

# INFORMAIRE

JOURNAL OF MADISON, WISCONSIN CHAPTER  
AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR CONDITIONING ENGINEERS

VOLUME XXXVIII NO. 4

[www.ashraemadison.org](http://www.ashraemadison.org)

December 2005

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## DECEMBER MEETING

Submitted by Chad Faber

**DATE:** MONDAY Evening, December 12th, 2005

**LOCATION:** Nakoma Golf Club  
4145 Country Club Rd. Madison WI

**TIME:** 5:00 – 6:00 Social Gathering  
6:00 – 6:45 Meeting and Dinner  
6:45 – 7:45 **PROGRAM PRESENTATION**

**TOPIC:** HIGH EFFICIENCY CONDENSING BOILERS

- Overview of Condensing Boilers
- Possible Design Solutions
- Benefits of Condensing Boilers



**SPEAKERS:** Harold Krebs  
Harold is a Sales Manager for Aerco International, Inc., a High-Efficiency Boiler and Water Heater Manufacturer. He is a member of ASHRAE and ASPE. He obtained his Masters degree in Business Administration from the University of Colorado, 2000. and Bachelor of Science degree in Marine Engineering from the US Merchant Marine Academy, 1991. He has 14 years experience in the design, application, and controls of high-efficiency water heaters and boilers.

**RESERVATIONS:** Please RSVP no later than Wednesday, December 7<sup>th</sup> so we will have enough dinners.

There is no cost for Members or Students. For non-members the cost is \$20 for dinner and the featured program. Pay at the door. Please make checks payable to Madison ASHRAE Chapter. To make reservations, e-mail Chad Faber at [cfaber@planningdesignbuild.com](mailto:cfaber@planningdesignbuild.com) (preferred) or call (608) 836-5818.

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## PRESIDENT'S MESSAGE

Submitted by: Bruce Kimball

Merry Christmas and Happy Holidays to all. Chad has another fine program lined up for our December-holiday meeting so I hope to see all of you at the Nakoma Country Club.

Please, please, please...be respectful of our chapter finances. We bought 12 dinners at the November meeting for people who did not show up. When something unexpected comes up, notify Chad ASAP if you cannot make a meeting after sending your RSVP.

Our thanks to Keith Swartz for volunteering to be on the Nominating committee. So far, Keith is the only person to step forward in our goal of getting 3 people on the Auditing committee and 3 more on the nominating committee. Please give me a call, or e-mail, to volunteer. If we don't hear from more of you soon I will be calling some of you directly to solicit participation. I don't really like telephone solicitors, but I will do what needs to be done for our chapter to comply with the bylaws.

Keep your eyes open for our upcoming seminar on the new ASHRAE 90.1, 2004. Jeff Boldt volunteered to attend a training session on this topic. The chapter financed his trip with the understanding that he would impart at least some of his knowledge to interested Engineers in our chapter. More to follow.

God Bless,

**Bruce F. Kimball, P.E.** - Madison ASHRAE Chapter President 2005/6

## ASHRAE AHR EXPO

Submitted By: Mark Miller

**Attend the ASHRAE 2006 Winter Meeting and AHR EXPO January 21<sup>st</sup> through the 25<sup>th</sup> in Chicago.** This year's ASHRAE meeting is conveniently close to us, so it is a great opportunity to participate. The 2006 ASHRAE Meeting offers you an opportunity to learn more about tall buildings and the green building movement, as well as new theories, practical application methods and case studies technology in all areas of the industry.

You can pre-register by clicking on [www.ashrae.org/chicago](http://www.ashrae.org/chicago) and select Chicago Registration. Pre-registration discounts apply up to December 2<sup>nd</sup>. To register for the AHR Expo, go to [www.ahrexpo.com](http://www.ahrexpo.com) and select the "register now" link. The Expo registration is free.

Local manufacturer representatives, wholesales and distributors will be sponsoring transportation. Inquire with your contacts and join a group to Chicago.

## STUDENT ACTIVITIES

Submitted By: Wayne Prior

Every year we give the students who are interested in ASHRAE our old ASHRAE handbooks. We normally give out about 20 books a year. I currently have 5 books left.

If someone has any old handbooks taking up space and gathering dust we could use them to give to the students.

If you call me at (608) 288-8338 I will pick them up.

Thank You!

**HISTORIAN**

Submitted by: Jeff Boldt

Tom James of the Carnes Company has provided two notebooks that contain historical information that can be use to develop a historical document. Additional time is need to compile this information into a history of Carnes, but look forward to having this completed in the near future. Strang history is in its final modifications by Bruce Kimball, which likewise should be distributed soon. Chad Faber is also working on a history of Planning Design Build. All of these will be interesting reading when they are completed.

The Marshall Erdman history, put together in the past, was submitted for society level competition without modifications from its original state. Look forward to results of this submission.

**MEMBERSHIP**

Submitted by: Matt Heil

	June	July	August	September	October	November	December	February
Members	232	226	229	233	234	-	-	-
Students	23	22	22	24	31	-	-	-
Delinquency	17	62	51	42	34	-	-	-

We would like to congratulate Ms Carol Ann Mori from General Heating and Air Conditioning, Mr. David Shaw from the Trane Company, and Mr. Michael Deptula from Johnson Controls as our new ASHRAE members. We would also like to congratulate Mr. Daniel Ladwig, Mr. Chase Hendrix, Mr. Nathaniel Zach, Mr. Kyle Hendricks, Mr. Oliver Hughes, Mr. William Skorsted, Mr. Daniel Borchardt, and Mr. Brian Kaldunski as our new ASHRAE student members. Please help us on making them feel welcome to our organization.

We are continuing to concentrate on delinquent members. Typically, the national ASHRAE organization mails reminders to renew your membership. However, to save money, they mail these reminders out quarterly. Therefore, by the time you get the reminder your membership may be delinquent. Please do not wait to get the reminder before sending in your yearly dues.

We are continuing to update member’s information. If your information has changed (for example; emails, work place, address, phone number, etc.), please either contact us or change it on line. To change your information online go to <http://www.ashrae.org>, go to the “Membership Resources” at the top, then proceed to the “Manage Your Membership” on the right side of the page, then click “Address Change” in the center of the page. This will lead you to the link and you can update your information. Once again, if you send us your updated information, we are happy to take care of this for you, but we ask that you provide us with your member number, as we find that the process is accelerated when dealing with customer service.

The Society has launched a Building a Stronger Society campaign. The goal of the campaign is to increase paid members for the Society and to establish a positive growth trend in net paid Society membership for the year. As part of the campaign, for each new member recruited, the recruiter will receive a \$10 gift certificate from ASHRAE for purchase of Society products and programs. The names of recruiting members will be included in a random drawing each month for a \$40 gift certificate. A grand prize of a \$150 ASHRAE gift certificate will be awarded at the end of the year by random drawing.

Applications for new members can be filled out on line at <http://www.ashrae.org>, or I would be happy to email you an application.

**RESEARCH PROMOTION**

Submitted By: Al Zeller

December is the month we recognize the Honor Role Contributors of the Madison Chapter for their donations to the Research Promotion. Below are the donors that have honorably contributed to ASHRAE:

**MADISON ASHRAE CHAPTER RESOURCE PROMOTION  
HONOR ROLL 2004-2005**

**\$2,377**

Madison Ashrae Chapter with RP Raffle and Partial Golf Proceeds

**\$1000**

Charles and Joan Dorgan  
Hooper Corporation/General Heating & Air Conditioning  
Research Products Corporation

**\$500**

Affiliated Engineers, Inc.  
Heating, Piping, Cooling Council  
Madison Trane  
Marshall Erdman & Associates

**\$350**

Temperature Systems, Inc.

**\$300**

Henneman Raufeisen & Associates, Inc.  
Sub-Zero Freezer Company

**\$250**

Angus Young & Associates  
Arnold & O'Sheridan  
Automation Components, Inc.  
Capitol Mechanical, Inc.  
Environmental Systems Analysis, Inc.  
H&H Industries  
North American Mechanical, Inc.  
Pearson Engineering  
Planning Design Build  
Strang, Inc.

**\$200**

Madison Gas & Electric

**\$150**

Carnes, Inc.  
Commercial Air  
Durrant Engineers, Inc.  
First Supply  
Fluid Handling  
Hunzicker Riley  
Madison Johnson Controls Inc.  
Prior Engineering Services

**\$100-\$130 for Individuals**

Chad Faber  
Tom James  
Mark M. Jones  
Bruce Kimball  
Gene Nelson  
Richard A. Thompson  
Ron Tilley  
Steven Tredinnick  
Al Zeller

**Other Contributors:**

Harker Heating & Cooling  
Hein Engineering Group  
Hillestad Refrigeration, Inc.  
Madigan Refrigeration & Energy Systems  
Pharo Heating Company  
RA Heating & Air Conditioning  
Whiteside Facilities Engineering  
Norman Benz  
Jeff Boldt  
Ken Hunzicker  
Thomas Malesevich  
Harold Olsen  
Michel Robert  
Douglas Steege

**SATELLITE BROADCAST/WEBCAST**

Submitted By: Mark Miller

Remember to mark your calendar for the spring Satellite Broadcast/Webcast for spring of 2006. The April 19<sup>th</sup> ASHRAE produced presentation is titled "Sustainability and the Building Environment". The official webpage is [www.ashrae.org/greenbuildingsbroadcast](http://www.ashrae.org/greenbuildingsbroadcast). Click this link to find information regarding the presenters and moderators, frequently asked questions, on-line registration dates, tentative agenda and ASHRAE "Green" publications, courses, and Distinguished Lecturers. Comments and questions can be directed to Rosy Douglas at [rdouglas@ashrae.org](mailto:rdouglas@ashrae.org) or (678) 539-1128.

**TECHNOLOGY COUNCIL-MEMBERS FIRST!**

Submitted By: Mark Miller

ASHRAE's Technology Council has begun producing a quarterly newsletter that is compiled from the committee's that report to it. The goal is to make the information available and open to all members, thus the name, Member's First. Take a look at this version, which is attached.

**MEETING MINUTES**

Submitted by: Tim Meeker

**BOG Meeting:**

1. **PRESIDING OFFICER:** Bruce Kimball, President
2. **CALL TO ORDER (Time & Place)** October 26, 2005 4:05 p.m.  
Babes Grill & Bar  
5414 Schroeder Road  
Madison, Wisconsin  
Bruce Kimball, Chad Faber, Matt Heil, Gene Nelson, Robb Stone, Tom James
3. **ROLL CALL**  
**APPROVAL OF MINUTES**  
**Motion** Matt Heil motioned to accept the July 2005 BOG meeting minutes.  
**Second** Tom James  
**Vote** Unanimous
4. **REPORTS**  
**Treasurer's Report**  
A concern was raised related to the increase in the Chapter Dues. A member (John Menz) brought it to the attention of a board member that his renewal was only \$145.00. The increase brings the renewal dues to \$205 which covers the changes to meal costs. Bruce will call society to inquire about the increase and when the increase will take place.  
Gene Nelson has had multiple conversations with the accountant doing the audit. The accountant has stated that we (Chapter) will need to file Federal forms (990) due to the chapter earnings (gross) exceeding \$25,000. The accountant also recommends a formal policy on scholarship award. There shouldn't be personal relationships involved between the recipient and the scholarship committee. Gene Nelson stated that the checking account has a current balance of \$2,600 with expenses pending. Gene will be transferring \$3,000 from the Chapter Operating Funds to the checking account. The BOG requested that Gene look at a 3-month projection of needs and complete one transfer to meet the 3-month need.

As of September 27, 2005, our total net worth is \$67,163.10.  
Cash flow from 9/27/05 thru 10/24/05 includes:

**Inflows:**

<u>Item</u>	<u>Amount</u>
Program – Meal Income	\$ 180.00
Interest Income	\$ 31.84

**OutFlow:**

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<u>Item</u>	<u>Amount</u>
Operations –Banking	\$ 11.13
Operations – BOG Mtg	\$ 27.00
Operations – Website	\$ 100.00
Program – Meal Cost	\$3,066.18
Program – Rentals & Misc	\$ 104.45
Program-Speaker Gifts	\$ 96.00

- |   |  |
|---|--|
| <p><b>Motion</b><br/> <b>Second</b><br/> <b>Vote</b><br/> <b>Committee Reports</b><br/> <b>5. OLD BUSINESS</b><br/> <b>6. NEW BUSINESS</b><br/> <b>Wisconsin Perspective Mag.</b></p> | <p>Chad Faber motioned to accept the Treasurers Report.<br/>         Tom James<br/>         Unanimous<br/>         None discussed.<br/>         None discussed.</p> <p>The INFORMAIRE can post a request for articles for the Wisconsin Perspective Magazine in accordance with the chapter bylaws. Individuals may provide articles to the magazine, however, the Board of Governors and the Chapter cannot endorse or promote the magazine. This would be a conflict with the bylaws stating that we cannot promote products, services, individuals, etc.</p>  |
| <p><b>Chapter Bylaws</b></p>  | <p>Society has updated the chapter bylaws. The BOG and general membership need to approve the by-law changes.<br/>         A copy of the Constitution and Bylaws needs to be distributed to all existing and new/potential members.<br/>         The following items should be addressed to meet the intent of the Bylaws::</p> <ul style="list-style-type: none"> <li>• Create a nominating committee for BOG positions.</li> <li>• Create/establish an auditing committee. The treasurers report should be furnished to the committee for review and comment. Suggestion to solicit Al Zellar to head this committee plus 2 additional members.</li> </ul> |
| <p><b>Motion</b><br/> <b>Second</b><br/> <b>Vote</b><br/> <b>Newsletter</b></p>   | <p>Tom James motioned to accept the Chapter By-Law changes.<br/>         Matt Heil<br/>         Unanimous<br/>         Mark Miller to include a note that a vote will be held at the next chapter meeting to approve the increase to the chapter dues. Chapter dues increased from \$30 to \$80.</p>   |
| <p><b>ASHRAE 90.1</b><br/> <b>Train the Trainer</b><br/> <b>Workshop</b></p>  | <p>The BOG desires to move forward with scheduling a date for a half day ASHRAE 90.1 Train the Trainer Workshop. The BOG suggested a tentative date of Wednesday February 22<sup>nd</sup>. Jeff Boldt has agreed to the February 22, 2006 date. The BOG requests Mike Gall and Jeff Bolt to work out details/arrangements for this event.</p>  |
| <p><b>Next BOG Meeting</b><br/> <b>ADJOURNMENT</b></p>  | <p>4:00 p.m. November 22nd, 2005<br/>         Babes Grill &amp; Bar, 5414 Schroeder Road, Madison, Wisconsin<br/>         5:02 pm</p>  |
| <p><b>PRESIDING OFFICER:</b><br/> <b>1. CALL TO ORDER (Time &amp; Place)</b></p>  | <p><b>Bruce Kimball, President</b><br/>         November 23, 2005 4:04 p.m.<br/>         Babes Grill &amp; Bar<br/>         5414 Schroeder Road<br/>         Madison, Wisconsin</p>  |
| <p><b>ROLL CALL</b></p>   | <p>Tom James, Bruce Kimball, Chad Faber, and Gene Nelson</p>   |
| <p><b>2. APPROVAL OF MINUTES</b></p>  | <p>Approval was deferred until reports are submitted.</p>  |
| <p><b>3. REPORTS</b><br/> <b>Treasurer’s Report</b></p>   | <p>Gene handed out a summary of last month’s transactions. \$2401.41 was paid for the November Chapter meeting meal cost. Meal income from the November meeting was \$140.00. Total inflow from membership, \$500 cancelled check, and</p>   |

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interest = \$1,872.22. Total outflows = \$2,991.16 which included a \$500 replacement check to one of the students scholarship awardees. Account balances are:

Associated Bank Checking Account as of 11/21/05	\$ 6,001.45
Petty Cash as of 11/21/05	\$ 59.00
Merrill Lynch Scholarship Fund as of 11/21/05	\$ 41,322.90
Merrill Lynch Seminar Account as of 11/21/05	\$ 12,436.00
<u>Merrill Lynch Chapter Operations Acc as of 11/21/05</u>	<u>\$ 5,230.84</u>
Total Assets	\$ 65,050.19

## Motion

Tom James motioned to accept the November 2004 treasurer's report with an amendment to correct the entry for the canceled scholarship check to Brad Samz.

## Second Vote

Chad Faber  
Unanimous

## 4. OLD BUSINESS FINANCIAL REVIEW UPDATE

Grobe & Associates, the accounting firm retained to perform a financial review and management letter, had submitted their report. The financial review indicated that no adjustments were required for the year 2004-2005. The management letter made several suggestions on improving our tax exempt status. Some of the issues mentioned in the management letter have been addressed. Gene will meet with them next week to resolve any open issues. The following is a summary of opening issues.

**Registration & Reporting:** Bruce and Gene had signed the IRS 990-EZ form and the State of Wisconsin form 1943 for tax exempt organizations with incomes more than \$25,000. Grobe recommended that we consider filing for past years. Our questions are:

- 1) In regards to filing for past years, what are the risks of doing nothing?
- 2) If we do have to file for past years, what if our records are incomplete?
- 3) How long have the current rules been in place and far back should we be concerned?

**Guideline Documentation:** Grobe recommends that we have written guidelines as to how scholarships are awarded. Bruce said that Mitch Hagens will send the board of copy of these guidelines.

**Accounting Software:** Grobe recommends changing from cash basis to accrual basis of accounting. Grobe recommends that QuickBooks is a better option than Quicken. Our Questions are:

- 1) Do we have to change to accrual basis to meet the IRS and State requirements?
- 2) What version of QuickBooks should we consider and what are the costs? (Gene will pursue the cost issues.)
- 3) The board in general is concerned about making this too complicated. What can we do to keep things simple?

**Monthly Bank Statements:** Gene will follow up Grobe's recommendation to change the bank statement date to the last day of the month.

**Revenue Account Classifications:** Grobe recommends using unique and descriptive accounts to make entries more consistent. Our question is:

- 1) Are there standard accounting descriptions (names/numbers) we should consider?

**Segregation of Duties:** Grobe recommends sending a second bank statement to another person. We agreed that we could send this to the audit committee. Grobe recommends that we have a policy to require 2 signatures on check our a certain amount.

## Motion Second Vote

Tom James motioned that checks over \$5,000 shall require 2 signatures.  
Gene Nelson  
Unanimous

**Liability Coverage:** Grobe recommends that we have general liability insurance coverage. Tom James said that we have a policy in effect through Society. Tom James will forward a copy to Bruce for his records.

**Sarbanes-Oxley Act:** This federal law was enacted to prevent accounting fraud. Two issues that the ASHRAE Chapter needs to consider are:

- 1) Have a policy on document retention and periodic destruction. This should include electronic files and voicemail messages, and how to back-up and archive documents.
- 2) Have a policy for "Whistle-Blower Protection".

Questions the board had on these 2 issues were:

- 1) What are the IRS regulations for document retention?
- 2) What documents do we need to keep? And for how long?
- 3) Does the International Society have any suggestions or guidelines for both issues described above?
- 4) How are guidelines/policies different than chapter by-laws?

We concluded this discussion by stating that we should consider Society's suggestion that the treasurer's position should be 3 years with more formal training. We will address this in a future meeting. We also discussed the possibility of have a more formal job descriptions to assist in the hand off each year for each position. Tom mentioned that the "Chapter Operations Manual" does cover this, but we added that maybe an expansion of these descriptions would help.

**5. NEW BUSINESS**

**CTTC Programs** At the last meeting, we had 12 "No Shows" (people who had made reservations and did not show up). The restaurant still charged us \$300 for these no shows. The board stated their concerns over this unwanted expense each month. We decided to keep a professional dialog with the membership regarding the issues and hope that this improves. We will follow up with "No Shows" in private and Bruce will make some kind of courtesy suggestion in his presidential address in the "INFORMAIRE".

Chad said that the December meeting will be the Nakoma Country Club and that the meal cost was reasonable. Chad asked if it was o.k. to include a 2 drink tickets with the meal and to have several \$50 gift certificates to local restaurants as door prizes. All board members agreed that it was ok for Chad to proceed with these suggestions.

Bruce said that the \$80 membership fee is being collected by Society, but some members are paying the old \$30 fee based on prior invoices. We concluded that we expected this and that we should expect losses during this transition year. All commented on how well this new policy has helped meeting attendance.

Tom James agreed to contact Robin Maly about her report to the chapter and to the student chapter regarding her trip to the January Meeting in Orlando.

Bruce agreed to follow up with Mike Gall and Jeff Bolt regarding the February seminar. The board would like monthly updates and would like to offer any assistance in making this happen this year.

**PAOE Points** Bruce mentioned that we are behind in recording our PAOE points. He handed out procedures for logging into the web site and encouraged everyone to update their entries.

**6. Next BOG Meeting** December 21, 2005; 4:00 pm; Babes Bar & Grille  
**ADJOURNMENT** 5:21 pm

**General Membership Meeting:**

- |   |   |
|---|---|
| <b>1. PRESIDING OFFICER:</b>            | Bruce Kimball, President  |
| <b>CALL TO ORDER (Time &amp; Place)</b> | October 10, 2005 at 7:00pm  |
| <b>2. RAFFLE FOR RESEARCH</b>           | Fitch's Chophouse & Spirits, 5957 McKee Road, Madison, Wisconsin<br>The Research Promotion Committee sold raffle tickets to raise funding for research.   |
| <b>3. PRESIDENT'S INTRODUCTION</b>      | Bruce welcomed everyone to the meeting, including welcoming and introducing guests for the evening.<br>Bruce indicated that the Membership Committee is highlighted this month and introduced Matt Heil as chair of the Membership Committee. |

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5. **MEMBERSHIP COMMITTEE** Matt Heil gave a brief description of the Membership Committee, and goals of the committee.  
Matt encouraged members to bring guests and new members to our monthly meetings.  
New members of the chapter were introduced.
6. **PROGRAM INTRODUCTION** Chad Faber introduced the topic for the evening: LEED Case Study: Bolt Construction's Silver Certified Office  
Chad introduced Theresa Lehman (Bolt Construction), Dave Jeffers (Bolt Construction) and John Longberg as speakers for the evening.
7. **PROGRAM** LEED Case Study: Bolt Construction's Silver Certified Office
- Bolt Construction wanted to build a sustainable workplace, and to set an example for their clients.
  - LEED Version 2.0 was used for the project, with the project acquiring 33 of 69 possible point.
  - Basis of building design was "simplicity" and "sustainability"
  - The owner was asked what sustainability meant to him personally.
  - The intent was not to "greenwash" or spent money wastefully.
  - Lots was done "up-front" integrating LEED aspects into the building design.
  - Design started in 2001, with move-in in 2003.
  - DOE-2 modeling was performed on the building. The team felt that they ran short of time during the modeling process.
  - HVAC systems used include:
    - Perimeter hot water floor warming
    - Dual path duct system.
      - Hot duct is recirculated air.
      - Cold duct is ventilation air.
    - Well water Cooling
      - 50<sup>0</sup> well water-cooling system carries majority of the building cooling load.
      - Approximately 5 tons of mechanical cooling was added for peak loads.
      - Well water cools the 5 tons of mechanical cooling and is then used for site for irrigation.
    - CO2 monitoring is included, and compares interior levels with exterior levels.
    - High efficiency boilers were used, with an emphasis on higher reliability equipment.
    - Air/Air energy recovery ventilator is integrated into the design.
  - The building was commissioned and re-commissioned.
    - Commissioning was performed in both summer (cooling) and winter (heating).
    - All sequences were commissioned as well.
  - Additional design time was required to find sources of "sustainable" products.  
Lots of time was spent on researching products.
8. **PROGRAM CONCLUSION** Chad presented Plaque's from the Madison ASHRAE chapter and thanked the presentation team for sharing their time and knowledge.
9. **RAFFLE DRAWING** The Research and Promotion raffle drawing took place. Doug Bergman from Masters Building Solutions was the lucky winner.
10. **NEXT GENERAL MEMBERSHIP MEETING:** November 14, 2005, Marriot – West, Madison, Wisconsin
- PRESIDING OFFICER:** Bruce Kimball, President
1. **CALL TO ORDER (Time & Place)** November 14, 2005 at 6:54pm  
Marriot West  
Madison, Wisconsin
2. **RAFFLE FOR RESEARCH** The Research Promotion Committee sold raffle tickets to raise funding for research.
3. **PRESIDENT'S INTRODUCTION** Bruce welcomed everyone to the meeting, including welcoming and introducing guests for the evening.  
There are a few items that the Chapter needs to address and act upon according to Society policy:

**4. NEW BUSINESS**

**Chapter By-Laws**

Bruce indicated that according to Society policy, every 5 years the BOG needs to review Society recommended updated Chapter Constitution and Bylaws. The Board of Governors (BOG) has reviewed the Society updates of the Constitution and Bylaws and changes and voted to accept them. Each member of the Chapter will receive an updated copy of the Constitution and Bylaws. As part of the By-Laws, some committees need to be established/re-established as part of the Chapter functioning body. These include:

**Nominating Committee**

This committee is responsible for selecting, from the members eligible to hold office, candidates for the Board of Governors (BOG).

(4) people are required to be on the mandatory Chapter Nominating Committee, only (1) of which can be part of the BOG. Wayne Prior is currently on the committee.

The Chapter is looking for (3) volunteers to staff this committee, or we will be disbanded.

**CRC Action Committee**

Amongst other items, this committee determines major items of concern to the Chapter, and obtains bio's of possible candidates for Society and regional offices, committees, honors and awards.

This committee will be headed by the former Chapter President (currently Tom James).

All Chapter members are highly encouraged to consider these exciting opportunities. Please contact anyone on the BOG for more information or to volunteer.

**Auditing Committee**

Although not required by the Chapter By-Laws, the BOG would like to establish an Auditing Committee as a matter of good practice. The committee would review the Chapter books on a monthly basis and report back to the BOG on the committee findings.

The BOG is looking for (3) volunteers for this committee.

All Chapter members are highly encouraged to consider this exciting opportunity. Please contact anyone on the BOG for more information or to volunteer.

**Chapter Membership Fee's**

The BOG recently voted to revise Chapter membership fees. In lieu of this change, the BOG became aware that this change needs to be approved by 2/3's of the Chapter Membership.

Bruce opened the floor for discussion on Chapter membership fees. No discussion took place. Bruce motioned for a vote:

**Motion**

Raise the Chapter membership dues for \$30 to \$80 and do not charge members in good standing for attending Chapter dinner/speaker meetings.

**Vote**

Unanimous

(Secretary note: 52 members present for vote)

**9. PROGRAM INTRODUCTION**

Chad Faber introduced the topic for the evening: Fire/Smoke Damper Requirements & Code Related HVAC Issues.

Chad introduced Mr. Randy Dahman, Advanced Engineering Consult HVAC & Energy Conservation, State of Wisconsin, Department of Commerce, Division of Safety & Buildings.

**10. PROGRAM**

Mr. Dahman gave an hour power point presentation on fire and fire/smoke damper code related issues, including:

- Review of where the State of Wisconsin is in adoption of national codes, both now and in the future.
- The need for engineering to look at fire/smoke dampers from a Building Code perspective.
- When and where fire and fire/smoke dampers are required, according to the current code.
- What exceptions exist for elimination of fire and fire/smoke dampers and when they can be applied, according to the current code.

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11. **PROGRAM CONCLUSION** Chad presented a plaque to Randy from the Madison ASHRAE Chapter and thanked him for sharing his time and knowledge.
9. **RAFFLE DRAWING** \$180 was raised for the Research and Promotion Committee. The raffle winner was Jim Prochnow from Johnson Controls.
10. **NEXT GENERAL MEMBERSHIP MEETING** December 12, 2005, **Madison, Wisconsin**

## PROGRAM SCHEDULE

Submitted By: Chad Faber

	Topic	Location	Presenter	Event
Dec 12	Proper Designs of Condensing Boilers	Nakoma Golf Club	Aerco Corporation	
Jan 9	HVAC Solutions to Computer/Data Rooms		Buzz Menz, CDP	
Feb 13	DDC and LEED: How Is It Applicable?		KGAC	Membership Night
Mar 13	Natatorium HVAC Design and Heat Recovery		Ralph Kittler, Seresco	
Apr 10	Energy Modeling Simulation and Case Study		Dan Pliner, JDR Engineering	Student Night
Apr 19	Sustainability and the Building Environment		Satellite Broadcast/Webcast	
May 8	Schoeps Tour of Cold Storage Facility		Paul Thompson, Schoeps	
Jun 12	Golf Outing	Stoughton Country Club		Social

## CHAPTER CONTACTS

### OFFICERS:

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