



ASHRAE Hawaii Chapter
P.O. Box 3916
Honolulu, HI 96812-3916

MINUTES

BOARD OF GOVENORS AUGUST MONTHLY MEETING

August 7, 2026

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Board of Governors.

Generated: August 11, 2026



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BOARD OF GOVERNORS AUGUST MONTHLY MEETING

2969 Mapunapuna Pl #101, Honolulu, HI 96819
August 7, 2026

MEMBERS PRESENT:

John Fuller, President
Kelly Zheng, President-Elect
Kelsey Koshi, Vice President
Joshua McDonough, Secretary, CTTC, Research & Promotion
Froilan Garma, Treasurer
Charles Chaloeicheep, Immediate Past President (Virtual)
Kevin Luoma, BOG, Government Affairs (Virtual)
Les Taniyama, BOG
Tyson Toyama, BOG
William Lee, Historian (Virtual)
Aaron Ginoza, YEA (Virtual)
Ghabby Baguio, Attendance/Reception (Virtual)
Zz Riela, Sustainability
Dylan Benway

MEMBERS ABSENT

Samantha Nakamura, BOG
Marites Calad, BOG
Holly Morikami, BOG
Morgan Lorenzo, Student Activities
Melissa Onishi, Refrigeration
Johnny Pham, Sustainability



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PRINCIPAL MOTIONS

Number

Motion

PM-1

I move that the Board of Governors adopt a resolution to amend Section 7.4 of the Chapter Bylaws to read: 'A quorum for the transaction of business shall consist of a majority of the Board present in person (physical or virtual)...', and to further consider the corresponding clarifying amendment to Section 6.5, and that the Secretary be directed to circulate the proposed amendments to the full membership not less than seven (7) days before the next chapter meeting at which the amendment will be presented for a vote, in accordance with Article X, Section 10.3 of the Bylaws."

PM-2

I move that the Board of Governors approve the formation of the Event Planning Committee, with John Fuller, President, providing oversight, and with Marites Calad, Holly Morikami, Les Taniyama, and Samantha Nakamura as the proposed members to serve for a term of 1-year.



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ACTION ITEMS

Item	Responsible	Summary of Action	Status
AI-1	McDonough	Provide President Fuller with copy of MBO.	
AI-2	McDonough	Task Mr. Lebowitz (David) with adding Mr. Garma to the Treasurer email distribution list.	



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Call to Order

President Fuller called the Board of Governors meeting to order on Friday, August 7, 2026, at 5:12 p.m. HST. Chapter officers and Board of Governors attended as listed above.

Review of Agenda

Report of the President, John Fuller

President Fuller discussed the topic of formalizing the event planning team. Also discussing sending out the list of committee chairs to the group so that everyone would have access to it.

President Fuller informed the board that he would be chairing Membership Promotion.

President Fuller wants to schedule a meeting with the current and past two (2) treasurers to review chapter financials, procedure for record keeping and file the necessary taxes. Individuals required are John Fuller, Kelly Zheng, Kelsey Koshi, Froilan Garma. President Fuller informed the board that he has found a CPA for preparation of Chapter tax filing. Ms. Zheng stated that the DCCA filing was submitted but still pending.

President Fuller is working on the historical display for the upcoming Chapter Regional Conference (CRC). President Fuller provided an open call, asking for any volunteers to assist with sewing, cutting, for the new Chapter banners. Mr. McDonough suggested adding a historical component to each meeting, either by brining past historical items to display or providing trivia questions for drink tickets at Chapter meetings.

President Fuller moved

"I move that the Board of Governors adopt a resolution to amend Section 7.4 of the Chapter Bylaws to read: 'A quorum for the transaction of business shall consist of a majority of the Board present in person (physical or virtual)...', and to further consider the corresponding clarifying amendment to Section 6.5, and that the Secretary be directed to circulate the proposed amendments to the full membership not less than seven (7) days before the next chapter meeting at which the amendment will be presented for a vote, in accordance with Article X, Section 10.3 of the Bylaws."

PM-1

MOTION PASSED

Mr. Koshi seconded the motion.



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President Fuller, Ms. Zheng, Mr. McDonough, Mr. Garma, Mr. Koshi, Mr. Taniyama, Mr. Toyama and were in favor.

None against, no abstentions.

President Fuller moved

"I move that the Board of Governors approve the formation of the Event Planning Committee, with John Fuller, President, providing oversight, and with Marites Calad, Holly Morikami, Les Taniyama, and Samantha Nakamura as the proposed members to serve for a term of 1-year."

PM-2

Mr. Toyama suggested the formation of a committee to start planning for future years, 2027-2028. President Fuller acknowledged.

MOTION PASSED

Mr. Garma seconded the motion.

President Fuller, Ms. Zheng, Mr. McDonough, Mr. Garma, Mr. Koshi, Mr. Taniyama, Mr. Toyama, Mr. Luoma and were in favor.

None against, no abstentions.

President Fuller later discussed researching the duties associated with each committee position and assigned Mr. McDonough with checking the MCOs.

AI-1

Mr. Lee discussed how historically the chapter has handled positions such as historical, planning of the Installation Banquet and Christmas Party. This led to discussion between President Fuller, Mr. Toyama and Mr. McDonough regarding if we are trying to return to how things were done in the past, or if we were trying to assign the most qualified candidate for the position, given that this is a volunteer organization. It was suggested that possible to recruit past ASHRAE Chapter Presidents to chair the Christmas Party if there is a void in the position.

President Fuller discussed the need for balance sheets to be submitted with each event or expense and submitted to the Treasurer no later than Monday of the third week of the current month.



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Mr. Taniyama suggested having a standardized template to share with each committee member as well as adjusting proposed motion to state submission of monthly balance sheet regardless of whether or not an expense or event transpired. President Fuller acknowledge and stated he will revise before brining to an official vote.

Mr. Koshi and President Fuller discussed Mr. Garma's need to be added to the ASHRAE Treasurer email distribution, to which Mr. McDonough said that Mr. Lebowitz (David), be contacted for the proposed change.

AI-2

New Business

No new business.

Adjournment

Meeting adjourned at 5:25 p.m. HST on Wednesday, August 7, 2026.

Next BOG meeting was not discussed, date TBD. President Fuller to send out meeting invite.

A handwritten signature in black ink, appearing to be "J. McDonough", written over a horizontal line.

Joshua M. McDonough
Secretary 2026-2027