

**MINNESOTA CHAPTER  
OF THE AMERICAN SOCIETY OF HEATING, REFRIGERATING  
AND AIR-CONDITIONING ENGINEERS, INC.**  
C/O Midwest Mechanical Solutions, 5831 Cedar Lake Road Minneapolis, Minnesota 55416

**September 2nd, 2008 MN Chapter Board of Governors Meeting**

1. **PRESIDING OFFICER:** Chapter President: Jim Douglas
2. **CALL TO ORDER (Time & Place):** 7:08 AM, EDI Conference Room and Teleconference  
**ATTENDEES:**
  - A. **Chapter Officers:** JSD, SHR, TRC, GJF, GER, VPG and BLS
  - B. **Chapter Committees:** Todd Gray, Betti Iwanski, Mike Thornton and Duane Rothstein
  - C. **Guests:** None
3. **SECRETARY'S REPORT: (Todd Courneya)**
  - A. July Meeting Minutes: motion to approve – Brian Shablow, 2<sup>nd</sup> – Todd Courneya: favor=6, against=0 and sustained=0.
  - B. Revised organization chart to be sent out.
  - C. August meeting minutes to be discussed with Tim. Publish before next meeting. Next meeting review and approve August & September minutes.
4. **TREASURER'S REPORT: (Tim Manz)**
  - A. Tabled until next meeting.
5. **PRESIDENT'S REMARKS: (Jim Douglas)**
  - A. Attended ECC and MASDeC meeting. Discussed ECC meeting, minutes to be issued by Committee.
  - B. Exchanger deadline this Friday, online by 9/15. Jim to establish Exchanger topic/article assignments (1 per month).
  - C. MBOs need to be completed in September to get POE points. Distribute template issued by Society. BOG members to meet with committee chairs. Jim to issue this coming year theme and bullet points to support theme (similar to Society) to Committee Chairs & BOG. MBOs to be sent to Regional Chairs by Committee Chairs.
6. **PRESIDENT-ELECT COMMENTS: (Scott Rollings)**
  - A. None
7. **PAST-PRESIDENT COMMENTS: (Brian Shablow)**
  - A. DRC (Bob Linder) – organization chart, letterhead and minutes to be sent by Todd Courneya.
  - B. Chapter POE login and password to access. CIQ to include **Todd Gray, Jim Douglas, Historian (TBD), Brian Shablow,**
  - C. Website needs to be updated by October. BOG to send self portrait to ECC to be issued for website.
  - D. Chapter shirt sizes for BOG to Gary Fischbach.
  - E. BOG to get last year documents on CD - give to Brian Shablow at next BOG meeting. Ellerbe Becket's Librarian to help organize data.
  - F. Past President award for Curt at October meeting.
8. **COMMITTEE REPORTS:**
  - A. **CTTC Committee Report: (Todd Gray)**
    - a. Working on October Expo itinerary and speaker bios for announcement for Exchanger deadline this Friday.
    - b. Outreach to BOMA, looking to setup a meeting to discuss joint meeting and/or reciprocity.
    - c. 2007/2008 CTTC award plaque for both the Owner (building) and winner.
    - d. Suggested committee acronym to be the same as Society, which is CTT.
    - e. Working with Program Chair to finalize coming year programs. To send out revised matrix.
    - f. Need to confirm the tour is on for the U of M Stadium in September and to finalize itinerary.
  - B. **Refrigeration Seminar: (Vin Gupta)**
    - a. Committee formed and met to discuss seminar.
  - C. **Communications Report:**
    - a. None
  - D. **Education Seminar Committee:**
    - a. None

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**E. Electronic Communication Committee: (Mark Muhlstein)**

- a. First meeting last week. BOG approved email blast 2-times per month on the 15<sup>th</sup> (attachment includes Exchanger & meeting announcements) and on Monday 1-week before meeting (meeting announcements only) to be sent by Craig Johnson. Craig to maintain email list.
- b. Program Chairs to establish networking with other organizations based on seminar.
- c. ECC to send email to Chapter President to send to BOG for approval within 1-day

**F. Research Promotion Committee Report: (Duane Rothstein)**

- a. Contest (400) \$100, drawing to pay for trip to Winter of Summer meeting. Keep thermometer on website to track.
- b. Need MBO by end of month.
- c. Chapter to recognize 6-year consecutive contributors by giving them a wood plaque, motion to approve – Vin Gupta, 2<sup>nd</sup> – Gary Fischbach: favor=7, against=0 and sustained=0.

**G. House Committee Report: (Mike Thornton)**

- a. Looking into new banners. Do we need the banners or should we go to electronic? Ad hoc committee to be formed to discuss this issue to make suggestion to BOG. Brian Shablow to form with Mike Thornton, Mark Muhlstein and Gary Fischbach.

**H. Exchanger Editor:**

- a. None

**I. CRC Action Committee:**

- a. None

**J. Golf Committee:**

- a. None

**K. Historian:**

- a. None

**L. Membership:**

- a. None

**M. Northern Lights Section:**

- a. None

**N. Rochester Section:**

- a. None

**O. Product Directory:**

- a. None

**P. Program Committee:**

- a. None

**Q. Publicity:**

- a. None

**R. Reception:**

- a. None

**S. Roster:**

- a. None

**T. Scholarship:**

- a. None

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**U. Student Activities:**

- a. None

**V. Sustainable Design: (Betti Iwanski)**

- a. Change committee name from MASDeC to Sustainable Design Committee, motion to approve – Gary Fischbach, 2<sup>nd</sup> – George Rothenburger: favor=7, against=0 and sustained=0
- b. Leighton Deer to review website update procedure to propose to BOG.
- c. Look at redesigning website.
- d. Look at potential tours, to include Dunwoody students.

**W. Webmaster:**

- a. None

**X. Honors and Awards:**

- a. None

**9. OLD BUSINESS:**

- A. None

**10. NEW BUSINESS:**

- A. None

**11. ADJOURNMENT: 9:15 AM**

**12. NEXT MEETING: OCTOBER 7<sup>TH</sup>, 2008 @ EDI Conference Room and Teleconference**