Monthly BOG Meeting Monday, September 30th, 2013. 5:15 PM, Meier Architecture Engineering.

Attendees:
Weimin Wang* David Atkinson*
Rahul Athalye* Jian Zhang*

Absent:
Jay Ashbaugh* Derek Archer*

(*BOG members)

Action items and decisions are as follows.

- The meeting minutes from the previous meeting on August 27th were reviewed and approved. David motioned for to approve, Weimin 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.
    - This is to be completed once Jian assigns Weimin to be the Membership Promotion Chair. Action – Jian: Assign Weimin as MP Chair.
  - Completed - Action – Weimin: Contact Greg regarding student participation.
    - Weimin contacted WSU Faculty, not Greg specifically, to begin discussing the idea of a student chapter.
  - Completed - Action – Derek: Work with Jay and determine speaker for September chapter meeting. Notify BOG of selection by email as the next BOG meeting will occur after the September chapter meeting.
  - Incomplete - Action – Jay: Release newsletter on September 4th, theme to be countdown to CRC. Include a request for nominations of a YEA for the LeaDRS program.
    - Derek has accepted the task of formatting the September newsletter Jay has written and releasing it as soon as possible.
  - Completed - Action – Jian: Send president message and a photo to Jay by September 2nd.
  - Completed - Action – Derek, Weimin, Jian, Rahul: Chapter bank account ownership needs to be transferred from Derek Archer and Weimin Wang to Jian Zhang and Rahul Athalye.
  - Completed - Action – Jay: Add BOG meeting information to the newsletter to promote non-BOG member attendance.
- Membership Committee Report – Weimin Wang
  - Action – Weimin: Reach out to new PNNL hires as potential ASHRAE member.
Student Membership Report – Gregory Jourdan
  o Nothing to report.

Research Promotion Report – David Atkinson
  o David is relocating out of the area and will be resigning from RP Chair position effective October 11th 2013.
  o Action – David: Compile RP files and documents. Write summary of Mid-Columbia RP Chair duties. Send these things to Jian.
  o Action – David: Notify Region XI Vice Chair Ryan Macgillivray of resignation.
  o The deadline for the full circle donation is November 15th.

CTTC Report – Derek Archer
  o Action – Derek: Confirm October meeting program.

Honors and Awards Report – Missing Chair
  o Nothing to report.

Newsletter Report – Jay Ashbaugh
  o Action – Derek: Publish the September newsletter.

Treasurer Report
  o Nothing to report.

Historian Report – Steve Strecker
  o Nothing to report.

Web Page Report – Rahul Athalye
  o Action – Rahul: Upload newsletters and meeting minutes as they are published.
  o Action – Rahul: Create a list of information needed to populate the website that the BOG can provide.

The BOG received an update on the CRC planning in the form of attending the CRC Planning Meeting. No news to report.

David Atkinson is relocating out of the area and will be resigning from Secretary position effective October 11th 2013. Rahul will fill in as interim secretary. BOG to discuss at a later date on how to handle filling secretary position i.e. shuffling Rahul.

Action – Jian: Ask potential candidates about interest in secretary or treasurer position.

Jian motioned to make Lucy Huang the YEA Chair, Weimin 2nded. Motion passed.

Next BOG Meeting will be held on October 31st at 5:15PM at Meier Architecture-Engineering.

Meeting adjourned at 5:58PM

Respectfully Submitted,

David Atkinson

Secretary 2013-2014