



Board Meeting Minutes
October 21, 2015
7:30 a.m. – 8:30 a.m.

Members Present: Tammy Oehlke, Teresa Westover, Marcos Ramirez, Alex Hayman, Becky Stirzaker, Susan Willars, Lisa Bibb, Kriss Gamez and Mark Taylor and Amber Waddell of CMP Management

- I.** Tammy Oehlke called the meeting to order at 7:38 am. Alex Hayman made a motion to approve the Minutes of the September 16, 2015 Board meeting. Susan Willars seconded the motion and it was approved unanimously.
- II.** Teresa Westover reviewed the September 2015 Financial reports. She noted that the revenue from the upcoming annual conference is having a positive impact on the cash balance and that with one month left in the fiscal year the income and expenses are in line with the budget. Teresa Westover made a motion to approve the September 2015 financial reports as presented. Marcos Ramirez seconded the motion and it was approved unanimously.
- III.** Kriss Gamez reviewed the membership report noting that there a few non renewing members that can be contacted. Kriss reviewed a draft of the new member welcome letter and asked the board members to provide their feedback on the content.
- IV.** Alex Hayman reported that he is sending emails to all of his contacts daily regarding the upcoming annual conference and encouraged the board members to do the same. Alex also requested a TSHHRAE business card be created for membership marketing purposes. Alex presented a recommendation to consider implementing a mentoring program to increase the value of TSHHRAE membership.
- V.** Becky Stirzaker reviewed the final preparations for the Annual Conference and reported that sponsorships sales of \$27,700 have exceeded the budget. Becky also

conference. Current Registration is at 69 registrants including attendees and vendors. Amber Waddell will send an email to the board members requesting their participations as session moderators.

VI. Old Business

- a. Mark Taylor reported that the new website is now complete.
- b. Tammy Oehlke reported that she has reviewed the TSHHRAE/ASHRA Membership Joint Membership contract and has a few points she wants to clarify with ASHHRA before bringing the contract to the board for approval at the next meeting.

VII. New Business

- a. Tammy Oehlke reported that one nominee had been submitted for the Excellence in Leadership Award. Tammy will forward the submission to the board members for their input.
- b. Susan Willars reported that the Nominations Committee had identified three nominees for the open board position. Susan will contact the nominees to confirm their status. CMP Management will send a notification to the membership regarding the nominees and voting process. The voting window will close at midnight, Tuesday, November 3, 2015.
- c. The next board meeting will be held in-person on Thursday, November 5, 2015 in the Las Palmas Room at the DoubleTree Hotel in San Antonio, TX from 3:00 to 4:30pm.
- d. Being no further business Becky Stirzaker made a motion to adjourn the meeting, Alex Hayman seconded the motion and Tammy Oehlke adjourned the meeting at 8:24 am.