

Madison Chapter of ASHRAE 2025-2026

MEETING NOTICE AND AGENDA

Invited Attendees:

<input checked="" type="checkbox"/> President	James VanderZanden	<input type="checkbox"/> CTTC	OPEN
<input checked="" type="checkbox"/> President Elect	Amanda Wendling	<input type="checkbox"/> Sustainability	Sharon Gould
<input checked="" type="checkbox"/> Treasurer	Payton Braam	<input type="checkbox"/> Refrigeration	Cameron Klein
<input checked="" type="checkbox"/> Secretary	Nathan Hansen	<input type="checkbox"/> Historical	OPEN
<input type="checkbox"/> Member-At-Large	Brian Clark	<input checked="" type="checkbox"/> Newsletter	Mark Miller
<input type="checkbox"/> Member-At-Large	OPEN	<input type="checkbox"/> Scholarship	Brian Winterle
<input checked="" type="checkbox"/> Past President	Jeff Reinholtz	<input type="checkbox"/> Web-Site	OPEN

Chair Persons Attendees:

<input checked="" type="checkbox"/> Membership	Caryn Rader	<input checked="" type="checkbox"/> YEA	Amanda Wendling
<input type="checkbox"/> Students Activities	James Kraus	<input checked="" type="checkbox"/> Audit	Mark Miller
<input type="checkbox"/> Students Activities	Jason Garvens	<input type="checkbox"/> Golf	Ryan Youngdahl
<input type="checkbox"/> Nominating	OPEN	<input type="checkbox"/> Honors and Awards	Brian Winterle
<input type="checkbox"/> Research Promotion	Jason Boatman	<input type="checkbox"/> GGAC	Jason Boatman
		<input checked="" type="checkbox"/> DEI	Caryn Rader
		<input checked="" type="checkbox"/>	Sam Butzer

Meeting Subject: October Board of Governors Meeting
Meeting Date: Monday, October 27, 2025 – 4:00 p.m. – 5:00 p.m.
Meeting Location: Teams (Virtual)

1. Call Meeting to Order @ 4:03PM
2. Previous Meeting Minutes Read and Approval (8 minutes)
 - a. Meeting Minutes
 - i. September BOG Meeting Minutes –Payton motions and Amanda seconds. Motion passes unanimously.
 - ii. October Meeting minutes – Amanda motions and James seconds. Motion passes unanimously.
 - b. Treasurers report
 - i. Payton and Amanda met for training and to coordinate transfer of treasurer’s responsibilities and hand off post office box key.
 - ii. Treasurers Report – Not available yet.
 - iii. Post office box number will be relayed at next meeting.
3. Committee Reports (15 minutes)
 - a. Scholarship Honors and Awards – letter of appreciation received from scholarship recipient.
 - b. Membership – In preparation for employer recognition night in January. Survey will be sent out in November.
 - c. Student Activities –
 - d. Research Promotion – Planning for December as usual
 - e. Programs –
 - i. November 19 meeting – joint event with AIA on a Wednesday. Details on our website. Theme is Decarbonization panel.

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- ii. December meeting – Amanda will put together yearbook again. We need visitors to talk about research for RP theme.
 - iii. Joe is no longer managing the PDH distribution. Discussed getting the process documentation from Joe. Amanda was sending Joe the attendee lists.
 - iv. Nathan to get admin access. Nathan to take over task of compiling attendee list.
 - f. CTTC/Refrigeration/Sustainability –
 - g. Newsletter – James will send President’s message to Mark today.
 - h. YEA – Amanda will set up a winter event.
 - i. Golf
 - j. Audit – completed. Will entertain professional services for the future.
 - k. Historical
 - l. GGAC
 - m. Web Site
 - n. Nominating Committee
 - o. DEI Committee – Great event with Celebrating Women in ASHRAE last week – 21 attendees. Allison did a great job pulling that together. Next event Feb 20th – Engineering Day for Kids. Need to talk with Boys and Girls Club to confirm partnership. January 16th volunteer meeting
4. Old Business (10 minutes)
- a. PCI Compliance
 - i. James is still working through our policy and resetting passwords.
 - b. URS compliance
 - i. No progress. Received email that may have included missing required documents.
 - c. Chapter Nominations –
 - i. No luck in finding CTTC chair
 - d. Ron W training class, revenue sharing program. Ron attended BOG meeting to discuss this offering.
 - i. Chapter is responsible for promotion – RP and general scholarship are possible funding targets.
 - ii. This course has been offered with AMCA since 2002.
 - iii. 4 webinars on Friday morning.
 - iv. Online learning and self-paced modules
 - v. 18 hours of course credit offered for full attendance
 - vi. Board members in attendance agreed to move forward with this.
5. New Business - none
6. Next BOG Meeting – **11/24/2025 – 4 pm**
7. Adjourn 4:59PM
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