

**ASRAE Champlain Valley Chapter  
Meeting Minutes**

*November 1, 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
Chris Vintinner	BOG	Control Tech	X
Mike Cook	Historian	ARC	X

**Approval of minutes from last meeting**

Motion to Approve: John Kubacz

Second: Courtney Hart

All Approve

**Meeting to Order: 4:06 pm**

**New business**

- Money Matters
  - Review of October meeting, 26 attendees plus 2 speakers
    - Expense: \$806.40
    - Revenue: \$855 received, \$30 IOU
    - Discussion of missing revenue
  - Approval of budget
    - Discussion and Vote
      - Discussion VTC Student chapter allocation for ASHRAE trip
      - Motion to approve: Courtney Hart
      - Second: Blaine Conner

Minutes submitted by: John Kubacz, November 7, 2017

Minutes approved on:

- Meeting Matters
  - RP Night
    - Full circle met
  - Membership promotion night
    - Discussion for event
      - Tour, raffles, tentative date to be March, sponsor discussion
      - Committee to decide at a later date
  - Other themed meetings for our calendar
    - History night
      - Tentative date to be April
      - Discussion of 2019-20 50<sup>th</sup> anniversary committee
  - Logistics for tonight's meeting
    - Photo for ASHRAE National Society featured in MYASHRAE video
- June Event
  - Communication to Chapter
    - Discussion for event
    - Leadership and planning
      - Discussion for committee chair
- Open format discussion
  - Credit card payment system for meetings and events
    - Discussion:
      - Paypal
      - Eventbrite
      - Swipe square
      - Rsvp pay box
      - Options to be given to Brent Weigel
  - YEA leadership weekend
    - Discussion to send representative
- Newsletter
  - Research of other organizations in Region
  - Mockups to be put on website
  - Update of website
    - Discussion to put speaker presentations on website

## **Adjournment**

- Time: 5:08
  - Motion to adjourn . Mary Jane Poytner
  - Second . Charlie Carpenter