michigan chapter is 277 members, 283 members is the goal. The number of chapter members that Jim M. reported as of January 11th is 263, with three possible new members.
- Jim M. will E-mail Ashley Pruitt about an on-line website for membership promotion.
- Jim M. will make his membership promotion presentation after dinner at the March chapter meeting.

d. President Elect-CTTC Report by Adam Doublestein:

- Receipts for the Kalamazoo meeting and the picture frames have been given to Scott S.
- 31 people attended the February Kalamazoo meeting.
- Mick Schwedler from Trane will be speaking about ASHRAE standard 90.1-2010 at the February chapter meeting
- Adam D. will not be able to attend the February Kalamazoo meeting due to a prior commitment. Dave Shugars will lead the February Kalamazoo meeting and Sarah W. will take the money.
- Bell's Brewery is still in question for the May chapter meeting.
- The on-line Acteva payment service information was distributed to all board and committee members. All Grand Rapids and Kalamazoo chapter members would pay up-front for the chapter meetings by utilizing the Acteva service. Traverse City chapter members would not use the service.
- The Acteva link would be included in the chapter newsletter E-mail or on the ASHRAE West Michigan Chapter website. An E-mail receipt would be automatically generated after the members have paid for the meeting.
- The Acteva on-line payment system would start at the beginning of next years chapter meetings.

e. President Report by Doug Zentz:

- Doug Z. indicated that the chapter should invest in leadership training for younger members. The chapter should provide financial support for members attending the YEA conference by paying for the registration fee, plane tickets to and from the conference would be paid for by the attending members. The members that go to the conference must be willing to serve the chapter membership for the next four years. The chapter should look at the possibilities of opening up the YEA training to the entire Western Michigan chapter membership. The YEA conference fee payment can be used as a possible prize at the ASHRAE golf outing.

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- Doug Z. presented the new ASHRAE logo to the board. He went on the ASHRAE website to indicate the location of PAOE points and look at the new logo. There has been a request by ASHRAE headquarters to have the chapter use the new ASHRAE logo on all future chapter letterheads and paperwork.
- The ASHRAE website log on ID is westmi and the password is plm047 to access information.
- Doug Z. reviewed the PAOE points forms and filled in the Chapter Operations Reporting section. The expected amount of PAOE points are called “PAR” points in each area of the PAOE points reporting form.
- Each board member should go through their respective PAOE points section and review past years and last years reports for reference on how the points were documented.

6. Past President Report by Bill Rose:

- No report given.

7. Committee Reports:

a. Research Promotion by Dan Rademacher:

- The chapter is at 90% of our \$9,000 research promotion goal.
- Dan R. and Ryan F. are researching information on the Western Michigan south area Salmon Extravaganza.
- Dan R. and Ryan F. will investigate websites for possible fishing charters that can be used for the event. They will draft a letter that can be sent to the various charters before the next meeting. The time of year for the event will be based on input from the charter captains response.

b. Newsletter by Ryan Fiebig:

- Refer to Dan Rademacher report above.

c. Student Activities by Bethany Beckman:

- Student night will be tentatively scheduled for the October chapter meeting next year.
- Bethany B. will provide the number of student members that have attended chapter meetings to receive PAOE points.
- February 19th thru 25th is National Engineering week. Bethany B. will provide a short article about the National Engineering Week challenge and insert into the February chapter newsletter. The article will include a challenge for all members to talk to young people about engineering and send their experiences back to Bethany.

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- Look on the ASHRAE “student zone, National Engineering Week” website for more engineering presentation ideas.
- d. Historian Activities by Sarah Wilk: (per 1/5/2012 E-mail)
- Sarah W. will interview Bill R. for historical information.
 - Sarah W. will scan ASHRAE Western Michigan Chapter file containers to earn PAOE points.
8. Old Business:
- a. No report given.
9. New Business:
- a. Look at Kalamazoo and Grand Rapids areas for new board members.
- b. Try one board meeting next year using a video conference style.
- c. The CRC meeting is in Cleveland and the Board must decide who is going to the meeting. Doug Z. will verify the actual meeting date.
- d. The Ferris St. University retreat will be tabled at this point and discussed at a later date.
- e. The April board meeting will be dedicated to next years chapter event planning.
10. **NEXT MEETING: February 28th @ 5:30 PM @ Century A&E.**
11. ADJOURNMENT
- a. At 7:35 PM Doug made a motion to adjourn meeting. Seconded that motion.

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