



**“Sustaining ASHRAE through Leadership”**

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**BOARD OF GOVERNORS:**

Mark Richards, P.E., Past-President  
Jerry Hartford, P.E.  
Mark Silke  
Jennifer Felsburg  
Bruce Brown  
Cindy Hyatt

**COMMITTEE CHAIRS:**

**Attendance/Reception:**

Heather O'Donnell

**Auditing:**

Lyle Sarver  
Roy Campbell

**Finance:**

Hugh Egan

**Historian:**

Terry Erickson  
Rick Sprunge

**Honors and Awards:**

Walter Houle, P.E.

**Membership:**

Eric Glatz, P.E.

**Mentoring:**

Bill Reagan

**Newsletter:**

Jennifer Felsburg

**Nominating Committee:**

Mark Bender, P.E.

**PAOE:**

Heather Schopplein

**Programs/CTTC:**

Rebecca Haehn.

**Publicity/Welcoming:**

Cindy Hyatt

**Refrigeration:**

Jerry Hartford, P.E.

**Research Promotion:**

Andy Nash

**Special Events:**

Mark Silke

**Student Activities:**

Mike Techner

**TEGA:**

Jerry Hartford, P.E.

**Website:**

Kevin Blankemeier

**YEA:**

Kevin Blankemeier

**ASHRAE San Diego Foundation**

**Board of Directors:**

Mark Richards, P.E.,  
Mike Frazier  
Verle Williams, P.E.  
Chuck Poindexter  
Bill Reagan  
Walter Houle  
Jim McKinley, P.E.

**Board of Governors Meeting Minutes**

Date: September 13, 2011

Location: The Butcher Shop

Start: 4:05 PM

End: 5:00 PM

Secretary: Heather Schopplein

**Attendees:**

Dennis Christie (Presiding President)

Mark Silke (BOG)

Heather Schopplein (BOG)

Rebecca Haehn (BOG)

Jennifer Felsburg (BOG)

Kevin Blankemeier

Terry Erickson

Mike Carlamagno

Andy Nash

Cindy Hyatt (BOG)

Bruce Brown (BOG)

Hugh Egan (BOG) (4:20-5:00 PM)

1. 4:05: Meeting Called to Order by Dennis Christie (DC)
2. 4:05-4:10: Re-review of Letterhead
  - a. Everyone has received a copy of the current letterhead
  - b. Suggestion to add our PO Box address to the letter head
  - c. Programs will not be added as a separate line item
  - d. CTTC Committee member names will not be added at this time
  - e. Letterhead will be issued and finalized based on the above comments.
3. 4:10-4:10: Review of Planning Meeting Minutes
  - a. Motion by Cindy Hyatt (CH) to approve planning meeting minutes
    - i. Seconded by Jennifer Felsburg (JF)
    - ii. Approved Unanimously
4. 4:10-4:20: Recap of CRC
  - a. Our San Diego chapter came home with awards both in research promotion (the APEX award) and in YEA!
  - b. Wrap up meeting recap (presented by CH)
    - i. Society thought it was one of the best CRCs
    - ii. In the future (warning for 2012), if a member is looking for society reimbursement the member must complete all required meetings and workshops
  - c. Mark Richards could not attend the event after paying for the registration.
  - d. Brian Alexy missed the awards dinner due to car problems, but attended sessions on Saturday.



- e. Motion by DC to no reimburse for Mark Richards' registration but to reimburse for Brian Alexy's dinner registration.
  - i. Seconded by CH
  - ii. Approved Unanimously
- 5. 4:20: Finances are tabled until Hugh Egan arrives
- 6. 4:20-4:40: PAOE Review
  - a. DC handed out hard copies of the current PAOE points
  - b. Each chair is responsible for updating their respective PAOE points as "you go"
  - c. PAOE will be reviewed at each BOG meeting
  - d. Each BOG member is to take home a copy of the PAOE points and review prior to next board meeting.
  - e. Chapter Operations:
    - i. We need to get members converted in society from "associates" to "members"; as well as "members" to "fellows"
  - f. Historical
    - i. The history boxes need to be digitalized
    - ii. Terry is to work on a motion for next meeting with costs (if to exceed budgeted \$500) to make digitalization happen.
    - iii. A past president's list should be added to the website.
  - g. Membership
    - i. We need to do a better job posting membership updates.
    - ii. We had one of the best membership rates in Region X, yet did not have the PAOE points to show for it.
  - h. Research Promotion
    - i. We do not enter this information
    - ii. We do great with RP fundraising, however with our high goal it is difficult to get the additional PAOE points for High 5, etc
  - i. Student Activities
    - i. We need to work on student activities (one of our goals for the year)
  - j. If we follow the PAOE format we should excel as a chapter.
- 7. 4:40-4:50: YEA
  - a. Kevin Blankemeier (KB) introduced Mike Carlamagno (MC) to the board.
  - b. MC will be co-chair a PE exam study group with KB.
  - c. The study group will start meeting on Sept 22<sup>nd</sup> at DEC's conference room, every two weeks
  - d. The goal is that with time the group will progress into more of a general HVAC engineering review course, with each meeting focusing on a different HVAC topic.

CHAPTER MAY NOT ACT FOR SOCIETY



- e. The study group is open to everyone.
  - f. The first group is geared for those people taking the PE exam in October.
  - g. Depending on the interest/demand the format may change with time.
  - h. The plan is to have once a month group meetings during "exam off season"
  - i. This study group is based on the desire (from YEA members) to have more technical programs.
  - j. Adam Bouldic, currently enrolled in Jerry's class, may be a good asset to get students involved in the group and also in a student chapter.
8. 4:50-4:55: Constant Contact
- a. Background: The San Diego Chapter is close to the maximum number contacts in constant contact (485 of 500). Roughly 120 of our paying dues members are not currently signed up. I have reviewed the list against the cancelled/unsubscribed constant contact members (and removed ~5 names). It is important to get all our San Diego Chapter members meeting information, newsletters, event information, etc...
  - b. In addition, during my review I found that we have around 250 people subscribed to our newsletter that are not currently San Diego chapter members. This is a large "pond" to fish from to increase our membership.
  - c. Financial impact:
    - i. Cost: Additional of \$180 per calendar year.
    - ii. Revenue: Undetermined; however, we can anticipate an increase in members attending the meetings.
  - d. Motion (by HS): we manually sign up the remaining members increasing our constant contact bracket to 501-2500 emails) and let them use the unsubscribe button to be removed from our list.
    - i. Seconded by JF
    - ii. Approved: Unanimously
  - e. KB to investigate other free email software that may not have the functionality problems that constant contact does. He will present at next board meeting.
9. 4:55-4:58: Treasurer Report
- a. Hugh will email treasurer's report to board members
  - b. Motion by CH to add president's pin to budget (as part of awards)
  - c. Cost of President's pin is already included in awards budget (roughly \$200 of the \$2500 budget)
10. 4:48-5:00: Other



- a. Roberts Rules of Order will be emailed out for review by CH, and training will be provided at next board meeting.
11. Meeting Called to Order at 5:00 pm by DC
- a. Seconded by Mark Silke
  - b. Approved Unanimously