

**DALLAS ASHRAE 2003-2004  
BOG MEETING  
JUNE 24, 2004**

**ATTENDEES:**

Chuck Philips	Tony Zemanek
Rich Lobb	Collin Upham
Paul Oxenreider	Justin Bowker
Nathan Hart	Walter Horn
Mark Meyer	Kurt Penner

**MEETING MINUTES**

1. Discussed Management by Objective (MBO) Reports:
  - a. MBO Reports to be turned in by next meeting.
  - b. Report forms may be available on the Wet Site.
2. Review PAOE Summary Sheets on ASHRAE Website
  - a. Can get MBO ideas from PAOE Summaries.
3. Discussed how to do reservations for next year.
4. Paul to form Audit Committee and audit books and transfer to Mark Meyer
5. Reservations - Will still have phone reservations and will start Website reservations.
6. Meals:
  - a. Continue 9 for 8 meal plan?
  - b. Other locations:
    - 1) Mark to check into Eddie Deans.
    - 2) Paul to check with Royal Oaks and other B-B-Q restaurants
7. Program and Seminal Topics:
  - a. Get Program Descriptions to Adrienne one (1) week before meeting.
  - b. Possible Programs:
    - 1) Ethics - Tony has information
    - 2) IBC - Architect to talk about
    - 3) LEED Joint Meeting
    - 4) Hockey Game
    - 5) Offer PDH for each and every meeting - get from Society
    - 6) Product Show, possibly coupled with meeting:
      - a) What are extents of ASHRAE non-commercialism;
      - b) Tour a factory plant
      - c) Meeting at factory/manufacturing site
    - 7) Possible topic - Homeland Security - Terrorism

8. Committee Reports:
  - a. Program - See Item 7.
  - b. Research Promotion - will attend meeting; should have transfer from Chris by 2<sup>nd</sup> week of July.
  - c. Treasurer - Need to get books from Jeanine
    - 1) Determine average costs for meals.
    - 2) Meeting locations
  - d. CTT - to re-look at information
  - e. Newsletter - will issue soon
    - 1) Deadline for articles - 2 weeks from today.
    - 2) CRC Report finished.
  - f. Membership - No Report
  - g. Web:
    - 1) Sent out e-mail with suggestion form.
    - 2) Third Party credit Cards
    - 3) Article about registering for meetings on-line.
    - 4) Student Resumes on Web Site.
  - h. Student Activities:
    - 1) Meet with Nathan
    - 2) Re-establish College contacts.
  - i. Roster: Sponsorship form sent out
  - j. Historian - has received all information from past Historian.
  - k. Publicity - Leo has been advertising meeting, will continue to do.
9. Next Meeting - Thursday, July 22<sup>nd</sup> at 4:30 PM, at LAN in Conference Room.