



Monthly BOG Meeting Monday, October 28, 2013. 5:15 PM, PNNL.

Attendees:  
Jian Zhang\*  
Weimin Wang\*  
Rahul Athalye\*  
Lucy Huang  
Sagar Rao

Absentees:  
Derek Archer\*  
Jay Ashbaugh\*

(\*BOG Members)

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Action items and decisions are as follows.

- The meeting minutes from the previous meeting on September 30<sup>th</sup>, 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
  - Completed Action – Jian: Assign Weimin as Membership Promotion Chair.
  - Completed - Action – Weimin: Reach out to new PNNL hires as potential ASHRAE member. Weimin brought Sidharth Goyal on board as member.
  - Completed Action – David: Compile RP files and documents. Write summary of Mid-Columbia RP Chair duties. Send these things to Jian.
  - Completed Action – David: Notify Region XI Vice Chair Ryan Macgillivray of resignation.
  - Completed Action – Derek: Confirm November meeting program.
  - Completed Action – Derek: Publish the September newsletter.
  - Incomplete Action – Rahul: Upload newsletters and meeting minutes as they are published.
  - Incomplete Action – Rahul: Create a list of information needed to populate the website that the BOG can provide.
  - Completed Action – Jian: Announced BOG opening in newsletter's president message and asked recommendations from BOG and CRC members.
- Old Business – Jian Zhang
  - Jian updated chapter office position CIQ. Rahul is the acting Treasurer until a new Treasurer is found.
- Membership Committee Report – Weimin Wang
  - Weimin reported that we have 82 members in total, 1 new member in the last month, and 1 transfer in the last month.
- Student Membership Report – Gregory Jourdan

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- Nothing to report.
- Young Engineers Association chair, Lucy Huang, to reach out to Greg.
- Research Promotion Report – Jay Ashbaugh
  - Nov 15. Deadline for Full Circle awards donation from President, President-Elect, Secretary, RP Chair and Treasurer
  - Scholarship goal (\$150) due October 31.
  - Action: Jian to send email asking board members if we want to make the scholarship goal.
- CTTC Report – Derek Archer (reported through email)
  - Our November presenter will be James Tauby from Mason Industries. The topic will be seismic restraint of mechanical systems. This will be a dinner meeting. Location TBD. Nov 12.
  - Working on getting presenters for December, January, and April.
  - Region XI is now accepting DL visit requests for single-chapter visits. The deadline to schedule allocated DL visits is November 15th. After that they all go back into a common pool at the society level and can be used on a first-come, first-served basis. I hope to get a DL visit or two scheduled prior to that date.
- Honors and Awards Report – Jay Ashbaugh
  - Nothing to report.
- Newsletter Report – Derek Archer
  - 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
  - Action – Rahul: Upload newsletters and meeting minutes as they are published.
  - Action – Rahul: Create a list of information needed to populate the website that the BOG can provide.
- YEA Chair, Lucy, to have plan for CRC and YEA events.
- BOG authorizes Derek Archer, the CRC organizing committee treasurer, to open an CRC bank account and Rahul Athalye and Jian Zhang to be the co-signers of the account.
- Next BOG meeting will be held at 5:15 pm Nov 25 2013 at Meier Architecture Engineering.
- Meeting adjourned at 6:15 PM

Respectfully Submitted,

Rahul Athalye

Secretary, Acting Treasurer 2013-2014

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