



ASHRAE Central Oklahoma Chapter Board of Governor's Meeting

**Meeting Date: August 21, 2017**

**Meeting Location: Junior's**

Meeting Minutes

Attendees:

Chapter Officers:

Damon McClure – President (*Present*)

Jeff Forman – President Elect (*Present*)

Madison Schultz – Secretary/Social Media Chair/Electronic Communications Chair (*Absent*)

Stephanie Thomas – Treasurer (*Present*)

Trapper Wilson – Vice-President (*Present*)

Board of Governors:

Andy Donehue (*Present*)

Jeff Forman (*Present*)

David Royal (*Absent*)

Robert Smith (*Present*)

Caleb Spradlin (*Present*)

Stephanie Thomas (*Present*)

Michael Wilson (*Present*)

Trapper Wilson (*Present*)

*Quorum Present*

Committee Chairs:

Justin Love (Refrigeration Chair) – *Present*

Michael Wilson (Webmaster) - *Present*

Chris Dolan (Research Promotion Chair) - *Present*

Daniel Brazeale (Membership Promotion Chair) - *Present*

Andy Donehue (CTTC) - *Present*

Dusty Stoabs (Historian) - *Present*

Scott Sanders (Student Activities Chair) - *Present*

Robert Smith (Scholarship Chair / Student Activities Co-Chair) - *Present*

Caleb Spradlin (YEA Chair) - *Present*

Tino Mendez (Honors & Awards Chair) – *Present*

Conner Waters (Newsletter) – *Present*

Byron Hughes (GGAC) - *Absent*

Brian Sauer (Sustainability) - *Absent*

Brian Garcia (Special Events) - *Absent*

Members Present:

Jason Keyes



President Damon McClure called the meeting to order at 11:30 am

#### **Presidents Report – Damon McClure**

- 2017-2018 President/Chapter Initiatives
  - a. An updated 2017-2018 PAOE Summary from Society distributed & discussed
  - b. Emphasized / reminded each chair to activity communicate with their RVC
  - c. Need to focus on increasing # of RP givers / year as we lost our major corporate donor (ClimateMaster)
  - d. Outreach – this is a Society focus this year, Damon discussed COK focus on students, YEA, women in ASHRAE. Damon plans to implement a Student Protégé Program with college chapters/members. Discussed using the Periscope App or similar to students didn't have to drive and be present in person

#### **Treasurers Report – Stephanie Thomas**

- 2017-2018 budget presented and discussed
  - a. Motion to amend budget with additional expense for YEA, Audit, Dropbox funded by additional golf revenue of \$800. Trapper 1<sup>st</sup>, Andy D 2<sup>nd</sup>.
- Audit Committee – Conner Waters, Chris Dolan, Robert Smith volunteered
  - a. Per bylaws no officers or BOG can be on audit committee
- Motion to approve May/June 2017 Treasurers report approved – Trapper made motion, Michael Wilson 2<sup>nd</sup>.
- Discussion on Interbank Scholarship Account – changing name/signature card. Motion to modify tabled for now. Jeff, Chris, Robert, Damon to create a one page summary of all the COK scholarship funds, showing institution, principal amounts, annual interest, etc. Discussed combining accounts, simplifying record keeping and moving to the new ASHRAE Foundation Scholarship program.

#### **Committee Reports**

- CTTC Report – Andy Donehue
  - Joint September meeting with PHCC discussed and proposed
  - January open, February will be spouses night
  - Working on project technical award submissions for 2017-2018. FSB, Guernsey, ADG interested in applying.
- Membership Promotion – Daniel Brazeale
  - Have been discussing status with RVC
  - 292 members to start 2017-2018
  - Reaching out to OAHE (hospital engineers) for possible new members
- Student Activities – Scott Sanders
  - MetroTech STEM expo 2017 – 9/15 from 8am – 3pm, volunteers welcome
  - Student Protégé Program discussed
- Government Activities – Byron Hughes
  - RVC has been contacted
- Research Promotion Report – Chris Dolan
  - Full Circle – Officers, BOG should all donate the \$200. Officers expected.
  - Donor Recognition – due by 12/31/17
  - Raffles – plan to bring back to chapter meetings
  - YEA/RP Event – planning to add an evening event at a location like the Garage



- Golf – will have new \$500 hole sponsors this year, idea is for rep factories to man a tent at a hole with giveaways. Any refreshments to be handed out must be purchased from golf course
- Quota – 2017-2018 reduced from \$42,500 to \$37,500 due to loss of Climatemaster
- Historian Report – Dusty Stoabs
  - Dusty required to provide a timeline for the chapter year
  - Sending interview questionnaire to past president Trapper
  - Dusty requested to get Honors & Awards updated
- Scholarship Report – Robert Smith
  - Scholarship application requests to be sent out next month
- Sustainability Report - Brian Sauer
  - Will have 2 events this year, one fall, one spring
- Golf Report - Bryan Garcia
  - Not present
- Newsletter Report – Conner Waters
  - Please post articles on Basecamp by 8/25/17
- Refrigeration Report - Jason Keyes
  - Justin Love to help this year
  - Planning March 2018 Chesapeake Tour
  - Discussed combining with YEA
- Honor & Awards - Tino Mendez
  - Tino considering Dr. Jeff Spitler for (1) Exceptional Service Award, (2) Hall of Fame Award
- Webmaster – Michael Wilson

#### **New Business**

- none discussed

#### **Adjourn**

- President McClure adjourned the meeting at 12:55pm to go see the eclipse!

Respectively Submitted,

Jeff Forman  
President Elect COK Chapter 2017-2018