



Refrigeration Service Engineers Society

Board Meeting Minute Form

Chapter Name: Multnomah **City:** Portland, OR.
Reported by: Alamelu Brooks CM **Title:** Secretary
Number in Attendance: 10 **Calls to Order:** 7:00 PM Date: 01-12-06
Program: Board Meeting

Call to order by Ray Carlyle

Roll-Call of Officers Present: Ray Carlyle, Jon Jefferies CM, James Brennan, Michael Havnar CM, Rob Fraley CM and Alamelu Brooks CM

Board Members present: Leo Mihm CM, Jesse Voorhees and John Coppola.
Patrick Coffey CM and Jeff Jones CM absent.

General Member present: Keith R Louzon

Items of Discussion:

1. Treasurer report approved as submitted.

New business:

2. Chapter Bylaws and policy and procedures need to be revised as discussed among members. Copies of both chapter and national bylaws and policy and procedure issued to all board members so as to compare and suggest for changes.
3. Leo Mihm CM suggested enlightening and congruous topics for educational meetings. In addition to Leo's suggestion Rob Fraley, Jesses Voorhees and James Brennan brought up few more hot topics. It has been resolved to invite educational speakers for the following topics.
 - i. Heat pump – Testing and Performance
 - ii. Refrigerants and applications
 - iii. Refrigeration components
 - iv. Duct design and Installation
 - v. Electrical code applicable to RAC service technician
 - vi. Safety tips for service and installation personnel
 - vii. Ethics of HVAC technicians towards customer relationship
 - viii. Motors and Electrical components
 - ix. Understanding electrical circuits
 - x. System and components testing
 - xi. SEER 13 and its importance
4. President requested Educational chairman to schedule speakers for the above listed topics.
5. Functional planning of scholarship and membership committee will be discussed in the next meeting.

Meeting was adjourned at 08.45 pm