

## **ASRAE Champlain Valley Chapter Meeting Minutes**

*September 6, 2017 Holiday Inn, S. Burlington, VT*

***These draft minutes must be approved by this committee to be the official approved record.***

Note: For votes concerning standards actions all members must be given an opportunity to vote. In the event all members are not present at the meeting a letter ballot will be sent to the absent members to vote, that will include all negative votes at the meeting and a Chair's response. In the event negative votes are received during the continuation ballot a recirculation ballot will be conducted.

Negative voters with comment on publication public review votes will be given an opportunity to appeal once the Board of Directors has approved the document for publication. Negative voters who do not comment **will not** be offered a right to appeal.

### **Attendees (include voting members and guests)**

| <b>Name</b>       | <b>Title</b>             | <b>Organization</b> | <b>Present</b> |
|-------------------|--------------------------|---------------------|----------------|
| Brent Weigel      | President                | Hallam              | X              |
| Nick Thiltgen     | President Elect          | VEIC                | X              |
| Charlie Carpenter | Vice President           | VEIC                | X              |
| Courtney Hart     | Treasurer                | VMI                 | X              |
| John Kubacz       | Secretary                | VHV                 | X              |
| Leo Sprinzen      | Student Activities Chair | VMI                 | X              |
| Mary Jane Poynter | BOG                      | VEIC                | X              |
| Drew Hamilton     | BOG                      | Hallam              | X              |
| Blaine Conner     | BOG                      | VMI                 | X              |
| Richard Wilcox    | BOG                      | VHV                 | X              |
| Shawn Labelle     | BOG                      | VHV                 | X              |
| Tom Zoller        | BOG                      | Trane               | X              |

### **Approval of minutes from last meeting**

No meeting minutes to be approved from last meeting

### **Meeting to Order: 4:03 pm**

#### **New business**

- Money Matters
  - CRC Expenses:\$1,967.08, which is \$367.08 over the motioned amount
    - Motion to cover remaining expense – Courtney Hart
    - Second – Mary Jane Poynter
    - All approve
  - Annual Meeting Expenses
  - Financial Audit (7/31/17) Lunch Expenses
    - Motion to cover expense – Blaine Conner
    - Second – Courtney Hart
    - All approve
  - Account Balance \$13,748
  - Budget for 2017-2018
    - Review of budget from 2016-17
- Committee Goals and Management Objectives (MBOs)

Minutes submitted by: John Kubacz, September 18, 2017

Minutes approved on: October 4, 2017

- Utilization of Google Spread sheets
- Committee Chair write-ups of goals to share with chapter
  - Formally requested by Brent Weigel
- ECC: Recent accomplishments, status, communication of goals, and opportunities to contribute
  - Website and newsletter discussion
- Meeting Matters
  - Administration of RSVPs
    - Discussion of structure
  - CTTC logistics and support
    - Review of upcoming meetings
  - RP night for October meeting
- Misc
  - Region 1 CRC highlights
    - Review and discussion of the night's meeting
    - Chapter Awards to be handed out at October meeting
  - VT PE PDH requirements
    - Certificate for meetings for PDH

## **Adjournment**

- Time: 5:07
  - Motion to adjourn – Shawn Labelle
  - Second – Courtney Hart