

**MADISON ASHRAE CHAPTER
BOARD OF GOVERNORS
MEETING NOTES**

1. **PRESIDING OFFICER:** Cameron Klein, President
2. **CALL TO ORDER (Time & Place)** September 24, 2018 4:05pm
Great Dane, Fitchburg – 2980 Cahill Main, Fitchburg, WI 53711

Attendees: **BOG:** Cam Klein, Paul Schack, Kathleen Baker, Jason Boatman, Alex Bakel
Committees: Mark Miller, James Vander Zanden, Carol Mori
3. **MEETING MINUTES**
C. Klein P. Schack – motion to approve September chapter meeting minutes. J. Boatman – 2nd. Minutes approved. P. Schack – motion to approve August BOG meeting minutes. A. Bakel – 2nd. Minutes approved.
4. **REPORTS**
a. Treasurer’s Report Discussion Motion to approve July 2018 Treasurer’s reports. A. Bakel - motion for approval. P. Schack – 2nd. Treasurer’s report passes.
5. **GOALS**
a. **President**
 - i. To fill open positions – K. Baker has accepted the open BOG position. Iowa CTTC chair has moved to Madison, and is interested in getting more involved.
 - ii. To use technology like Base Camp to get documents together.
- b. **President-Elect**
See last month
6. **COMMITTEES**
 - a. **Honors and Awards**
Scholarships a subcommittee of Honors and Awards. No additional updates.
 - b. **Membership promotion**
G. Froehle, K. Halverson No update.
 - c. **Student Activities**
J. Kraus
UW Platteville contacts:
 - a. Dr. Abulhkaier Madison ASHRAE Student Chapter Advisor
 - b. Luke Lana ASHRAE Student Chapter President
 - c. Matt Rohde ASHRAE Student Chapter Vice President
 - d. Jason Schampers ASHRAE Student Chapter Treasurer
UW Madison contacts:
 - a. Mike Cheadle ASHRAE Student Chapter Advisor
 - b. Vince Zimmerman ASHRAE Student Chapter President
 - c. Hannah Smoot ASME Student Chapter President
 - d. **RP**
Alex Bakel Requested donor recognition today. We have requested December 10th. There are 3 members – Alex Bakel, Mark Miller and John Kelley
 - e. **Newsletter**
M. Miller Best to get the newsletter the Thursday after the last Tuesday of every month.
 - f. **Golf**
T. Wendt Some hole sponsors did not pay. C. Klein to follow-up with G. Froehle, and they will get to the bottom of it.

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g. Programs

P. Schack No update

h. YEA

R. Youngdahl First YEA event to take place the week of October 22-26. K. Baker joined committee.

i. CTTC:

James Vander Zanden Need to setup a meeting with P. Andrisevic. For DLs, has programming been finalized? P. Schack confirmed Dr. Lawrence is locked in for May, Gordon Sharp is between March and April, yet to be confirmed.

j. CTTC: Sustainability

P. Andrisevic No Update.

k. CTTC: Refrigeration

Still need to fill this committee chair role. Joe Zhou will fill this role. Newsletter item to be assembled.

l. Historian

G. Froehle

m. Audit

R. Stone, T. Meeker and J. Vander Zanden will be completing an audit. M. Miller confirmed that the region has some instructions assembled for doing this. J. Vander Zanden to reach out to J. Boatman and D. Bergmann for financial reports and any general process questions. M. Miller to send regional information to J. Vander Zanden, and we will review next month at the BOG meeting.

n. GAC

C. Mori No Update.

o. Nominating

M. Heil Need to have 5 members, only 1 from BOG. Requires a recruiting effort to fill these spots.

p. Honors and Awards

B. Winterle No Update.

q. Website Committee

M. Miller No Update.

r. CRC Action

OPEN New to us, but required in the Madison Chapter Bylaws. Chair should be a past president of the chapter. C. Mori to consider this position.

s. Programming

P. Schack confirmed that there will be a technical session included for the October meeting – Scott Brabender to provide some basic overview of geo design since it is student night. Derek Schnabel of Epic to be following for the main presentation on lessons learned at the Epic campus. Meeting will be held at Babes. J. Zhou to reach out to refrigeration professor from Purdue for the November meeting.

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7. OLD BUSINESS

- i. DFI forms need to be filled out and submitted.
- ii. Joe Zhou to proceed with CTTC Refrigeration role, and will be focusing on refrigerant in general. Do we bring in refrigeration experts for programming? P. Schack confirmed that programming is open for November, February and April if J. Zhou can bring someone in.
- iii. Regional training – J. Kraus to consider doing student activities training at CRC in Milwaukee. R. Youngdahl will consider doing YEA training in the spring.
- iv. January programming will be held on a Wednesday (January 9th) to allow for a Julia Keen's (ASHRAE DL) availability.

8. NEW BUSINESS

- i. PDH certificates – we have not been good about sending these out. J. Boatman to reach out to G. Froehle for information on the PDH certificates.
- ii. New committees – CRC Action is required. Other committees to be tabled for another discussion.
 - a. Should we remove the website committee? C. Klein will be removing the Website Committee Chair as a position.
- iii. Next BOG meeting – A. Bakel will be soliciting donations for full circle.

9. NEXT BOG MEETING October 22, 2018 – Location Great Dane

10. ADJOURNMENT

C. Klein called to adjourn the meeting at 5:07 pm.