



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)

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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 4<sup>th</sup>, 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 2<sup>nd</sup>.
  - 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.  
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- Student Membership Report – Gregory Jourdan
  - Nothing to report.
- Research Promotion Report – David Atkinson
  - David is relocating out of the area and will be resigning from RP Chair position effective October 11<sup>th</sup> 2013.
  - Action – David: Compile RP files and documents. Write summary of Mid-Columbia RP Chair duties. Send these things to Jian.
  - Action – David: Notify Region XI Vice Chair Ryan Macgillivray of resignation.
  - The deadline for the full circle donation is November 15<sup>th</sup>.
- CTTC Report – Derek Archer
  - Action – Derek: Confirm October meeting program.
- Honors and Awards Report – Missing Chair
  - Nothing to report.
- Newsletter Report – Jay Ashbaugh
  - Action – Derek: Publish the September newsletter.
- Treasurer Report
  - Nothing to report.
- 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.
- 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 11<sup>th</sup> 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