



Board Meeting Minutes

September 16, 2015

7:30 a.m. – 8:30 a.m.

Conference Call 1(855) 640-8271

Participant Code 494-15-688

Members Present: Tammy Oehlke, Teresa Westover, Dana Brandt, Marcos Ramirez, Becky Stirzaker, Eileen Brown, Susan Willars, Jennifer Rummel and Mark Taylor of CMP Management.

- I.** Tammy Oehlke called the meeting to order at 7:31 am. Marcos Ramirez made a motion to approve the Minutes of the August 19, 2015 Board meeting as corrected. Rebecca Stirzaker seconded the motion and it was approved unanimously.

- II.** Teresa Westover reviewed the August 2015 Financial reports. She noted that the income and expenses were in line with expectations and that the revenue from the upcoming annual conference is having a positive impact on the cash balance. Dana Brandt made a motion to approve the August 2015 financial reports as presented. Rebecca Stirzaker seconded the motion and it was approved unanimously.

- III.** Mark Taylor noted that membership is four members behind where it was last year at this time.

- IV.** Rebecca Stirzaker and Dana Brandt reported that a replacement speaker, Kim Miller, had been confirmed and that all speakers are now firm for the annual conference. The board discussed the possibility of offering all sponsors an opportunity to speak and determined that Diamond Sponsors will be provided a 5 minute presentation at the end of the lunch section of the conference.

The Board discussed the Thursday evening reception and determined to forego a formal reception and host an informal happy hour at the Double Tree Hotel bar following the Board of Directors meeting. All sponsors will be notified of the happy hour and invited to attend.

that have expressed interest and will be confirmed shortly. Registration has 47 individuals on a goal of 100 as of September 15, 2015.

V. Old Business

- a. Tammy Oehlke reported that she had not further update on the ASHHRA/TSHHRAE joint membership plan.
- b. Susan Willars reported that there will be one open spot on the Board of Directors and the nominations committee is in the process of identify candidates.
- c. Mark Taylor reported that the new website on the new Memberclicks platform will be ready for review by September 22nd.

VI. New Business

- a. Mark Taylor noted that an email requesting nominations for the Excellence in Leadership award will be sent by Friday September 18.
- b. Mark Taylor reported that CMP Management has a new Event Director, Amber Waddell, which will be supporting TSHHRAE going forward.

VII. Being no further business Jennifer Rummel made a motion to adjourn the meeting, Dana Brandt seconded the motion and Tammy Oehlke adjourned the meeting at 8:19 am.

The next meeting of the Board of Directors will be held on Wednesday, October 21, 2015 via conference call at 7:30 am.