

# 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 checked="" 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 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:** March Board of Governors Meeting  
**Meeting Date:** Monday, March 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. February BOG Meeting Minutes – Payton motions to approve, Amanda seconds. Motion passed unanimously.
    - ii. March Meeting Minutes – Payton motions to approve, Amanda seconds. Motion passes unanimously.
  - b. Treasurers report
    - i. February Treasurers Report – Amanda motions to approve, Nathan seconds. Motion passes unanimously.
      1. March chapter meeting held at Serendipity will end up costing us ~\$1,400.
3. Committee Reports (15 minutes)
  - a. Scholarship Honors and Awards – scholarship information posted on website.
  - b. Membership – next meeting will be membership promotion night. 3 members will be recognized for 25 years of membership. Up to 20 people can receive a \$10 gift card for bringing a guest. 1 per person. Member and guest each receive a gift card. At regional meeting last week, it was reported we are at 7% membership growth, which is great.
  - c. Student Activities – scholarship information was sent to mechanical engineering departments at several UW locations. Engineering expo on April 17<sup>th</sup> and 18<sup>th</sup>.
  - d. Research Promotion – 67% of goal presently.

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- e. Programs – April meeting – Tim Wentz speaking. Tim is also visiting Green Bay chapter. May meeting – new contact at Holiday Inn West and we don't have the room. Amanda has an alternative room at Hooper booked in case we can't find a centralized meeting space. Randy confirmed for speaking.
  - f. CTTC/Refrigeration/Sustainability – DL coming. Planning on November collaboration with AIA.
  - g. Newsletter – need info by end of week.
  - h. YEA – possibility of YEA sponsored event at driving range. Possible fundraiser as well. Group agreed on the thought of making it a mixed age event. Beers and board games event last week went well.
  - i. Golf – down payment made for University Ridge.
  - j. Audit
    - i. Complete
  - k. Historical
  - l. GGAC
  - m. Web Site
  - n. Nominating Committee – discussed a few options for member-at large or nominating committee chair
  - o. DEI Committee – Need volunteers for Saturday at UW Madison Engineering Expo
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. Chapter Nominations – Next years officers and committee Chairs **CTTC chair**
    - i. Identifying participants.
  - c. PAOE Review –
    - i. board members to review what points they can submit on.
  - 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? \$0
      - 2. Does both entities consider an extension? Not an issue, just need to file. Otherwise, deadline is May 15<sup>th</sup>.
      - 3. James to follow-up with emails to tax professionals.
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- e. Star Chapter Costs – need to get an explanation of Starchapter and Starpay pricing as it is not clear what we will be paying and for what. James is sending an email.
  
  - 5. New Business (5 minutes)
    - a. CRC Madison – will start reporting monthly on CRC Madison 2027 planning in the board meeting.
      - i. Discussed hiring a graphic designer for logo.
  
  - 6. Next BOG Meeting – **4/27/2026 – 4 pm**
  
  - 7. Adjourn meeting adjourned at 5:05PM
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March 2026

*Updated Daily*

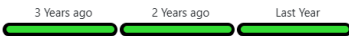
**PAOE** (To make PAOE must reach minimum in 6 of the 7 Grassroots categories)



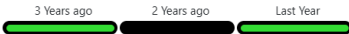
**STAR** (PAR in all categories)



**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)



February 2026

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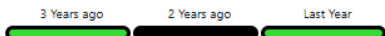
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