**Date of Meeting:** December 18, 2013

**Location:** Heapy Engineering

**Minutes Prepared By:** Nathan Lammers

**Time:** 8:00 a.m. – 9:00 a.m.

### Attendance
- Jeremy Fauber
- Tom Ferdelman
- Larraine Kapka
- Mike Kennedy
- Kyle Kurtz
- Nathan Lammers
- Frank Mauro
- Rick Pavlak

### Decisions Made
1. Approved meeting minutes from the November BOG meeting
2. Holiday party will be at Racquet Club on Friday, January 10th

### Action Items

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Assigned to</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Send Russ meeting minutes to put on the website</td>
<td>Nathan Lammers</td>
<td>ASAP</td>
</tr>
<tr>
<td>2.</td>
<td>File State Taxes</td>
<td>Mike Kennedy</td>
<td>ASAP</td>
</tr>
<tr>
<td>3.</td>
<td>Develop Plan for K-12 Leadership &amp; Complete</td>
<td>Officers</td>
<td>Feb 1, 2014</td>
</tr>
</tbody>
</table>
BOG – Meeting Minutes

PRESIDENT’S REPORT
- Approved meeting minutes from the November meeting
- Holiday Party Planning:
  - Holiday Party will be Friday January 10th 2014
  - At Racquet Club in Downtown Dayton from 6 pm – 9 pm with dinner at 7
  - Kyle has sent around food options. If you have any preferences or input, please contact him
  - Will plan on using the cash bar/drink ticket system for alcoholic beverages

TREASURER REPORT
- The chapter’s current balance stands at $13,890
- The chapter’s current scholarship balance stands at $4,234
- Mike will be filing State Taxes
- Mike is also working on making new nametags for the regular meetings

SECRETARIAL REPORT
- The Secretary has nothing to report at this time

SCHOLARSHIP COMMITTEE
- The scholarship push has started
- More materials and reminders will be sent out after the first of the year, when the students are back in session
- This year amount of scholarship may be changed to 1 x $750

RESEARCH PROMOTION
- Research Promotion has nothing to report at this time

STUDENT ACTIVITIES
- Sinclair submitted for three Senior Undergraduate ASHRAE grants for a total of $14,000 for building a testing, adjusting, and balancing trainer, a low-temperature refrigeration trainer and some control boards.

MEMBERSHIP PROMOTION
- Membership Promotion has nothing to report at this time

PRESIDENT ELECT
- Invitations and Flyers for the Mini-ASHRAE show were mailed 12/17/2013

CTTC (Chapter Technology Transfer Committee)
- CTTC continues to work with the President elect on the Mini-ASHRAE show