Monthly BOG Meeting Tuesday, November 26, 2013. 5:30 PM, Meier Architecture Engineering.

Attendees: Jian Zhang* Weimin Wang* Rahul Athalye* Derek Archer* Lucy Huang Vrushali Mendon
Absentees: Jay Ashbaugh*

(*BOG Members)

Action items and decisions are as follows.

- The meeting minutes from the previous meeting on October 28th, 2013 were reviewed and approved. Weimin motioned for to approve, Rahul seconded, motion passed.
- Action Items and their status from the previous meeting are as follows:
  - Incomplete Action - Weimin: Determine qualifications for full membership (as opposed to associate membership) and contact those applicable within chapter.
  - In Progress
  - Incomplete Action – Rahul: Upload newsletters and meeting minutes as they are published.
  - Action – Rahul/BOG members: Create a list of information needed to populate the website that the BOG can provide.
  - Action – Derek: Confirm December program meeting speaker (Kevin Marple)
  - Action – Derek: Send out November newsletter.
- Old Business – Jian Zhang
- Membership Committee Report – Weimin Wang
- Student Membership Report – Gregory Jourdan
  - Greg to ask his students to share their ASHRAE NYC meeting experiences.
- Research Promotion Report – Jay Ashbaugh
  - Nov 15. Deadline for Full Circle awards donation from President, President-Elect, Secretary, RP Chair and Treasurer. Complete.
  - Scholarship goal ($150) due October 31. Complete.
- CTTC Report – Derek Archer (reported through email)
  - Derek will invite Kevin Marple to the December program meeting.
- Honors and Awards Report – Jay Ashbaugh
  - Nothing to report.
- Newsletter Report – Derek Archer
Completed Action: Derek to send November newsletter one week before next meeting. Jian to draft president’s message.

- Treasurer Report – Rahul Athalye
  - Action: Rahul to send email reporting amount of funds.

- Historian Report – Steve Strecker
  - Nothing to report.

- Web Page Report – Rahul Athalye
  - BOG members to provide past newsletter, minutes, and agenda to Rahul. Rahul will update website.

- YEA Report
  - Nothing to report.

- Derek opened CRC bank account.

Next BOG meeting will be held at 5:15 pm January 6th, 2014, at Meier Architecture Engineering.

Meeting adjourned at 6:15 PM

Respectfully Submitted,

Rahul Athalye

Secretary, Acting Treasurer 2013-2014