



**BOG Meeting Agenda**  
 September 29 2015 / 12:00 – 12:50 PM  
**U of I – Integrated Design Lab**  
 306 S 6th St, Boise, ID 83702

**Meeting Called to Order at 12:06pm on 9/29.**

Attendance

	<b>Officers</b>		<b>BOG Members</b>		<b>Other Attendees (non-voting)</b>
X	Russ Pratt, President	O	Xenon Long	X	Ken Tewksbury, RP Chair
O	Casey Huffaker, President-Elect	X	Dennis Fox		
X	Mike Jones, Treasurer	O	Brad Acker		
X	Dan Russell, Secretary	X	David Kirkham		
		O	Carl Marcum		

Quorum Present? – Yes

**Secretary: Dan Russell**

- Board approval of last meeting minutes
- **Motion by David: to approve meeting minutes as read; 2<sup>nd</sup> by Mike; all in favor – Motion carries**
- BOG meeting minutes posted to the website monthly – Dan has posted meeting minutes to website on Board of Directors page, left hand column.
- Assemble committee chair reports into the document – See attached consolidated committee reports.
- Forward newsletter articles from the committee chair reports to the newsletter editor

**Treasurer’s Report: Mike Jones**

- Report – Mike presented financial report and reiterated that additional revenue streams are required to get chapter Cashflow moving positive again. Ideas to consider are to enhance golf tournament, make money at evening dinner event, and partake in Idaho Gives.
- **Motion by Mike: to allocate \$50 to put ASHRAE on membership list for the Idaho Gives program; 2<sup>nd</sup> by David; all in favor – motion carries. Action: Mike will submit \$50 from ASHRAE funds to the Idaho Gives program for the Idaho ASHRAE chapter to be included in the next event.**
- Golf Tournament has budgeted goal of \$7,300 and needs to perform at this level to keep chapter at positive Cashflow for the year. **Action: Russ will talk with Spencer about enhancing the golf tournament for 2016 to reach the budgeted goal of \$7,300 net profit.**

**President: Russ Pratt**

- Jake Kopocis visit at the October chapter meeting. Late afternoon informal meeting with the BOG. Ideas?
- Need current telephone numbers for each member of the BOG to update the footer information on this agenda form. **Action: All BOG Members and Committee Chairs need to send Russ their current preferred telephone numbers for use as a BOG directory.**
- BOG will retrieve the previous month’s meeting minutes from the website and review before the meeting. **Action: Dan will post meeting minutes following each BOG meeting.**
- RP meeting last week – attended by Russ, Dan, Mike, and Ken.
- PAOE for Chapter operations review goals



- Full Circle. **Action: Ken will verify if minimum donation for Full Circle is \$100 or \$150 per individual.**
- Still reviewing the list item by item to strategize goals. **Action: Russ will call the RVC by 10/1 for PAOE points to discuss the chapter goal planning.**

#### Committee Chair Reports

- CTTC – attached
- GGA – attached
- RP – attached. Ken Tewksbury attended the centralized training in Chicago. Airfare is covered by society. Hotel charges are not. Chapter to pick up hotel charges. *No Discussion.*
- MP – attached.
- YEA – No report
- SA – No report.
- History – attached.

#### Old Business:

- Brad – Is there any straggling issues from last year that need to be taken care of? *No Discussion. Brad not in attendance.*

#### New Business:

- Society rule: Chapter dues are not to be used to pay for meals at chapter meetings. **Action: Russ will assign somebody to look deeper into this issue.**
- RP - Discuss "Champions Dinner"- Evening event for recognition of Past Presidents, older members and last years' RP donors. **Action: Ken will develop a more detailed concept of the event and present at next BOG meeting.**
- RP - Motion: We need to get approval from the BOG and discuss a date (possibly early November) for Champions Dinner. *Motion deferred until Ken makes proposal at next BOG meeting.*
- MP - Can we as BOG come up with a raffle system that could help with multiple PAOE points? I'm thinking RP, bring a guest, & anything else. I think it would be nice to raffle off a registration to one of the ASHRAE annual meetings. **Action: Ken & Dan will work together to develop new raffle system for this chapter year in time for meeting on October 14.**
- MP - I need to choose a month to do a membership promotion activity - does anyone car what month?? Probably the sooner the better. *No discussion. Katie not in attendance.*
- Late Nov / Early Dec fund raiser – How about a Bowling Night? Mike has done some research. \$12/person for shoe rental, 2 rounds of bowling, pizza and a soda. **Action: Casey will develop a more detailed event program and present at the next BOG meeting.**
- Moving the Tech conference to March or February. End of year one two punch for RP donations. *Discussion resulted in consensus of leaving conference in April for this year and planning for a larger venue and possibly earlier date for 2017.*
- **Motion by Mike: to approve \$310.00 of reimbursement to Katie for her meal and lodging costs while attending the Membership Promotion Centralized Training; 2<sup>nd</sup> by David; All in favor – motion carries. Action: Mike will write check to Katie for \$310.00 reimbursement.**
- Next regular chapter meeting October 14. Location TBD.
- Next BOG meeting Oct. 27 @ the IDL 12:00PM
- Motion by Dan: to adjourn; 2<sup>nd</sup> by Mike; 4-1 vote – motion carries.

Meeting adjourned @ 1:05pm

\$15,122.89

## The Idaho Chapter of ASHRAE Inc.

## STATEMENT OF ACTIVITY

August 4 - September 29, 2015

	TOTAL
<b>Revenue</b>	
Membership Dues	1,200.00
Refunds-Allowances	564.20
<b>Total Revenue</b>	<b>\$1,764.20</b>
<b>Gross Profit</b>	<b>\$1,764.20</b>
<b>Expenditures</b>	
BOG Meals	52.01
Chapter Meeting Meals	339.31
Committee Meals	72.81
Office Expenses	20.72
Subcontractors	200.00
Travel Lodging	1,198.89
<b>Total Expenditures</b>	<b>\$1,883.74</b>
<b>Net Operating Revenue</b>	<b>\$ -119.54</b>
<b>Other Expenditures</b>	
CRC/DRC Fund	1,656.00
<b>Total Other Expenditures</b>	<b>\$1,656.00</b>
<b>Net Other Revenue</b>	<b>\$ -1,656.00</b>
<b>Net Revenue</b>	<b>\$ -1,775.54</b>

Tuesday, Sep 29, 2015 09:02:23 AM PDT GMT-6 - Cash Basis

# IDAHO CHAPTER OF ASHRAE, INC.

Proposed Budget for Fiscal Year Ended June 30, 2016

	Actual FY14/15	Proposed Budget FY15/16
<b>Program Services</b>		
<b>Research &amp; Promotion</b>	<b>1,213</b>	<b>928</b>
RP Revenue	672	0
RP Expense	(167)	0
RP to Society	(9,481)	(8,900)
Tech Conference In	18,028	19,350
Tech Conference Out	(7,839)	(9,522)
<b>Chapter Meetings</b>	<b>(3,401)</b>	<b>(4,000)</b>
Meals/Entertainment	(3,130)	(3,000)
Site/Speaker	(421)	(1,000)
Visitor Revenue	150	0
<b>Students</b>	<b>(1,260)</b>	<b>(1,300)</b>
Scholarships	(1,000)	(1,000)
Dues & Registrations	(260)	(300)
<b>Sub-Total Program Services</b>	<b>(3,448)</b>	<b>(4,372)</b>
<b>Supporting Services</b>		
<b>BOG Management</b>	<b>(8,227)</b>	<b>(7,156)</b>
Meals/Entertainment	(1,780)	(1,500)
Trips to Society Events	(4,962)	(4,000)
CRC/DRC Assessments	(1,485)	(1,656)
<b>General Operations</b>	<b>(1,756)</b>	<b>(2,150)</b>
Website	(1,200)	(1,200)
Bank/Paypal/QB/Processing Fees	(341)	(200)
Administration and Other Fees	(215)	(750)
<b>Golf Tournament (Fundraiser)</b>	<b>4,182</b>	<b>7,300</b>
Revenue	8,730	8,200
Sponsorships	0	5,000
Other / Advertising	(308)	0
Course Fees	(3,900)	(5,200)
Sponsorship Signs	(108)	(200)
Contests/Prizes	(232)	(700)
RP Contributions	0	0
Processing Fees	0	200
<b>Sub-Total Supporting Services</b>	<b>(5,801)</b>	<b>(2,006)</b>
<b>General Revenue</b>		
<b>Membership Dues</b>	<b>7,575</b>	<b>7,600</b>
<b>Investment Return</b>	<b>491</b>	<b>0</b>
<b>Advertisements</b>	<b>100</b>	<b>300</b>
<b>General Donations</b>	<b>0</b>	<b>0</b>
<b>Sub-Total General Revenue</b>	<b>8,166</b>	<b>7,900</b>
<b>NET CASH FLOWS</b>	<b>(1,083)</b>	<b>1,522</b>

## Idaho ASHRAE Monthly Chapter Committee Chair Reports (Page 1 of 6)

Committee Name	Chair Name	1) Past Months Activities Report - Summarize key efforts, successes, and/or failures to meet goals.	2) One Month Projection Summary - What will you be working on for the next month?	3) Newsletter Articles - Include any text that you wish to include in the newsletter.	4) MANUAL FOR CHAPTER OPERATIONS CALANDAR - Review the MCO calendar and track status of each requirement here. (The MCO is available on the society website)
<b>Chapter Technology Transfer Committee (CTTC)</b>	<i>Brad Acker, BOG Member</i>	August: Attended CRC. Assembled a committee for CTTC. Committee: Cathy Miller, Bob Tikker, George Masing. In trouble for the first two meetings. We can't get IPC and don't have speakers lined up yet! Talked with David Freelove to set up an IECC talk September: Following up on the meeting topics. Working with CTTC sub committee. Have a refrigeration sub-committee made up of Eric Nelson and Dustin Lilya. I still need to nail down all topics.	Get all meeting topics and speakers identified and scheduled. Inform the Regional CTTC about this and record the PAOE points. Get a refrigeration subcommittee members. September: If not done, finish meeting topics. At our CTTC meeting we talked about sending out Outlook invites to members for meetings or making posters people can hang in breakrooms.	Sent an email for USGBC / ASHRAE talk. Should also get the HVAC sizing training in Denver into the newsletter. September: Meeting invite.	Plan meetings, I'm behind the ball on this one.
<b>Grassroots Government Advocacy (GGA) Committee</b>	<i>Russ Pratt, Chapter President</i>	Still assembling a list of government officials. Have completed a list of building and energy codes to be sent to RVC by 10/15.	Working on GGA training for chapter officers to last one hour.	US Federal Legislative & Regulatory Activities For additional information on federal legislative and regulatory issues, please contact Mark Ames, ASHRAE's Senior Manager of Federal Government Affairs, at mames@ashrae.org. Markup of House Energy Bill Postponed Due to Disagreements Over Climate Change, Building Energy Codes Earlier this week, the US House Energy & Commerce Committee suddenly put the brakes on plans to mark up the North American Energy Security and Infrastructure Act of 2015. This is the same bill previously referred to as the House comprehensive energy bill or Architecture of Abundance legislation. The bill contains several provisions of interest to ASHRAE members, including support for workforce development, energy efficient federal data centers, a report on the energy and water savings potential of thermal insulation, energy efficiency in schools, and energy savings performance contracting. The decision to postpone the markup results from a failure to reach agreement between Democrats and Republicans on issues such as climate change, the federal government's use of fossil fuels, and building energy codes. While somewhat	

## Idaho ASHRAE Monthly Chapter Committee Chair Reports (Page 2 of 6)

Committee Name	Chair Name	1) Past Months Activities Report - Summarize key efforts, successes, and/or failures to meet goals.	2) One Month Projection Summary - What will you be working on for the next month?	3) Newsletter Articles - Include any text that you wish to include in the newsletter.	4) MANUAL FOR CHAPTER OPERATIONS CALANDAR - Review the MCO calendar and track status of each requirement here. (The MCO is available on the society website)
<b>Membership Promotion (MP) Committee</b>	<i>Katie Leichter</i>	Inputting new members into Idaho website and sending a welcome email. Input meeting attendance and sending out PDHs. Brad acknowledged new members at meeting, this counts toward PAOE.	Continue inputting new members as they come. Monthly meeting prep: sign-in, nametags, webinar setup, AV for webinar. At meeting: acknowledge new members. Ask if anyone personally invited a guest..? - I'm not sure how to track this, it also counts for PAOE points. Monthly meeting follow-up: attendance data input, PDH certificates, video conversion and posting, follow-up with any new members or member issues.	Bring a guest to the next ASHRAE monthly meeting and earn a raffle ticket! - (Just a thought of mine, would be curious if BOG had any better ideas... dessert or something else?)	n/a
<b>Research Promotion (RP) Committee</b>	<i>Ken Tewksbury</i>	Attended Training in Chicago for RP Chapter Chairs on Sept. 11 and 12. Met with Russ Pratt, Dan Russell and Mike Jones to learn "past lessons" concerning RP.	Work on Full Circle Contributions and Volunteer Committee - This must be in by November 15	Will have something next month.	
<b>Young Engineers in ASHRAE (YEA) Committee</b>	<i>Phil House</i>				
<b>Student Activities Committee</b>	<i>Shane Bird</i>				

## Idaho ASHRAE Monthly Chapter Committee Chair Reports (Page 3 of 6)

Committee Name	Chair Name	1) Past Months Activities Report - Summarize key efforts, successes, and/or failures to meet goals.	2) One Month Projection Summary - What will you be working on for the next month?	3) Newsletter Articles - Include any text that you wish to include in the newsletter.	4) MANUAL FOR CHAPTER OPERATIONS CALANDAR - Review the MCO calendar and track status of each requirement here. (The MCO is available on the society website)
History Committee	Steve Hardy			<p>HISTORY LESSON</p> <p>Ten Years Ago The chapter president was Bob Tikker. The meeting was held on October 14, 2005, at Louie's Restaurant in Meridian. David Naccarato, Siemens Building Technologies, gave a presentation on performance contracting and alternate energy sources.</p> <p>Fifteen Years Ago The chapter president was Ben Kohler. The meeting was held on October 13, 2000, at the Doubletree Riverside. Craig Holmes, Idatech, gave a presentation on fuel cell technology.</p> <p>Twenty Years Ago The chapter president was Jon Mason. The meeting was held on October 13, 1995, at the Red Lion Riverside. Ken Baker, Idaho Department of Water Resources, gave a presentation on the new state energy codes.</p> <p>Twenty Five Years Ago The chapter president was Scott Richardson. The meeting was held on October 12, 1990, at the King's Table Restaurant. Wayne Meuleman, Law</p>	

## Idaho ASHRAE Monthly Chapter Committee Chair Reports (Page 4 of 6)

Committee Name	Chair Name	5) 2015-16 GOALS - Summarize your goals for the coming year and periodically update status.	6) BOG Comments - Do you have any specific comments for the BOG? As in "heads up this is coming in a month or two..." or "I need help..."	7) MOTIONS FOR CONSIDERATION BY THE BOG Be as specific as possible with your description. "I need money for..., its' tied to PAOE..., etc."	PAOE Total as of Previous Month	PAOE Total To-Date
Chapter Technology Transfer Committee (CTTC)	<i>Brad Acker, BOG Member</i>	Need to work on this		Aug: Chapter to pay for lunch for the CTTC subcommittee meeting on the 27th. Not to exceed \$50. Sep: None	0	0
Grassroots Government Advocacy (GGA) Committee	<i>Russ Pratt, Chapter President</i>				0	0

## Idaho ASHRAE Monthly Chapter Committee Chair Reports (Page 5 of 6)

Committee Name	Chair Name	5) 2015-16 GOALS - Summarize your goals for the coming year and periodically update status.	6) BOG Comments - Do you have any specific comments for the BOG? As in "heads up this is coming in a month or two..." or "I need help..."	7) MOTIONS FOR CONSIDERATION BY THE BOG - Be as specific as possible with your description. "I need money for..., its' tied to PAOE..., etc."	PAOE Total as of Previous Month	PAOE Total To-Date
<b>Membership Promotion (MP) Committee</b>	<i>Katie Leichter</i>	<p>Goal set by RVC: 2% growth. Start=138 Finish=141 minimum.</p> <p>Implement 'Bring a guest' incentives.</p> <p>Add MP tools to Idaho ASHRAE website: 'Membership Justification Toolkit' from <a href="http://mptraining.weebly.com">mptraining.weebly.com</a></p> <p>Recruit a committee member (need 4 person committee to earn PAOE credit)</p> <p>Utilize PAOE workbook from <a href="http://www.mptraining.weebly.com">www.mptraining.weebly.com</a></p> <p>recognize new members at beginning of each monthly meeting</p>	<p>Can we as BOG come up with a raffle system that could help with multiple PAOE points? I'm thinking RP, bring a guest, &amp; anything else. I think it would be nice to raffle off a registration to one of the ASHRAE annual meetings.</p> <p>I need to choose a month to do a membership promotion activity - does anyone car what month?? Probably the sooner the better.</p> <p>I'd like to ask for volunteers for a MP committee at the Oct. meeting. My committee should also include the YEA chair - is this still Phil House?</p> <p>Many of my PAOE points are tied to YEA activities.</p> <p>There are also PAOE categories for '# of YEA new members' and 'New YEA sponsored members' I'm not sure the difference, is it just referring to who paid for the membership?</p> <p>Are all the meetings going to be scheduled far enough in advance we could issue a calendar card of sorts? -PAOE points are available for flyer marketing of YEA events etc.</p>	<p>I will be flying to Denver for the MP training event in September. I am asking the chapter's support for my hotel room Friday and Saturday night (\$291) and to cover some food/ground transportation costs for a total of \$350. The training is Sat Sept. 12 8am-4pm. Society will be reimbursing me for the flight. Thanks!</p>	<b>0</b>	<b>0</b>
<b>Research Promotion (RP) Committee</b>	<i>Ken Tewksbury</i>		<p>Bring up Full Circle Contributions. Discuss "Champions Dinner"- Evening event for recognition of Past Presidents, older members and last years RP donors.</p>	<p>We need to get approval from the BOG and discuss a date (possibly early November) for Champions Dinner</p>	<b>0</b>	<b>0</b>
<b>Young Engineers in ASHRAE (YEA) Committee</b>	<i>Phil House</i>				<b>0</b>	<b>0</b>
<b>Student Activities Committee</b>	<i>Shane Bird</i>				<b>0</b>	<b>0</b>

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Committee Name	<i>Chair Name</i>	5) 2015-16 GOALS - Summarize your goals for the coming year and periodically update status.	6) BOG Comments - Do you have any specific comments for the BOG? As in "heads up this is coming in a month or two..." or "I need help..."	7) MOTIONS FOR CONSIDERATION BY THE BOG Be as specific as possible with your description. "I need money for..., its' tied to PAOE..., etc."	PAOE Total as of Previous Month	PAOE Total To-Date
History Committee	<i>Steve Hardy</i>				0	0