

# Madison Chapter of ASHRAE 2020-2021

## MEETING MINUTES

### Invited Attendees:

<input checked="" type="checkbox"/> President	Jason Boatman	<input checked="" type="checkbox"/> CTTC	Joe Zhou
<input checked="" type="checkbox"/> President Elect	Ron Wroblewski	<input checked="" type="checkbox"/> Refrigeration	C. Klein
<input checked="" type="checkbox"/> Treasurer	Mike Tomcheck	<input checked="" type="checkbox"/> Historical	C. Klein
<input checked="" type="checkbox"/> Secretary	Jeff Reinholtz	<input checked="" type="checkbox"/> Newsletter	Mark Miller
<input checked="" type="checkbox"/> Member-At-Large	Caryn Rader	<input type="checkbox"/> Scholarship	Brian Winterle
<input type="checkbox"/> Member-At-Large	<b>OPEN</b>	<input type="checkbox"/> Honors and Awards	Scott Schuetter
<input checked="" type="checkbox"/> Past President	Paul Schack	<input type="checkbox"/> YEA	R. Youngdahl

### Chair Persons Attendees:

<input checked="" type="checkbox"/> Membership	Caryn Rader	<input type="checkbox"/> Audit	Robb Stone
<input checked="" type="checkbox"/> Students Activities	Jim Kraus	<input type="checkbox"/> Golf	Ryan Youngdahl
<input type="checkbox"/> Nominating	Michel Robert	<input type="checkbox"/> Honors and Awards	Brian Winterle
<input type="checkbox"/> Research Promotion	<b>OPEN</b>	<input checked="" type="checkbox"/> Government Affairs	Jason Boatman

**Meeting Subject:** 2020-2021 Board of Governors Kickoff Meeting

**Meeting Date:** Monday July 20<sup>th</sup>, 2020 - 4:00 p.m. – 5:30 p.m.

**Meeting Location:** Zoom Meeting

1. Call Meeting to Order 4:04PM
2. Previous Meeting Minutes Read and Approval – 10 minutes
  - a. Meeting Minutes
    - i. 2020 June BOG Meeting Minutes
    - ii. *Motion to approve meeting minutes by Paul, second by Zhou. Motion was approved.*
  - b. Treasurers reports –
    - i. 2020 – April and May Treasurer’s reports
    - ii. *Motion to approve Treasurer’s reports by Ron, second by Paul. Motion was approved*
3. *Member Introductions - 20 minutes*
4. Transitions – 15 minutes
  - a. President Elect – Jason to Ron
    - i. Hand off list of potential topics, and start discussing virtual outlook for September.
  - b. Treasurer – Francisco to Mike
    - i. Hand off suitcase, Quickbooks software, etc.
    - ii. Meet (in person or virtual) to run through our accounts, quickbooks, and the treasurers report process.
      1. *Virtual meeting was agreed upon to run thorough accounts. Meeting was set to be scheduled on August 5<sup>th</sup> or August 12<sup>th</sup>.*
    - iii. Need to plan an Associated Bank handoff soon.
  - c. Secretary – Ron to Jeff
    - i. Explain requirements of the role, pass over any meeting minute templates.
5. Quick intro to ASHRAE tools available – C. Klein – 10 minutes
  - a. ASHRAE.org – PAOE
  - b. Starchapter
  - c. Basecamp
6. Budget Review and Approval – 30 minutes
  - a. *Motion to approve the Budget by Ron, second by Zhou. Motion was approved.*

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7. Committee Reports – 20 minutes
    - a. Scholarship Honors and Awards
      - i. No update
    - b. Membership
      - i. No update
    - c. Student Activities
      - i. No update
    - d. Research Promotion
      - i. Need to fill the RP chair role, and encourage a committee to support the chair.
      - ii. How do we raise RP funds during COVID – virtual raffles, requests for donations, etc?
    - e. Programs
      - i. September virtual meeting – 9/14? Thoughts on our first topic?
      - ii. Fee associated with joining the virtual meeting.
    - f. CTTC/Refrigeration
      - i. No update
    - g. Newsletter
      - i. First newsletter – content due 8/28, newsletter sent 8/31?
    - h. YEA
      - i. No update.
    - i. Golf
      - i. August golf event.
      - ii. Communication to chapter.
      - iii. Where we ended with sponsors.
    - j. Audit
      - i. No update
    - k. Historical
      - i. No update
    - l. GGAC
      - i. No update
    - m. Web Site
      - i. Do we give stronger consideration this year to website or newsletter sponsorship to supplement RP fundraising?
    - n. Nominating Committee
      - i. Should we send out a chapter survey to vote in the 2020-2021 BOG?
  8. Old Business – 5 minutes
    - a. New Dates – Region VI 2020 CRC Announced – Sunday Oct 25<sup>th</sup> – Tues Oct 27<sup>th</sup>
    - b. **Looking for RP Chair, plus MAL BOG member**
  9. New Business – 5 minutes
    - a. Recruitment – BOG and chairs
    - b. PO Box?
  10. Next BOG Meeting – 8/17/2020 at 4pm via Zoom (8/24/2020 conflict with MSC event)
    - a. *General consensus was this was the best time, date, and avenue to host the next BOG meeting.*
  11. Adjourn 6:10PM
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