

Madison Chapter of ASHRAE 2025-2026

MEETING MINUTES

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 type="checkbox"/> Secretary	Nathan Hansen	<input type="checkbox"/> Historical	OPEN
<input checked="" type="checkbox"/> Member-At-Large	Brian Clark	<input checked="" type="checkbox"/> Newsletter	Mark Miller
<input checked="" type="checkbox"/> Member-At-Large	Sam Butzer	<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 checked="" type="checkbox"/> Students Activities	James Kraus	<input checked="" type="checkbox"/> Audit	Mark Miller
<input checked="" 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

Meeting Subject: January Board of Governors Meeting
Meeting Date: Monday, February 23, 2026 – 4:00 p.m. – 5:00 p.m.
Meeting Location: TEAMS (Virtual)

1. Call Meeting to Order (5 minutes) - Call to Order 4:03 pm

2. Previous Meeting Minutes Read and Approval (15 minutes)
 - a. Meeting Minutes
 - i. January BOG Meeting Minutes
 1. Minutes Read, Randy Dahman’s name corrected.
 2. James Motioned for approval with correction, Payton Braam Second, Motion passes unanimously.
 - b. Treasurers report
 - i. January Treasurers Report
 1. Team noted transaction fee for DEI donations. 3.45% for \$200 level
 2. Amanda motions to approve, Brian Seconds, Motion passes unanimously.

3. Committee Reports (15 minutes)
 - a. Scholarship Honors and Awards
 - i. No Update
 - b. Membership
 - i. Caryn needs another person to help, and hopefully succeed her as Chair of the committee.
 - ii. April meeting – Membership promotion and Milestone celebrations. More info at next BOG.
 - c. Student Activities

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- i. Jim Added PAOE Points were added – now past 500 points. Online system will update tomorrow so screenshot below is out-of-date.
 - d. Research Promotion
 - i. Appears we met our Goal
 - e. Programs
 - i. March – Fred talking about de-carbonization of hospital – lunch meeting – Meeting on Westside.
 - ii. April – DL Tim Wendt – likely will book InnTowner (renovations should be done by end of February).
 - 1. James will follow-up with Tim and RVC to organize final visit.
 - 2. Eric missed the registration for DL, so travel is not going to be covered by CTTC. Looking for ways to cover the travel.
 - iii. May – plan is to have Randy Dahman give a code update
 - f. CTTC/Refrigeration/Sustainability
 - i. DL update above in programs. DL is non-allocated to Will work with R6 RVC to make amends.
 - g. Newsletter
 - i. Content by Friday of this week, to get content out.
 - h. YEA
 - i. Amanda is working with committee on event, update to follow.
 - i. Golf
 - j. Audit
 - i. Complete
 - k. Historical
 - i. No Update
 - l. GGAC
 - i. Day on the hill 2/25. James to send email to members to encourage volunteers.
 - m. Web Site
 - i. Updates for Golf outing to come.
 - n. Nominating Committee
 - i. CIQ due End of February.
 - ii. Nick Bergmann option for MAL? Payton to ask.
 - o. DEI Committee
 - i. Engineering day for Kids at McKenzie Regional Workforce Center
 - 1. On 2/20, Good success.
 - 2. 29 kids, 19 volunteers, brought on additional events and locations for kids.
 - 3. Committee is going to discuss what to do with fund surplus for future programs.
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4. Panel Discussion also done and went well.
5. Good mix of background for the Kids who could participate.
6. Also made contacts with Bayview. Also brought on AEI electrical engineer. Talked with them in their first language of Spanish. Raised \$4250 in donations. Still collecting expenses, and expect to realized \$2,400 of funds raised. At lunch, had a panel discussion. There were five engineers that talked about being engineers. Asked if there was any other students registered. It was registered with Boy's and Girls Club. Roster is available with Caryn. Great event offered in comments from Jason and Amanda.

ii. Engineering Expo

1. Friday April 17th and Saturday April 18th.
2. Friday is Middle School Kids
3. Saturday is open to the public.
4. Need Volunteers to help event. Looking for 2 hour blocks. Link to be sent out soon.
5. We won an award last year!

4. Old Business (15 minutes)

a. URS compliance

- i. We are good; we just need to comply at the ASHRAE level which is a formality.

b. PAOE Review –

- i. Board members to review what points they can submit on.

c. Merrill Lynch –

- i. BOG to Review information provide by Payton. Will make call as ASHRAE year end approaches. Payton stated that the status will remain, but Payton and Nathan are updating signatures.

d. Taxes –

- i. Need to start process with CPA firm for chapter. Need to solicit costs.

ii. Solicitation in Progress

1. Sorge: \$1,300 to \$1,400 for tax prep (form 990) + \$200 for form 1952
2. Rothe-Olsen: \$500 - \$1000 for tax prep (form 990). Recommends filing for extension to get out from the personal tax season

iii. Open questions

1. How much do we pay to file the extension?
2. Does both entities consider an extension?
3. James to follow-up with emails to tax professionals.

e. CRC Booking Seed Funds.

- i. Check sent and deposited by Best Western Inn on the Park. No other action at this time.



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5. New Business (5 minutes)
 - a. Star Chapter Costs –
 - i. Costs escalate on 6/15/2026.
 - ii. StarChapter is allegedly adding features.
 - iii. Costs escalating form ~\$50 to ~\$150 per month.
 - iv. Start next BOG with discussion. May need to sub-committee.

 6. Next BOG Meeting – **3/23/2026 – 4 pm**

 7. Adjourn - 5:04 pm
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February 2026

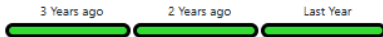
PAOE (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)



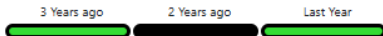
STAR (PAR in all categories)



Honor Roll (PAOE for at least four consecutive years)



High Honor Roll (STAR for at least four consecutive years)

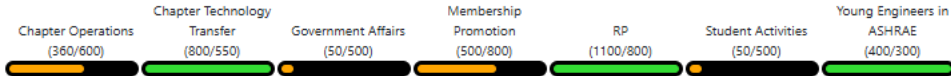


Special Citation (6 of 7 Grassroots Categories with minimum 5,800 points)



January 2026

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