



**Development Committee
Meeting Minutes
January 26th, 2015
Chicago, Illinois**

Members Attending

Randy Jones, Chair
Tim McGinn, 1st Vice Chair
Darcy Carbone, RP 2nd Vice Chair
Kenneth Cooper, Life Members Club Member
Jim Fields, Foundation 2nd Vice Chair
Victor Goldschmidt, College of Fellows Member
Bill Harrison, Foundation 1st Vice Chair
Dave Meredith, Scholarship Chair
John Rieke, RP Chair
Dan Rogers, RP 1st Vice Chair
Jim Wolf, Foundation Chair

Guests

Damon Gowan, Foundation Treasurer
Walter Law, Foundation Trustee

Staff

Cindy Simmons, Comptroller
Jeff Lydenberg, Foundation Consultant
Jeff Littleton, Secretary
Margaret Smith, Foundation Manager
Megan Hezlep, RP Staff
Patricia Adelman, RP Staff

MEETING CALLED TO ORDER

Mr. Jones called the meeting to order at 9:40 a.m.

3 APPROVAL OF THE BOARD OF TRUSTEES CONFERENCE CALL MINUTES

3 (A) January 9, 2015 Conference Call

Mr. Rieke moved

Mr. Fields seconded

(1) that the Development Committee minutes from the January 9, 2015 Conference Call are approved

MOTION 1 PASSED (Vote on Motion 10-0-1 Chair not voting)

4 UPDATE ON HIRING OF DEVELOPMENT DIRECTOR – LITTLETON

4 (A) Littleton reported that a hiring decision on a Development Director is imminent pending reference checks. The Development Director will staff the Development Committee.

5 NEW BUSINESS

5 (B) Discuss and review the role of Research, Scholarship, Special Projects and small endowments in ASHRAE fund raising – Jim Wolf

The Development Committee, Foundation Trustee and RP ExCom will have a spring meeting at Headquarters. This is proposed to be a 1.5 day meeting to discuss coordination of fundraising across ASHRAE and setting goals for fundraising achievement. The new Development Director will be involved in setting fundraising goals and defining the structure of ASHRAE's fundraising efforts at this meeting.

5 (C) Discuss the financial goals of the Foundation, Research, Scholarship, Special Projects and small endowments

The Development Committee discussed that there are unfunded needs at ASHRAE that need to be identified, prioritized, categorized and defined. The new Development Director should meet with each of the ASHRAE council liaisons. These meetings will give the councils the chance to identify funding needs that may be supported by the Foundation.

The new Development Director will be tasked to work with the Foundation to restore the Wall of Honor, the naming of rooms 2A, 2B, 3A, & 3B at Society headquarters, and funding options for a Past Presidents scholarship.

6 UNFINISHED BUSINESS

6 (A) Development Committee MOP

The new Development Director will be tasked with reviewing the Development MOP draft and having it ready for review and approval by the spring meeting.

7 OTHER BUSINESS

7 (A) Spring meeting

The Foundation Board of Trustees, RP ExCom and the Development Committee will have a spring meeting at ASHRAE Headquarters. The date will be decided later.

7 (B) Next Meeting – Atlanta in June!

8. Miscellaneous Announcements for the Good of the Whole – Jones

9. ADJOURNED 11:46 a.m. – Jones