

ASHRAE BOG Minutes

1. ASHRAE BOG meeting was held 08/19/04 at the office of L.A.N. at 4:30 am. Attendees were: Paul Oxenreider, Nathan Hart, Tony Zemanek, Collin Upham, Kurt Penner, Walter Horn, Jeanine Bounds Mark Meyer, Bob Timberlake, Leo Stambaugh, Marvin Thedford.
2. Mr. Paul Oxenreider calls meeting to order:
 - A. All Governors and Officers are encouraged to review their subsequent MBO report guidelines and complete before the next meeting in August. Completed reports are to be sent to Paul
 - B. Articles are due for the *Norther*.
 - C. Paul made a motion to move the B.O.G. meetings tot 4:30 on the Thursday one week before the Chapter Luncheon. The motion was voted and carried.
3. Reports
 - A. President Elect / Programs – Nathan Hart
 1. All programs have been arranged with exception to the ASHRAE 90.1 speaker. Nathan will report back on further developments.
 2. May is designated as the Month for Research Promotion.
 3. Recommended we schedule more tech sessions than traditionally held and consider the cost of the tech sessions. Paul made a motion to charge \$10 for tech sessions if attendees are not going to the Luncheon as well. Otherwise, Luncheon attendees will receive free entrance into the tech session. Motion was carried. Mark will negotiate possibility of holding tech session in same room as luncheon to reduce the cost.
 - B. Resource Promotion – Walter Horn
 1. Reminded attendees of Full Circle award. Set a deadline of October 31st for the B.O.G. and Officers to remit check for \$100.
 2. Walter attended the August training seminar for Research Promotion functions.
 3. Suggested a list on the Dallas Chapter website listing the contributors to Research Promotion. Walter will follow-up with Justin.
 4. Walter will discuss with Rusty (golf chair) how much of the golf fee is tax deductible for registrants.
 - C. Treasurer – Mark Meyer
 1. Has evaluated the Treasurer Software options. As recommended by Paul, Mark will use the Excel spreadsheet for one month and will compare its benefits with the suggested software.
 2. Requested budgetary numbers from the B.O.G. and officers. The budget will be completed for forwarding to Hugh McMillan by August 31st.
 3. Mark is continuing to negotiate buffet pricing with Royal Oaks.
 - D. TEGA – Tony Zemanek
 1. Submitted article to Jeff for the upcoming newsletter.
 2. Will be promoting ASHRAE materials at the Luncheon. This is response to the need for a “Library”.
 - E. Newsletter – Jeff Farley (Paul reported in his absence)
 1. Get articles to him for the next newsletter.
 - F. History – Bob Timberlake
 1. Will bring articles to Jeanine for scanning into PDF format. Various issues will be chosen for posting on the website.
 2. The audit and final report as well as a letter of comments by the outgoing Treasurer were submitted to Paul Oxenreider.
 - G. Student Activities – Kurt Penner
 1. Will make an announcement at the September Luncheon for Volunteers for the February Engineers’ Week functions.
 2. Will continue relations with Eastfield and UNT. Leo discussed the importance of helping the student chapters achieve sanctioning at the Colleges/Universities for the Chapters.

- H. Roster – Collin Upham
 - 1. Has received checks for the Roster and forwarded them to Mark Meyer.
 - 2. Is expecting the Roster to be printed in mid-September.
- I. Membership – Rick Lobb (absent, but supplied MBO to Paul for announcement)
 - 1. Will establish retention/delinquency committee to conduct the retention of current members and conduct delinquency phone campaign.
 - 2. Will recruit new members and encourage member advancement to higher grades.
 - 3. To continue creating computerized database of current members.
 - 4. Plans to organize a Membership Promotion night/day to occur during the October or November Chapter meeting and coordinate with Nathan.
 - 5. Will promote Student to Professional Membership transfer program.
- J. Special Guest – Marvin Thedford
 - 1. Announced he is the outgoing Chair of the P.N. Vinther Scholarship Award Committee. He has recommended Leo as an incoming committee chair and asked for a letter from Paul for the recommendation.
 - 2. Announced the formation of the committee for the Dallas Winter Meeting in 2006.
 - 3. The Board voted on the location of the meeting. Marvin made several recommendations and a motion was made by a Governor to select the Adams. The motion was carried.
 - 4. At the September meeting, an announcement for nominations will be made for the Committee Chair.

The Meeting concluded at 6:25.

The next B.O.G. meeting will be on Thursday, October 7th, at L.A.N. offices at 4:30 p.m.

The next Chapter Luncheon will be on Wednesday, September 8th at Royal Oaks.