

## ASRAE Champlain Valley Chapter Meeting Minutes

October 4, 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
Courtney Hart	Treasurer	VMI	X
John Kubacz	Secretary	VHV	X
Mary Jane Poynter	BOG	VEIC	X
Drew Hamilton	BOG	Hallam	X
Richard Wilcox	BOG	VHV	X
Shawn Labelle	BOG	VHV	X
Tom Zoller	BOG	Trane	X

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

Motion to approve meeting minutes from 9/6/2017- Courtney Hart  
Second – Mary Jane Poynter  
All Approve

### **Meeting to Order: 4:05 pm**

#### **New business**

- Money Matters
  - CRC remaining expenses:\$148.18
    - Motion to cover remaining expense – Mary Jane Poynter
    - Second – Drew Hamilton
    - All approve
  - Review of Golf Event
    - Expenses: \$7,732.98
    - Revenue: \$10,960.00
  - Review of September meeting
    - Expenses: \$1,128.96
    - Revenue: \$1420.00 received. One (1) outstanding
    - Discussion of recovering missing revenue
  - Review of Budget for 2017-18
    - Newsletter advertising / scholarship sponsors

Minutes submitted by: John Kubacz, 10/09/2017  
Minutes approved on: November 1, 2017

- Discussion of ways to acknowledge donors by banner, website acknowledgment, screen shot during meeting or table toppers
  - Fundraiser Event
    - Discussion for June Event committee chair
  - Budget to be reviewed for approval
- Meeting Matters
  - Region I Updates
    - Discussion by Tom Zoller
  - Discussion of logistics for the night's meeting
- Plans for Chapter Communications
  - Committee Chair write-ups of goals to share with Chapter
  - ECC updates
- Open format discussion
  - Nick Thiltgen discussed meeting certificates for PDHs
  - Discussion of past years seminars for future seminars

## **Adjournment**

- Time: 5:03
  - Motion to adjourn – Courtney Hart
  - Second – Mary Jane Poynter