

April 2018 MN ASHRAE BOG Meeting Notes		
04.03.18	7:30AM – 9:00AM	HGA
GoTo Mtg Link:		
Meeting called by	Rob Warnke @ 7:30 AM	
Note taker	Adam Niederloh	
BOG Attendees	☒ Rob Warnke - President ☒ Russ Landry – Pres. Elect ☒ Adam Niederloh - Secretary ☒ Eric Johansen - Treasurer	☐ Duane Rothstein – Past Pres. ☐ Aaron Stotko – BOG 1 ☒ Brian Jennissen – BOG 2 ☐ Roxanne Cortinas – BOG 3
Quorum ☒ Yes ☐ No ☒ Present ☐ Not Present		
Guests/Additional Attendees	▪ Drew Samuels ▪ Jane Opoien ▪ John Rieke ▪ Luke Rose	▪ ▪

Last Month's Minutes		5 min.
Discussion	▪ None	
Motion to Approve	▪ Eric J	
2nd	▪ Adam N	
Result	Yea = All	Nay = 0 Abstain = 0

New Business		5 min.
Item #1	Approve minutes – moved by EricJ, Seconded by Russ, All in Favor, none opposed – Approved! TimM discussed how state of MN adopts a new energy code in 2 years (cycle would be 6 years) Seeking to deliver consistent look and feel to our members, have some templates for PPTs [Ongoing] Website refresh/update to happen by October BOG meeting – AdamN to take lead, scheduled for Wednesday October 11. [DONE] Chapter donation to national scholarship fund – separate from what we do within our chapter – considered RP/scholarship - \$500 – RussL moved, BrianJ seconded, All in favor, none opposed. [DONE] Full circle award due November 15 – for all officers and BOG [DONE] DL Allocation – are we trying to use it for Tim Wentz at the Energy Expo? There was a 15-day window to claim the allocation. Energy Expo didn't make money, we could use an allocated one later in the year. Could use an allocation on the Refrigeration Seminar or Education Seminar. EricJ and RoxanneC to follow up and sort it out. [DONE] RussL – private firm requesting promotion of their LEED training services being held at the U of M. How do we want to handle this as a chapter? If it's not from a partner professional organization we'll pass on it. [DONE] Russ discussed being a participant on the Energy Code Advisory Committee on behalf of ASHRAE, Russ will represent ASHRAE and CEE. If you're interested reach out to Russ. [DONE]	

	JohnR – reminded everyone to sign up for the Regional Dinner, students to attend as well CRC attendance. Committee chair attending. RW to send out e-mail to all committee chairs. Also to see from those attending if companies will cover cost of hotel? Individuals to book own hotel.		
Discussion	▪ None		
Motion to Approve	▪		
2nd	▪		
Result	Yea = All	Nay = 0	Abstain = 0

President's Report – Rob Warnke		10 min.
Discussion	▪ 100 Year Anniversary Year (2018) Celebration – looking to the 8th or 10th of May as Bjarne Olsen is available at that time; looking for a planning committee volunteer, Past Presidents? ▪ Base Camp Overview – provided by society, good vehicle for information transfer/documents and file repository; helpful for internal documentation and communication ▪ Overview of the Calendar of Events – still looking for some potential meetings in Oct/Nov/Mar, Energy Expo is coming up in a week, get the word out ▪ Review of the Org Chart ▪ We're here to have a good year and we're all here as volunteers. ▪ We need to do our audit ▪ Will and Shona here today ▪ Continue to use BaseCamp for internal document storage and communications ▪ Program schedule update – 100 year event – May 10 2018, University Club (100-150 ppl capacity), need to pay \$800 for rent, \$35 per person for food, in order to use Campus Club we need a member to be participating, Nirmal is a member. Need to work out the details if we want to proceed. Initial estimate would be around \$4000. Bjarne Olsen to be locked in for May 10th. Will also use the event as the Installation of Officers. Nirmal and Rick volunteered to assist Rob with 100 yr celebration planning committee. ▪ Program schedule update – JohnR helping to coordinate a District Energy (St. Paul) tour, use this for the November event, Nov. 14. Latest tour is typically 3pm, could possibly do a later time – 4:30pm? How long is the tour? ~1hr Can we provide a PDH for it? Yes, if they provide a presentation (15-20 minutes) Go to a restaurant nearby afterwards. Check Xcel Energy event schedule. ▪ ASHRAE region has a video – we need to provide some photos, creative ideas welcome, need to be turned in by December 2 – 3 to 5 photos ▪ 100 yr anniversary event scheduled for May 10th at the Campus Club, Bjarne Olsen has confirmed he will be able to be available for the event. The event will double as the installation of officers. ▪ Rob to set up a committee to help plan the event. Let Rob know if you're interested. ▪ #MyASHRAE – looking for submissions by December 2 – Aaron Stotko to coordinate something (perhaps holding up the letters of ASHRAE outside of Target Field, while it's "snowing big") ▪ District Energy tour is having good participation/interest ▪ Chapter opportunity fund – submit for Hearts & Hammers event again – if anyone else has an idea please let Rob know ▪ Working towards planning for 100 year anniversary event ▪ Submitted and won \$1500 for the Opportunity Fund ▪ Provide \$100 for Jon's RP Walk – Motion: Rob; Seconded: Eric J	

	▪ A section in Basecamp called “To-Dos”, can group things together and link; may be used to try and manage different tasks – like the Audit ▪ Region VI dinner set Sunday 1/21/18 @ Maggianos (Winter Conference, Chicago, IL) – typically cover students that are attending the winter conference – we typically pre-pay for the Students ▪ Winter Conference Meeting Roll Call – send RobW a list ▪ President’s lunch on Monday the 22nd at noon – Bjarne will be giving his message, would be nice to connect with him as he will be here for the 100 year anniversary ▪ District Energy Tour went very well, well attended; Tim LaDuke provided some awards (\$500 or greater donation) at the event; may look to leverage the popularity of the event for RP ▪ Still on track for the 100 year event; Bjarne is on for Thursday May 10th; Nirmal got us secured at the Campus Club; Save the Date to be sent out soon ▪ #MyASHRAE video (our picture will be a part of the loop) ▪ \$100 donated to John’s RP walk in China ▪ Still looking to integrate BaseCamp into Chapter Operations ▪ Region VI dinner; 8 students from Mankato, 1 from U of M ▪ Still battling the Audit – looking to have wrapped up soon ▪ Budget – still finalizing, had to transfer \$2000 from savings to cover missed scholarship to U of M ▪ Would like to take some time in an upcoming meeting to work through some PAOE points to avoid the mad dash to enter at the end of the year. ▪ 100 Year Event – Aaron created a save the date brochure, looking at a cost of 28.95 for meals at the venue (Campus Club), two main entrees, two side and unlimited veggies(?); Aaron reviewed a spreadsheet covering the costs/income ▪ Are we comfortable with a \$75 price tag for the 100 year anniversary event? Russ thinks it seems a bit steep, EricJ agrees ▪ John curious to know if Atlanta (ASHRAE HQ) is aware of Bjarne being in MN on May 10th. Rob says that’s who he ran it through. ▪ Brian J notes that he would be fine if he didn’t have another shirt to add to his collection ▪ Still interested in having some sort of give away ▪ New proposal of \$50 price tag for the event ▪ Need to resolve or determine if PDHs are a part of the event, is Bjarne’s presentation considered a technical presentation and thus able to receive a PDH ▪ JohnR feels that at \$50 we don’t need to try and have a PDH, it can just be a celebration of 100 years ▪ To make up for the lower ticket price we can work at getting more sponsors, provide them with a plaque stating they were a “supporter of the Centennial Celebration”; the sponsors donation goes into a chapter pot and does not result in individual recognition for an RP donation, the donation comes as a lump sum from the Chapter ▪ Centennial event, \$50/person, \$5000 contribution from MN ASHRAE to cover event costs; looking to coordinate a raffle of some sort at the event (on-site); Bjarne will handle the installation of officers as well as give a presentation; EricJ needs to make sure to bring the enormous check to the event to present to a scholarship winner ▪ Currently 15 people registered to attend the CRC; hotel rooms (Marriott Downtown Des Moines) have a lower CRC rate - \$129/night, hopefully respective employers can cover the cost of the hotel ▪ Try and take inventory of PAOE points ▪ Officer ballots were made live on StarChapter and sent out in an email – ballots are open until the end of April
--	---

	▪ Need to help Russ complete/fill out CIQ holes/vacancies in officer positions and committee chairs – the Membership chair seems to have been in flux for the past few years, is there something we should be looking to differently to provide some more stability and consistency to this chair position; we keep sending people to training and then they move on to something else ▪ There is an ASPE meeting on April 18th, do we want to promote it on our website? Post their agenda on the website – could put it in the President’s corner ▪	
Action Items	Person Responsible	Deadline
▪		
▪		
▪		

Pres. Elec’s Report – Russ Landry		5 min	
Discussion	- Excited to help out this year, dues increase should aid in supporting chapter activities - To monitor PAOE points, some items may need to be done by October 15 - There is an updated Chapter Operations Manual, may be some useful information for Secretary and Treasurer. Copy John Reike on minutes. - Nothing from Russ - Just received official word that Russ will be on the technical advisory committee, will be representing both the ASHRAE chapter and CEE – to start in January - Focus on the short term, giving input to the TAG for MN Energy Code Adoption; intention to have code structured similar to how it is now, want to keep it simple on the commercial side – adopt IECC 2018, referencing ASHRAE 90.1 – 2016, parallel paths; residential side may progress along a different path due to the extensive nature of the amendments that have been added to it to date - Will be sending out a survey of sorts to solicit feedback regarding Energy Code adoption process - Russ will be delegate for the Region VI CRC, Adam will be the alternate; now would be the time to figure out if there are any chapter folks that we would like to nominate for regional positions - Delegate for CRC. Still needs packet. Motion from each chapter. Opening positions for Region VI? Will find out next Tuesday. - Energy code tech advisory group. Has had a couple meetings so far. Working through residential side. More of feeling in the group to move to the new residential energy codes. A week from this Friday will be more of a decision made. Russ will send out survey to ASHRAE membership to get responses. Aaron willing to help out with survey. - Have a list of what sessions will be offered on Saturday morning for various committee chairs - CRC preparation, looking for help identifying people for nominations (potentially identified in some meeting minutes from Region VI meeting) - Energy Code Committee: recommendations for updates to the commercial energy code, residential side is still up in the air		
Action Items		Person Responsible	Deadline

■		
---	--	--

Secretary's Report – Adam Niederloh			5 min
Discussion	■ None ■ Nothing from Adam ■ If committee chairs could provide updates via email that would be appreciated ■ Nothing from Adam ■ NA ■ Nothing from Adam ■ Nothing from Adam ■		
	Action Items	Person Responsible	Deadline
	■		
	■		

Treasurer's Report – Eric Johansen		10 min	
Discussion	▪ Review of the 2017/2018 Budget, has been discussed with the Board ▪ Need to get the audit taken care of ▪ Scholarship budget – need to give an additional \$2000 to the U of M because we missed a year with a change in their cycle and the way the award the scholarships ▪ Last time Eric requested to know if anyone needed any more money – Luke Rose requested additional funds for Student Activities. ▪ Vin requested to attend Winter Meeting in Chicago, requesting chapter to cover hotel costs - ~\$700 – EricJ to follow up with Vin to see what he'll be doing, also need to review the budget and see how we're tracking. ▪ Compare past membership dues to current months to see how the dues increase has been affecting them ▪ Chapter typically seeks to promote member attendance at the Society meeting by covering the cost of the regional dinner ▪ Eric working on finalizing the budget ▪ Eric sent out a budget to BOG prior to meeting, looking to finalize ASAP ▪ Looking to determine where to put \$2000 transfer for U of M scholarship ▪ Hearts and Hammer true-up, \$1500 payment due to missed payment ▪ Sent out final budget. ▪ Budget approved. Brian motion Roxanne second. All approved. ▪ Investigating how the dues increase impacts our income, we are seeing the desired effect, but not in the exact same proportion to the dues increase ▪ The books are reconciled up through the current Wells Fargo statement ▪		
	Action Items	Person Responsible	Deadline
	▪ None	-	-

Past Pres.'s Report – Duane Rothstein		5 min
Discussion	▪ Audits need to be done; Duane to frontline the audits ▪ Duane needs to do the audit – RobW to kick Duane in the rear to make this happen ▪ Goal to finish up by the end of 2017 ▪ Goal to finish up audit by the end of 2017 ▪ Not in attendance – goal to finish up audit by the end of January 2018 ▪ Work to coordinate RP Event, find some time to make it happen, pick a place, make a donation ▪ Finance update. RP RVC update. \$10,000 for society rp.	

	▪ Not in attendance ▪ Not in attendance ▪		
Action Items		Person Responsible	Deadline
▪ None			

Committee Reports		30 min
Note	▪ Try to keep committee reports to <5 minutes each	
Chapter Technology Transfer (CTT)		Leighton Deer & Roxanne Cortinas
▪ Desired to have an increased focused on the technology awards, Leighton provided a summary of what he would like to see and how we can best relay that information to our chapter (i.e. dedicated StarChapter website page) ▪ Plaques for Technology award needs to be made, need to add \$600 to cover the cost of awards from prior years ▪ Looking to have content for the December newsletter to let membership know how they can win an award ▪ Should look to send a letter to winners – use standard letterhead, press releases? ▪ Technology Awards are actually supposed to be done at the Chapter level first, and then the chapter winners are supposed to go on to Region. Region pushes first place winners on to National. There is no marketing machine on the Regional or Chapter levels. Leighton proposing we highlight MN Chapter winners at the Regional level. Do plaques for our chapter only. Presently no documentation confirming/validating the winners. Will be creating a page on Star Chapter documenting the MN Chapter winners. ▪ Waiting to see if there are additional DLs that we can get ▪ Aaron looking into getting a DL for the Refrigeration Seminar – might be able to take advantage of an unallocated DL ▪ Rob to follow up with Leighton on the status of the awards template/letterhead ▪ Sending out an email regarding distribution of awards ▪ Plaques are ready – we are up to date ▪ Deadline for 2018 will be end of March, first of April; if you're looking for some examples talk to Leighton ▪ Paperwork for DL for Refrigeration Seminar ▪ Participation form filled out and send to Rolf to review and off to region. ▪ New evaluation form getting to TMS to put out at refrigeration seminar. ▪ Leighton is coordinating all the technology awards submissions – do we want to send out another announcement to the members? Currently we only have HGA submissions, Jane to include in the Newsletter ▪ Are we using a DL for the Education Seminar? No. ▪		
Education Seminar/Committee		Amanda Kilbane & Scott Thomas
▪ Beginning planning, looking for ideas/thoughts, usually builds off of society presidents theme – “Expanding Our Community” ▪ Might have a DL allocation available, would be happy to take it. Investigating Roseville Radisson hotel as a potential venue. November 30 is deadline to submit request for DL, then the pool opens up December 1st. AaronS to look into and report back to Roxanne and Amanda. ▪ ASPE is looking to join with us for the Education Seminar – ASHRAE likes to be the one doing sign ups and registrations – continue moving forward to explore options and see what sort of overlap can be leveraged – Rob says if you can work with ASPE and have a good relationship then move ahead, might be a good opportunity to make the Education Seminar a bit larger – if pursued may need to alter format a bit, may need separate tracks to incorporate plumbing engineers – all		

presenters need to adhere to the ASHRAE guidelines – Russ Landry is willing to assist and participate in planning committee ▪ Questioning the fit of ASPE (they initially wanted to do a joint trade show) with the Education Seminar, may not be a lot of cross-over in terms of educational topics, Education Seminar may not be the best venue, would be a fair amount of coordination ▪ Education committee to hold a conference call with ASPE to see how they might best be able to work together ▪ Location may end up being the Radisson in Roseville ▪ Working to get 4 speakers lined up ▪ Met with Mark Murphy with ASPE (conference call); talked about potential for revenue sharing; started reaching out to potential speakers ▪ Pretty serious about the Roseville Radisson for a venue, venue cost looks like it might be slightly less than last year ▪ ASPE backed away from sharing event with us. ▪ Has venue at Radisson Roseville. ▪ Two speakers confirmed. Passive Haus, Variable speed Pumping. Opening up to the BOG and anyone else for suggestions. DL's? Any ideas please contact Amanda or Scott. ▪ Confirmation for 3 speakers, pretty sure we'll have 4. Venue is confirmed at the Radisson in Roseville ▪ Has the price been set? Planning on using the same price as last year and as the refrigeration seminar, \$100. Jane to include in upcoming Newsletter. ▪ Education seminar has about 20 attendees to date, looking for a bump in additional sign-ups ▪ Have 4 quality speakers ▪ Potentially another newsletter/email blast, an education specific email may be worthwhile ▪	
Electronic Communications	Jane Opoien
▪ Looking to send a newsletter out this week ▪ JohnR – suggests updating website – Duane will provide RP update to keep the website updated ▪ Host a website training/updating session at The Weidt Group in the coming weeks ▪ Let Jane know if you have any information for a newsletter. ▪ Highlight some of the RP activities on the website – RP thermometer? ▪ Getting pages updated ▪ Working to update and maintaining pages ▪ May leverage To-Dos in Basecamp to try and get website pages updated ▪ Rob to provide a President's corner update ▪ Russ requested BOG password ▪ Regional dinner announcement ▪ Newsletter this afternoon. ▪ Newsletter going out this week, please send information to Jane to include. ▪ Everything is going well, continue keeping the meeting announcements in newsletters and up to date on the website ▪	
Energy Expo	Javiar Navar & Eric Johansen
▪ For the next expo please consider participating in the planning committee/kick off meeting – need to send an invite to the chapter as a whole ▪ 😞, new location was very expensive, likely to run at a loss of \$100 to \$800 ▪ 😊, highly successful event from those on the “outside”, great event, a lot of attendance.	

- Follow up campaign to reach out non-member attendees - Ideas for a new venue are welcome, would be nice for the venue to afford more profit. - Ethics follow up email still pending. - More help would be welcome, if interested there will be a close out meeting in a week or so. Planning to get started again in March. - Jess Boardman from Rochester Section (President) attending – Rochester Section interested in having an Energy Expo of sort down in Rochester – a couple of folks from the city interested in having something like an Energy Expo in Rochester (Drew Larson - RPU?) – AEE would be willing, ASHRAE and 2018 Planning Committee need to decide how they would like to proceed – leaning towards separate events with full support from Twin Cities section to the Rochester Section. TC Energy Expo late Sep/ early Oct, Rochester Energy Expo mid November – plan to meet - If people are interested in helping out this is a great place to get started, could use more support within the chapter; Jill with AEE is going to continue to help and plan; Luke making some phone calls to explore other venues, want to maintain a high quality venue standard (those came back high); likely to be back at the Radisson Blu - Rochester to have a separate “Energy Expo”; AEE interested in helping; we would be well served to be aware of what’s going on and lend support when we can - AEE is pushing for going back to the Radisson Blu (previous site from prior years) - Mike Wolze? Is ASHRAE/AEE guy, helping to coordinate everything Booked the Radisson Blu MOA. September 24th. John Spanke to join ASHRAE and be involved in EExpo as co-chair along with Javier. - Preliminary meeting of planners at Great River Energy, about 8 people in attendance, point person from ASHRAE is Javier N, committed to the Radisson Blu, confirmed date of September 24th. Looking forward to a more profitable event. Nothing pressing at this time in terms of needs from the BOG.	
Finance	Duane Rothstein
- Focused on the audit and reallocation of budget bins and numbering scheme - Need contact information of the scholarship winners - RobW to follow up with Duane regarding audit. - Nothing new - Audit by the end of December 2017 - Audit by the end of January 2018 Audit by the end of March. Accountant extended filing. Will need to know what scholarships were given in 16/17 year. Needs names of students from Vin or Eric from last year. - No new news about the audit. Rob and Dwayne are working through those items - Audit by the end of April 2018 - Got information sent out, trying to get a couple of years knocked out prior to the CRC	
Golf	Mike Piper & Greg Giergielewicz
- Looking to have more prizes donated by companies as opposed to funded by the chapter - No updates - Nothing New - Nothing New - Nothing New Mike Comstock to still be involved this year’s Golf Event. - Nothing New	

Grassroots Government Advocacy Committee	Rick Hermans
▪ This will be a very interesting year due to governor not running for re-election, will look to spend some time at the capitol in the spring and make some connections ▪ Nothing new to report ▪ Russ's involvement with Energy Code Advisory group ▪ Nothing new to report ▪ Nothing new to report, planning to visit St. Paul and check in with contacts there ▪ Note from ASHRAE Society about House File 1001 (MN bill going on right now) ICC sent note to ashrae about a bill that was introduced to the state. Residential. Rick Hermans gave update. Contact for detailed description. ▪ If anyone in the house district 33B. Giving Cindy a call would be helpful. ▪ Tonight is MN State Caucus ▪ Rick not on the call; Russ involved with the Energy Code Committee – on the commercial side looks like they'll be adopting IECC 2016 (ASHRAE 90.1-2013) without any significant amendments; on the residential energy code side some groups want to stick with the old 2012 code with MN amendments ▪	
Hearts & Hammers	Lauren Sweeney
▪ Penciled in for June 2, meet a lot of great people, will only be participating in the spring event, have \$500 left from the opportunity fund; the Opportunity Fund is available again – RobW to spearhead Opportunity Fund application ▪ Do we have \$1000 allocated for Hearts and Hammers? We have \$500 “left over” from chapter opportunity fund. We need a total budgeted amount of \$1000 ▪ Nothing new ▪ Trying to determine if we ever paid Hearts and Hammers for last year's event ▪ We were awarded additional funds from the Region VI opportunity fund ▪ Eric J and Adam N to figure out where we placed the H&H opportunity funds in QuickBooks ▪ Won't get rolling until about March 2018, just need to make sure location of funds (incoming and outgoing are properly accounted for in QuickBooks) ▪ Paid invoice this year but from last year. Paid with CC and needs to be backdated to last year. ▪ The event is going to be held on Saturday, June 2. Lauren was able to negotiate our price down, but next year it will go up to \$????? ▪ Begin including information in Newsletters to keep people up to date ▪ John R curious to know if we need any additional funds from the Opportunity Fund from Region VI; Eric J states we should be good to go ▪ Spring Event Date: Saturday, June 2nd, 2018 ▪ ASPE Contacts: - H&H Committee Chair: Mark Bongard (my main contact) - ASPE President: Manny Monzano (most likely will be there the day of the event) ▪ Price Increase and Payment: H&H MN is increasing there home sponsorship price to \$3,500.00 this year from \$3,000.00. My H&H Contact, Randi Prebil, has agreed to hold the price this year at \$3,000.00. We will split this with ASPE for a total of \$1,500.00 for ASHRAE to pay via invoice which will be sent to me and our Treasurer. ▪ Co-chair: Jason Meike will not be co-chairing this committee with me. ▪ Event date set for Saturday June 2nd, price of sponsorship went from \$3k to \$350,0, to be split with ASPE ▪ [Copy in additional notes from Lauren's email] ▪	
Historian	Evan Abrahamson
▪ Looking to compile information from the 100 year anniversary ▪ Vin suggests putting a list together of all our scholarship winners (apparently AdamN has a list of winners for the last three years) ▪ Contact Brendan from HGA for past history display ▪ Rob suggests putting together a list of all the past presidents (also put on the website)	

- No updates - Get pictures up on Basecamp - Get pictures up on Basecamp - Keep uploading pictures into Basecamp - Looking to scan as many documents as possible - Who's judging at the CRC this year? Typically the judges like to see display's similar to 9th grade geography fair projects – tri-fold display - Look to potentially create website page documenting history/100 years - Received the boxes from LD. Started scanning in documents. - Nothing new - Begin copying a bunch of stuff - Looking to have a board/traveling history display (clamshell type) that can have things added and updated throughout the year. Will also bring to the Centennial Celebration and CRC.	
House	Mike Lind/Tyler Lux
- None - Nothing new, willing and able to follow up with ethics. - Nothing new - Will be available to assist with refrigeration seminar this year - Nothing new – presumed to be assisting with refrigeration seminar - Tyler.. Let know if need anything from you. - Nothing New	
Membership Promotion	Javier Navar, William Maurer
- He gets a notice for every new member that joins ASHRAE – is there some sort of “Welcome Package” the MN Chapter could provide? - Look to build up a strong Membership and Promotion committee. - When printing name tags some how differentiate non-members from members, new members? Would likely require making sure to set up tickets appropriately. May require a manual cross check to identify the different groups. - Javier provided the YTD membership summary (23 new, 6 new students, 30 cancellations, 9 transfers) - Nothing new to report - No updates - No updates, Rob to follow up with Javier to provide updates and request participation in BOG meetings - Eric had lunch with Javier yesterday. Looking to find assistance. - Nothing New	
Northern Lights Section	Josh Lunske
None	
Programs	Rob Warnke
None	
Refrigeration Seminar/Committee	Rolf Bloom & John Collins
- John notes they are planning for the second week in Feb, using the same venue, Grumpy's in Roseville, still confirming the speaker roster, more details to come - RobW to provide an update (done – below) - Date for seminar is 2/13/18; location is Grumpy's in Roseville - Trying to line up speaker on A3/flammable refrigerants – any feedback on topic would be appreciated	

- Tentative speaker to present latest technologies for CO2 systems – Masood Ali with Zero Zone
- Need to line up more presenters. Any ideas or help would be greatly appreciated!
- Nothing new to report
- Report to come via email
- On track for Refrigeration seminar, Grumpy's, Tuesday Feb. 13, 4 speakers, 2 distinguished lecturers, distributing the flier soon
- Looking to get promoted and flier distributed in email blast and open up registration on StarChapter – contact Jane Opoien with The Weidt Group (JaneO@twgi.com)
- Requesting help from the House Committee to manage registration, generate PDH certificates – Rob to check with House Committee and confirm availability to help
- Sponsorship opportunities exist, will have time between speakers to do some networking
- Dinner for the DL? Have we started the DL paper work? No. CTCs help would be appreciated in taking care of this.
- **Confirmed speakers.**
- **House Support for registration/sign-in. Tyler Lux along with Andrea from TMS will assist.**
- **Needs tally by Thursday afternoon.**
- **Jane to send out News Letter this afternoon.**
- **Chapter to cover the DL**
- **Aaron to create a survey to hand out. Presentation for summary for business meeting portion.**
- **Dinner with the DL? Those that can attend please let Rolf and John know.**
- **Rolf and John bringing people on board to shadow them next year to take over 19/20year.**
- Refrigeration seminar at Grumpy's was a successful seminar. Unfortunately 1 speaker wasn't able to make it, but John Collins was able to sub and fill in.
- House committee did a great job at the registration
- Pretty sure we came out ahead and maintained a profitable event
- Next year is locked in already, already have a speaker interested in presenting
- Rolf would like to see topics on the air-conditioning, chiller side
- Rolf and John looking to step away from the chair of the event, looks like it may be a 2-3 year transition to a couple of two new folks
-

Research Promotion (RP)

Tim LaDuke

- Tim will be at the centralized training session in Chicago
- Request for donor recognition has to be into society by Oct 15
- Full circle donation needs to be into society by Nov 15, now has a Full Circle +, can add committee chairs and others on the CIQ and can get an additional 10 POAE points
- Donor recognition needs to be done by the end of the year to get POAE points
- **Full circle = Chapter officers and RP chair at \$100, Full circle plus = Full circle plus 10 points for each additional chapter chair listed on the CIQ**
- RP calling campaign coming up – you'll be notified if you're on the volunteer list, would welcome more if interested
- **When do we want to send out the coins? Usually they go out at the end of the chapter year (June)**
- **Full circle – take care of it**
- Took care of Full Circle
- Working on updating the donor list
- Working on the calling campaign, started last week; working with Duane for RP Event fundraiser
- A couple thousand ahead of where we were last year, 8% of goal, still a lot of ground to cover
- **Meeting with Addie on Monday next week. Split up the donor list and are reaching out. Also working towards a call committee. 31 ME firms not on our present list... sent e-mail to all.**

▪ Last year... \$2,255 this year at \$4,125 ▪ RP event at 100 year. In process. ▪ Still several thousand dollars ahead of last year but have a ways to go. The 100 year event will be a big help ▪ John R wondering if there are any plans for when Bjarne is in town prior to the actual event. Aaron S and Rob W would be the most interested in discussing with John. ▪ Kurt Wentz (spelling?) passed away – can the chapter provide a in memorial RP donation, \$100 – Rob Warnke to take care of the donation ▪ Chapter is roughly \$3900 behind in RP donations compared to last year (society is also behind) ▪ RP co-chairs to get together and develop a game plan for how to finish the year strong ▪	
Rochester Section	Jess Boardman
▪ Jess is the new chair for that section ▪ The Twin Cities chapter still has quite a bit of money on our bank account that needs to get paid out to the Rochester section ▪ Eric (Treasurer) to pay them their money! ▪ Nothing new to report ▪ No updates ▪ No updates ▪ No updates ▪ No updates ▪	
Roster	Mike Morris
▪ None ▪ Do we continue to produce a paper roster? Rob says keep it paper. Membership chair is Javier Navar ▪ Who is the CRC Representative? It's a line item in the Roster, Delegate – Russ Landry, Alternate – Adam Niederloh ▪ Mike moving forward with the roster ▪ Still moving forward ▪ Roster is out and received in print. Conversations could be had for next year to have digitally. ▪	
Scholarship/Awards	Vin Gupta
▪ Planning to take a trip down to Mankato to present a certificate to the winner of the Peter Potvin scholarship, RobW to follow up on this item and status of certificate ▪ Going to Mankato on October 17th, bring the giant ASHRAE check ▪ Presenting check to the U of M today, catch up year, we had missed a year somewhere along the way ▪ Presentations at Dunwoody, Mankato, and U of M (we are caught up with the U of M) ▪ Will be a lot of students at the Chicago conference (9 students) ▪ Nothing ▪	
Student Activities	Luke Rose Co-Chairs: Jane Opoien & George Youngvorst
▪ Nirmal to head up Student branch at the U of MN, could also leverage Javier Navar ▪ GeorgeY, previous teacher at Dunwoody, will be heading up the Dunwoody relationship ▪ Mankato branch going strong and they will be expanding their HVAC curriculum ▪ Uwe at the U of M will be taking over the HVAC training, they are committed to continuing the HVAC courses, they have an open position for a Building Sciences professor ▪ Luke Rose has coordinated a kick-off meeting for a Student Branch at the U of M. Will be presenting at a class on the 23rd and 24th	

- Had a kick-off meeting with Dunwoody students last Tuesday, trying to get an HVAC focus back in the curriculum
- Dunwoody students seem to have fallen off the map, looking to pivot and engage St. Thomas – look to generate interest from St. Thomas students with the YEA event on December 14th
- Consider establishing a student chapter at St. Thomas
- What happens with the scholarship? Look to give Dunwoody another year to get HVAC focus back in play and get a student chapter more involved. Likely have a year off with Dunwoody as no students would currently be able to apply given the application qualifications.
- Luke has been working with chair of U of MN – Mankato, have come up with a certificate offering (like a minor for Mankato student), but also available to all (could be a NDSU student or a 1st year engineer) – they will be 1 credit courses, cost ~\$900 – would be helpful for Rob to write/sign a letter stating that there's an industry shortage of new workers with HVAC experience.
- U of M is coming along (3-4 students); one student reach out to Jane directly
- Dunwoody – no one seems to be interested
- Exploring opportunities with St. Thomas
- Mankato is strong
- Will be a lot of students at the Chicago conference (9 students)
- Lauren is a grad student at St. Thomas, willing to discuss with advisors (John Abraham) or others St. Thomas
- **Student presentations... when? Student night? 100 yr event???**
- Nirmal wants to donate \$200 to help get the U of M Student Chapter going again, need to see where we would capture in QuickBooks and we need to consult with Duane as to how Nirmal can write this off
- EricJ meeting Vin G at the U of M to give the \$2000 scholarship
- Vin is meeting with Dunwoody tomorrow (3/7)
- Inviting and paying for 3 students from the U of M and 3 students from Mankato to the May 10 event
-

Sustainable Buildings Committee

Lauren Sweeney & Beth Tomlinson

- Will be a focus on resiliency (defined as adaptation to climate change)
- Resiliency seminar approved for Chicago annual conference
- A sustainable building committee meeting might make sense in March
- Looking to have a lunch and learn (discuss what resiliency is and what it means for the chapter) for anyone involved in November? Might be other months that are lighter. Budget may be needed for lunch.
- Nothing to report
- We held our committee meeting in November with an overview of Resiliency. A total of 6 of us signed up and they was interest in meeting more regularly. We decided to meet again in February to recap lessons learned on Resiliency at the Winter Conference. We'll be meeting at the University of MN (hoping to get more college kids involved in ASRHAE meetings too).
- My ASHRAE proposal for the MN Dynamically Downscaled Climate Model has had a preliminary review in October and the final review will be in January. Cross your fingers!
- The Climate Change Position Document will be available after the January meeting. The review has accepted my additions and expansion of resiliency leadership, education, research and advocacy.
- The ASHRAE Resiliency Position Document Committee has been approved and will start meeting this January. That PD will include both natural and man-made risk assessments (climate change and terrorism) to facilities.
- Lauren and I will coordinate with the Education committee to develop resiliency content for April's education event.
- Planning on getting together in early January – look to have an update in the next week to two

▪ Nothing ▪ We will begin having monthly meetings on different topics. We are working on a location for the March meeting and will have a meeting in April. ▪	
Young Engineers in ASHRAE (YEA)	Brian Jennissen & Reece Peterson & Drew Samuels Colton Borg
▪ Kick off this Thursday – tour of the Surly Brewery ▪ Typically do an event every other month, seeking to get younger members to participate and network with other engineers, discounts for members ▪ Try to mix in service events in addition to tours and social events ▪ On boarding Drew to a chair position ▪ Successful tour at the Surly Brewery company – about 17 showed up, good networking event ▪ May have to tour opportunities at the U of M ▪ Region trying to push all YEA chairs to come to the society meeting ▪ Brian sent out an email to Board seeking recruits for YEA ▪ Next outing is to new museum at the U, Bell Museum(?), limited to YEA and student for now, scheduled for December 14th, registration is not live yet. ▪ Tour coming up on the 14th (18 registered, looking to have 5-10 more sign up) at the Bell Museum (brand new facility); Javiar will be leading the tour; Happy Hour afterward; open to students and YEA ▪ December event on the 18th, 34 people registered, 23 attended, 6 were students; good event; collected \$125, really no cost for the event ▪ Planning next event for February – looking to do a puzzle room ▪ Riddle room on the 15th. Puzzle to escape room. \$20 for non members \$10 for members. After Happy Hour. Only has 5 registrants so far. ▪ Went to the Riddle room last month, turn out was enough for two rooms, total count was about 14-15 people; had about 5 students from Mankato drive up for the event; Made it out of the room under time!! ▪ Brought in about \$125 in revenue, cost of the rooms was about \$400 ▪ Brian was very impressed with the Mankato students who made the long drive on a school night ▪ May or may not do a spring event given the CRC ▪	
▪	
▪	
▪	

Old Business / Other Discussion Items		5 min
Discussion	▪ None	
Action Items		Person Responsible
▪ None		Deadline

Closing Remarks		5 min
Discussion	▪ None	
Next Meeting		
Date	Time	Location
3/6/18	7:30 – 9:00	HGA

Meeting Adjournment			
Motion to Adjourn	▪ Eric J		
2 nd	▪ Brian J		
Result	Yea = All	Nay = 0	Abstain = 0
Meeting Adjourned by	8:47 AM		