



“Shaping Tomorrow’s Built Environment Today”

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BOARD OF GOVERNORS:

Rebecca Haehn, Past-President
Mark Silke
Jennifer Felsburg
Allen Hampton
Steve Valladolid
Mike Carlomagno

COMMITTEE CHAIRS:

Attendance/Reception:

Cindy Moreno

Auditing:

Rick Springe

Finance:

Kevin Blankemeier, P.E.

Historian:

Dennis Christie

Honors and Awards:

Heather Schopplein, P.E.

Membership:

Erik Sanchez

Student Activities:

Kyle Bond

Mentoring:

Bill Reagan

Newsletter:

Calina Ferraro

Nominating Committee:

Mark Bender, P.E.

Programs:

Hugh Egan

CTTC/PAOE:

Andy Nash

Refrigeration:

Ron Amberger

Publicity:

Rolando Garcia

Research Promotion:

Cameron Peck

Special Events:

Mark Silke

Website:

Kevin Blankemeier, P.E.

YEA:

Greg Horman

Grassroots Gov't Affairs:

Jaime Moreno

Sustainability/Community Activism:

Kaitlin Douglass

ASHRAE San Diego Foundation

Board of Directors:

Heather Schopplein, P.E.

Mike Frazier

Verle Williams, P.E.

Rebecca Haehn

Bill Reagan

Walter Houle

Planning Meeting Minutes

Date: July 9th, 2013

Location: Trane San Diego

Start: 2 pm

2:00 pm arrivals:

Heather Schopplein (president), Kevin Blankemeier (Treasurer/website), Andy Nash (VP), Hugh Egan (President Elect), Sarah Ruiz (beer tour), Sonya Spala (Johnson Controls-Scholarships) Sean Rogers (NEW chair), Mike Carlomagno (BOG), Jennifer Felsburg (BOG), Cameron Peck (RP Chair), Tiffany Bates (Region X RP RVC), Ron Amberger (Refrigeration Chair), Mike Techner (Secretary), Mark Bender (Region X Grass Roots Chair/Nominating), Mike Burgess (Region X DRC), Shawn Meyers (Holiday Party), Kyle Bond (Student Activities), Rolando Garcia (Publicity),

2:15 pm arrivals:

Cindy Moreno (Welcoming/Attendance/Region X YRC), Jaime Moreno (Grass roots gov't activity chair), Erik Sanchez (Membership), Kaitlin Douglass (Community Outreach), Greg Horman(YEA), Mark Silke(Special Events)

2:05 – Meeting called to order by Heather Schopplein

NOTE: No June board meeting took place so previous month's minutes were not approved

2:05-2:15 – Individual Introductions

2:20 – Program Training Overview/Meeting Introduction

2:20 – Letterhead was reviewed and approved

Motion to approve (Mike T.)

Seconded (Jennifer F.)

Letterhead should not spell out ASHRAE (Mike Burgess)

Motion to make revisions Cindy's name & remove spelling out of ASHRAE (Cindy M.)

Seconded (Kevin B.)

2:25-CRC

Info on www.regionx.org/crc

Reserve room by 7/25

Attendees:

Delegate & Alternate (Must attend)

Training available for following:

Budget : Add'l hotel, taxis, food, drinks not excluded; total ~\$500 (based on flying)-includes

Registration Package D, Friday night hotel at Palace Station, Airfare, Friday Dinner

Delegate/Alternate total : \$525

Schedule of events on CRC Website

Minimum stay would be 6:30 pm Friday-7 pm Saturday

Officers get 50 points each for PAOE for attending

2:30-Calina (Newsletter) Arrived

Important Websites: Chapter website (ashraesd.org), region website, society website (ashrae.org), www.ashrae.org/society-groups/chapters (MCO, PAOE, etc.)

2:35-Picture Day-9/10 BOG

2:35-What is it to be a volunteer?

Always ask questions! We are not alone in what we do

2:40-Overview of Goals:

Officer Chairs and responsibilities were reviewed

2:40 - President (Heather S.):

Goals: Help other chairs, recognize members and volunteers throughout, reach PAR in PAOE categories, host monthly BOG meeting

Challenges: Time

Solutions: Make self available, Try to attend all committee meetings

Budget: \$250

2:45 - President-Elect (Hugh E.):

Goals: Organize monthly meeting and find topics to pique high interest, break even on programs budget

Solutions: Listen to Heather, start early

Most will be lunch meetings unless presenters have preference for Dinner Meeting

Budget : \$15,000

2:48 - Vice President (Andy Nash)

Goals: Fulfill duties assigned by BOG

Budget: \$0

2:51 - Secretary (MT):

Goals: Complete minutes in a timely fashion, get them to Kevin to post to website for chapter visibility

Solutions: Communicate with Kevin to see how much time he needs to post minutes in a timely fashion before upcoming meetings

Budget : \$0

2:55 - Treasurer (KB):

Goals: Respond to check requests in a timely manner, check PO Box 2x/mo, begin accepting CC at meetings, keep spreadsheet up to date

Solutions:

Budget: \$0, Paypal gives card reader for free

3:00 - Steve V. (BOG) arrived

3:00-3:05 - Break

3:05 – Bill Reagan (Foundation/Mentoring)/Allen Hampton (BOG) arrived

3:05-String Activity/Committee Overview

(Committee Leaders in **BOLD**)

3:05-Programs : Hugh Egan

Overview: 9 chapter meetings, host group learning course

-Publicity, CTTC, Attendance/Reception, Newsletter/Website all involved

3:08-Attendance/Reception:

Committee Members: **Cindy Moreno**, Hugh Egan, Kevin Blankemeier, Erik Sanchez

Goals: Send welcome email with welcome packet to new members, automatically add member to constant contact (Erik), recognize new member at meeting, do a reminder for online biography updates, print blank receipts for members, will help with any other special events

-Awards are given for doing online activities (Mike Burgess)

Solutions: N/A

Budget : \$0

-Treasurer, Membership, Mentoring, Newsletter/Website involved

3:14-Auditing:

-BOG, Present Treasurer, Past Treasurer, two past presidents involved

-Committee : **Rick Springe**, Jennifer Felsburg, Terry Erickson

3:18-CRC Action:

Goals: Attend CRC, Draft Motions, nominate local members for awards, get chapter display for CRC, Jeanie Kirksey & Vickie Grant are experts on regional stuff

Solutions:

Budget : \$75

3:21-Grass Roots/Gov't Affairs:

Committee Members: **Jaime Moreno**, Mike Carlomagno, Mark Bender, Steve Valladolid

Goals: Supporting CTTC, help with newsletter/website, relay updates in code and legislation from ASHRAE

Solutions: Attend CRC to learn about position

Budget : CRC Expenses

Mike Burgess suggested bringing in Mark Wills for a grass roots preso

3:26-Student Activities:

Committee Members: **Kyle Bond**, Rick Springe (K-12), Sean Rogers (NEW), Sonya (Scholarships), Erik Sanchez (Membership)

Goals: Make contact with community with undergrad, graduate, K-12, etc,;

Solutions: Talk to past Student Activities Chair, Attend CRC Workshops, Hold regular Committee meetings

Budget : \$1000

NEW:

Committee Members: **Sean Rogers**

Goals: Fill table for NEW Banquet, get sponsors to do that

Solutions: Donate \$1000 for NEW, \$200 for Mathcounts

Budget : \$1200

CTTC (Andy N.):

Goals: Organize webinars, review development and ALLI events, monitor beneficial things from Society

Solutions: Distribute survey at first ASHRAE Meeting to determine highest desirability for ALLI, create strong promotion campaign

Budget : \$59-150/person

Historian:

Committee Members: **Dennis Christie**

Goals: Create display for CRC, provide monthly newsletter article, create chapter timeline, develop plan for chapter timeline, take pictures at meetings

Solutions: Research other chapters for guideline, interview past presidents, purchase camera for chapter

Budget : \$500 for camera & digitizing

- Suggestion was made to buy a tablet instead of a camera so we can update biography information as well; use Trane's iPad for first meeting as a trial run
- Will use Trane iPad for first couple meetings as test run, may buy camera later
- Inform chapter of Photobucket site through website

Honors and Awards

Committee Members: **Currently Vacant**, Heather Schopplein, Rebecca Haehn, Hugh Egan, Jerry Hartford

Goals: TBD

Solutions: TBD

Budget : TBD

Nominating:

Committee Members: **Mark Bender**, Rick Delores, Jennifer Felsburg, Rick Springe

Goals:

Solutions:

Budget :

Membership

Committee Members: **Erik Sanchez**, most of BOG

Goals: Recruit new members, retain existing members, update membership, recognize new members at meetings, Need 5 people in committee to get PAOE points, host two membership promotion nights for new members, want to work with Bill (Mentoring), Greg (YEA) & Kyle (Student Activities)

Solutions: Recognize members for contribution, connect members to leadership opportunities, make people aware of what ASHRAE is about

Budget: N/A

-Many new members, but many lost/cancelled members; wants to contact these people to keep them engaged

3:45 – Andrea Pavlick Arrived

3:50 - Happy Birthday Calina & Mark!

3:55 - Reports Continued

3:55 - **Community Activism:**

Committee Members: **Kaitlin Douglass**, Rolando Garcia, Mark Silke, Tiffany Bates, Heather Schopplein

Goals: Increase community involvement, do one Habitat for Humanity project (4K for 16 people, fall activity) & one YEA event, Do partnership with other non-profit for spring activity, Ronald McDonald meal in Fall for YEA, gauge overall interest, **develop position**

Solutions: Try to hold picnic to raise money for Habitat to take care of costs, increase enthusiasm and awareness

Budget : \$500 plus Habitat cost minus money raised

-500 PAOE points for sustainability project, 100 points for putting together committee member

-Suggestion to do some veteran/military events (Sarah Ruiz)

-USGBC holding a green school event, could do something there (Andrea Pavlick)

-Bring up any other ideas to the board (Heather)

-Suggestion to do NAWIC Event (Tiffany)

-Put out newsletter blast every month talking about volunteer event

-Kickoff meeting will happen in next month

4:09 - **YEA:**

Committee Members: **Greg Horman**, Matt Lacey, Kevin B., Cindy Hyatt

Goals: Networking, creating awareness, staying involved with ASHRAE, find out student to associate process, find out what members are interested in to keep them involved

Solutions: Promoting events – technical tours, happy hours, sporting events, team tournaments

Budget: \$1,500

-Goal is to get people more involved in ASHRAE and also to get young non-members to be members
-August 23rd is date for YEA Padres game (Bud Light patio)

4:17 -**Publicity**

Committee Members: **Rolando Garcia**, Andy Nash, Hugh Egan, Calina Ferraro

Goals: Promote local ASHRAE Chapter

Solutions: Reach out to local media and affiliates to increase awareness; reach out to local groups like USGBC, BOMA, NAWIC, AGC, etc.;

Budget : N/A

4:21- **Newsletter/Website**

Committee Members: Calina Ferraro, Kevin Blankemeier

Goals: Send out 10 newsletters per year, increase newsletter committee to 3, update constant contact list, increase integration with website, convert to more attractive format, get one piece of content from each board/committee membership, include one member bio per month, include monthly project showcase

Solutions:

Budget: Revenue: \$1000, cost: \$300

-Suggestion to include trivia question (Steve)

4:28-**Website**

Committee Members: Kevin Blankemeier

Goals: Take pictures for all chairs, find a way to update website from chair, add more chapter history, get all new updated documents to increase chapter transparency, update format of website

Solutions: Take in feedback for website, upload photos

Budget: \$180 for hosting fees

-Kevin needs new information for website; give content for your own positions

-Send any old minutes/photos/historical information

4:36-**Special Events**

Committee Members: Mark Silke

-Used to have Tennis Tournament, Trap & Skeet, others; please send suggestions to get them started again

4:38- **Holiday Party**

Committee Members: Shawn Meyers

Goals: Locate new venue, increase attendance

Budget: \$20K income, \$12K cost, \$8K profit

-Send Shawn any venue ideas you have

4:41-**Del Mar Races**

Committee Members: Heather Schopplein

Goals: Saturday August 3rd (Beerfest)

Budget: \$600 income, \$500 cost, \$100 profit

4:41- Fishing Trip

Committee Members: Rick Springe

Goals:

Budget: Profit of \$527

4:42 – Brewery Tour

Committee Members: Sarah Ruiz

Goals: New event for RP; people will have to pay for own beer; will get limo/bus for event; fee would include transportation and snacks

Budget: \$600

-Suggestion was to possibly do it during joint meeting, also possibly in February

-Talk to Denver chapter about their beer tour

-Possibly in February

4:47-Family Event

Committee Members: Andrea Pavlick

Goals: Thoughts are to do a BBQ/Picnic; Taco cart, jump house, clown, water/sodas, etc.

Budget: \$2000

-Possibility on doing it in Spring time

-Goal should be to break even

4:55-Research Promotion

Committee Members: **Cameron Peck**

Goals: Continue to promote RP efforts, attend CRC and CTTC training, RP goal to be determined, gain full circle commitment by November 15th, coordinate two presentations before meetings, set goal for budget

Solutions: Provide new ideas for gaining donations through events and

Budget: CTTC/CRC Training

-www.ashraerp.com is website

5:03 – Refrigeration

Committee Members: **Ron Amberger**, Steven Linn, Jerry Hartford

Goals: Topic for April, get two newsletter articles, attend CRC

5:04- Mentoring

Committee Members: **Bill Reagan**, Cindy Hyatt, Kyle Bond, Greg Horman

Goals: Make new members feel more welcome, assign new members to board member to increase feeling of welcome for new members

5:09- Foundation

Committee Members: **Bill Reagan**, Rebecca Haehn, Mike Frazier, Walter Houle, Verle Williams

Goals: Send out two college scholarships, 3 student awards, 3 classroom/school awards, one endowment with SDSU; Keep \$5800 available to chapter, but need to give away money; need to find people to take and apply for scholarships, make chapter more aware of foundation

Budget: \$5800 available for chapter

-\$158,500 in portfolio

-Can we use Foundation funds for charitable organizations? (Cindy)-Answer is probably not, will check

-Advertise summary for newsletter article

5:15 – **Meeting Wrap-Up**

-Does anyone have only one string?

5:17 – Gift Card winner – Sean Rogers

5:18 - Motion to table budget discussion (Hugh E.), seconded (Mike T.)

5:20-Meeting Adjourned