

Date of Meeting: December 16, 2015 **Location:** Heapy Engineering
Minutes Prepared By: Sumeta Sachdeva **Time:** 8:00 AM – 9:15 AM

Attendance

Steve Meier	Mike Kennedy
Tom Mastbeam	Evan Nutt
Rick Pavlak	Tom Ferdelman
Evan Nutt	Bryan Schenck
Jeremy Fauber	

Decisions Made

1. Meeting Minutes for the November 18, 2015 BOG meeting were approved
 - Mike Kennedy motioned, Jeremy Fauber second, All Approved.
2. Say Pledge of Allegiance before each meeting
 - Evan Nutt motioned, Rob Mauro second, Majority approved (1 vote against)

Action Items

	Assigned To:	Due Date:
1. Create Google Drive for ASHRAE	Sumeta Sachdeva	Before Next Meeting
2. Get all newsletters on the website	Mike Kennedy	Before Next Meeting
3. Review website and provide feedback to Mike Kennedy	All	Before Next Meeting

Minutes

PRESIDENT’S REPORT

- Thank you Tom F. for the donuts
- Website, Tshirt, CRC information
- Habitat for Humanity event went well. Mike, Nathan, Lisa, Mike Wiseman, Joe, Steve all participated.
- Plan to schedule another in the Spring

PRESIDENT ELECT

- Will be updating name tags for ASHRAE meetings and will continue to keep updating as each meetings

TREASURER

- Rob has his name on the bank account now, but had difficulty to add other people to the account
- Each year, the person in charge of the account will need to change. Determine best way to transfer the account name in the future.
- \$19,501.70 for checking; \$2,805.68 for savings; CRC account: \$2,000.00

SECRETARIAL REPORT

- Nothing to report

The Chapter may not act for the Society

RESEARCH PROMOTION

- \$5,784 in bank account now
- Add a note in the newsletter about donations quarterly. Also add a link to the website. We could highlight this after the Research Promotion meeting.
- During next meeting, at sign in table, include a flyer for RP

MEMBERSHIP PROMOTION

- K-12 Stem Champion
 - Send a survey through the chapter email list for K-12 activities
 - Eric Heinrich will be creating this survey
- Two new members in November, one new member in December, and one student member. Total 6 new members this year and 9 student members.
- In total, 3 students and 3 members removed their registration
- 14 members have delinquent, who haven't paid their dues in the past 6 months. Jeremy will follow up with these people
- Let's determine how to check the

STUDENT ACTIVITIES

- Nothing to report

YEA / GRASSROOTS REPORT

- Confirm invitation to UD Students for YEA Thursday Event
- December 17th, 2015 – AIA combined Heapy Hour at Dayton Beer Company “Ugly Sweater”
- Feb 19-21 – Spring YEAR leadership week (Austin, TX)
- 325 POE points, half to where it needs to be

CTTC (CHAPTER TECHNOLOGY TRANSFER COMMITTEE)

- Monday meeting went well
- CTTC program schedule is correct from previous meeting minutes
- CRC is July 28-30 (Crown Plaza)
 - Platinum - \$3500 (1 sponsor)
 - Gold - \$2000 (2 sponsor)
 - Silver - \$1000 (4 sponsor)
 - Bronze \$500
 - Friend of ASHRAE - \$100
 - Attempting to secure Emerson as a Platinum Sponsor.
 - Rick and Steve to reach out to specific donors.
 - Initially send out an open email, but then also ask specific companies for sponsors
- 15 people, 3 shirts each, Dayton ASHRAE Chapter
- \$18-\$20/ shirt with stitching

HISTORY REPORT

The Chapter may not act for the Society

- Conversation on how to keep records of all the newsletters. Russ has this from back to 2006. We need a digital copy
- Someone from the BOG to confirm that a Gmail account still exists
- Mike Kennedy to get all newsletters on the website

WEBSITE

- Mike Kennedy Reviewed website in detail