

**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: November 7, 2006

Attendance:

Members x 8 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:

☒ President: Curt Ratajczak

☒ Board Member: Tim Manz

☐ President-Elect Brian Shablow

☐ Board Member: Scott Rollings

☒ Secretary: Bob Linder

☐ Board Member: Todd Courneya

☒ Treasurer: Jim Douglas

☐ Past President: Paul Quirin

Committee Chairs:

Bruce Lindsay, Mark Muhlstein, Vin Gupta, Glenda Cooper

4. SECRETARY'S REPORT: (Bob Linder)
  - A. Motion by Bob L. / Seconded by Bruce L. – Approved as submitted / Noted.
5. TREASURER'S REPORT: (Jim Douglas)
  - A. The report was reviewed and discussed.
  - B. Motion by Bob L. / Seconded by Bruce L. – Approved as submitted / Noted.
  - C. Bob Linder submitted last year's tax information to Larson Allen. Taxes are to be completed in November and returned to Bob. Bob to follow-up with audit committee.
6. PRESIDENT'S REMARKS: (Curt Ratajczak)
  - A. A CRC preparation meeting will be held in conjunction with the March 6<sup>th</sup> BOG meeting. The BOG meeting will be 7-8:30 am. The CRC prep meeting will be 8:30-9:30 am. All committee chairs are required to attend the BOG prep meeting. Chairs should have their reports complete and ready to turn over to the CRC Delegate.
  - B. A Regional motion for an increase of \$1 in the Regional Fund Assessment (for Chapter paying members) to provide a \$3000 grant/year to the CRC host chapter to assist with the increase in AV costs passed. There is no direct impact to our chapter members. The \$1 increase will be taken from the existing chapter dues payment.
  - C. National Engineer's Week is February 18-24, 2007.
7. PRESIDENT-ELECT'S REMARKS: (Brian Shablow/Curt Ratajczak)
  - A. A benefit for Brian is being planned for the spring. More information will be made available in the future.
8. COMMITTEE REPORTS:
  - A. Roster: (Gary Grenzer) No report.
  - B. Historian: (Gary Grenzer/Mason Myers) No report.
  - C. Research Promotion: (Bruce Lindsay) Full circle is due soon. Bruce is unable to confirm receipt of contributions due to computer system issues at Society. The BOG was submitted as our chapter's RP committee. MN Chapter sent an RP donation of \$4050 in to Society. Meeting dates are booked with the Double Tree for the entire year.
  - D. House: (Mark Muhlstein)

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- E.** Web Master: (Al Tillman)
- F.** Programs: (Scott Rollings)
- G.** Exchanger: (Dan Chudecke)

- H.** P.A.C./Reception: (Paul Quirin)
- I.** Sustainable Design: (Betti Iwanski / Todd Courneya)

- J.** Publicity: (Gary Fischbach)

- K.** Scholarship: (Paul Quirin)
- L.** Communications: (Craig Johnson)
- M.** Membership: (Glenda Cooper)

- N.** Education Seminar: (Matt Branson)
- O.** Product Directory: (Kelly Hauenstein)
- P.** CRC Action (Brian Shablow)
- Q.** Nominations: (Richard Hermans)
- R.** Northern Lights: (Jim Fristad)
- S.** Rochester: (Michael Drahos)
- T.** Golf: (Jim Burns)
- U.** Student Activities: (George Rothenberger / Steve Scheurs)
- V.** Refrigeration: (Carol Marriott / Vin Gupta)

- W.** Sustainable Design Seminar: (Todd Courneya)
- X.** CTTC: (Tim Manz)

The tour was well attended. Financial results show a loss of \$500. This was expected and budgeted.

No report.

No report.

Tim Manz to contact section presidents for information on their activities. Information will be passed along to Dan for inclusion in the Exchanger.

No report.

Tim M. reviewed the Green Product Directory / database status. A report/presentation will be given at the December BOG meeting to review the process and results prior to printing.

Gary was able to get our November meeting notice in the Star Tribune. He will be sending pictures from the meeting to Insights.

No report.

No report.

A table top will be set up at the November meeting.

Glenda reviewed her MBO with the BOG. She is looking for a co-chair.

No report.

No report.

No report.

No report.

No report.

No report.

No report.

No report.

Speakers have been selected for the Refrigeration Seminar. Vin provided details to the board. This information will be included in the seminar flier.

An update was provided by Mark M. and Tim M.

Tim M. and Scott R. will develop an information packet for seminar presenters to assist with coordination and confirming ASHRAE commercialism policy is followed.

Meeting minutes from the October 31<sup>st</sup> CTTC meeting were handed out. They are available from Tim M.

**9. OLD BUSINESS:**

- A.** none.

**10. NEW BUSINESS:**

- A.** The Society website is now available for PAOE input. Paul Quirin is leading our chapter's PAOE reporting.

**12. ADJOURNMENT: 9:20 a.m. Next Board Meeting: Tuesday, December 5<sup>th</sup>, 7 AM, at KFI.**