



Board Meeting Minutes

February 18, 2015

7:30 a.m. – 8:30 a.m.

Conference Call 1(855) 640-8271

Participant Code 494-15-688

Members present: Tammy Oehlke, Susan Willars, Dana Brandt, Rebecca Stirzaker, Lisa Bibb, Eileen Brown, Alex Hayman, Kriss Gamez, and Jennifer Rummel

- I.** Tammy Oehlke called the meeting to order at 7:36 am. Dana Brandt made a motion to approve the Minutes of the January 12, 2015 Board meeting. Eileen Brown seconded the motion and it was approved unanimously.

- II.** Mark Taylor reviewed the January 2015 Financial reports for TSHHRAE. He noted that the income and expenses were in line with expectations year to date. Eileen Brown made a motion to approve the January 2015 Financial reports as presented. Susan Willars seconded the motion and it was approved unanimously.

- III.** Mark Taylor reviewed the proposed FY 2015 Budget and noted that Tammy Oehlke and Teresa Westover had reviewed the budget previously. The proposed budget projects revenue of \$32,900 and expenses of \$41,600 with a net loss of \$8,650. The discussion addressed the need to establish a budget for the next Annual Conference that will produce at least a \$20,000 surplus so that the 2016 Budget would result in a net positive number. A motion to approve the FY2015 Budget as presented was made by Jennifer Rummel, seconded by Lisa Bibb and unanimously approved.

- IV.** Committee Reports
 - a. Membership: Kriss Gamez reviewed the membership report. Kriss received a recommendation to work on a welcome package to provide to new members. Kriss will work with the CMP Management team to develop a plan.

provide him administrative rights to the TSHHRAE LinkedIn group.

- c. Education/Annual Conference: Becky Stirzaker reviewed the proposed theme and speakers for the next Annual Conference. Becky requested that the Board quickly review and provide feedback regarding these critical decisions. She also highlighted the event location options. Dana Brandt will check on the availability at Christus Santa Rosa in San Antonio and Alex Hayman will check on another site near the San Antonio medical center. Eileen Brown noted that the new sponsorship levels are on the TSHHRAE website and challenged the board to begin working on potential sponsors now.
 - d. Advocacy: Eileen Brown reported that she had not received any new information from ASHHRA regarding advocacy initiatives.
- V.** Mark Taylor provided an updated list with progress notes of the action items from the strategic planning session in January 2015. Tammy Oehlke noted that she had received a thank you note from one of the sponsors to whom we had sent a conference follow up note.
- VI.** Being no further business, Becky Stirzaker motioned to adjourn the meeting, Dana Brandt seconded the motion and Tammy Oehlke adjourned the meeting at 8:45am.

The next Board Meeting will be held on Wednesday, March 19, 2015 via conference call at 7:30 am to 8:30am.