Madison Chapter of ASHRAE 2026-2027
MEETING NOTES

Invited Attendees:

☒	President	Amanda Wendling
☐	President Elect	Payton Braam
☐	Treasurer	Nathan Hansen
☒	Secretary	Brian Clark
☐	Member-At-Large	OPEN
☐	Member-At-Large	OPEN
☒	Past President	James VanderZanden

☐	CTTC	OPEN
☒	Sustainability	Sharon Gould
☐	Refrigeration	Cameron Klein
☐	Historical	OPEN
☒	Newsletter	Mark Miller
☐	Scholarship	Brian Winterle
☐	Web-Site	OPEN
☒	YEA	Amanda Wendling
☐	Audit	Sawyer LaChance
☐	Golf	Ryan Youngdahl
☐	Honors and Awards	Brian Winterle
☐	GGAC	Jason Boatman
☒	DEI	Caryn Rader

Chair Persons Attendees:

☒	Membership	Caryn Rader
☒	Students Activities	James Kraus
☐	Students Activities	Jason Garvens
☐	Nominating	OPEN
☐	Research Promotion	Jason Boatman

Meeting Subject: October Board of Governors Meeting Notes
Meeting Date: Monday, October 26, 2026 – 4:00 p.m. – 5:00 p.m.
Meeting Location: Zoom (Virtual)

1. Call Meeting to Order (1 minutes)
2. Previous Meeting Minutes Read and Approval (10 minutes)
    a. Meeting Minutes
        i. September BOG Meeting Minutes
            1. Unanimously approved
    b. Treasurers report
        i. September Treasures Report
            1. Unanimously approved
3. New Business (15 minutes)
    a. Deadlines (new category – information only)
        ~~i. State of WI DFI Renewal July 30th~~
        ~~ii. State of WI Non Profit Renewal July 30th~~
        iii. End of Fiscal Year Audit
        ~~iv. Chapter Regional Dues Aug 1st~~
        v. Post Office Box Renewal Sept 28th
            1. Nathan: Complete
            2. Old PO Box lapsed so had to get a new one
                a. PO Box isn't listed on website
                b. Bank account may need to be updated
                    i. Nathan to order new checks
                    ii. Until new checks arrive, cross off PO Box and list new number

vi. Taxes Nov 15th
    1. Nathan: We made too much money on golf outing so we need to complete Schedule G. Fund raising event with receipts over $15k requires additional paperwork (Sch. G)
    2. Amanda requested Nathan update BOG if additional help is needed.
    3. Nathan cannot find FY 2023 to complete Schedule A (due to us being a 501(c)(3)
        a. 2023 we only filed post card because we were under the dollar limit/threshold (which is not inflation adjusted), and there is no additional filing required.

vii. BOG Full Circle Nov 15th
    1. BOG can donate $100 to RP to get PAOE points

i. DL Requests from Region Nov 30th
    1. Due to region
    1. DL requests to CRC
        a. Mark: this is done
        a. Both allocations are being used for CRC

ii. Raffle License Renewal Jan 1st

iii. CIQ Due Mar 1st

iv. Technology Awards to Region April 1st

v. Regional RP Campaign Deadline June 30th

vi. PAOE Deadline July 15th

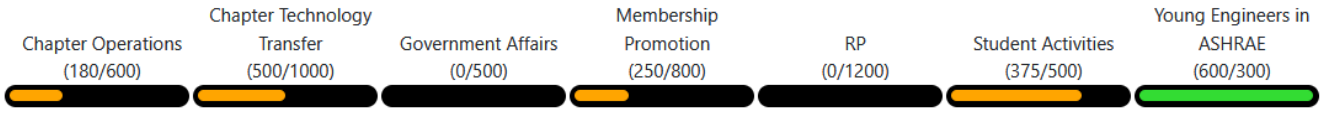
b. PAOE

i. October Goals
    1. Part 1: Sexual Harassment Prevention Training https://www.youtube.com/watch?v=sL7LwBsV9bM
       Part 2: Sexual Harassment Prevention Training: Case Studies: https://www.youtube.com/watch?v=1za7gs9S2H0
    2. Regional Goals meetings with respective RVC (many with Oct. 1 deadline)
    3. ~~CT10 For publishing a high-level schedule of Chapter activities for the Society year on website and social media, to be completed and shared prior to **October 1** or 2 weeks after the CRC, whichever is later. 50 Bonus points if schedule includes DLs. | 250 points.~~

ii. November Goals
    1. RP Full Circle
        a. Discussed above in 2.a.Deadlines
    2. Sustainability Committee Organized Meeting (done)

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



4. Committee Reports (15 minutes)
    a. Scholarship Honors and Awards
        i. No updates
    b. Programs
        i. Amanda reviewed commitments, meetings, and due dates
        ii. Sharon discussed the joint AIA meeting
    c. Membership
        i. Caryn:
            1. Nov 5: celebrating Women in ASHRAE
            2. Jan/Feb: Membership Promotion
            3. Apr/May: Milestone Recognition
            4. Mark has captured meeting themes in the newsletter
    d. DEI Committee
        i. No updates
    e. Student Activities
        i. Jason:
            1. Conducted a tour on UW campus w/Doug Reindl
            2. In contact with UW Madison Student branch to get students to ASHRAE Winter Conference
            3. Spread the word about the November meeting. Will include Madison & Platteville
        ii. Amanda met some students from WI Energy Engineers club on campus. Will coordinate with Jason.
    f. Refrigeration
        i. No updates
    g. Sustainability
        i. No updates
    h. YEA
        i. No updates
    i. Golf
        i. No updates
    j. Audit
        i. No updates

k. Historical
    i. No updates
l. Research Promotion
    i. No updates
m. GGAC
    i. No updates
n. CTTC
    i. James needs attendance for October's meeting to complete PDHs
o. CRC
    i. Mark
        1. Keynote speaker lined up
        2. Good communication with hotels
        3. Working on allocations of CRC spaces
        4. Working with Gene to develop budget and pricing
            a. Will present to committee when ready
        5. Starting to arrange food
p. Newsletter / Web Site
    i. Mark
        1. Targeting early next week for Newsletter reminder
        2. Will send another reminder for AIA event
    ii. Mark & Amanda confirmed with StarChapter that a PHP site security update was implemented
q. Nominating Committee
    i. No updates

5. Old Business (10 minutes)
    a. Chapter Nominations
        i. Still need a member at large
6. Next BOG Meeting – **BOG Meeting November 23rd 4-5 pm.**
7. Adjourn