Date of Meeting: December 16, 2020  
Location: Virtual

Minutes Prepared By: Trent Hayden  
Time: 8:00 AM – 9:00 AM

Attendance

Brian Turner  
Larraine Kapka  
Jeremy Fauber

Matt Dill  
Trent Hayden  
Evan Nutt

Phillip Reid  
Russell Marks  
Bryan Schenck

Mike Saunders  
Tom Mastbaum  
Rick Pavlak

Decisions Made

- Brian motions to approve November meeting minutes, Matt seconds, approved.

Action Items

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Assigned To</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow up with UD as to whether they have received/awarded scholarship</td>
<td>Brian</td>
<td>January</td>
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<tr>
<td>funds</td>
<td></td>
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<td>2. Begin search to fill next year’s open positions</td>
<td>Matt</td>
<td>Ongoing</td>
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<tr>
<td>3. Flyer notice giving update about January session</td>
<td>Evan</td>
<td>12/18/20</td>
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<tr>
<td>4. Ask presenters if they are ok with possibly recording sessions</td>
<td>Evan</td>
<td>Ongoing</td>
</tr>
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Minutes

PRESIDENT’S REPORT

- November Meeting Minutes approved.
- Keller Scholarship – Have not heard back from Society about Keller scholarship. Brian to following up with UD to confirm funds have been awarded
- Regional Update – Helping those come up with funds who are having difficulty maintaining memberships
- Record Presentations – Have had a few requests to record presentation meetings. Evan to reach out to presenters to ensure they are ok with possible recordings

PRESIDENT ELECT

- Nothing to report
- Begin search to fill next year’s open positions

TREASURER

- Checking: $12,614.91; Fundraising: $25,480.38; Scholarship: $5,212.08

SECRETARIAL REPORT

- Nothing to report

RESEARCH PROMOTION

- At $2,850 (14% of Goal)
  - Received the $3k check, which has not posted to ASHRAE yet.
  - Should be at about 32% at end of year. Should get passed 30% for PAOE points.
- Emerson scholarship opportunities – Received award for Emerson donation.
  - Arranging time with Mike to have Tom & Brian give presentation at Helix – Looking at start of 2021.

The Chapter may not act for the Society
MEMBERSHIP PROMOTION
- (6) New members
- (8) Cancelled members
- (1) Student transfer
- (-1) Net members for year
  - (11) Cancelled students
  - (2) New students

SCHOLARSHIP REPORT
- Newsletter – Submitted newsletter item

STUDENT ACTIVITIES
- Not much recent student activity
- Making contact with Andrew at UD
- Mini split equipment grant – Now have (6) mini-split trainers in the lab

YEA / GRASSROOTS REPORT
- Nothing to report

GOVERNMENT AFFAIRS
- Nothing to report

CTTC (CHAPTER TECHNOLOGY TRANSFER COMMITTEE)
- Flyer notice covering January 11 technical session
- All set for February & March
  - Still working on January & April

HISTORY REPORT
- Nothing to report

Refrigeration
- Nothing to report

OTHER
- Society Update – Suspending travel through June 30th (Primarily Pertaining to DL programs)

The Chapter may not act for the Society