



Minutes of Board of Governors Meeting
April 30, 2012

1. Call to Order at 5:50 PM @ Cochrane Supply
2. Doug issued the meeting agenda.
3. Role Call: Doug Zentz, Dan Rademacher, Scott Smith, Jim Merlino and James Harrison.
4. REVIEW of MINUTES: James distributed the meeting minutes from the February 28, 2012 board meeting.
5. OFFICER REPORTS:
 - a. Secretary Report by James Harrison:
 - No report at this time.
 - b. Treasurer Report by Scott Smith:
 - Scott S. distributed the updated 2011-2012 checking and savings registers to the board.
 - Savings account balance is \$7,966.48.
 - The checking account balance is \$2,930.00.
 - The Chapter will be receiving approximately \$1,500 more from the Salmon Extravaganza outing.
 - The Chapter receives checks from ASHRAE national every month, checks are not electronic.
 - Doug Z. requested that Scott S. review the outgoing versus incoming yearly cash flow and report his findings to the Board.
 - c. Vice President Report / Membership Promotion by Jim Merlino:
 - There is approximately 5 expired chapter memberships.
 - The Chapter started with 277 members, the goal is 283 members. The Chapter recorded 268 members at the end of the third quarter.

- Jim M. has received 2 new member notices.
 - The national ASHRAE headquarters notifies Jim M. whenever there is a change in Chapter membership.
- d. President Elect-CTTC Report by Adam Doublestein (per 4/24/2012 E-mail):
- Need to receive the final dollar amount from the Association of Energy Engineers (AEE) for the 4/12/2012 program.
 - Request status of Acteva payment to AEE and also the AEE reimbursement to ASHRAE.
 - Adam D. is working on finalizing the details for the May chapter meeting at Bell's Brewery.
 - Adam D. attended the chapter presidents training in Fort Wayne, In. on 4/26 and 4/27.
 - \$750.00 was collected for West Michigan ASHRAE at the door of the Energy Conference.
 - Presently working on PAOE points, will try to have complete after 5/23.
 - Adam D. will be issuing a 2012-2013 ASHRAE schedule with a planning meeting scheduled for later in June.
- e. President Report by Doug Zentz:
- New board member ballots must be sent to Ryan F. immediately so that they can be E-mailed to the chapter members.
 - Ryan F. has been working with Tom Billups to have the August golf outing at Thornapple Point. August 20th is the scheduled chapter golf outing date, the course price this year will be identical to last years price. Tom Billups is training Ryan F. to run future chapter golf outings. There are 144 maximum golfers that are allowed at each outing per the contract with Thornapple Point. There were 122 people at the golf outing last year.
 - The date for the chapter golf outing and the registration cut-off date must be included in the newsletter announcement.
 - Doug Z. is planning on attending the San Antonio ASHRAE summer annual meeting. There are normally several European speakers at the summer meetings.
 - Doug Z. recommends that the board take a vote at the next meeting regarding the possibility of sponsoring a member to attend the next CRC meeting. The next CRC meeting is scheduled for August 9th thru the 11th in Cleveland. Doug Z. also suggested that the society pick up travel costs to the event, there will be no compensation for meals or hotel rooms.
 - CTTC training for Jim M. is scheduled for August 11th at the CRC meeting. Adam D. has already scheduled a speaker for next years chapter meetings.

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- Sarah W. is in the process of digitizing and scanning all historical chapter items.

6. Past President Report by Bill Rose:

- No report given.

7. Committee Reports:

a. Research Promotion by Dan Rademacher:

- \$8,123.00 has been collected for research and promotion (RP) to date. The RP goal for this year is \$9,000.00.
- Tax forms are needed for Snug Harbor, Scott S. will make sure that Snug Harbor receives the forms.

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. Review PAOE points at the next meeting. PAOE is an excellent tool for future planning.

9. New Business:

- a. The next meeting will be used for transition planning. The meeting will be eventually turned over to Adam D., the new president.

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

11. ADJOURNMENT

- a. At 7:10 PM Doug made a motion to adjourn meeting. Seconded that motion.

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