

**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

**February 3<sup>rd</sup>, 2009 MN Chapter Board of Governors Meeting**

1. **PRESIDING OFFICER:** Chapter President: Jim Douglas
2. **CALL TO ORDER (Time & Place):** 7:00 AM, EDI Conference Room and Teleconference
3. **ATTENDEES:**
  - A. **Chapter Officers:** JSD, SHR, TRC, GJF, GER, VPG and BLS
  - B. **Chapter Committees:** None
  - C. **Guest(s):** Oram Miller
3. **SECRETARY'S REPORT: (Todd Courneya)**
  - A. January meeting minutes: motion to approve – GJF, 2<sup>nd</sup> – SHR: favor=4, against=0 and sustained=0.
4. **TREASURER'S REPORT: (Tim Manz)**
  - A. None
  - B. Gary F. to begin communication with Tim M. to ease transition to Treasurers role for 2009-2010
5. **PRESIDENT'S REMARKS: (Jim Douglas)**
  - A. NCEES Letter complete. Jim D. to send this month and copy BOG.
  - B. 2 Board position opening as George R. is stepping down. Brian S. has five candidates.
  - C. Gary F. to outline boundaries/responsibilities of committee chairs.
  - D. BOG to check with their committee chairs to gather early commitments for 2009/10 (evaluate recruiting efforts for 2009/10)
6. **PRESIDENT-ELECT COMMENTS: (Scott Rollings)**
  - A. None
7. **PAST-PRESIDENT COMMENTS: (Brian Shablow)**
  - A. Extension for filing taxes was submitted by LarsonAllen to extend our filing until 2/15/2009. Jim D. to scan IRS form and e-mail to Todd C. and Tim M. Todd to forward to John Tauer with LarsonAllen.
8. **COMMITTEE REPORTS:**
  - A. **Communications Report: (Jared Mohr)**
    - a. Todd C. to ask Craig J. to send out email today and Friday.
  - B. **CRC Action Committee: (Scott Rollings)**
    - a. Starting to pull report together (information gathering), looking for nominations (Region & Society), students send information and looking for motions.
  - C. **CTT Committee Report: (Todd Gray/Randy Schock)**
    - a. Meeting was on 1/30/2009.
  - D. **Education Seminar Committee: (Eric Johansen)**
    - a. Four speakers and theme established.
  - E. **Electronic Communication Committee: (Mark Muhlstein)**
    - a. Provide proposal of website changes for March BOG meeting (from CTT report).
      - o Review demo of website changes (template for committees and main page).
      - o BOG agreed Minneapolis skyline picture was to stay
      - o Scott R. suggestion: new layout(s) need to have more “pizzazz “ and not be so dry
    - b. How do we include the following on the website electronically?
      - o Roster: how to limit access to only Minnesota members
      - o Product Directory
      - o Can we tie into the Society's membership database (for Minnesota members only) to automatically update Chapter's website?

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- c. What are the Society's and/or Region protocols for Chapter websites (advertising, revenue generation, content, posting, etc..)
- F. Exchanger Editor: (OPEN)**
  - a. Jim D. to contact Brett Stueland from Ryan Company to see if interested in position. Todd C. to follow up with details of the position if interested.
- G. Golf Committee: (Don Smith/Mike Comstock)**
  - a. Have an announcement at next meeting(s) for sponsors.
- H. Historian: (Brian Shablow)**
  - a. Brian S. to get template for The Weidt Group.
- I. Honors and Awards: (Brian Shablow)**
  - a. Five certificates, need to recognize at meeting – March?? Have separate table and Chapter to pay for 50-year pins & lunch.
  - b. Find more members to get awards.
- J. House Committee Report: (Mike Thornton)**
  - a. Should we have all monthly meetings at the DoubleTree in lieu of the current location? Will DoubleTree negotiate on charges?
- K. Membership: (Paul Quirin/Rick Hermans)**
  - a. Jim D. has added Rick Hermans to the CIQ. Rick to forward current Chapter roster to Craig J.
- L. Northern Lights Section: (Ben Eisenschknk)**
  - a. Brian S. to contact to get CRC information and updated program information on Chapter's website.
- M. Product Directory: (Kelly Hauenstein/Spencer Ingaldson)**
  - a. New co-chair: Spencer Ingaldson from Trane.
  - b. Suggestion was made (to save time) if the committee will allow adjustments to the previous year template to be used for the current year template in lieu of recreating a new template each year?
- N. Program Committee: (Rob Warnke)**
  - a. None
- O. Publicity: (Gary Fischbach)**
  - a. Going to take pictures of February seminar.
- P. Reception: (Brian Shablow)**
  - a. None
- Q. Refrigeration Seminar: (Vin Gupta/Bruce Kamperschroer)**
  - a. Need Chapter's laptop, projector and digital camera for the seminar.
- R. Research Promotion Committee Report: (Duane Rothstein)**
  - a. None
- S. Rochester Section: (OPEN)**
  - b. Brian S. to contact to get CRC information and updated program information on Chapter's website.
- T. Roster: (Gary Grenzer)**
  - a. Jim D. contacted Gary G. and roster will be sent to printers by 2/20/2009.
- U. Scholarship: (Curt Ratajczak)**
  - a. None
- V. Student Activities: (George Rothenberger/Steve Schreurs)**
  - a. Ask students who attended the Winter meeting to give a short presentation at the April meeting.

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**W. Sustainable Design: (Betti Iwanski/Tim May)**

- a. None

**X. Webmaster: (Allen Tillmann)**

- a. None

**Y. Young Engineers: (Ross Nelson/Dan Cebelinski)**

- a. BOG should be getting announcements and schedule of events which also should be posted on the Chapter's website.

**9. OLD BUSINESS:**

- A. None

**10. NEW BUSINESS:**

- A. None

**11. ADJOURNMENT:** 8:51 AM: motion to approve – GJF, 2<sup>nd</sup> – BLS: favor=6, against=0 and sustained=0.

**12. NEXT MEETING:** March 3<sup>rd</sup>, 2009 @ EDI Conference Room and Teleconference