

**MINNESOTA CHAPTER
OF THE AMERICAN SOCIETY OF HEATING, REFRIGERATING
AND AIR-CONDITIONING ENGINEERS, INC.**

670 West County Rd B
St. Paul, Minnesota 55113-

BOARD OF GOVERNORS MEETING MINUTES

Chapter Name: Minnesota Chapter

Meeting Date: September 5, 2006

Attendance:

Members 12 Guests 0 Students 0

1. PRESIDING OFFICER: Chapter President – Curt Ratajczak
2. CALL TO ORDER (Time & Place): 7:05 a.m., Karges-Faulconbridge, St. Paul, MN
3. ATTENDEES:

Chapter Officers:

- | | |
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| <input checked="" type="checkbox"/> President: Curt Ratajczak | <input checked="" type="checkbox"/> Board Member: Tim Manz |
| <input checked="" type="checkbox"/> President-Elect Brian Shablow | <input checked="" type="checkbox"/> Board Member: Scott Rollings |
| <input checked="" type="checkbox"/> Secretary: Bob Linder | <input checked="" type="checkbox"/> Board Member: Todd Courneya |
| <input checked="" type="checkbox"/> Treasurer: Jim Douglas | <input checked="" type="checkbox"/> Past President: Paul Quirin |

Committee Chairs:

Gary Fischbach, George Rothenberger, Glenda Cooper, Mark Muhlstein

4. SECRETARY'S REPORT: (Bob Linder)
 - A. Bob thanked Brian for filling in as Secretary at the July meeting.
 - B. Motion by Curt R. / Seconded by Todd C. – Approved as submitted / Noted.
5. TREASURER'S REPORT: (Jim Douglas)
 - A. No word from audit committee.
 - B. No income or expenses registered yet this year.
 - C. Jim has purchased new Quickbooks for Non-profits.
 - D. We will be switching to the accrual method this year.
 - E. Jim and Bob to complete Treasurer handoff after the meeting.
 - F. Bob working on completing 2—5-2006 taxes by the end of September.
6. PRESIDENT'S REMARKS: (Curt Ratajczak)
 - A. We need to follow-up with John Day for initial reporting.
7. PRESIDENT-ELECT'S REMARKS: (Brian Shablow)
 - A. The Org chart was emailed out.
 - B. Brian has requested that the BOG members be more diligent in communicating with subcommittee chairs via email and phone.
8. COMMITTEE REPORTS :
 - A. Roster: (Gary Grenzer) No report.
 - B. Historian: (Gary Grenzer/Mason Myers) No report.
 - C. Research Promotion: (Bruce Lindsay) Gary pointed out that hole sponsors receive \$138 in donor recognition. \$150 is needed for a coin. This will be addressed for the next Golf Outing.
Coins will be sent out by Society. We will be ordering a certificate from Society. Planning on December to be a Research meeting to hand out certificates

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| D. House: (Mark Muhlstein) | New banners are needed. Mark to research and provide a recommendation.
Need to attach last year's awards.
Mark will be coordinating/scheduling with hotel this month. |
| E. Web Master: (Al Tillman) | No report. |
| F. Programs: (Scott Rollings) | Tour details are being worked out. |
| G. Exchanger: (Dan Chudecke) | No report. |
| H. P.A.C./Reception: (Paul Quirin) | No report. |
| I. Sustainable Design: (Betti Iwanski / Todd Courneya) | Proceeding with Seminar set up and coordination. |
| J. Publicity: (Gary Fischbach) | Gary to look into getting MN activities into Journal Insights.
Gary looking into other organizations/groups to cross promote with.
Gary working on MBO.
Gary to assist with Midwest Facilities Expo publicity. |
| K. Scholarship: (Paul Quirin) | No report. |
| L. Communications: (Craig Johnson) | No report. |
| M. Membership: (Glenda Cooper) | Coordination and staffing of booth at the Midwest Facilities Expo was discussed and coordinated
Glenda is looking for a co-chair.
YEA (Young Engineers in ASHRAE) is a group started to promote ASHRAE for professionals under 35. |
| N. Education Seminar: (Matt Branson) | No report. |
| O. Product Directory: (Kelly Hauenstein) | No report. |
| P. CRC Action (Brian Shablow) | No report. |
| Q. Nominations: (Richard Hermans) | No report. |
| R. Northern Lights: (Jim Fristad) | No report. |
| S. Rochester: (Michael Drahos) | No report. |
| T. Golf: (Jim Burns) | No report. |
| U. Student Activities: (George Rothenberger / Steve Scheurs) | Investigating outreach programs for girls to contribute/participate.
March 13 th will be Student Night. There will be a short presentation/program. Tina B. (RVC for Student Activities) will be attending the meeting.
There is a Student Chapter meeting in Mankato in November. The Student Activities Committee is coordinating a student council meeting in Dallas for the Winter meeting. George recommended sponsoring 3 students for attendance. It is estimated that the cost would be \$1000 per student. We will be looking for corporate sponsors to assist.
We will be looking to continue the corporate sponsored student dinners this year. |
| V. Refrigeration: (Carol Marriott / Vin Gupta) | Brian S. reported that Vin Gupta to co-chair with Carol. |
| W. Sustainable Design Seminar: (Todd Courneya) | This is taking the place of the Life Safety seminar this year. |
| X. CTTC: (Tim Manz) | There was a meeting last week. Meeting minutes are available from Tim Manz or Bob Linder. |

9. OLD BUSINESS:

1. None.

10. NEW BUSINESS:

- A.** Preliminary 2006-2007 budget was set up. Jim D. to document and submit to Curt R. to pass along to John Day (DRC).
B. There are two Society sponsored web casts this year.

12. ADJOURNMENT: 10:00 a.m. Next Board Meeting: Tuesday, October 3, 7 AM, KFI.