

Kickoff MN ASHRAE BOG Meeting		
9.15.2015	7:00 AM	HGA
<b>GoTo Mtg Link:</b> <a href="https://global.gotomeeting.com/join/784332077">https://global.gotomeeting.com/join/784332077</a>	Ph #: (312) 757-3121 / Code: 784-332-077	
<b>Meeting called by</b>	Leighton Deer @ <b>TIME</b>	
<b>Note taker</b>	Rob Warnke	
<b>BOG Attendees</b>  Quorum <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Present <input type="checkbox"/> Not Present	*Leighton Deer - President Duane Rothstein – Pres. Elect *Rob Warnke - Secretary *Russ Landry - Treasurer	*Dan Chudecke – Past Pres. *Adam Niederloh – BOG 1 *Eric Johansen – BOG 2 Brandon James – BOG 3
<b>Guests/Additional Attendees</b>	<ul style="list-style-type: none"> <li>▪ On sign-in</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>

New Business		5 min.	
<b>Item #1</b>	Approve May Meeting Minutes		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>		
<b>Motion to Approve</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>		
<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>▪</li> </ul>		
<b>Result</b>	Yea = All	Nay = 0	Abstain = 0

President's Report – Leighton Deer		10 min.	
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ Schedule: Programs/seminars, etc</li> <li>▪ Board Meeting Details</li> <li>▪ Chapter Manual of Procedures</li> <li>▪ Meeting Summaries</li> <li>▪ CTT – needs 5 members (according to Chapter size) Establish regular meetings.</li> <li>▪ John Rieke as interim chair for RP</li> <li>▪ Need RP chair, Need Education Co-Chair, Need Historian</li> </ul>		
<b>INTRODUCTIONS</b>	All attendees introduce self & committee responsible for.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
<ul style="list-style-type: none"> <li>▪ Chairs to document what their responsibilities are</li> <li>▪ Chairs to complete meeting summaries</li> <li>▪ PAOE report from committee chairs early in the year about planning to RVC</li> <li>▪ Request to have committee chairs to all take photos of events.</li> <li>▪ Large firms to host an event – get locked in</li> </ul>	All committee Chairs		

Pres. Elec's Report – Duane Rothstein		5 min	
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
<ul style="list-style-type: none"> <li>▪ Insert action item</li> </ul>			

Secretary's Report – Rob Warnke		5 min	
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ none</li> </ul>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
<ul style="list-style-type: none"> <li>▪ send out meeting invites ahead of time</li> <li>▪ meeting minutes out two weeks after meeting</li> </ul>			

<b>Treasurer's Report – Russ Landry</b>		<b>10 min</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ 2015/2016 Budget proposal</li> <li>▪</li> </ul>	
<b>Action Items</b>		<b>Person Responsible</b>
<ul style="list-style-type: none"> <li>▪ Changes made in working spreadsheet</li> </ul>		

<b>Past Pres.'s Report – Dan Chudecky</b>		<b>5 min</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ none</li> </ul>	
<b>Action Items</b>		<b>Person Responsible</b>
<ul style="list-style-type: none"> <li>▪ Insert action item</li> </ul>		

<b>Committee Reports</b>		<b>30 min</b>
<b>Note</b>	<ul style="list-style-type: none"> <li>▪ Try to keep committee reports to &lt;5 minutes each</li> </ul>	
<b>Chapter Technology Transfer (CTT)</b>	Aaron Stotko & Roxanne Cortinas	
<ul style="list-style-type: none"> <li>▪ Gather PAOE guidelines for each committee - Attempt to complete by next BOG meeting</li> <li>▪ Monthly meetings</li> <li>▪ 5 members minimum for committee – chairs of each seminar</li> <li>▪ Technology awards emphasis</li> <li>▪</li> </ul>		
<b>Communications</b>	Brett Steuland	
<ul style="list-style-type: none"> <li>▪</li> </ul>		
<b>Education Seminar/Committee</b>	Eric Johansen	
<ul style="list-style-type: none"> <li>▪ None</li> </ul>		
<b>Electronic Communications</b>	Adam Niederloh & Doug Wolf	
<ul style="list-style-type: none"> <li>▪ Events calendar updated on website</li> <li>▪ StarChapter pages available for each committee – Contact Adam to gain access</li> <li>▪ News letter sent out first Thursday after BOG meeting.</li> </ul>		
<b>Energy Expo</b>	Russ Landry & Brandon James	
<ul style="list-style-type: none"> <li>▪ September 28 @ Radisson Blue (Mall of America)</li> <li>▪ 150+ signed up so far.</li> <li>▪ To send out another e-mail blast advertising for event</li> <li>▪ Need to re-instate ASHRAE booth and AEE booth</li> </ul>		
<b>Finance</b>	Duane Rothstein	
<ul style="list-style-type: none"> <li>▪ Audit Committee – Leighton, Duane, Russ &amp; Auditor (Tim Manz?)</li> </ul>		
<b>Golf</b>	Mike Comstock & Mike Piper	
<ul style="list-style-type: none"> <li>▪ Next year tentative date is June 8<sup>th</sup></li> <li>▪ Nothing has really changed on the golf committee front, other than confirming Darryl Rangel's daughters will be helping out and we have begun to kick some new ideas around to enhance marketing/participation and will begin to work on planning with the staff at Majestic Oaks soon.</li> </ul>		
<b>Grassroots Government Advocacy Committee</b>	Rick Hermans	
<ul style="list-style-type: none"> <li>▪ Need a YEA member</li> <li>▪ Needs to publish a list of governmental officials – see if Tim Manz has list (can gain paoe points)</li> <li>▪ Legislative energy commission creating 2015 energy action plan. Would like to attend upcoming meeting.</li> <li>▪ Regional meeting took place in August... Allocation for Chapter dues is \$3.18 based on 892 members</li> <li>▪ DRC is Mark Miller for Region 6/ Susanna Hansen is treasurer</li> <li>▪ Will be Treasurer training in CRC (April 30) this year – Madison (Budget \$13,800)</li> <li>▪ DRC wants 30 minute phone conference last Tuesday of each month with chapter presidents.</li> </ul>		
<b>Hearts &amp; Hammers</b>	Duane Rothstein	

<ul style="list-style-type: none"> <li>Budget item needed.</li> </ul>	
<b>Historian</b>	Brian
<ul style="list-style-type: none"> <li>Take pictures at each event.</li> <li>Energy Expo had photographer at event.</li> <li>National is looking for chapter photos.</li> </ul>	
<b>House</b>	Mike Lind & Tyler Lucks
<ul style="list-style-type: none"> <li>none</li> </ul>	
<b>Membership Promotion</b>	Brandon James & Subodh Patel
<ul style="list-style-type: none"> <li>Looking for more assistance</li> </ul>	
<b>Northern Lights Section</b>	Terry Steiner
<ul style="list-style-type: none"> <li>Leighton to contact</li> </ul>	
<b>Product Directory</b>	Rob Maloney & Bill Hanlon
<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Programs</b>	Rob Warnke
<ul style="list-style-type: none"> <li>Rob to update year's events</li> <li>Have program in place by end of the summer.</li> </ul>	
<b>Publicity</b>	Tim Manz
<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Reception/PAC</b>	Gary Fischbach
<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Refrigeration Seminar/Committee</b>	Rolf Bloom & John Collins
<ul style="list-style-type: none"> <li>Next year seminar will be Feb 9<sup>th</sup> at Grumpy's</li> <li>Working with LG on VRV systems</li> <li>Open to other topic suggestions</li> <li>Ian (Winnipeg Chapter) interested in helping with refrigeration seminar</li> <li>Get in touch with Glenda to finalize RP to get her the list of table top donors</li> <li>We are confirmed for Tuesday, February 9<sup>th</sup> for the refrigeration seminar.</li> <li>The venue is Grumpy's in Roseville, which has been our location for the last couple years.</li> <li>The program will include 4 speakers: 1)Ralph Vagara of Honeywell to talk about developments in new refrigerants. 2)confirming with LG to talk about Variable Refrigerant Flow (VRF) systems. We are seeking two additional speakers. Checking one possibility - KE2 Therm to see if they can present on defrost strategies for commercial refrigeration systems. Any recommendations from you or other members is appreciated.</li> <li>Promoting for more table top vendors at seminar. Would like to see at least five vendors</li> <li>We would like to explore the ASHRAE Distinguished Lecturer offerings to see if there is a suitable speaker. Would we have the support of our chapter/ASHRAE in pursuing this?</li> <li>Can use support with some of the logistics before and after the seminar including sign up, day of meeting registration, and follow up communications. I believe Katy Jo had given us this support in past years, but she was out on leave. Is there any other person we could look to for some support?</li> <li></li> </ul>	
<b>Research Promotion (RP)</b>	John Rieke (Interim Chair) Glenda Ama
<ul style="list-style-type: none"> <li>John Rieke as interim chair until find someone to fill Glenda's shoes.</li> <li>Glenda to pass down items for upcoming year.</li> <li>20 contributors. 5% of goal.</li> <li>Full circle needs to be in by Nov. 15<sup>th</sup> can pay on-line</li> </ul>	

<ul style="list-style-type: none"> <li>▪ General Scholarship goal of \$500</li> <li>▪ -Duane motion to pay. Leighton second. Approved</li> <li>▪ E-mail to 15 people for volunteer committee.</li> <li>▪ Needs to alter newsletter with reference to Research Promotion.</li> <li>▪ % of Table tops at EXPO goes to RP? Although profits were split with AEE</li> <li>▪ Honor roll for companies has raised from \$150 to \$250</li> <li>▪</li> </ul>	
<b>Rochester Section</b>	Gary Olson
<ul style="list-style-type: none"> <li>▪ None</li> </ul>	
<b>Roster</b>	Mike Morris
<ul style="list-style-type: none"> <li>▪ None</li> </ul>	
<b>Scholarship/Awards</b>	Vin Gupta
<ul style="list-style-type: none"> <li>▪ None</li> </ul>	
<b>Student Activities</b>	George Rothenberger Co-Chairs: Addie Jeanette & Tom Walters
<ul style="list-style-type: none"> <li>▪ U of M not carrying on with HVAC program after Tom Kuehn retires.</li> <li>▪ Need to spend time looking at U of M, Dunwoody etc programs</li> </ul>	
<b>Sustainable Activities</b>	Bob Fischer & Mark Janssen
<ul style="list-style-type: none"> <li>▪ Bob to send update by e-mail</li> <li>▪ Mike and I met this afternoon to discuss future Sustainable Building Committee Meetings. Attached is our meeting minutes.</li> <li>▪ Highlights are: We need \$500.</li> <li>▪ Mike and I will finalize our first meeting agenda by the end of next week.</li> <li>▪ December 8<sup>th</sup>. HGA to move meeting to January.</li> </ul>	
<b>Website</b>	Brett Steuland
<ul style="list-style-type: none"> <li>▪ None</li> </ul>	
<b>Young Engineers in ASHRAE (YEA)</b>	Brian Jennissen & Reece Peterson
<ul style="list-style-type: none"> <li>▪ YEA/ASPE Distillery Tour – 20 people attended</li> <li>▪ - Summary of event to come.</li> <li>▪ Jane Opoien – working with Leighton to find a committee for her to become a chair/co-chair of.</li> </ul>	

<b>Old Business / Other Discussion Items</b>		<b>5 min</b>	
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>▪ Tim Manz And Brian Shablow to update bylaws for chapter</li> </ul>			

<b>Closing Remarks</b>		<b>5 min</b>	
<b>Discussion</b>	<ul style="list-style-type: none"> <li>▪ Determining what amount to raise dues.</li> <li>▪ Goto meeting request by end of this week for the next BOG meeting</li> </ul>		
<b>Next Meeting</b>			
<b>Date</b>	<b>Time</b>	<b>Location</b>	
10.6.2015	7:00 AM	HGA	

<b>Meeting Adjournment</b>			
<b>Motion to Adjourn</b>	<ul style="list-style-type: none"> <li>▪ Rob</li> </ul>		
<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>▪ Russ</li> </ul>		
<b>Result</b>	Yea = All	Nay = 0	Abstain = 0
<b>Meeting Adjourned by</b>	9:21		

