

## MINUTES

**MEMBERS COUNCIL**  
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These minutes were approved by Members Council J~ } ^ 2ì , 2010.

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- 2 3 That consent items B through P be approved.
- B. That the charter of the Gulfstream Chapter be dissolved and that a chapter section be created to form the Gulfstream Section sponsored by the Gold Coast Chapter.
  - C. That the charter of the Panama Section, located in Panama, Panama and sponsored by Region XII be approved.
  - D. That the charter of the Ecuador Section, located in Guayaquil Guayas, Ecuador and sponsored by Region XII be approved.
  - E. That the charter of the Chandigarh Section, located in Chandigarh, India and sponsored by the India Chapter be approved.
  - F. That the charter of the Macau Section, located in Macau, Macau and sponsored by the Hong Kong Chapter be approved.
  - G. That the charter of the Technologico Argentino Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved.
  - H. That the charter of the New Delhi College of Engineering Student Branch, located in New Delhi, India and sponsored by the India Chapter be approved.
  - I. That the charter of the G.B. Pant Polytechnic Student Branch, located in New Delhi, India and sponsored by the India Chapter be approved.
  - J. That the charter of the Indian Institute of Technology-Kharagpur Student Branch, located in West Bengal, India and sponsored by the India Chapter be approved.
  - K. That the charter of the Portland State University Student Branch, located in Portland, Oregon and sponsored by the Oregon Chapter be approved.
  - L. That the charter of the St. Clair College Student Branch, located in Windsor, Ontario, Canada and sponsored by the Windsor Chapter be approved.
  - M. That the charter of the University of Engineering and Technology-Taxila Student Branch, located in Taxila, Pakistan and sponsored by the Northern Pakistan Chapter be approved.
  - N. That the charter of the University of Novi Sad Student Branch, located in Novi Sad, Serbia and sponsored by the Danube Chapter be approved.
  - O. That the charter of the CEGEP de l'Outaouais Student Branch, located in Ottawa, Ontario, Canada and sponsored by the Ottawa Valley Chapter be approved.

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approved.

P. That the charter of the University of Arkansas at Little Rock Student Branch, located in Little Rock, Arkansas and sponsored by the Arkansas Chapter be approved.

3 4 That consent item A be approved.

A. That the charter of the Mumbai Chapter, located in Mumbai, India, whose boundaries will cover the cities of Mumbai, New Mumbai, Thane and Goa, and sponsored by the Western India Chapter be approved.

4 6 The Chapter Technology Transfer Committee recommends that Section 14 of the CTTC Manual of Procedures, Awards Program, be revised as follows:

**Selection Schedule for the Government Activities Award, Dan Mills Technical Award, and Chapter Programs Star Award**

**Submittals due to Society for Judging September 4 30**

5 9 The Conferences and Expositions Committee requests that Members Council approve the revisions to ROB 2.104.013.3 as shown below:

Financial assistance for Host Chapters at Society Meetings shall be at the discretion of the Society or no more than ~~\$500,000~~ \$500 and a complete accounting of such funds shall be rendered to the Director of Finance at Society Headquarters within 60 days of the close of the meeting. (86-01-22-19)

6B 10 That the revisions to ROB 2.104.015 be approved as shown below (~~strike through~~ indicates deletion; double underline indicates addition):

**2.104.015 Meeting Registration Fees** 300-104-001 98-06-25-36/99-01-24-27/06-06-28-07 All attendees at Society winter and annual meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Life Members, Presidential Members, speakers, host committee members, students, session chairs, Conferences and Expositions Committee members, special invitees and press. ~~Seminar speakers and forum moderators shall receive a complimentary 1-day registration.~~

7 11 That the Chapter Financial Risk Management, **Attachment E**, be included as a presentation in the Chapter Operations Workshop at CRCs for chapter treasurers.

8 13 That Section 5, Meetings, of the Manual for Chapter Operations (MCO) include Section 5.7, Keeping Commercialism Out of Chapter Meetings, Technical Sessions, Seminars or Other Events as a new section as shown below and the other sections of Section 5 be renumbered 5.8 through 5.17. (double underline indicates addition)

5.7 Keeping Commercialism Out of Chapter Meetings, Technical Sessions,

### Seminars or Other Events

Commercialism is deemed to be the inclusion of visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization. Chapters should request a copy of the speaker's presentation weeks in advance of their chapter meeting, tech session or seminar to preview the presentation. The chapter must notify the speaker if there is commercialism in the presentation (other than the first slide); this will also ensure that the speaker is aware of the ASHRAE's Commercialism Policy and Guidelines (See Appendix FF).

### What Is Not Allowed:

- References to companies, universities, consulting firms, contracting agencies, research agencies, government agencies and government-sponsored agencies.
- Inclusions of trade names, names of software, logos or other readily recognized identifiers.
- Inference that ASHRAE approves or endorses any product, software or system for any reason, even if the product, software or system complies with an ASHRAE standard.
- Copies of papers or portions thereof, draft position papers or recommendations, brochures, or other information SHALL NOT be made available at ASHRAE technical sessions, symposia, seminars, or forums.
- Seminar "papers" can be handed out after the session is over or distributed on TC websites, but they must comply with the ASHRAE commercialism policy: Technical and symposia papers are sold by ASHRAE (See Appendix FF).

### What Is Allowed:

- On the first slide, the presenter's listing may include the name of the author(s)/presenter(s), their affiliations, companies, supporting organizations, sponsoring technical committee, and corporate logo. For case studies, with permission from the study subject, the slide may also reference the facility owner, facility or site of the study. Basically, anything can go on the first slide.

**Example of  
First Presentation Slide:**

Speaker's Name  
Company's logo, sponsors, etc.  
All commercialism goes here (on the first

- Bibliographies are allowed, but they must be the last slide. It must be true bibliography and not a list of all publications from a single organization. Trade or company names and/or logos of historical nature.
- Specific reference may be made to industry-related standards, test methods

and codes.

- Make, model or sole source of **critical** test instrumentation, reagents or apparatus may be identified as a footnote.
- The research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced only in order to maintain presentation clarity and relevance.

**Things To Watch Out For:**

- Logos and watermarks on presentation slides.
- Photographs of equipment with names and logos.
- Building signs (especially if the organization competes with other organizations that are likely to be involved in ASHRAE).
- Names or logos on software screen displays – photos of displays or LCD projection systems.
- Do not imply that ASHRAE approves or endorses a product because it complies with an ASHRAE standard or for other reasons.
- Do not hand out materials at sessions.
- Use generic names.
- Be aware of what you are photographing.
- Cover product logos before you photograph.
- Look at your software displays.

13 18 That **Attachment G**, Chapter or Sub-Region Reassignment Procedures be approved and placed in the Manual for Chapter Operations as a new section in Section 12, Guidelines for Sponsor Chapters and Newly Chartered Chapters.

14 19 That Motion 14 be amended as follows:

The \_\_\_\_\_ Chapter or Sub-Region requests reassignment to a different region.

Please list the rationale and justification for this change as listed in the Chapter or Sub Region Reassignment Procedures (Section 12), including fiscal impact for both regions involved.

15 23 That ROB 2.411.003.2 be waived in order to award the William J. Collins Research Promotion Award to a recently deceased member recommended by the Research Promotion Committee.

16B 24 Research Promotion Committee recommends to Members Council that they approve the attached Campaign and Regional 2010-11 RP Goals as revised in Attachment K/A.

18B 26 That the YEA Leadership Weekend budget be raised to \$16,000 beginning fiscal year 2010-2011.

**MO# PG# MAJOR MOTIONS – ATLANTA, GEORGIA – January 23, 25-26, 2010**

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- 19 28 Membership Promotion Committee recommends to Members Council that a referral be made to Publications and Education Council to include in each of the following publications a “Join ASHRAE” insert promoting ASHRAE Membership and benefits: Standard 189, Advance Energy Design Guides, Standard 90.1, and the ASHRAE Green Guide. The piece will be created by Membership Promotion.
- 20B 28 Membership Promotion Committee recommends to Members Council that Membership Promotion Committee be approved an opportunity to market membership via email to all non-member purchasers (including free downloads) of Standard 189, Advance Energy Design Guides, Standard 90.1, and the ASHRAE Green Guide, Standard 62.1 and Standard 62.2.

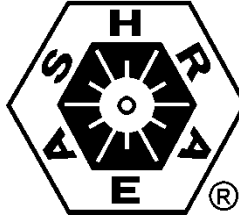
AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ORLANDO, FL – 01/10
1	1	Ross Montgomery	06/10	Open	To bring a recommendation to Members Council in Albuquerque based on the results of the new survey that will be sent to the council to determine which of the DRCs current responsibilities could be assigned to the ARCs as part of their regular job.
2	2	Members Council & Reporting Committees	06/10	Open	To list the Continuous Strategic Plan objectives first on their meeting agenda and when making reports.
3	2	Ginger Scoggins	06/10	Open	To take under consideration, compensation for ASHRAE's participation of endorsing conferences overseas.
4	4	Planning Subcommittee	06/10	Open	To consider creating a Rule of the Board that states if a new chapter or section forms as a spin-off from an existing chapter, the original chapter must remain a certain size.
5	7	CTTC	06/10	Open	To ensure on the quality of the graphics in presentations is addressed for future webcasts.
6	8	Ben Crowley	06/10	Open	To share the CTTC CRC workshop statistics with Richard Rose since he is chairing the CRC ad hoc committee.
7	9	Society Rules Committee	06/10	Open	To make the editorial change to ROB 2.104.013.3 as shown below:  [Financial assistance for Host Chapters at Society Meetings shall be at the discretion of the Society or no more than <del>\$500,000</del> \$500 and a complete accounting of such funds shall be rendered to the Director of Finance at Society Headquarters within 60 days of the close of the meeting. (86-01-22-19)]
8	12	Staff	06/10	Open	To review the Chapter Financial Risk Management presentation (Attachment E) before sending to the Regions to ensure that the presentation is in compliance with accounting and IRS practices.
9	12	Poston-Chair, Thrasher & Morasch	06/10	Open	To better define objectives of the Chapter Operations Workshop during CRCs by outlining what should take place during the workshop and report back to the Regions Operations Subcommittee so this information can be used to update the

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ORLANDO, FL – 01/10
					current workshop presentation slides.
10	12	Morasch-Chair, Binder & Zarour	06/10	Open	To develop components for delegate and alternate training prior to CRC to prepare for the caucus using electronic or face-to-face training. The basic instructions for President Elect training should be consistent throughout the regions. (Pat Kempf will email the Region VII agenda to this ad hoc.)
11	12	Thrasher-Chair, Zarour & Linder	06/10	Open	To revise and update the CRC Manual and include the following information in the manual: review of contracts by Society; CRC registration by Society; transportation reimbursement of chapter/region positions who attend CRC; webcasting and A/V equipment. This would include rework of which items are mandatory and which are optional and providing better time lines regardless of whether the CRC is in the spring or fall.
12	13	Betz-Chair, Binder & Zarour	06/10	Open	To review the Manual for Chapter Operations for consistency; many parts of the manual are out dated or hard to locate and several sections concerning CRC should be moved to more appropriate locations in the manual.
13	15	Staff	06/10	Open	To revise Section 5 of the Manual for Chapter Operations as indicated in Motion 8.
14	15	Staff	06/10	Open	To develop an FTP site to post regional materials such as presentation slides for regions to use as templates. Staff will take the materials furnished as examples and develop a generic slide presentation to be made available to DRCs and RVCs (as well as any other regional officer) to be used during a chapter visit if they so choose. The slides will highlight current ASHRAE activities, publications and other actions of interest to chapter members. This should also include slides on general information about a region (fill in the blank) to include the chapter and section make-up of the region (possibly number of members, student members, etc.), within the region and slides on similar information about ASHRAE overall. Each region may customize this presentation to suit their purposes. This presentation should be updated approximately every 6 months but

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ORLANDO, FL – 01/10
					no less than once every year.
15	15	Staff	06/10	Open	To develop a presentation for the FTP site that highlights the benefits of the formation of an ASHRAE chapter.
16	15	DRCs	06/10	Open	To disseminate to their chapters and regional officers (as deemed appropriate), the ASHRAE Code of Ethics Attachment F.
17	15	Staff	06/10	Open	Staff to notify the council of where to locate the Code of Ethics on the website.
18	17	Staff	06/10	Open	To refer Motion 29 (10/25/09) back to Region II for more information.
19	18	Staff	06/10	Open	To revise Section 12 of the Manual for Chapter Operations as indicated in Motion 13.
20	19	Staff	06/10	Open	To add more lines to the petition form in Attachment H to provide additional space in the chapter's explanation and to add in parenthesis on the "(attach additional sheets if needed)."
21	19	Staff	06/10	Open	To include Attachment H as a new appendix (as amended) in the Manual for Chapter Operations as indicated in Motion 14.
22	20	Staff	06/10	Open	To develop a spreadsheet showing the benefits/publications ASHRAE receives from the AASA.
23	20	Ross Montgomery	01/10	Open	To bring a response back to Members Council at the Tuesday meeting from the AASA concerning the libraries, approved Motion 52C (10/25/09) and ROB 2.106.003.
24	20	Staff	06/10	Open	To send the corporate membership report that was done two years ago to the Planning Subcommittee for further review and recommendation
25	21	Staff	06/10	Open	To develop a survey of membership benefits such as the hardcopy handbook volume versus the electronic volume on CD as the primary member benefit.
26	21	Staff	06/10	Open	To develop a prioritize program spreadsheet listing the necessary information before the Planning Subcommittee's conference call.
27	22	CRC Ad Hoc	06/10	Open	To develop a plan for better workshops and

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>ACTION ITEMS – ORLANDO, FL – 01/10</b>
		Committee			best location to conduct the training at CRC or centralized training for Membership Promotion, Student Activities and Chapter Technology Transfer.
28	22	CRC Ad Hoc Committee	06/10	Open	To develop a suggested shortened venue, timeline, and format agenda for the CRC which should be consistent throughout the regions.
29	24	Staff	06/10	Open	To prepare an article for the Insights Newsletter to solicit nominations for awards. This article could also be used for the chapter newsletter editors to include in their chapter newsletters.
30	24	Members Council	06/10	Open	If council members are eligible or if they are aware of members from their region who deserve to be nominated for awards, to put their names forward; staff can also assist in letting council members know if they qualify for certain awards.
31	25	RP Staff	06/10	Open	To change Region XIV as shown in their report to RAL so that the region's name will be correctly stated on the RP reports.
32	27	Jason Alphonso	06/10	Open	To send Ken Fulk the slide presentation on YEA for chapter visits.
33	27	Staff	06/10	Open	To develop a report that will track the impact of activities of YEA members as a result from attending the YEA Leadership Weekend.
34	28	Staff	06/10	Open	To refer Motion 19 to Publishing and Education Council for consideration of implementation.
35	31	Staff	06/10	Open	To send PAOE analysis report to Members Council so that they can see how this can be used as a tool to track chapter activity.
36	31	Staff	06/10	Open	To highlight the changes of the 2010-2011 PAOE in the PAOE frequently asked questions (FAQs).
37	32	Staff	06/10	Open	To clarify the following concerning the AASA libraries before any action is taken on approved Motion 52C and the proposed ROB: <ul style="list-style-type: none"> <li>• What publications are sent to the AASA from ASHRAE?</li> </ul>

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ORLANDO, FL – 01/10
					<ul style="list-style-type: none"> <li>• What publications does ASHRAE receive from the AASA?</li> <li>• How much does it really cost ASHRAE for the libraries annually?</li> <li>• Who receives the publications and is it going to the right places?</li> <li>• Is there membership growth in the countries receiving the ASHRAE library?</li> <li>• Are there other concerns?</li> </ul>
38	32	Planning Subcommittee	06/10	Open	To review the recommendations from the Society Rules Committee to make the decisions n the dues structure and to be the final decision maker on all of the awards that are currently approved by the BOD.



**MINUTES  
MEMBERS COUNCIL  
ORLANDO, FLORIDA  
JANUARY 23, 25-26, 2010**

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**I. Call to Order (Saturday, January 23, 2010)**

The 2010 Winter Meeting of Members Council was called to order by Chair, Lynn Bellenger at 12:09 PM in St. John's 27 (2) of the Rosen Shingle Creek Hotel. The names of those present are listed in **Attachment A** of these minutes. Ms. Bellenger turned the meeting over to Ross Montgomery and Andy Persily for a PowerPoint presentation.

**DRC and BOD Governance Issues**

Mr. Montgomery and Mr. Persily presented a proposal from the BOD Governance Transition Team Ad Hoc Committee which included Director and Regional Chair (DRC) and Assistant Regional Chair (ARC) duties and responsibilities. There was discussion concerning the current structure of Members Council and alternate duties that could possibly be performed by the ARCs to free up of the DRCs' time during Society meetings. There was no consensus reached or decision made during this discussion. Mr. Montgomery and Mr. Persily ended the meeting by stating they will continue to work on the job descriptions of the DRC and ARC and report back to Members Council with their recommendations. The meeting was adjourned at 1:00 PM.

**II. Reconvene and Call to Order (Monday, January 25, 2010)**

The 2010 Members Council Meeting reconvened and was called to order by Ms. Bellenger at 8:00 AM on Monday, January 25, 2010 in Wekiwa 5 (2) of the Rosen Shingle Creek Hotel. Introductions were made of those present and are listed in Attachment A.

**DRC and BOD Governance Summary**

Mr. Montgomery gave a brief summary of the Saturday meeting with Members Council. He thanked everyone for their participation and will continue to address the concerns of the DRC and ARC responsibilities. Mr. Montgomery noted that the DRC and ARC positions should have written job descriptions and should be consistent within the regions. He also emphasized that all regions should have equal representation on Members Council. Mr. Montgomery will send a survey to the council members after the Orlando meeting that better defines the responsibilities of the DRC and alternate duties for the ARC.

AI 1 Mr. Montgomery will bring a recommendation to Members Council in Albuquerque based



on the results of the new survey that will be sent to the Council to determine which of the DRC current responsibilities could be assigned to the ARCs as part of their regular job.

### **Continuous Strategic Plan Process**

- AI 2 Ms. Bellenger gave an overview to Members Council of a new procedure for the Continuous Strategic Plan. She explained that because of the importance of the strategic plan, it should be listed as one of the first items on each committee's and council's agenda when meeting or making a report. By reporting the strategic plan first, everyone will have an idea of the committees' activities and involvement with the strategic plan. Ms. Bellenger stated that the Board of Directors will continue to explore the industry trends and update the strategic plan annually. She added any input from the committees will be communicated to the Board.
- AI 3 Walid Chakroun suggested ASHRAE should be more involved in endorsing conferences overseas and receiving compensation for participating. He stated conferences may use ASHRAE's name while ASHRAE may not receive anything from the endorsement. Ms. Bellenger stated the decision to endorse conferences is made by Jeff Littleton, Executive Vice President. Ms. Bellenger asked Ginger Scoggins, Chair of the Conferences and Expositions Committee, to take the suggestion of endorsement overseas under consideration.

Ms. Scoggins recommended the following for the continuous strategic plan process:

- ASHRAE should develop an accredited comprehensive ASHRAE online university focusing on an HVAC&R series for recent graduates to meet the continuing education needs of our members
- In an effort to reduce volunteer's time and expense, the Society annual and winter conferences should be reduced from five days to four days

### **III. Approval of Minutes**

It was moved by Mr. Montgomery and seconded:

- (1) That the draft minutes from the October 23 & 25, 2009 Fall Meeting of Members Council be approved.

**MOTION 1 PASSED. (unanimous voice vote)**

### **IV. Chapters, Sections and Student Branches**

Ms. Bellenger presented consent items A through P of the Members Council agenda for the council's approval. In response to the consent items, Mr. Hu asked that item A from the consent list be pulled for a separate vote. Ms. Bellenger presented consent items B-P for approval.

It was moved by Mr. Montgomery and seconded:



(2) That consent items B through P be approved.

- B. That the charter of the Gulfstream Chapter be dissolved and that a chapter section be created to form the Gulfstream Section sponsored by the Gold Coast Chapter.

Background: Communications with the Gulfstream Chapter members began as early as April 2008 to save the chapter and to help them get on their feet again as a stronger chapter. To no avail, the chapter members were non responsive. This went on until the Region XII 2009 CRC where a motion passed for the DRC to proceed with the process to convert the Gulfstream Chapter into a section. An electronic vote was sent to the Gulfstream Chapter membership to become a section sponsored by the Gold Coast Chapter. The Region XII goal is to continue to provide services to the Gulfstream territory as soon as possible and this cannot happen if the chapter is not functioning as it should. The petition has been signed by members in good standing in the Gulfstream Chapter area to form a section.

- C. That the charter of the Panama Section, located in Panama, Panama and sponsored by Region XII be approved.
- D. That the charter of the Ecuador Section, located in Guayaquil Guayas, Ecuador and sponsored by Region XII be approved.
- E. That the charter of the Chandigarh Section, located in Chandigarh, India and sponsored by the India Chapter be approved.
- F. That the charter of the Macau Section, located in Macau, Macau and sponsored by the Hong Kong Chapter be approved.
- G. That the charter of the Technologico Argentino Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved.
- H. That the charter of the New Delhi College of Engineering Student Branch, located in New Delhi, India and sponsored by the India Chapter be approved.
- I. That the charter of the G.B. Pant Polytechnic Student Branch, located in New Delhi, India and sponsored by the India Chapter be approved.
- J. That the charter of the Indian Institute of Technology-Kharagpur Student Branch, located in West Bengal, India and sponsored by the India Chapter be approved.
- K. That the charter of the Portland State University Student Branch, located in Portland, Oregon and sponsored by the Oregon Chapter be approved.
- L. That the charter of the St. Clair College Student Branch, located in Windsor, Ontario, Canada and sponsored by the Windsor Chapter be approved.
- M. That the charter of the University of Engineering and Technology-Taxila Student



Branch, located in Taxila, Pakistan and sponsored by the Northern Pakistan Chapter be approved.

- N. That the charter of the University of Novi Sad Student Branch, located in Novi Sad, Serbia and sponsored by the Danube Chapter be approved.
- O. That the charter of the CEGEP de l'Outaouais Student Branch, located in Ottawa, Ontario, Canada and sponsored by the Ottawa Valley Chapter be approved.
- P. That the charter of the University of Arkansas at Little Rock Student Branch, located in Little Rock, Arkansas and sponsored by the Arkansas Chapter be approved.

**MOTION 2 PASSED. (unanimous voice vote)**

It was moved Mr. Montgomery and seconded:

- (3) That consent item A be approved.

- A. That the charter of the Mumbai Chapter, located in Mumbai, India, whose boundaries will cover the cities of Mumbai, New Mumbai, Thane and Goa, and sponsored by the Western India Chapter be approved.

Background: Because of its large geographic area, the country of India will now have six (6) chapters. The Mumbai Chapter members are part of the Western India Chapter and will be reassigned upon approval of this motion.

Mr. Hu questioned the decision to remove so many members from an existing chapter in order to form a new chapter. It was noted that the Western India Chapter would lose a number of its members and the remaining members may not be enough for the chapter to sustain itself.

- AI 4 Ms. Bellenger assigned an action item to the Planning Subcommittee to consider creating a Rule of the Board that states if a new chapter or section forms as a spin-off from an existing chapter, the original chapter must remain a certain size.

**MOTION 3 PASSED. (unanimous voice vote)**

**V.A Reports to Members Council (Monday, January 25, 2010)**

**1. Student Activities Committee (SAC)**

The following information was reported by Larry Stoff, Student Activities Committee Chair. See **Attachment B** for the committee's full report.

**Information Items:**

- The SAC Student Transfer program has increased 33% over the last three years



due to the extra emphasis the committee has put on promoting this program. Mr. Stoff stated these students are continuing in the industry.

- This marks the fourth year of the ASHRAE Student Congress; 20 student branch officers were on hand at this meeting to provide important feedback on improvements to ASHRAE student benefits. The congress results will be evaluated by the SAC as part of the continual improvement of student program planning process.
- ABET plans to lower the math requirement for TAC criteria and to drop the capstone project requirement for Associate of Science graduates. In response to this, SAC approved a motion that ASHRAE's ABET representatives strongly recommend to ABET that the capstone project requirement remain in place. Until recently, a capstone experience was required in the general ABET criteria for all programs in Engineering Technology (both associate and baccalaureate). Because associate degree graduates from an ASHRAE-related program should be prepared to work on projects at graduation, this criteria must be moved from ABET general criteria to the program criteria approved by ASHRAE.
- The 2010 Student Design Project Competition is underway. The competition features the Ginsburg Tower at the Florida Hospital, this structure, the tallest hospital building in the state of Florida, is a 15-story patient tower that will contain the Florida Hospital Cardiovascular Institute, 440 patient beds and one of the largest emergency departments in the county. New to the design competition this year is the electronic only entry process. Planning for the 2011 Design Competition is also underway. It will feature the Drake-Well Museum in Titusville, Pennsylvania. To accommodate schools in the southern hemisphere (South America), SAC will post preliminary information for the 2011 design completion by the end of February. Mr. Stoff noted, there is an increase of international participation in the student design competition.
- The ASHRAE China Design Competition concluded with Tsinghua University being the first place winner. A team representative attended the Student Program to receive the award on behalf of full design team.

Mr. Stoff stated that the China Design Competition will go on for two more years in order to provide a foundation for the competition because it will eventually become part of the ASHRAE Student Design Competition. He reported that the posting date for the competition has moved to February through December instead of August to accommodate students in the southern hemisphere.

- The ASHRAE student grant recipients presented their senior design project at the Orlando conference which was a first for an ASHRAE conference. Out of 37 applications received this year, 14 grants were awarded for 2010-11. As the team with the highest ranking, the Purdue University-West Lafayette project team will present their senior project at the 2011 Las Vegas Student Program.
- The 2010 Orlando Winter Meeting Student Program was well attended with 350 students; 125 students participated in the technical tour to the Florida Hospital.



- The Solar Decathlon was held October 9-19, 2009 and 12 ASHRAE members devoted 9 days to serve as Solar Decathlon Observers. Each Observer was tasked to administer the ten (10) contests that make up the decathlon. ASHRAE recruited volunteers from the National Capitol and Baltimore Chapters in Region III. ASHRAE co-sponsored a student reception with over 300 in attendance and participated in a joint expert panel with the US Green Building Council (USGBC) and the American Institute of Architects (AIA). ASHRAE and the American Solar Energy Society (ASES) co-sponsored Building Industry Day and Consumer Day workshops. ASHRAE also sponsored a team breakfast and hosted a recognition dinner for the 12 ASHRAE observers.
- **Referred Motion 14 (06/22/09)/South Texas Chapter:** That Society develop promotional materials geared to high school students more likely to pursue a technical degree (along with guidance counselors, teachers, and administrators) to inform them about career opportunities in the HVAC&R service industry and encourage them to pursue these valuable, high-paying jobs.

**Answer:** The Student Activities Committee is in the process of completing the development of industry related K-12 promotional materials that coincides with this request.

- **Referred Motion 54 (10/25/09)/Region XII:** That Members Council ask the Student Activities Committee to consider and construct rules that will offer student branch members an opportunity to become an “exchange student” for one year to different schools all over the world, beginning July 1, 2010.

**Answer:** The Student Activities Committee launched a new career services program on ASHRAEjobs.com which is a full service job and resume posting service connected directly to the HVAC&R industry. Employers are able to post internship opportunities for students at no cost.

Ms. Bellenger remarked that the Regional Vice Chairs should encourage the students to take advantage of the internship service and that they need to get this information out to the chapters. Mr. Stoff also stated that the committee is investigating international internship programs for the student members. In his conclusion, Mr. Stoff commented that the U.S. is lagging in graduates in the engineering program. The Student Activities Committee has added a chapter chair guide to show chapters how to make contact with schools and how to make an effective presentation.

## **2. Chapter Technology Transfer Committee (CTTC)**

The following information was reported by Benjamin Crowley, Chapter Technology Transfer Committee Chair. See **Attachment C** for the committee’s full report.

It was moved by Mr. Perreault and seconded:

- (4) The Chapter Technology Transfer Committee recommends that Section 14 of the CTTC Manual of Procedures, Awards Program, be revised as follows:



**Selection Schedule for the Government Activities Award, Dan Mills Technical Award, and Chapter Programs Star Award**

**Submittals due to Society for Judging**

**September 4 30**

Background: This change will allow chapters and CTTC RVCs adequate time to prepare award submittals following Fall CRCs.

Fiscal Impact: None.

**MOTION 4 PASSED. (unanimous voice vote)**

**Information Items:**

- The Chapter Technology Transfer Committee (CTTC) Webcast “Right from the Start – Commissioning for High Performing Buildings,” is scheduled for April 21, 2010, from 1:00 PM-4:00 PM (EDT). The webcast will provide tools to help participants overcome the hurdles of Commissioning, learn the “What, Why, When and Who” of the process and how to make it “business as usual.” This webcast is supported by ASHRAE’s High Performing Buildings Magazine. President Gordon Holness will open the webcast with Don Rheem as the moderator. Online registration begins on March 2, 2010 and three PDH credits will be awarded to participants based on certain criteria. Chapters may earn 100 PAOE points by hosting the webcast. CTTC has selected Geothermal Heat Pumps as the topic for the April 2011 webcast.

AI 5 Ms. Bellenger indicated broadcasts in the past had issues with the quality of graphics in the presentations, and asked CTTC to ensure on the quality of the graphics is addressed. Mr. Crowley stated that a subcommittee was appointed to work with the speakers and critique their presentations. It was questioned by Mr. Fulk how viewers will be tracked during the webcast. Mr. Crowley stated that all tracking will be handled by the webcast service provider and ASHRAE staff.

- A total of 146 visits have been confirmed for 53 of the 73 lecturers participating in the 2009-10 ASHRAE Distinguished Lecturer Program (DLP). The 110 visits budgeted for this year plus 36 additional non-budgeted visits were confirmed by December 1. 29 of the 73 lecturers participating in the DLP this year are from countries outside the U.S. (Argentina, United Kingdom, Kuwait, Colombia, Canada, Brazil, Malaysia, Mexico, Singapore, Hong Kong, India, Egypt, Turkey, Denmark and Serbia). 30 visits have been confirmed to chapters outside of the U.S. and Canada (Mexico, Argentina, Peru, Brazil, Thailand, Hong Kong, Philippines, Malaysia, Kuwait, United Arab Emirates, Romania, India, Pakistan, Lebanon, Sri Lanka and Greece).

Mr. Crowley noted that CTTC is reviewing their budget for international travel, since the DL program has expanded, the travel budget has become an issue.

- CTTC recognizes the need for more DLs to present Standard 189.1 and ABEL and has requested that the seven DLs involved in these projects add them to



their list of topics for chapter visits.

- As a first step in evaluating the value of taping a DL presentation and making it freely available via the CTTC webpage, Tom Werkema's Government Activities Update to CTTC at this meeting was taped on Sunday morning. The presentation will be available in WebEx format with voice in sync with PowerPoint slides. The presentation was taped at no cost using the equipment already in place at this meeting for taping the technical program. Feedback on this presentation format will be reviewed for delivery of future CTTC programs.
- CTTC continues to review chapter chair attendance at CRC workshops and look for more ways to make improvements. CTTC is concerned that in addition to cost and time issues, the level of interest and pool of volunteers is dwindling. The CTTC workload may discourage volunteers at the chapter level. CTTC will continue to look for ways to improve attendance at CRC workshops but at this time cannot recommend a solution.

AI 6 Mr. Crowley stated that CTTC had completed an online evaluation of CRC attendance using a survey they had used in the past. The survey was intended for all who should have attended the CRC, not just CTT positions. Ms. Bellenger asked Mr. Crowley to share the CTTC CRC workshop statistics with Richard Rose since he is chairing the CRC ad hoc committee.

- CTTC is continuing its ongoing review of criteria and categories for the Technology Awards Program. The committee decided to eliminate the "Alternative and Renewable Energy Use" category because it has attracted few entries in recent years. The Institutional Building category has been divided into "Educational Facilities" and "Other Institutional Facilities" as a result of the high volume of submittals. The Residential Buildings category has been changed to a single category covering new, existing, and both single and multi-family dwellings.
- At the 2009 Winter Meeting, Members Council approved a motion from CTTC recommending that Technology Council and its reporting committees (TCs, TGs, TRGs, SSPCs, SPCs) add an action item in their Manual of Procedures to require that an update of their most important activities be provided to CTTC in April and December of each year. This request was made to assist CTTC with its responsibility for "the efficient and effective transfer of current and relevant information" to chapters. The collaboration between CTTC and Technology Council reporting committees will allow CTTC to be utilized as a conduit to the membership through the chapters. Although representatives of Technology Council reporting committees and CTTC discussed this request in Louisville and at this meeting, no agreed course of action has been finalized. CTTC will continue to address this Committee responsibility with the assistance of leadership from Members and Technology Councils.

Ms. Bellenger suggested CTTC approach the section heads and ask them to discuss this when they report to the TCs. Mr. Stoff also reported that CTTC is having difficulties interacting with Refrigeration because the committee does not understand what is being



asked of them. Mr. Montgomery commented that he continues to get feedback asking that Refrigeration become a grass roots committee again. Mr. Crowley recommends that chapters appoint program and refrigeration subcommittees under the grass roots committees because many are saying they cannot do all the work that encompasses CTT.

### 3. Conferences and Expositions Committee (CEC)

The following information was reported by Ginger Scoggins, Conferences and Expositions Committee Chair. The committee's full report is listed as **Attachment D**.

It was moved by Ms. Thrasher and seconded:

- (5) The Conferences and Expositions Committee requests that Members Council approve the revisions to ROB 2.104.013.3 as shown below:

Financial assistance for Host Chapters at Society Meetings shall be at the discretion of the Society or no more than ~~\$500,000~~ \$500 and a complete accounting of such funds shall be rendered to the Director of Finance at Society Headquarters within 60 days of the close of the meeting. (86-01-22-19)

#### **MOTION 5 PASSED. (unanimous voice vote)**

- AI 7 Ms. Bellenger assigned an action item to the Society Rules Committee to make this editorial change to ROB 2.104.013.3 since it does not require Board approval.

It was moved by Ms. Thrasher and seconded:

- (6) The Conferences and Expositions Committee requests that Members Council approve the revisions to ROB 2.104.015 as shown below (~~strike through~~ indicates deletion; double underline indicates addition):

**2.104.015 Meeting Registration Fees** 300-104-001 98-06-25-36/99-01-24-27/06-06-28-07 All attendees at Society winter and annual meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Life Members, Presidential Members, speakers, host committee members, students, session chairs, Conferences and Expositions Committee members and press. ~~Seminar speakers and forum moderators shall receive a complimentary 1-day registration.~~

Background: Members of CEC serve as track chairs and coordinate the technical program. This includes going to each technical session to check on the setup, the session chairs, speakers and monitors, troubleshoot problems, and evaluate the speakers. Current practice is to cover their registration fees from the Members Council budget (following a precedent set when the Society Program Committee reported to Publishing and Education Council).

Fiscal Impact: Ongoing annual expenditure of \$42K for complimentary registrations for session chairs and CEC members.



There was discussion concerning the number of individuals who receive complimentary registration to Society meetings. Ms. Kettering stated there are several VIPs from different organizations who receive free registration to the meetings as well. Ms. Scoggins stated that CEC will have a conference call after this meeting that will address two referred motions for meetings which includes subsidizing meeting registration and Society dues. Ross Montgomery and Kevin Marple will join CEC on this conference call.

It was moved by Mr. Chakroun and seconded:

- (6A) That “special invitees” be included in the motion after the word “members” and before the words “and press.”

**2.104.015 Meeting Registration Fees** 300-104-001 98-06-25-36/99-01-24-27/06-06-28-07 All attendees at Society winter and annual meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Life Members, Presidential Members, speakers, host committee members, students, session chairs, Conferences and Expositions Committee members, special invitees and press. Seminar speakers and forum moderators shall receive a complimentary 1-day registration.

**MOTION 6A (TO AMEND) PASSED. (14-4-0, CNV)**

- (6B) That the revisions to ROB 2.104.015 be approved as shown below (~~strike through~~ indicates deletion; double underline indicates addition):

**2.104.015 Meeting Registration Fees** 300-104-001 98-06-25-36/99-01-24-27/06-06-28-07 All attendees at Society winter and annual meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Life Members, Presidential Members, speakers, host committee members, students, session chairs, Conferences and Expositions Committee members, special invitees and press. ~~Seminar speakers and forum moderators shall receive a complimentary 1-day registration.~~

**AMENDED MOTION 6B PASSED. (18-0-0, CNV)**

**Information Items:**

- The Conferences and Expositions Committee will host the following specialty conferences in 2010:

High Performance K-12 School Facilities: Energy Wise and Sustainability Smart (March 1-2, 2010; Atlanta, Georgia: [www.ashrae.org/HighPermanenceSchools](http://www.ashrae.org/HighPermanenceSchools))

Existing Buildings in Urban Areas: Dramatically Cutting the Energy Waste (April 19-20, 2010; New York, New York: [www.ashrae.org/CutEnergyWaste](http://www.ashrae.org/CutEnergyWaste))

IAQ 2010: Airborne Infection Control – Ventilation, IAQ & Energy (November 10-12, 2010; Kuala Lumpur, Malaysia: [www.ashrae.org/iaq2010](http://www.ashrae.org/iaq2010))



- The 2010 ASHRAE Winter Conference featured one (1) technical plenary, one (1) poster session, two (2) contractor related sessions held at the AHR Exposition, nine (9) transactions sessions, ten (10) forums and seventy-six (76) seminars. All of the seminars, posters and selected transactions sessions will be posted online, comprising a “virtual conference.” The virtual conference attendees and the presenters will be able to post comments and questions online through February 5. Thirty-seven (37) sessions have been approved for New York PDHs and AIA LUs; sixteen (16) sessions have been approved for LEED AP.

Ms. Scoggins stated that the DVDs for the programs are no longer available; the virtual conference has taken its place, and the conference papers will still be available for purchase. Ms. Scoggins reported that 90 abstracts were submitted and 76 were approved for the tracks. Of the 76, 50 submitted their papers and received priority placement in the slot. They are not receiving papers in time. CEC is aware of this issue and is working to resolve it. She stated that the papers are now single peer reviewed and are no longer double blind reviewed. CEC is now accepting papers for Albuquerque.

- The Conferences and Expositions Committee is looking at ways to reduce conflicts with the conference technical program and to reduce the number of meetings held during the course of the conference.
- The 2013 Annual Conference will be held in Denver, Colorado.

In her conclusion, Ms. Scoggins added that CEC is working to get the meetings down to four days instead of five and is also developing ways to meet electronically.

At this time, Ms. Bellenger turned the meeting over to Ron Jarnagin to act as chair in her absence while she attends the Student Congress.

#### **4. Region Operations Subcommittee**

The following information was reported by Ken Fulk, Region Operations Subcommittee Chair.

- **Chapter Financial Risk Management**

**Action Item 16 (10/09):** Erich Binder-Chair, Jack Zarour and Ken Fulk to review the *assigned* items listed in the treasurer duties and determine which financial issues should be covered in the Chapter Operations Workshop during CRCs and come back with a recommendation in Orlando. **(Complete, see motion below.)**

It was moved by Mr. Fulk and seconded:

- (7) That the Chapter Financial Risk Management, **Attachment E**, be included as a presentation in the Chapter Operations Workshop at CRCs for chapter treasurers.

Background: The attached slide presentation is for chapter treasurer training during the CRCs. It also highlights tax information for e-filing by chapters. This presentation will be



reviewed and updated annually. It is a tool for regions and chapters to use. It is optional whether a region uses this material and they may incorporate this into other CRC chapter officer training, President Elect Training or other venues suitable for the region. Each region may also customize this presentation to suit their local conditions.

**MOTION 7 PASSED. (unanimous voice vote)**

AI 8 Staff to review Attachment E before sending to the Regions to ensure that the presentation is in compliance with accounting and IRS practices.

- **Chapter Operations Workshop**

**Action Item 17 (10/09):** Ira Poston-Chair, Kay Thrasher and Spencer Morasch to review the information below and the current Chapter and determine what should be included for training of delegates and alternates before the CRC and come back with a recommendation in Orlando. **(Complete, see new action item below.)**

Nominating Process at CRCs:

- a. Training of Alternates and Delegates before CRC to prepare for Caucus.
- b. Use “Go-To-Meetings” and/or “Intercall” to have conference calls with Alternates and Delegates before CRC.
- c. Review and update MCO, CRC Manual and Chapter Officer Training presentations to include more on this process.

AI 9 Ira Poston-Chair, Kay Thrasher and Spencer Morasch to better define objectives of the Chapter Operations Workshop during CRCs by outlining what should take place during this workshop and report back to the Regions Operations Subcommittee so this information can be used to update the current workshop presentation slides.

- **Delegate and Alternate Training**

AI 10 An action item was assigned to Spencer Morasch-Chair, Erich Binder and Jack Zarour to develop components for delegate and alternate training prior to CRC to prepare for the caucus using electronic or face-to-face training. The basic instructions for President Elect training should be consistent throughout the regions. (Pat Kempf will email the Region VII agenda to this ad hoc.)

- **Updating the CRC Manual**

**Action Item 18 (10/09):** Kay Thrasher to review the list of items *assigned* for the CRC Manual to determine the main focus and if these items should be referred to the current CRC Ad Hoc Committee. Region Operations will address issues that do not go to the CRC Ad Hoc Committee. **(Complete, see new action item below.)**

AI 11 An action item was assigned to Kay Thrasher-Chair, Jack Zarour and Bob Linder to revise and update the CRC Manual and include the following information in the manual: review of contracts by Society; CRC registration by Society; transportation reimbursement of chapter/region positions who attend CRC; webcasting and A/V equipment. This would include rework of which items are mandatory and which are



optional and providing better time lines regardless of whether the CRC is in the spring or fall.

- **Updating the MCO Manual**

AI 12 An action item was assigned to Fred Betz-Chair, Erich Binder and Jack Zarour to review the Manual for Chapter Operations for consistency; many parts of the manual are out dated or hard to locate and several sections concerning CRC should be moved to more appropriate locations in the manual.

- **Postponed Motion 23 (10/25/09) – Commercialism**

It was moved by Mr. Fulk and seconded:

(8) That Section 5, Meetings, of the Manual for Chapter Operations (MCO) include Section 5.7, Keeping Commercialism Out of Chapter Meetings, Technical Sessions, Seminars or Other Events as a new section as shown below and the other sections of Section 5 be renumbered 5.8 through 5.17. (double underline indicates addition)

5.7 Keeping Commercialism Out of Chapter Meetings, Technical Sessions, Seminars or Other Events

Commercialism is deemed to be the inclusion of visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization. Chapters should request a copy of the speaker's presentation weeks in advance of their chapter meeting, tech session or seminar to preview the presentation. The chapter must notify the speaker if there is commercialism in the presentation (other than the first slide); this will also ensure that the speaker is aware of the ASHRAE's Commercialism Policy and Guidelines (See Appendix FF).

**What Is Not Allowed:**

- References to companies, universities, consulting firms, contracting agencies, research agencies, government agencies and government-sponsored agencies.
- Inclusions of trade names, names of software, logos or other readily recognized identifiers.
- Inference that ASHRAE approves or endorses any product, software or system for any reason, even if the product, software or system complies with an ASHRAE standard.
- Copies of papers or portions thereof, draft position papers or recommendations, brochures, or other information SHALL NOT be made available at ASHRAE technical sessions, symposia, seminars, or forums.
- Seminar "papers" can be handed out after the session is over or distributed on TC websites, but they must comply with the ASHRAE commercialism policy; Technical and symposia papers are sold by ASHRAE (See Appendix FF).



**What Is Allowed:**

- On the first slide, the presenter's listing may include the name of the author(s)/presenter(s), their affiliations, companies, supporting organizations, sponsoring technical committee, and corporate logo. For case studies, with permission from the study subject, the slide may also reference the facility owner, facility or site of the study. Basically, anything can go on the first slide.

**Example of  
First Presentation Slide:**

Speaker's Name  
Company's logo, sponsors, etc.  
All commercialism goes here (on the first

- Bibliographies are allowed, but they must be the last slide. It must be true bibliography and not a list of all publications from a single organization. Trade or company names and/or logos of historical nature.
- Specific reference may be made to industry-related standards, test methods and codes.
- Make, model or sole source of **critical** test instrumentation, reagents or apparatus may be identified as a footnote.
- The research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced only in order to maintain presentation clarity and relevance.

**Things To Watch Out For:**

- Logos and watermarks on presentation slides.
- Photographs of equipment with names and logos.
- Building signs (especially if the organization competes with other organizations that are likely to be involved in ASHRAE).
- Names or logos on software screen displays – photos of displays or LCD projection systems.
- Do not imply that ASHRAE approves or endorses a product because it complies with an ASHRAE standard or for other reasons.
- Do not hand out materials at sessions.
- Use generic names.
- Be aware of what you are photographing.
- Cover product logos before you photograph.
- Look at your software displays.

Background: Chapters need a hands on commercialism guideline that they can access



easily without having to search through the entire MCO to get answers. Member Services staff has answered several inquiries that we know of that dealt with speakers crossing or on the border of crossing the line with commercialism in their presentations. In this new section, it will clearly outline what the chapter should do and what to look for before a chapter meeting, tech session, seminar or other events for chapters. This should also help to prevent chapters from being put in awkward situations with speakers.

Fiscal Impact: None.

The above is an interpretation of the Society's commercialism policy that the former Society Program Committee developed as a PowerPoint presentation. The presentation provides guidance for speakers on what is and what is not allowed in a presentation and where in the presentation certain information is allowed to be presented. The policy is correct and up-to-date and is recommended for chapters to use for their events.

**MOTION 8 PASSED. (unanimous voice vote)**

AI 13 Staff to revise Section 5 of the Manual for Chapter Operations as indicated in Motion 8.

- **DRC/RVC Chapter Visits**

**Action Item 19 (10/09):** Staff to request presentations slides from Tom Werkema, Ken Fulk and Erich Binder to determine if these can be put into one document for DRCs to use when making chapter visits; presentations should be updated (services and programs), and distributed to the DRCs annually with the latest information because this is a marketing tool for the DRC. **(Complete)**

AI 14 Staff to develop an FTP site to post regional materials such as presentation slides for regions to use as templates. Staff will take the materials furnished as examples and develop a generic slide presentation to be made available to DRCs and RVCs (as well as any other regional officer) to be used during a chapter visit if they so choose. The slides will highlight current ASHRAE activities, publications and other actions of interest to chapter members. This should also include slides on general information about a region (fill in the blank) to include the chapter and section make-up of the region (possibly number of members, student members, etc.), within the region and slides on similar information about ASHRAE overall. Each region may customize this presentation to suit their purposes. This presentation should be updated approximately every 6 months but no less than once every year.

AI 15 An action item was also assigned to staff to develop a presentation for the FTP site that highlights the benefits of the formation of an ASHRAE chapter.

- **ASHRAE Code of Ethics**

AI 16 An action item was assigned to the DRCs to disseminate to their chapters and regional officers (as deemed appropriate), the ASHRAE Code of Ethics **Attachment F**.

AI 17 Staff was assigned an action item to let the council know where the ASHRAE Code of Ethics is located on the website.



## 5. Planning Subcommittee

The following information was reported by Ross Montgomery, Planning Subcommittee Chair.

- **Postponed Motion 28 (10/25/09)/Ottawa Valley Chapter – Canadian Donations**

**Action Item 25 (10/25):** Staff to investigate acquiring a merchant account through our Canadian Bank and bring a recommendation back to the Orlando meeting that addresses Postponed Motion 28. **(Open, see motion below.)**

It was moved by Mr. Montgomery and seconded:

- (9) That Postponed Motion 28 (10/25/09) as shown below, be postponed until the June 2010 meeting to give staff more time to investigate acquiring a merchant account through our Canadian bank.

[That ASHRAE research resolve the issue of donations made via credit card online to be in local funds not only American funds.

Background: Presently a donation made online in Canada with a credit card gets charged the donation amount in American funds. A \$100 donation becomes \$113 when converted to by the credit card company but the individual only gets credited \$100 in Canadian by ASHRAE research. If paid by cheque a \$100 Canadian donation gets credited as a \$100 donation.

Fiscal Impact: Unknown.]

### **MOTION 9 (TO POSTPONE) PASSED. (unanimous voice vote)**

- **Postponed Motion 29 (10/25/09)/ Hamilton Chapter – Interoperability Technology Systems**

**Action Item 26 (10/09):** Guy Perreault to request additional information from the Hamilton Chapter because it is unclear what the chapter is asking. The background information does not reflect the wording of the motion. **(Open, see motion below.)**

It was moved by Mr. Montgomery and seconded:

- (10) That Postponed Motion 29 (10/25/09) as shown below, be referred back to Region II for more information.

[That ASHRAE develop a standard or guideline to define and communicate intent of interoperability of technology systems in an open communications (eg: IP, BACnet) environment.

Background: Various building technologies are converging onto open protocol environments (e.g.: IP, BACnet); and our building industry has growing



momentum towards building High Performance Green; there is higher level of reliance on building systems that are more technologically advanced and their interaction than ever experienced in the past; this must be considered throughout the life of a building. ASHRAE needs to create a standard or guideline to help building Owners, Design Engineers, Commissioning Agents, and Facility Managers properly define and communicate the intent of specifying and implementing interoperability (eg-read only, system level integrate, sharing on information, reporting, energy management, predictive failure analysis, scheduling preventative maintenance), define hierarchy, define/ standardise the extended responsibilities, such as maintenance. The standard or guideline should be utilized to identify the lifecycle benefits and costs/responsibilities of end-users such as facility managers. The standard or guideline should be utilized to sustain design conditions through the building & system life-span using the converged interoperability of systems.

Fiscal Impact: Unknown.]

**MOTION 10 (TO REFER) PASSED. (unanimous voice vote)**

AI 18 Staff to refer Motion 29 (10/25/09) back to Region II for more information.

- **Postponed Motion 37 (10/25/09)/ Hong Kong Chapter – ASHRAE Online Education Program**

It was moved by Mr. Montgomery and seconded:

- (11) That Postponed Motion 37 (10/25/09) as shown below, be withdrawn because the chapter has been contacted and their request is satisfied by what is presently offered from ASHRAE on the website.

[That Society consider to move forward the ASHRAE Online Education Program's time or arrange some programs to 9am and 12noon EDT (9pm and 12 midnight = HK time zone).

Background: We have received interests from members or non-members of ASHARE in the Hong Kong Chapter, ASHRAE-CAR Shanghai Group or other chapters in our region that they wish to participate in the ASHRAE Online Learning program. However, the timing of all these current online learning events are to be held between 1pm and 4pm EDT in the US (1am and 4am in Hong Kong/Singapore/Taiwan/China time zone) that are too early for these interested members/non-members in Region XIII. We are requesting whether society would consider to move forward the event time or arrange some programs to 9am and 12noon EDT (9pm and 12 midnight) so that some interested members/non-members in Region XIII could still have a chance to participate.

Fiscal Impact: Nil.]

**MOTION 11 (TO WITHDRAW) PASSED. (unanimous voice vote)**



- **Postponed Motion 11 (10/25/09)/ Brasil Chapter – Chapter Assignment Ad Hoc Committee**

**Action Item 5 (10/09):** Ron Jarnagin-Chair, Walid Chakroun, Ross Montgomery, Ken Fulk, Robert Hu to review postponed Motion 11 to determine a recommended policy or procedure for chapters who request reassignment to a different region that is not within their current Region/Chapter geographical boundaries. Fiscal Impact should also be a consideration during this review. **(Complete, see motions below.)**

It was moved by Mr. Montgomery and seconded:

- (12) That Postponed Motion 11 (10/25/09) as shown below, be withdrawn because two motions will be presented which will satisfy the intent of the postponed motion.

[That Members Council be allowed to make the decision to change the region that a chapter is assigned to, for good cause, beginning July 1, 2010.

Background: The current rules allow chapters to change regions if the 2 DRC's agree. The intent of this motion is to place that decision in the hands of Members Council, when good cause is presented. There are chapters that have business, cultural, and/or language reasons to ask for their chapter to belong to a particular region. For example, Spain has asked Region 12 to request the RAL to move them; in the past the two DRC's did not agree, so it did not happen. It is important to note that this motion does not intend to imply that any region is any better than another, and is not intended to reflect any "lack of service" claims. This is a way to allow compromise to ASHRAE rules in order to satisfy global concerns, needs, and requests.

Fiscal Impact: TBD.]

**MOTION 12 (TO WITHDRAW) PASSED. (unanimous voice vote)**

It was moved by Mr. Montgomery and seconded:

- (13) That **Attachment G**, Chapter or Sub-Region Reassignment Procedures be approved and placed in the Manual for Chapter Operations as a new section in Section 12, Guidelines for Sponsor Chapters and Newly Chartered Chapters.

Background: The Chapter or Sub-Region Reassignment Procedures provides a clear outline for the process of chapters relocating to another region. The request for a chapter to move to another region will not be taken lightly as indicated in these guidelines. DRCs who are involved in this process will have to agree or disagree if presented with a request for a chapter to move out of their existing region, however, the final decision will be made by Members Council.

**MOTION 13 PASSED. (17-0-1, CNV)**

- AI 19 Staff to revise Section 12 of the Manual for Chapter Operations as indicated in Motion 13.



It was moved by Mr. Montgomery and seconded:

- (14) That **Attachment H**, Petition to Reassign New and Existing Chapters or Sub-Regions to Another Region, be approved and placed in the Manual for Chapter Operations as a new appendix.

Background: See Motion 13 and background above.

- AI 20 It was suggested that more lines be added on the form in Attachment H to provide additional space in the chapter’s explanation for the request to relocate to another region and to add in parenthesis on the form “(attach additional sheets if needed).”

It was moved by Mr. Montgomery and seconded:

- (14A) That Motion 14 be amended in the last paragraph on the form (before the lines), as shown below (~~strike through~~ indicates deletion; double underline indicates addition).

The \_\_\_\_\_ Chapter or Sub-Region requests reassignment to a different region.

Please ~~explain~~ list the reason, rationale and justification for this change as listed in the Chapter or Sub Region Reassignment Procedures (Section 12), including fiscal impact for both regions involved. ~~the \_\_\_\_\_ Chapter or Sub-Region requires reassignment to a different region.~~

**MOTION 14A (TO AMEND) PASSED. (unanimous voice vote)**

- (14B) That Motion 14 be amended as follows:

The \_\_\_\_\_ Chapter or Sub-Region requests reassignment to a different region.

Please list the rationale and justification for this change as listed in the Chapter or Sub Region Reassignment Procedures (Section 12), including fiscal impact for both regions involved.

**AMENDED MOTION 14B PASSED. (unanimous voice vote)**

- AI 21 Staff to include Attachment H as a new appendix (as amended) in the Manual for Chapter Operations as indicated in Motion 14.

At this time, Ms. Bellenger returned to the meeting as Chair of the council.

- **ASHRAE Chapter-Section Ad Hoc Committee**

**Action Item 16 (06/09):** Walid Chakroun-Chair, Guy Perreault, Ross Montgomery and Robert Hu to review the whole chapter, section, club and group set of rules to recommend what works as we move forward. This ad hoc committee will also review the current Rules of the Board, Memorandum of Understanding and the Manual for Chapter Operations. **(Complete)**



**Action Item 42 (10/09):** Staff to investigate and determine the benefits ASHRAE receives from other organizations in relation to the benefits other organizations receives from ASHRAE. **(Complete, ASHRAE receives monthly, bi-monthly, quarterly and semi-quarterly journals from the majority of AASA organizations.)**

AI 22 An action item was assigned to staff to prepare a spread sheet showing the benefits ASHRAE receives from each Associate Society.

- **ASHRAE Libraries**

**Approved Motion 52C (10/25/09):** [That ASHRAE no longer provide libraries to the ASHRAE associate societies or other entities that are greater in value than those received by the ASHRAE chapters, effective July 1, 2010.]

[Motion: That ROB 2.106.003, “ASHRAE will provide complimentary libraries to Associate Societies” be rescinded.]

Background: Before any action is taken by Members Council on Approved Motion 52C (10/25/09), ROB 2.106.003 must be rescinded.]

AI 23 Both Approved Motion 52 (10/25/09) and the proposed ROB motion are on hold. Mr. Montgomery announced that he will attend the AASA meeting later today to get feedback from the associate societies on the current library issue (approved Motion 52) and will bring a response back to the Members Council meeting tomorrow (Tuesday).

- **Joint Activities for Chapters**

**Action Item 43 (10/09):** ASHRAE Chapter-Section Ad Hoc Committee to draft guidelines for chapters, defining acceptable joint activities with other organizations. **(Open)**

- **ASHRAE Governance Policy Issues (Assignments from Gordon Holness)**

1. **Is the current basic ASHRAE model on membership, chapters and regions sustainable in the future based on changing cultures and demographics? Do we need to encourage corporate memberships?**

Mr. Montgomery reported that the Planning Subcommittee feels the development of ASHRAE offices overseas would not be fiscally possible at this time and is not sure how effective these offices would be. Both the Membership Promotion Committee and Members Council are aware of the need to continually review our models and policies as they relate to our global growth and meeting the needs of our global membership and have relaxed our rules and policies to make them more flexible as necessary. The development of CAR/ASHRAE Groups in China is one example of this.

AI 24 In addition, Members Council and the Membership Promotion Committee were requested to review the issue of Corporate Membership two years ago and produced a plan of action if the Board of Directors wanted to pursue but the recommendation was defeated. Staff will send the corporate membership report to the Planning Subcommittee



for further review and recommendation.

**2. How do we realistically and economically address international development and the needs of our members overseas?**

Mr. Montgomery reported that the funding of our international development and needs should not be based or supported on dues revenue alone. The Society needs to develop other resources and revenues to support our international efforts; such as, more electronic offerings, more downloads, reduction of mailings and development of international conferences.

- **Governance Committee Issue**

Mr. Montgomery reported that the Planning Subcommittee briefly reviewed the Members Council survey and talked about the next step of creating PowerPoint with graphics of pros vs. cons.

- **Fiscal Planning**

Mr. Montgomery reported that the Planning Subcommittee discussed the Publishing and Education Council recommendation to give the four volume handbook online as the member benefit in lieu of the printed copy. It was the consensus of the subcommittee that a survey should go out to the members to receive feedback.

AI 25 Staff to develop a survey of membership benefits such as the hardcopy handbook volume versus the electronic volume on CD as the primary member benefit.

AI 26 The subcommittee also reviewed Members Council programs as requested by President Holness and determined they needed more information and more time to adequately review and prioritize these programs. Staff will supply a spreadsheet with all the necessary information and the subcommittee will meet via conference call in the next two months to meet this request.

**6. CRC Ad Hoc Committee**

The following information was reported by Rich Rose, CRC Ad Hoc Committee Chair.

**Action Item 22 (06/09):** CRC Ad Hoc Committee (Rich Rose-Chair, Kay Thrasher, Kevin Fallin, Coy Brandenburg-ECC, Darcy Carbone-RP, Kevin Marple-MP, Jason Alphonso-YEA, Drew Harrison-SA, Wei Sun-CTT, & Ira Poston) to continue previous Action Item 17 (10/08) and determine the purpose and objectives of a CRC; then develop an outline of the proposed venue that would support meeting those objectives; once that is determined and approved, look at rewriting the CRC Manual to reflect the direction. [Even if the new proposal is not accepted or the ad hoc decides to leave the CRCs as they are – the CRC Manual does still need review and revision to bring it up-to-date and this would be the second phase of the ad hoc's job.] and review recommendations from the report of the 2008-09 CRC Ad Hoc Committee. **(Complete, see draft report to Members Council, Attachment I.)**



Mr. Rose reported that the CRC Ad Hoc Committee have met several times via conference call and he gave a brief summary of the attached draft report. He stated that we have to bring back the value of CRCs to our members and we need to ensure that the CRCs are diverse enough so that it attracts more members. There was consensus with the committee that delegates and alternates should be trained prior to the CRC and that the quality of the trainers for the committee chair workshops must improve. Mr. Rose also reported that we have to look at decreasing the amount of time and cost of running a CRC. Another key element is motivation, this is missing from the speaker and the workshop training. He reported that the next steps for the ad hoc committee will be to complete the following action items:

- AI 27 Develop a plan for better workshops and best location to conduct the training at CRC or centralized training for Membership Promotion, Student Activities and Chapter Technology Transfer.
- AI 28 Develop a suggested shortened venue, timeline, and format agenda for the CRC which should be consistent throughout the regions.

In his conclusion, Mr. Rose pointed out that since the CRC Manual is being revised by another ad hoc of the Region Operations Subcommittee, the Region Operations Subcommittee will address issues that do not go to the CRC Ad Hoc Committee.

### **Recess and Reconvene**

Ms. Bellenger recessed the 2010 Winter Meeting of Members Council Monday, January 25, at 11:55 A.M. and reconvened the meeting on Tuesday, January 26, at 8:00 AM in Wekiwa 5 (2) of the Rosen Shingle Creek Hotel. Introductions were made of those present and are listed in Attachment A.

- **Continuous Strategic Plan Process**

Ms. Bellenger reiterated the new procedure for the Continuous Strategic Plan to the Members Council reporting committee chairs of Honors and Awards, Research Promotion, Young Engineers in ASHRAE, and Membership Promotion at the Tuesday meeting as she did for the committee chairs who reported at the Monday meeting. (See page 2 of these minutes for Ms. Bellenger's comments and action item assigned to the committees.)

- **Addition to Agenda**

The following information was added to the agenda under New Business:

- B. Society Rules Committee – Empowerment – Jack Zarour

### **V.B Reports to Members Council (Tuesday, January 26, 2010)**

#### **7. Honors and Awards Committee (H&A)**

The following information was reported by Richard Wright, Honors and Awards



Committee Chair. The committee's full report is listed as **Attachment J**.

It was moved by Mr. Perreault and seconded:

- (15) That ROB 2.411.003.2 be waived in order to award the William J. Collins Research Promotion Award to a recently deceased member recommended by the Research Promotion Committee.

Background: It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame (ROB 2.411.003.6). The Honors and Awards Committee recommends that the ROB be waived in this instance. Mr. Bobby Vermillion's nomination for the William J. Collins Research Promotion Award was received by the Research Promotion Committee in July 2009 for the 2008-2009 RP Campaign. Mr. Vermillion died in January 2010 following a brief illness. He was active in the RP arena for the last 30 years, served as the Region VIII RP Chair for eight years with exemplary success raising \$175,000 in the last three years. The Research Promotion Committee states in its recommendation that "In terms of performance, longevity, and leadership, there is not finer a choice for the William J. Collins Research Promotion Award."

Fiscal Impact: Included in the H&A Committee budget.

**MOTION 15 PASSED. (unanimous voice vote)**

- **Executive Session**

Members Council approved recommendations from the Honors and Awards Committee for the following awards: Exceptional Service Award, Distinguished Service Award, Distinguished 50-Year Member Award, Committee "Pass-through" Awards and the 2009 Paper Awards as shown in their report. These awards will be presented to the candidates during the 2010 Annual Meeting in Albuquerque, New Mexico.

Executive session ended.

**Information Items:**

- The Honors and Awards Committee is concerned that recommendations were not received at this meeting for the Refrigeration Comfort Cooling Award (Refrigeration Committee) and the Lou Flagg Historical Award (Historical Committee). The H&A Committee continues reviewing Society awards to ensure that the candidate selection process is properly implemented.
- The Honors and Awards Committee requests the assistance of Members Council to solicit nominations for Society-level awards, including the Distinguished Service Award, Exceptional Service Award, Fellow, F. Paul Anderson, Louise and Bill Holladay, the ASHRAE Award for Distinguished Public Service, Andrew T. Boggs and Hall of Fame. Nomination deadlines and submittal requirements are available via the H&A webpage at [www.ashrae.org/honors](http://www.ashrae.org/honors).



AI 29 Ms. Bellenger assigned an action item to staff to prepare an article for the Insights Newsletter to solicit nominations for awards. This article could also be used for the chapter newsletter editors to include in their chapter newsletters.

AI 30 Ms. Bellenger also asked the council if they were eligible or if they are aware of members from their region who deserve to be nominated for awards to put their names forward. Staff can also assist in letting council members know if they qualify for certain awards.

In his closing, Mr. Wright reported that he has tracked almost all of the ASHRAE Fellows by using records on microfiche and old sets of minutes.

### **8. Research Promotion Committee (RPC)**

The following information was reported by James Matthews, Research Promotion Committee Chair. The committee's full report is listed as **Attachment K**.

It was moved by Mr. Knebel and seconded:

(16) Research Promotion Committee recommends to Members Council that they approve the attached Campaign and Regional 2010-11 RP Goals as shown in **Attachment K/A**.

Background: Please see the proposed 2010-11 RP Campaign and Regional Goals. These goals were presented to the RVCs and approved by them. These Regional Goals are similar to what was approved for the 2009-10 Campaign and based on 2008-09 results.

Fiscal Impact: None.

There was discussion that because of the economic climate and unemployment rate that some regions will not be able to reach their goals. It was suggested that with the help of the DRCs it is possible for regions to make goal and if changes need to be made, the goals can be revised at a later time.

It was moved by Mr. Chakroun and seconded:

(16A) That the goal for the Region-At-Large be changed to \$13,000 instead of the \$11,000 as shown in Attachment K/A.

### **MOTION 16A (TO AMEND) PASSED. (unanimous voice vote)**

Mr. Chakroun commented that he has challenged the Region-At-Large (RAL) and the chapters in the region have been working very hard to reach goal.

It was moved by Mr. Knebel and seconded:

(16B) Research Promotion Committee recommends to Members Council that they approve the attached Campaign and Regional 2010-11 RP Goals as revised in Attachment K/A.



**AMENDED MOTION 16B PASSED. (unanimous voice vote)**

AI 31 Ms. Bellenger assigned an action item to RP staff to change Region XIV as shown in their report to the RAL so that the region's name will be correctly stated on the RP reports.

It was moved by Mr. Knebel and seconded:

(17) Research Promotion Committee recommends to Members Council that the Finance Committee waive the current transportation voucher's 90-day rule: "Claims submitted after 90 days will not be reimbursed.", for vouchers earmarked for the Research Promotion Campaign.

Background: Currently, the 90-day deadline for travel reimbursements is being strictly enforced, even with those travelers that requested the reimbursement go toward Research Promotion. Travel reimbursements are an easy way for members to contribute and an easy way for RP Chairs and RVCs to encourage donations. Multiple chapters and at least two Regions have been impacted and prevented from achieving Full Circle and earning PAOE points because of this strictly enforced policy.

Fiscal Impact: Estimated less than \$4,000 (most travel reimbursements are \$300 or less).

Ms. Bellenger questioned why it takes someone so long to send in their voucher if they want to be reimbursed or make a donation to RP. She also pointed out that this impacts the Society budget and forecasts. Mr. Betz was against the motion; he stated that we have to be consistent and we have to know where we are in the budget. Mr. Rose and Mr. Chakroun were against the motion, they stated the 90-day rule was fine, and members would also start sending in their donations anytime of the year which would not be a good business practice.

**MOTION 17 WAS DEFEATED. (unanimous voice vote)**

**Information Items:**

- As of January 24, 2010, the Research Promotion Committee (RPC) raised \$553,082 of the 2009-10 goal, which is \$6,344 (1%) less than last year at this same time. Chapters who participate in the Full Circle have slightly decreased from 127 chapters last year to 125 chapters this year. Regional Full Circle participation increased to 11 out of the 14 regions.
- The 2010-11 Recognition Coin will honor Presidential Member and founder of the New Jersey Chapter, Frank Faust. He was instrumental in the ASHRAE/ASRE merger and food refrigeration systems. A fellow fundraiser, Mr. Faust raised \$8.5 million during the 1970s and early 1980s for research projects through government grants. This program continues to be valued by donors and chapters alike, allowing for the public recognition of yearly investments in ASHRAE.
- RPC has scheduled three (3) Centralized Training workshops in September



2010: Regions VIII, IX, X and XI in Las Vegas, September 11; Regions III, IV, V, VII in Chicago, September 18; and Regions I, VI, XII in Chicago, September 25. RPC conducted two very successful “Lunch & Learn” Go-To-Meeting electronic seminars this fall. The first was Electronic Training for Chapters unable to attend Centralized Training or needed a refresher course. The second was on “Resources: Brochures, Displays and PowerPoint” for interested RP Chairs and Chapter Presidents. These have been very well received and will be an every month event.

#### **9. Young Engineers in ASHRAE (YEA)**

The following information was reported by Jason Alphonso, Young Engineers in ASHRAE (YEA) Committee Chair. The committee’s full report is listed as **Attachment L**.

It was moved by Ms. Thrasher and seconded:

- (18) YEA recommends to Members Council that the YEA Leadership Weekend budget be increased by \$5,000, from \$10,000 to \$15,000 for the 10-11 fiscal year.

Background: We plan to offer two leadership weekends in 2010-2011, and these funds will assist with some of the overhead costs of the event. There has been an increased demand on attendance, and we found in the fall of 2009 that having too many participants hinders the process overall. To support the interests of our young members in participating in the event, we propose offering one in the fall and one in the spring next year, possibly one on each coast. We also plan to solicit more sponsorship funds to cover additional costs. It costs \$20,000-\$25,000 to cover the expenses of a single event, and many costs are offset by registration fees. To keep fees low for the young members, a slightly increased overhead budget will support a second event. YEA Leadership Weekend has seen both a dramatic increase in interest and participation over the past three and a half years. Participants started at 30 in 2007 and we have held that number or higher steady with up to 47 participants in the fall of 2009.

Fiscal Impact: \$5,000.

Mr. Alphonso stated they are trying to make it more affordable for YEA members to attend the leadership weekend and save on expenses. He also added that they are trying to raise the money so that the DRCs will not have to pay for it. Ms. Kempf stated that \$6,000 was removed from the YEA Leadership Weekend budget during the budget cuts and thought this should be added back in. It was moved by Ms. Kempf and seconded:

- (18A) That the YEA Leadership Weekend budget be raised to \$16,000 beginning fiscal year 2010-2011.

#### **MOTION 18A (TO AMEND) PASSED. (18-0-0, CNV)**

- (18B) That the YEA Leadership Weekend budget be raised to \$16,000 beginning fiscal year 2010-2011.



**AMENDED MOTION 18B PASSED. (18-0-0, CNV)**

There were several positive comments from the council about the YEA Leadership Weekend. Mr. Fulk stated that his region provided funding for the leadership weekend last year and will continue to support it. He added that they should have materials for chapter visits on YEA activities. Mr. Poston commented that the YEA Leadership Weekend is a very good program, and that Region IV had three YEA members who are the presidents of their chapter participate in this activity. Mr. Morasch commented that Region I helped three members attend the leadership weekend and stated this is a good investment.

AI 32 Mr. Alphonso will send Mr. Fulk their slide presentation on YEA for chapter visits.

AI 33 Staff to develop a report that will track the impact of activities of YEA members as a result from attending the YEA Leadership Weekend.

**Information Items:**

- The 2009 Young Engineers in ASHRAE (YEA) Leadership Weekend held in Atlanta was a tremendous success with 47 individuals attending, ASHRAE Treasurer, Ron Jarnagin was a special guest. The Young Engineers in ASHRAE (YEA) will host the next leadership weekend in either Denver or San Francisco to generate more interest from the west coast members.
- The YEA Connection Newsletter continues to be a great resource for YEA members. Upcoming articles will include how chapters can use ASHRAE energy modeling resources for energy modeling programs. The YEA Committee will continue to focus on getting more YEA members involved on technical committees and helping them to identify the right TC. YEA is also working with CIBSE YEN (Young Engineers Network) to connect young engineers in the United Kingdom to ASHRAE and vice versa. [One in every 7 ASHRAE Members is a YEA Member.]
- A group of leadership weekend participants have formed an ad hoc focused on the development of a mentoring program for ASHRAE. The program includes applications for mentors and mentees, guidelines for mentoring, and instructions on using the Google survey tool for the mentor/mentee applications to facilitate interest electronically. Membership Promotion Committee has recommended two new additions for 2010-2011 PAOE to support and promote this program. A marketing plan for the program is being developed to be implemented during the spring 2010 before the new fiscal year begins.

**10. Membership Promotion Committee (MPC)**

The following information was reported by Kevin Marple, Membership Promotion Committee Chair. The committee's full report is listed as **Attachment M**.

It was moved by Ms. Thrasher and seconded:



- (19) Membership Promotion Committee recommends to Members Council that a referral be made to Publications and Education Council to include in each of the following publications a “Join ASHRAE” insert promoting ASHRAE Membership and benefits: Standard 189, Advance Energy Design Guides, Standard 90.1, and the ASHRAE Green Guide. The piece will be created by Membership Promotion.

Background:

- In conjunction with our MBO #2.2 and Directive #3 of the Strategic Plan, we would like to expose more people to ASHRAE in order to increase our net paid members. We believe this can be done by targeting specific industry groups such as building owners, operators and contractors through using existing high profile publications.
- Our focus this past year has been membership growth and retention. We would like to begin an aggressive advertising/promotion campaign to “Join ASHRAE” and target specific industry groups that will use these publications.

Fiscal Impact: Printed insert = \$2,500 of existing committee promotion funds for handling fees with PBD (ASHRAE fulfillment center), design and printing of piece.

**MOTION 19 PASSED. (unanimous voice vote)**

- AI 34 Staff to refer Motion 19 to Publishing and Education Council for consideration of implementation.

It was moved by Ms. Thrasher and seconded:

- (20) Membership Promotion Committee recommends to Members Council that Membership Promotion Committee be approved an opportunity to market membership via email to all non-member purchasers (including free downloads) of Standard 189, Advance Energy Design Guides, Standard 90.1, and the ASHRAE Green Guide.

Background: As a follow up to our first motion, this will allow an opportunity to grow membership to non-member industry professionals that have already expressed an interest in ASHRAE.

Fiscal Impact: Zero.

It was moved by Mr. Fulk and seconded:

- (20A) That Motion 20 be amended by including Standard 62.1 and Standard 62.2 in the motion.

**MOTION 20A (TO AMEND) PASSED. (unanimous voice vote)**

- (20B) Membership Promotion Committee recommends to Members Council that Membership Promotion Committee be approved an opportunity to market membership via email to all non-member purchasers (including free downloads) of Standard 189, Advance Energy



Design Guides, Standard 90.1, and the ASHRAE Green Guide, Standard 62.1 and Standard 62.2.

**AMENDED MOTION 20B PASSED. (unanimous voice vote)**

**Information Items:**

- **Referred Motion 30 (10/25/09)/Argentina and Brasil Chapters:** That the dues for members in Mexico, Argentina and Brasil be capped at the World Bank Developing Country rate of \$90 US, beginning July 1, 2010. **(Answer: Mexico is considered lower middle income on the World Bank List of Economies, and has been included in the ASHRAE Developing Economies dues structure since its inception. Both Argentina and Brasil are not included on the World Bank List of Economies or the OHRLLS, and shall not be considered as eligible for the \$90 developing economies membership rate offered by ASHRAE.)**
- **Action Item 44 (10/09):** To determine if Society should extend the \$90 dues rate to lower-middle economy areas such as Mexico, Argentina and Brasil and to new members only. The \$90 dues rate is currently available to lower income countries for new and existing members. MPC should review the UN OHRLLS list as well as the World Bank list and determine what should be used (UN OHRLLS or World Bank). **(Complete, see Referred Motion 30 (10/25/09) above.)**
- **Action Item 27 (10/09):** To review the UN OHRLLS list as well as the World Bank list and determine which should be used (World Bank or OHRLLS); determine if there is a difference in currency fluctuation; and determine the fiscal impact for Mexico, Argentina and Brasil since they are in upper middle income countries. **(Complete, Membership Promotion plans to continue using the World Bank List of Economies as the standard for our Developing Economies dues structure.)**
- As of December 31, 2009, Society membership was 51,632: 46,506 members and students paid; 5,125 members and students unpaid. As of January 31, 2010, Society membership was 52,193. 46,929 members and students paid; 5,264 members and students unpaid. The developing economies membership program is continuing to grow. In July 2008, just after the program began, there were 135 members participating; to date there are now 673 members participating and of those 2/3 are renewing members and 1/3 are new members.
- Use of the ComNet Marketing Group (an outside calling company) to call all new members in the third month of membership and all lapsed members who are 90 days past due, has been an extremely low-cost and high-return retention tool. The member PURLs (personalized URLs) continue to be a successful membership recruitment and retention tool. A preliminary analysis includes total purchasing activity and indicates that all who interacted with MiDIS and made a purchase in the same time span, accounts for \$1,555,000 over the course of six releases. \$859,000 of this revenue comes from Society and chapter dues and of this \$269,000 can be directly correlated to MiDIS activity where someone clicked



on membership related content and in the same time span, also renewed their membership or joined ASHRAE. An email and direct marketing campaign has been targeted to bring back members who were cancelled in 2007 and 2008. This program launched in December 2009 and so far has recovered 60% of its cost.

- The MPC hosted its first social at the conference in Orlando. The target groups are new members, first time meeting attendees and non-members attending the conference. The event's primary purpose is recruitment and retention of ASHRAE members.
- Membership Promotion is pursuing the option having both centralized training and CRC workshops to maximize training opportunities. They are currently reviewing all Research Promotion materials to use as a basis for initiating a plan.

#### **11. Admissions and Advancement Committee (A&A)**

Although no verbal report was given, the Admissions and Advancement Committee's written report is listed as **Attachment N**.

#### **12. E-Week Ad Hoc Committee**

Lynn Bellenger, E-Week Ad Hoc Committee Chair, reported that the committee is still in the brainstorming stages of what they will focus on. The ASHRAE winners of the New Faces of Engineering will be published in the USA Today newspaper. The ad hoc may recommend activities that are similar in nature for the student engineers. Some ideas that are not confirmed are: introduce engineering to K-12 girls and engineer badges for girl scouts. Ms. Bellenger indicated the ad hoc wants to do something that will be meaningful, but low cost, they will try to get corporate sponsors for their projects. Ms. Bellenger stated that everything is in a preliminary stage and the ad hoc welcomes any ideas from the council.

#### **13. PAOE Subcommittee**

The following information was reported by Kevin Fallin, PAOE Subcommittee Chair. The subcommittee's full report is listed as **Attachment O**.

Mr. Fallin reported that the PAOE Subcommittee met twice via web conference after the Members Council fall meeting in October. He thanked everyone for their input, the subcommittee received recommendations from each of the grass roots committees and the Historical Committee for the 2010-2011 PAOE. Mr. Fallin added that several items will be added to the PAOE cover letter such as, chapters keeping support documentation for their PAOE points, and the Chair will be defined as the individual listed on the Chapter Information Questionnaire. Ms. Bellenger stated that chapters will not be able to go over the maximum limit of points, pop up windows will be displayed when points over the limit are entered. Mr. Fallin stated that the PAOE was streamlined with an objective to keep criteria of value in the PAOE and removing criteria that chapters would be doing anyway. He reported that most of the changes were editorial and very few things changed.



- AI 35 Ms. Bellenger assigned an action item to staff to send the PAOE analysis report to Members Council so that they can see how this can be used as a tool to track chapter activity.
- AI 36 An action item was assigned to staff to highlight the changes of the 2010-2011 PAOE in the PAOE frequently asked questions (FAQs).

## VI. Old Business

- **Review of Action Items (Attachment P)**

The following action items were reported as still open:

Action Item 10 (10/09)	Action Item 28 (10/09)	Action Item 11 (06/09)
Action Item 25 (10/09)	Action Item 40 (10/09)	Action Item 22 (06/09)
Action Item 26 (10/09)	Action Item 43 (10/09)	

- **Status of Referred Motions from Members Council (Attachment Q)**

The following referred motions were reported as still open:

Motion 3 (01/29/09) – CTTC  
Motion 8 (06/22/09) – Manitoba Chapter  
Motion 10 (10/25/09) – El Paso/Pike Peaks Chapters  
Motion 18 (10/25/09) – Bahrain Chapter  
Motion 32 (10/25/09) – Argentina Chapter  
Motion 36 (10/25/09) – Puerto Rico Chapter  
Motion 38 (10/25/09) – Sub-Region D  
Motion 41 (10/25/09) – South India Chapter

- **CRC Schedules (Attachment R)**

DRCs will submit updates for CRC schedules to staff after the Orlando meeting; the updates will be reflected in Attachment R.

- **AASA Libraries (Action Item 23 01/25/26 – Members Council Monday meeting)**

Mr. Montgomery reported that he attended the AASA meeting on Monday to discuss approved Motion 52C (10/25/09) with the AASA. He explained to the AASA, the libraries were being dissolved because of the current budget cuts and it would save the Society \$38,000. He also explained that there were budget cuts from other committees and this was not done to cause problems. Mr. Montgomery reported the AASA felt the library was a contract agreement between the organization and ASHRAE and felt this was owed to them. The AASA do not believe that the costs are as much as stated, it is a minimal service that they want to keep. Mr. Montgomery also discovered from talking to the AASA that not everyone receive the same thing in their libraries and it is not consistent. They feel that each AASA should receive the same thing: handbook, journal, transactions, updated standards and guidelines. The AASA feel very strongly about



keeping the ASHRAE library because it is good exposure for ASHRAE; it promotes membership internationally; it is important to the developing countries; it shares the technology for better ideas and practices; and the ASHRAE publications are referenced in their country’s regulations and laws.

It was moved by Mr. Montgomery and seconded:

(21) That Motion 52C (10/25/09) be reconsidered.

**MOTION 21 (TO RECONSIDER) PASSED. (unanimous voice vote, 1 abstention)**

AI 37 There was discussion that the libraries could be sent electronically to the AASA. Mr. Montgomery stated that these are actual physical locations for the ASHRAE publications. After further discussion, it was suggested that any action on Motion 52C (10/25/09) and the proposed ROB motion be postponed until the Albuquerque meeting in June after the following is clarified:

- What publications are sent to the AASA from ASHRAE?
- What publications does ASHRAE receive from the AASA?
- How much does it really cost ASHRAE for the libraries annually?
- Who receives the publications and is it going to the right places?
- Is there membership growth in the countries receiving the ASHRAE library?
- Are there other concerns?

**VII. New Business**

• **2010-2011 Presidential Theme**

Ms. Bellenger reported that her 2010-2011 Presidential Theme is “Modeling a Sustainable World,” and the focus will be on encouraging the transition from sequential design to integrated design. It also will highlight the need for ASHRAE members to be role models in sustainable design.

• **Society Rules Committee – Empowerment**

AI 38 Mr. Zarour reported as a Member of the Society Rules Committee that he was assigned by the committee to bring a rules change that would empower Members Council to make the decisions on the dues structure and be the final decision maker on all of the awards that are currently approved by the BOD (see list below). Ms. Bellenger assigned an action item to the Planning Subcommittee to review this and bring a recommendation back to the Albuquerque meeting.

The BOD shall confirm individuals recommended for the following honors and awards based on the follow requirement:

ASHRAE Hall of Fame	2 or more negative votes defeats
Honorary Member	2 or more negative votes defeats
F. Paul Anderson Award	2 or more negative votes defeats
Fellow	4 or more negative votes defeats



Louise and Bill Holladay Distinguished Fellow Award	4 or more negative votes defeats
Andrew T. Boggs Service Award	4 or more negative votes defeats
ASHRAE Award for Distinguished Public Service	4 or more negative votes defeats

- **Next Meeting**

Ms. Bellenger announced the next meeting of Members Council is scheduled June 28-29, 2010 at the Hyatt Regency Hotel in Albuquerque, New Mexico. She added that the Board orientation is scheduled March 18-19 and ExCom will be meeting following the orientation on March 19-21 in Atlanta at headquarters.

- **Adjournment**

Ms. Bellenger thanked the council, subcommittees and committee chairs for the caliber of work that is being done. She adjourned the 2010 Winter Meeting of Members Council at 11:17 AM.

**MEMBERS COUNCIL  
2010 WINTER MEETING  
ROSEN SHINGLE CREEK HOTEL  
ORLANDO, FLORIDA  
JANUARY 23, 25-26, 2010**

Members Present January 23:

Lynn G. Bellenger, Chair  
Karen C. Thrasher, DAL  
David E. Knebel, DAL  
Richard M. Kelso, DAL  
Spencer Morasch, Region I  
Guy Perreault, Region II  
Frederick W. Betz, Region V  
Robert J. Linder, Region VI  
Patricia G. Kempf, Region VII  
Kenneth M. Fulk, Region VIII  
Richard M. Rose, Region IX  
Jack H. Zarour, Region X  
Erich Binder, Region XI  
Ross D. Montgomery, Region XII  
Yie-Zu R. Hu, Region XIII  
Walid Chakroun, Region-At-Large

Voting Members Absent:

Ronald E. Jarnagin, Treasurer  
Kevin W. Fallin, Region III  
Ira G. Poston, Region IV

Guests Present:

Andrew Persily, BOD Governance  
Samir Traboulsi  
Daniel Pettway  
Garry Meyers  
Costas Balaras  
Hugh McMillan  
Vincent Tse  
Bill Dillard, Meetings General Chair

Staff Present:

Carolyn Kettering  
Vickie Grant

Members Present January 25:

Lynn G. Bellenger, Chair  
Ronald E. Jarnagin, Treasurer  
Karen C. Thrasher, DAL  
David E. Knebel, DAL  
Richard M. Kelso, DAL  
Spencer Morasch, Region I  
Guy Perreault, Region II  
Kevin W. Fallin, Region III  
Ira G. Poston, Region IV  
Frederick W. Betz, Region V  
Robert J. Linder, Region VI  
Patricia G. Kempf, Region VII  
Kenneth M. Fulk, Region VIII  
Richard M. Rose, Region IX  
Jack H. Zarour, Region X  
Erich Binder, Region XI  
Ross D. Montgomery, Region XII  
Yie-Zu R. Hu, Region XIII  
Walid Chakroun, Region-At-Large

Non-Voting Members Present:

Kevin L. Marple, MPC Chair  
M. Ginger Scoggins, CEC Chair  
Lawrence B. Stoff, SAC Chair  
Benjamin W. Crowley, CTTC Chair

Guests Present:

Wilfred Laman, Region II, Nominating  
Richard Bowman, Region IX, ARC  
Bert Phillips, CTTC VC  
Chuck Curlin, SAC VC  
Wichai Laksanakorn, Region XIII, ARC  
Ron Johnson, Student Scholarship Trustee  
Nirun Chayangsu, Chapter Pres., Thailand  
R. Lee Millies, Jr., Region V, ARC  
David Meredith, SAC  
Tina Brueckner, Region VI, ARC  
Bill Dillard, Meetings General Chair  
Eric Schwenker  
Bill Deitrick  
T. Randall Jones, Region IV, ARC  
Samir Traboulsi  
Gary Debes  
Irene Reichert, RAL, Sub Region B Chair  
Richard Hayter, Past Society President  
Andrew Persily, BOD Governance  
Traci Hanegan

Staff Present:

Carolyn Kettering  
Vickie Grant  
Tarra Holman  
Rosy Douglas

Members Present January 26:

Lynn G. Bellenger, Chair  
Ronald E. Jarnagin, Treasurer  
Karen C. Thrasher, DAL  
David E. Knebel, DAL  
Richard M. Kelso, DAL  
Spencer Morasch, Region I  
Guy Perreault, Region II  
Kevin W. Fallin, Region III  
Ira G. Poston, Region IV  
Frederick W. Betz, Region V  
Robert J. Linder, Region VI  
Patricia G. Kempf, Region VII  
Kenneth M. Fulk, Region VIII  
Richard M. Rose, Region IX  
Jack H. Zarour, Region X  
Erich Binder, Region XI  
Ross D. Montgomery, Region XII  
Yie-Zu R. Hu, Region XIII  
Walid Chakroun, Region-At-Large

Non-Voting Members Present:

Jason Alphonso, YEA Chair  
Kevin L. Marple, MPC Chair  
James L. Matthews, RPC Chair  
J. Richard Wright, H&A Chair

Non-Voting Member Absent:

Patrick J. McCabe

Guests Present:

Wichai Laksanakorn, Region XIII, ARC  
Nicolas Lemire, YEA VC  
Richard Bowman, Region IX, ARC  
R. Lee Millies, Region V, ARC  
Frank Schambach, Region VII, ARC  
Isabelle Lavoie, MPC VC  
Walter W. Law, RPC VC  
T. Randall Jones, Region IV, ARC  
Bill Dillard, Meetings General Chair  
Nicholas Long, YEA Consultant  
Irene Reichert, RAL, Sub Region B Chair  
Doug Cochrane, Region II Nominating

Staff Present:

Carolyn Kettering  
Vickie Grant  
Colleen Knight  
Ashley Pruett  
Patricia Adelmann  
Rosy Douglas



**REPORT TO MEMBERS COUNCIL  
From Student Activities Committee  
Meeting of January 23, 2010 Orlando, FL**

**Members Present**

Larry Stoff, Chair  
Chuck Curlin, Vice Chair  
Richard Vehlow, Region I RVC  
Joel Primeau, Region II RVC  
Paul Petrilli, Region III RVC  
Peggy Fritz, Region IV RVC  
Doug Zentz, Region V RVC  
Buss Price, Region VI RVC  
Ben Womble, Region VII RVC  
Drew Harrison, Region VIII RVC  
Kasey Abbott, Region IX RVC  
Karine LeBlanc, Region X RVC  
Doug LeCren, Region XI RVC  
Todd Moore, Region XII RVC  
Apichit Lumlertpongpana, Region XIII RVC  
Marija Todorovic, RAL RVC  
Dave Meredith, ABET BOD Consultant  
Robert Bittle, ABET TAC  
Lorraine Kapka, ABET EAC  
Richard Kelso, Board Ex-officio  
Nathaniel Boyd, Student Consultant

**Members Absent**

Lynn Bellenger, Coordinating Officer

**Visitors**

Samir Taboulsi  
Walid Chakroun, DRC RAL  
Burkley Allen, EWEEK Committee  
Lou Kelter  
Ashley Pruett, Staff  
Doug Fick, MP RVC Region V  
Nicolas Lemire  
Bill Dillard  
Eileen Jensen  
Mike Brandemuehl, DAL and Student Branch Advisor

**Staff**

Tarra Holman, Staff Liaison

**INFORMATION ITEMS:**

1. **Student Members**

The total number of student members as of December 31, 2009 was 5,370. As of December 31, 2008, the total number of student members was 5,583. As of December 31, 2007, the total number of student members was 5,091.

2. **Career Services**

On June 12, 2009, ASHRAE launched a new career services program named ASHRAEjobs.com, which is a full service job and resume posting service connected directly to the HVACR industry. Employers are able to post internship opportunities for students at no cost. There are career resource tips for students also incorporated into this site. We are working to improve the visibility of the student internship program and other resources pertaining to student and general members. [\(Attachment A\)](#).

3. **16-40-40 Student Transfer Program**

The student transfer program has been very successful and our numbers continue to grow.

- a. January 1, 2008: 156
- b. January 1, 2009: 189
- c. January 1, 2010: 203

We will continue to encourage all Chapter Student Activities chairs to promote this program to the students in their branches upon graduation. Students can transfer their membership online at [www.ashrae.org/ashrae164040](http://www.ashrae.org/ashrae164040). Students must have an active student membership in order to be eligible to transfer.

4. Student Branches

By the conclusion of the Orlando Winter Conference, there will be ten new student branches. Six of the new student branches are international. ([Attachment B](#)).

5. Student Congress

This year marks the fourth annual ASHRAE Student Congress. Twenty student branch officers will be on hand to provide important feedback on improvements to ASHRAE student benefits. The congress results will be evaluated by the full Student Activities Committee as part of the continual improvement of student program planning process.

6. Accreditation Activities

Next year ABET plans to lower the math requirement for TAC criteria and to drop the capstone project requirement for Associate of Science graduates. In response to this plan, the Student Activities Committee approved a motion that ASHRAE's ABET representatives strongly recommend to ABET that the capstone project requirement remain in place. Until recently, a capstone experience was required in the general ABET criteria for all programs in Engineering Technology (both associate and baccalaureate). The Technology Accreditation Commission changed the wording to make a capstone project a requirement only for baccalaureate graduates. Because associate degree graduates from an ASHRAE-related program should be prepared to work on projects at graduation, this criteria must be moved from the ABET general criteria to the program criteria approved by ASHRAE.

7. Student Design Project Competition

The 2010 Student Design Project Competition is underway. The competition features the Ginsburg Tower at the Florida Hospital. This structure, the tallest hospital building in the state of Florida, is a 15-story patient tower that will contain the Florida Hospital Cardiovascular Institute, 440 patient beds and one of the largest Emergency Departments in the country.

New to the design competition this year is the electronic only entry process. All students must upload their final entries to a secure FTP site for judging in lieu of printing five, 45-page reports to send to their local chapter for judging. We have also required students to submit their entries in the form of a PowerPoint presentation vs. a 45 page report.

This encourages collaboration, creativity and the addition of a “real world” approach to proposing a design concept. Lastly, we have added a fourth category entitled “Rising Star.” This new category acknowledges schools with an outstanding entry that have not placed in the design competition in three or more years. The intent is to encourage new school participation in ASHRAE programs. “Rising Stars” will be recognized at the Winter Conference Student Program.

A continued emphasis on the improvement of the rubrics for judging the competition is a focus for the design competition subcommittees.

Planning for the 2011 Design Competition is underway. It will feature the Drake-Well Museum in Titusville, Pennsylvania. To accommodate schools in the southern hemisphere (South America), we will be to post preliminary information for the 2011 design competition by 2/28/2010.

The South American academic year is from January to December whereas the US school academic year is from August to May. This may have inhibited the South American schools from entering the student design competition in the past. Based on the participation from the schools in South America, we may implement this schedule annually.

8. China Student Design Competition

The ASHRAE China Design Competition concluded with Tsinghua University being the first place winner. A team representative attended the Student Program to receive the award on behalf of the full design team.

9. Senior Undergraduate Project Grants

For the first time, ASHRAE student grant recipients presented their senior design project at the Orlando ASHRAE Conference student with re-allocated from our current grants budget for their travel accommodations.

Out of 37 applications received this year, 14 grants were awarded for 2010-11.

As the team with the highest ranking, the Purdue University – West Lafayette project team will present their senior project at the 2011 Las Vegas Student Program. Again, funding for this will be allocated from the current grants budget.

The complete lists of winning grant teams for 2010-2011 are as follows:

Purdue University - West Lafayette	Smart Home Controls
Purdue University - Calumet	Energy Efficient HVAC&R Using Evaporative Cooling
California Maritime Academy	Solar Absorption Refrigeration Unit
Texas A&M University	Thermal Energy Storage Using Phase Change Materials and Carbon Nanotubes
Florida International University	Design and Testing of an Add-on Rain Water External Radiant Wall Siding as both Thermal Mass and Heat Dissipater
Penn State	Controlled Exposure Experimentation Reactors and Ambient Response Facility for Student Experiments/Demonstrations
Widener University	Laboratory Ice Storage Cooling System for Air Conditioning Application
Montana State University	Modulating Scroll Compressor Energy Efficiency Experiment
University of North Carolina - Charlotte (Team 2)	Vapor Absorption Refrigeration Trainer
University of Wyoming	Comprehensive Study to Evaluate HVAC Systems and Envelope Performances
Hofstra University	Solar-Powered Gas Refrigeration Experiment
American University of Beirut (Team 1)	Study of Performance of a Solar Assisted Liquid Desiccant System To Supply Building Fresh Water and Cooling Needs by Modeling and Experimentation
University of North Texas	Harvesting Built Environments for Global and Accessible Modular Energy Audit Training
Oral Roberts University	Swirling Pipe Flow Laboratory

To better utilize the final reports the schools submit upon completing their grant funded project, sample progress and final reports will be posted online at the ASHRAE Student Zone to encourage more schools to apply for funding.

The committee will be exploring the possibility of inviting up to five grant recipients to present a symposium at an ASHRAE Winter Meeting.

#### 10. K-12/STEM

The committee has made tremendous progress in K-12 education programs. In addition to the new resources available online at [www.ashrae.org/ashrae12](http://www.ashrae.org/ashrae12), we added the following:

- a. A discussion forum for chapter members to utilize in posting comments, articles, success stories, pictures and or video of chapter K-12 activities.

- b. A Student Activities Chapter Chair Guide to K-12. This document is a summary of tips and suggestions for chapters seeking initiate outreach with their local schools. [\(Attachment C\)](#).

The subcommittee is working on adding podcasts, videos and clips of sample experiments to serve as a guide for members seeking to do in-classroom activities.

The K-12/STEM subcommittee will investigate a new program “Kids ISO 14,000.” It is a well established program involving teacher/student collaboration in reducing energy usage in school, home and their communities. The target groups are grades 5-6, 7-8 and 9-10. When students graduate from the program, they receive a certificate that brands them as “KID ISO 14,000 Certified.” The committee will continue to explore how we can join into this program and brand our involvement as an official ASHRAE K-12 program.

Referred Motion From Member’s Council:

Motion 14 (06/22/09) – South Texas Chapter:

That Society develop promotional materials geared to high school students more likely to pursue a technical degree (along with guidance counselors, teachers, and administrators) to inform them about career opportunities in the HVAC&R service industry and encourage them to pursue these valuable, high-paying jobs.

Student Activities Committee Response to Referred Motion:

The Student Activities committee is in the process of completing the development of industry related K-12 promotional material that coincides with this request.

#### 11. Post-High

Student Program: The 2010 Student Program in Orlando took place Sunday morning with over 350 students in attendance. We have continued to make strides to improve the quality of the program and breakfast based on feedback from students.

Student Technical Tour: 125 students participated in a technical tour of the Florida Hospital arranged by the Student Activities Committee. The Florida Hospital is the site of the 2010 Student Design Competition.

Nicolas Lemire was recommended to the Honors & Awards Committee for the Student Activities Achievement Award for his outstanding service to student on the local, regional and national level.

#### 12. 2009-2010 Student Activities MBO Review (Attachment D).

- a. The Student Activities Committee has effectively enhanced its existing programs while utilizing its existing budget. Examples include:
  - 1. Utilizing current grants funds to invite a grant recipient to present their project at a Winter Meeting.
  - 2. Creating a new category in the design competition by reallocating funds from another area.
- b. Increased ASHRAE's perceived value to the international student population, as evidenced by six new international student branches.
- c. Changing schedule for the Student Design Competition to facilitate participation by students in the southern hemisphere.
- d. Pursuing the first ever formal K-12/STEM program.
- e. Increased student transfers for the third straight year.

## **ASHRAE Career Services**

The following information will be added to the Resources section of [www.ashraejobs.com](http://www.ashraejobs.com).

### **Articles (links will be provided to take the individual away from ashraejobs.com):**

[http://engineering.suite101.com/article.cfm/defining\\_an\\_engineering\\_job\\_search\\_objective](http://engineering.suite101.com/article.cfm/defining_an_engineering_job_search_objective)

[http://engineering.suite101.com/article.cfm/getting\\_started\\_with\\_a\\_career\\_in\\_cad](http://engineering.suite101.com/article.cfm/getting_started_with_a_career_in_cad)

<http://www.engineer-jobs.com/Articles/>

### **Questions To Ask During A Job Interview**

When discussing a new job, make sure to ask enough questions to find out whether that opportunity really is a good fit.

### **15 Tips for Making The Job Interview Successful**

In many ways, the job interview amounts to a sales call, a parallel that probably explains the anxiety many job candidates feel. Learning to overcome this discomfort and manage the communication process can help them make a more positive impression on hiring managers.

### **What Can, And Can't, Be Asked During The Job Interview**

In most states a small business owner can inquire about a job candidate's convictions, but not about arrests. Here's what hiring managers can and can't ask.

### **Don't Let Online Info Sabotage Your Next Interview**

If you're job hunting today, one of the first things you have to do is make sure there's nothing online that will sabotage your quest for an interview.

### **Questions You Shouldn't Pose In A Job Interview**

When it comes to interviewing for that next role, make sure you don't ask one of these humdingers of a question if you really want the job.

### **The Odyssey Of The Salary Offer**

You've gotten offered the job you wanted. Now it's time to negotiate an offer that will make you feel good about working for the new company.

### **Secrets for Selling Your Strengths During the Interview:**

<http://www.thinkenergygroup.com/think.nsf/InfoNFR/SecretsforSellingYourStrengthsDuringtheInterview?Opendocument>

Interview Preparation Resources at UVA – Covers Types of Interviews (which could be helpful):

<http://www.seas.virginia.edu/careerdevelopment/interviewprep.php>

Interviews @ The Graduating Engineer: <http://www.graduatingengineer.com/resources/interviews>

**Podcasts (link will take the individual to the jobdig.com website to listen to the podcasts):**

<http://www.jobdig.com/podcast/job-seeker-and-career-advice.php>

**Additional information:**

<http://www.salary.com>

Accredited Engineering Programs (link to <http://www.ashrae.org/students/page/1179>)

We are currently trying to negotiate a deal with a resume-review company. This service would be for ASHRAE members only.

**Website layout changes:**

The following information will be added to the homepage of [www.ashraejobs.com](http://www.ashraejobs.com):

- a. Web ad for employers: Post Internships for Free – links to the online form – employers must complete the information form, which will be submitted directly to an ASHRAEjobs representative. The representative will work directly with the employer to post the internship in a timely fashion.
- b. Web ad for students: Search Internships for Free – links to the internship database where they can search all available internships.

These features are currently available on the site, but hidden. Our goal is to make them visible and easier to use.

Under the Resources tab, “Articles” and “Career Resources” will be merged into one category called “Career Resources”. Also, the articles listed above will be added to the Career Resources page.

**PENDING ASHRAE STUDENT BRANCHES**

**As of January, 2010**

**Attachment DIB**

Region	Student Branch	Location	Sponsor Chapter	Const and Byl to SB	Const and Byl Approved	BOD Approved
XII	Tecnologico Argentino	Buenos Aires, Argentina	Argentina	Y	Y	
RAL	New Delhi College of Engineering	New Delhi, India	India	Y	Y	
RAL	G.B Pant Polytechnic	New Delhi, India	India	Y	Y	
RAL	Indian Institute of Technology - Kharagpur	West Bengal, India	India	Y	Y	
XI	Portland State University	Portland, OR	Oregon	Y	Y	
II	St. Clair College	Windsor, Ontario	Windsor	Y	Y	
RAL	University of Engineering and Technology - Taxila	Taxila, Pakistan	Northern Pakistan	Y	Y	
RAL	University of Novi Sad	Novi Sad, Serbia	Danube	Y	Y	
II	CEGEP de l'Outaouais	Ottawa/Ontario, Can	Ottawa Valley	Y	Y	
VIII	University of Arkansas at Little Rock	Little Rock, AK	Arkansas	Y	Y	



Dear ASHRAE members:

As you know, the future of our world depends on bringing a new generation of engineers into our profession. Because the anticipated shortage of engineers affects virtually every aspect of our environment, society and lifestyle, it is important for ASHRAE to broaden our range of K-12 science, technology, engineering and math (STEM) resources for the greater good.

We are asking you to help us reach the education community to promote the need for more STEM education. We have created an online resource, [www.ashrae.org/ashraek12](http://www.ashrae.org/ashraek12), to help you inspire the next generation of engineers. This page includes classroom projects, career videos from the Society and materials for teacher use. A new feature is a discussion group where members are encouraged to share how they used the resources and what other guidance they would like to see from ASHRAE for K-12.

In addition, we have prepared the enclosed materials to support you in visiting local schools.

I encourage you to help ASHRAE in promoting STEM education and making more students aware of engineering as a career choice. If you have any questions, please contact Tarra Holman, ASHRAE manager of student activities, at [tholman@ashrae.org](mailto:tholman@ashrae.org).

Sincerely,

*Larry Stoff*

Larry Stoff  
Student Activities Committee chair  
2009-2010



### **STEM K-12 Promotion: To-Do List for ASHRAE Members**

ASHRAE has provided additional resources to help you in your promotion of STEM. These include:

- The attached tips on how to contact your local school system and how to promote STEM.
- A letter for your use in contacting local elementary, middle and high schools, making teachers aware of ASHRAE resources and availability of members to volunteer in classrooms. We encourage you to send this letter in January, promoting your potential classroom visit as part of National Engineers Week, Feb. 14-20.
- Brochures targeting grades K-5, middle school and high school, explaining the important of STEM and engineering. The brochures highlight experiments that the students can conduct.
- Brochures for parents and teachers, explaining the important of STEM and engineering
- Copies of an ASHRAE video targeting students to highlight the importance of engineering in today's world.

Your local teachers, educators and PTA leaders are always looking for volunteers to come into the classroom and share your knowledge. Here are a few tips from ASHRAE on how to contact local educators and how to promote STEM in the classroom.

Remember, under the Presidential Award of Excellence, your chapter can earn 25 points for each National Engineers Week activity as well as 25 points for each K-12 activity promoting engineering t and for girls. Excluding National Engineers week activities, your chapter can earn 100 points for each 6<sup>th</sup>-8<sup>th</sup> grade activity, 50 points for 9-12 grade and 25 points for K-5.

## Getting Invited

- Every school system has a Website with contact information for staff. You can email or call the school principal or career counselor, depending on the age level, and make yourself available. The draft letter in the Stem K-12 Resource Promotion Plan provided by ASHRAE can serve as the basis for your contact email, letter or call.
- While classroom volunteers are welcome year-round, you may want to make your contact as part of National Engineers Week, Feb. 14-20, 2010. Framing your visit around a nationally recognized program may make educators more open to your assistance.
- Make it an ASHRAE Day at your local schools! Provide volunteers for more than one classroom visit on the same day – this provides an organized event and will generate a “buzz” in the school. Students and teachers can share what they learned.
- Another resource is your school PTAs, which often have Career Days or Earth Day events. Contact your PTA president and offer to get involved in events of that type.
- Follow up your visit with a thank-you note to teachers and their students for allowing you to be part of their day. Offer to answer any questions the students may have and to make return visits.

## Promoting STEM in the Classroom

- Share activities and resources from [www.ashrae.org/ashraek12](http://www.ashrae.org/ashraek12). Show students the ASHRAE Chill video, sharing the impact of ASHRAE and the building industry in the world we live and illustrating how STEM fits into that. (ASHRAE will provide a free copy of the video upon request). Refer to the Webpage for a complete list of resources from ASHRAE.
- Conduct hands-on experiments for the students found at <https://www.ashrae.org/students/page/2301>. Providing activities for students will make them more excited about you, STEM and engineering.
- Tell students about your job and some of your interesting projects. Bring along photos, blueprints, articles, etc., to provide visual impact. Remember – students aren’t engineers so keep your remarks simple and easy to understand. Avoid ASHRAE and industry jargon!
- If you get the sense that a student is very interested in engineering as a career, offer to mentor him or her. Bring them to your office for a day to show what engineering is all about.

**Attachment 6 #D**

**2009-2010 MBO's Student Activities Committee**

<b>MBO #</b>	<b>Description</b>	<b>Who</b>	<b>Due</b>
<b>1</b>	<b>Maximize the Efficiency of all Existing Programs and Dollars by being Creative</b> a. Identify and implement ways to get more out of our program dollars b. Continually look for and use feedback to rate effectiveness of programs	All	15-Jun-10
<b>2</b>	<b>Continue to Improve the Student Design Competition and make it Truly "International"</b> a. Implement and refine "southern hemisphere" friendly timing to permit students in that region to participate more readily b. Work to enhance communications with and judging criteria for RAL and foreign students c. Implement and Refine "Rising Star" and similar programs to increase participation by and reward to students	Stud Design	15-Jan-10
<b>3</b>	<b>Continue to Increase ASHRAE Impact in K-12 and STEM-related initiatives</b> a. Refine priorities and strive to implement top priority goals and action items of K-12 subcommittee b. Engage and obtain highly visible support from ASHRAE's top leadership to drive participation and success c. Obtain society support to increase "people" resources for K-12/STEM efforts	K-12	15-Jun-10
<b>4</b>	<b>Continue to Improve Grants Program</b> a. Highlight and promote Society presentation by Grant recipient at Society meeting b. Identify and test new, creative ways to increase student contact of Grant program c. Develop or improve ways to increase Society visibility of Grant program	Grants	15-Jun-10
<b>5</b>	<b>Enhance our Scoring Criteria at SAC and Chapter Chair Levels for our Competitive Programs</b> a. Refine our "Rubrics" for each competitive program and award, to assure consistency of judging and criteria. b. Create documents that communicate this as appropriate to different levels of judging (SAC, Chapter, Region, etc.)	All	15-Jun-10
<b>6</b>	<b>Use Student Feedback from the Student Congress, Student Program, and Member Input to Increase Impact</b> a. Continue to Refine Existing Programs b. Implement a "Think Tank" subcommittee to Identify new areas of opportunity for effective new programs c. Ideas can be channeled to existing sub-committees, or can be used to create new ones as appropriate	Post High and "Think Tank"	15-Jun-10 Ongoing
<b>7</b>	<b>Increase Student retention by at least 20%</b> a. Retention is an ongoing challenge and key issue b. Continue to identify and promote how ASHRAE can help students with their early careers and beyond c. Work with Membership and YEA Committees to share ideas for maximizing value perception for transfers	Post High	15-Jun-10
<b>8</b>	<b>Continue to work to increase the number of paid student members through promoting chapter activities</b> a. Promote all programs and activities through RVCs to Chapter Chairs b. Utilize and refine CRC Powerpoint to help drive Chapter success	All	15-Jun-10



Fiscal Impact: None

INFORMATION:

1. The sixth CTTC Webcast, “**Right from the Start – Commissioning for High Performing Buildings**,” is scheduled for April 21, 2010, from 1-4 p.m. EDT. This webcast will provide tools to help participants overcome the hurdles of Commissioning, learn the “What, Why, When and Who” of the process and how to make it “business as usual.” Ronald Wilkinson, P.E., Rick Casault, P.E, and H. Jay Enck, Cx AP will outline how Commissioning supports a smoother construction process, maximizes the quality and persistence of energy and cost reductions, and provides a facility that operates as it was intended. This webcast, supported by ASHRAE’s *High Performing Buildings Magazine*, will originate from the studios of Crawford Communications, Inc. in Atlanta. The presentation segments of the webcast will be pre-taped on March 10<sup>th</sup>. ASHRAE President Gordon Holness will open the webcast with Don Rheem as moderator. Online Registration begins **March 2**. Three Professional Development Hour (PDH) credits may be awarded to participants who complete the online Participant Reaction Form by April 30, 2010. Chapters may earn 100 PAOE points by hosting the webcast. Mailings, articles, news releases, web ads, a brochure, and flyer have been prepared to promote the webcast to ASHRAE chapters, members, prior broadcast participants, and industry organizations. Details regarding registration, the presenters, program, Frequently Asked Questions, and a Media Kit are available at [www.ashrae.org/Cxwebcast](http://www.ashrae.org/Cxwebcast). CTTC is requesting that chapters use the Media Kit materials to promote the webcast to members and local industry organizations.

CTTC selected *Geothermal Heat Pumps* as the topic for the April 2011 webcast. *Energy Modeling* received the second highest number of votes by CTTC on a short list of suggested topics which also included *Energy Metrics* and *Existing Building Retro-fitting*. The program title, format, and presenters will be selected by the 2010-11 CTTC Webcast Ad Hoc Subcommittee.

2. A total of 146 visits have been confirmed for 53 of the 73 lecturers participating in the 2009-10 ASHRAE Distinguished Lecturer Program. The 110 visits budgeted for this year plus 36 additional non-budgeted visits were confirmed by December 1. Please refer to the 2009-10 DL Participation & Expense Report (**ATTACHMENT A**) for details.

Twenty-nine (29) of the 73 lecturers participating in the DL program this year are from countries outside of the U.S (Argentina, the United Kingdom, Kuwait, Columbia, Canada, Brazil, Malaysia, Mexico, Singapore, Hong Kong, India, Egypt, Turkey, Denmark, and Serbia). Thirty (30) visits have been confirmed to chapters outside of the U. S. and Canada (Mexico, Argentina, Peru, Brazil, Thailand, Hong Kong, the Philippines, Malaysia, Kuwait, the United Arab Emirates, Romania, India, Pakistan, Lebanon, Sri Lanka, and Greece).

CTTC reviewed eleven DL nominees and the performance of current lecturers at this meeting. Seven new lecturers will be offered two-year terms beginning July 2010. Ten of the 17 lecturers with terms ending in June 2010 will be offered two-year extensions. This ongoing review of the DL roster is intended to identify the most qualified lecturers and range of topics, geographical coverage, and linguistic abilities to best serve our membership while limiting the total number of DL's to no more than 75.

The lack of feedback by chapters is a challenge in evaluating the performance of DL's. Additional RVC follow-up and a final PowerPoint slide for DL presentations requesting DL evaluation forms will be implemented to address this concern. The evaluations received indicate that DL's continue to be well received by the chapters and attendance for DL visits exceeds average chapter meeting attendance.

CTTC has recognizes the need for more DL's to present Standard 189.1 and ABEL and has requested that the seven DL's involved in these projects add them to their list of topics for chapter visits.

As a first step in evaluating the value of taping a DL presentation and making it freely available via the CTTC webpage, Tom Werkema's Government Activities Update to CTTC at this meeting was taped on Sunday morning. The presentation will be available in WebEx format with voice in sync with PowerPoint slides. The presentation was taped at no cost using the equipment already in place at this meeting for taping the technical program. Feedback on this presentation format will reviewed for delivery of future CTTC programs.

4. CTTC continues to review Chapter Chair attendance at CRC workshops and look for more ways to make improvements. CTTC is concerned that in addition to cost and time issues, the level of interest and pool of volunteers is dwindling. The CTTC workload may discourage volunteers at the chapter level. CTTC will continue look for ways to improve attendance at CRC workshops but at this time cannot recommend a solution.
5. At the 2009 Winter Meeting, Members Council approved a motion from CTTC recommending that Technology Council and its reporting committees (TCs, TGs, TRGs, SSPCs, SPCs) add an action item in their Manual of Procedures to require that an update of their most important activities be provided to CTTC in April and December of each year. This request was made to assist CTTC with its responsibility for "the efficient and effective transfer of current and relevant information" to chapters. The collaboration between CTTC and Technology Council reporting committees will allow CTTC to be utilized as a conduit to the membership through the chapters. Although representatives of Technology Council reporting committees and CTTC discussed this request in Louisville and at this meeting, no agreed course of action has been finalized. CTTC will continue to address this Committee responsibility with the assistance of leadership from Members and Tech Council.

6. CTTC is continuing its ongoing review of criteria and categories for the Technology Awards Program. The Committee decided to eliminate the “Alternative and Renewable Energy Use” category because it has attracted few entries in recent years. The Institutional Building category has been divided into “Educational Facilities” and “Other Institutional Facilities” as a result of the high volume of submittals. The Residential Buildings category has been changed to a single category covering new, existing, and both single and multi-family dwellings. CTTC will also implement a change in the judging criteria at the chapter and regional level to allow more than one first place winner in any category. The ongoing review of Technology Awards by CTTC will continue in response to the Region VII Motion 22 (06/27/04), “that the Technology Awards be modified to eliminate the 14 categories, require that three awards be given annually, and move the judging to coincide with a Society meeting.”
7. CTTC approved recommendations for approval by the Honors and Awards Committee and Members Council at this meeting for the Dan Mills Technical Award, the Chapter Programs Star Award, and the Governments Activities Award.
8. See ATTACHMENT B for updated CTTC MBO’s for 2009-10.

Ben Crowley  
Chair, Chapter Technology Transfer Committee

1/25/10rd

## 2009-10 Distinguished Lecturer Participation & Expense Report

**ATTACHMENT 7 #A**

**\$ Indicates allocated visits**  
**Indicates non-allocated visits used**  
**Indicates Common Pool visits**

Region and RVC	Lecturer	Lecturer Critique Form Rec'd	Location of Lecture	Date	Expense Report Rec'd	Amount	Event Summary Critique Rating & (Attendance)	Comments/Notes
Region I - Rosen (RVC), 8 allocated visits	Coad	9/11/2009	Northeast	8/28/2009	N/A	509.90		\$ Region I CRC Lunch Meeting, Confirmed 8/10/09, Billed to AMEX
	Fronapfel	11/17/2009	Central New York	11/11/2009	11/17/2009	208.00	96 (23)	\$ Dinner Meeting, Confirmed 3/31/09
	McBride		Connecticut	9/10/2009	N/A	298.40		\$ Dinner Meeting/Technical Session, Confirmed 8/17/09, Billed to AMEX
	Coad		Champlain Valley	10/7/2009	N/A	374.40		\$ Dinner Meeting, Confirmed 9/10/09, Billed to AMEX
	Aguiro		Northeast	10/20/2009	N/A	1369.60	90 (35)	\$ Technical Tour/Dinner Meeting, Confirmed 9/11/09, Billed to AMEX
	Int-Hout		Twin Tiers	3/16/2010				\$ Dinner Meeting, Confirmed 9/14/09
	Sherman		New Jersey	2/2/2010				\$ Dinner Meeting, Confirmed 9/22/09
	Crawley		Rhode Island/Boston	11/17-18/2009				Dinner Meetings, Confirmed 6/24/09
	de Bullet		Central New York	5/12/2010	N/A	0		Dinner Meeting, Confirmed 7/13/09
	de Bullet		Granite State	4/8/2010	N/A	0		Dinner Meeting, Confirmed 4/7/09
Crawley		New York	9/8/2009	N/A	0	85 (75)	Dinner Meeting, Confirmed 7/28/09, Co-sponsored with Urban Green Council	
Region II -Genest (RVC), 7 allocated visits	MacCracken		Quebec	11/2/2009			91.3 (78)	\$ Dinner Meetings, Confirmed 7/7/09
	Jarnagin		Montreal	2/8/2010				\$ Dinner Meetings, Confirmed 8/31/09
	Coad		Halifax/NB-PEI	4/12-13/2010				\$ Dinner Meetings, Confirmed 9/10/09
	Goldschmidt		Ottawa Valley	3/16-17/2010				\$ Dinner Meeting/Half-Day Seminar, Confirmed 9/10/09
	Swann		NB/PEI & Halifax	5/4-6/10				\$ Seminar, Confirmed 11/30/09
	Pieper		Montreal	4/12/2010	N/A	0		Dinner Meeting, Confirmed 8/31/09
Region III - Mitchell-Veeck (RVC), 8 allocated visits	Lawrence	8/26/2009	National Capital	8/13/2009	8/26/2009	452.80		\$ Seminar, Confirmed 5/12/09
	Harrison		Richmond	11/9/2009				\$ Dinner Meeting/Past President's Night, Confirmed 7/29/09, Norfolk Chapter & VCU Student Branch invited to attend
	Jackson		Roanoke	3/9/2010				\$ Dinner Meeting, Confirmed 8/17/09, C-sponsored with USGBC
	Sun		Johnstown	10/13/2009	10/15/2009	692.70		\$ Dinner Meeting, Confirmed 8/18/09
	Werkema		Lehigh Valley	2/24/2010				\$ Seminar/Dinner Meeting, Confirmed 10/5/09
	Gulledge	11/17/2009	Central Pennsylvania	11/16/2009	11/17/2009	222.90		\$ Seminar, Confirmed 10/19/09, Co-sponsored with IFMA
	Swann		Anthracite	3/16/2010				\$ Dinner Meeting, Confirmed 11/9/09
	Lawrence		Philadelphia	4/14/2010				\$ Breakfast Meeting with Union League of Philadelphia, Confirmed 11/30/09
	Crawley		National Capital	8/26/2009	N/A	0		No Participation Form received, Visit not confirmed
Region IV - Cochrane (RVC), 8 allocated visits	Sun		Triangle	3/10/2010				\$ Dinner Meeting, Confirmed 7/31/09, Co-sponsored with ISPE
	Lotz	12/3/2009	South Carolina	11/16/2009	12/3/2009	511.90		\$ Dinner Meeting, Confirmed 9/9/09
	Pearson		Southern Piedmont	4/1/2010				\$ Lunch Meeting, Confirmed 11/12/09
	Knight	12/2/2009	Northern Piedmont	11/17/2009	12/2/2009	330.00		\$ Dinner Meeting, Confirmed 11/17/09, Half of reimbursement was contributed to RP for North Piedmont Chapter
	Jackson		Triangle	2/10/2010				\$ Lunch Meeting, Confirmed 11/30/09
	Pieper		Charleston	5/11/2010				\$ Dinner Meeting, Confirmed 11/30/09
	Knight		Atlanta	4/13/2010				\$ Lunch Meeting, Confirmed 11/30/09
	Peiper	9/30/2009	Northern Piedmont	9/22/2009	N/A	0	88 (35)	Dinner Meeting, Confirmed 8/25/09
	Bohanon		Atlanta	10/13/2009	N/A	0		Chapter Meeting, No Participation Form received, Visit not confirmed
	Lawrence		Macon Section	11/17/2009	N/A	0		Dinner Meeting, No Participation Form received, Visit not confirmed
Knight		Charleston	4/13/2010				Dinner Meeting, Confirmed 11/30/09	

Region and RVC	Lecturer	Lecturer Critique Form Rec'd	Location of Lecture	Date	Expense Report Rec'd	Amount	Event Summary Critique Rating & (Attendance)	Comments/Notes
Region V - Sun (RVC), 8 allocated visits	Linders		Western Michigan	10/19-20/2009	N/A	590.54		\$ Lunch Meeting in Kalamazoo, Dinner Meeting in Grand Rapids, Lunch Meeting in Traverse City; Confirmed 7/9/09, Billed to AMEX
	Werkema	10/22/2009	Dayton	10/20/2009	N/A	692.78		\$ Workshop, Confirmed 7/22/09, Airfare billed to AMEX for \$604.20, reimbursed Mr. Werkema \$88.58 for car rental
	Mumma	11/18/2009	Cincinnati	11/10/2009	11/18/2009	292.90		\$ Lunch Meeting, Confirmed 8/10/09
	Lawrence		Cincinnati	3/9/2010				\$ Lunch Meeting, Confirmed 8/10/09
	Nunnally	11/6/2009	Central Indiana	11/5/2009	11/6/2009	240.00		\$ Seminar, Confirmed 9/22/09, Co-sponsored with Indiana Society of Healthcare Engineers
	Harrison		Evansville	3/9/2010				\$ Dinner Meeting, Confirmed 9/22/09
	Pearson		Cleveland	2/17/2010				\$ Lunch Meeting, Confirmed 9/22/09
	Baker		Central Indiana	12/15/2009				\$ Lunch Meeting, Confirmed 11/16/09; Co-sponsored with SMACNA
Sun		Toledo	10/5/2009	N/A	0	92.6 (21)	☹ Dinner Meeting, Confirmed 9/22/09	
Region VI - Metzger (RVC), 8 allocated visits	Mumma		Wisconsin	5/14/2010				\$ Region VI CRC, Confirmed 9/28/09
	Townsend	9/16/2009	Madison	9/14/2009	N/A	217.70		\$ Dinner Meeting, Confirmed 7/7/09, Billed to AMEX
	Rindlisbaker	9/16/2009	St. Louis	9/14/2009	9/16/2009	459.36		\$ Lunch Meeting/Main Program, Confirmed 8/4/09
	Coad		La Crosse	10/21/2009	N/A	379.40	98.8 (23)	\$ Dinner Meeting, Confirmed 10/1/09, Billed to AMEX
	Jarnagin		Mississippi Valley	2/18/2010				\$ Dinner Meeting, Confirmed 10/12/09
	Townsend		Iowa	3/9/2010				\$ Dinner Meeting/Seminar, Confirmed 11/12/09
	Werkema		Minnesota	2/9/2010				\$ Refrigeration Seminar, Co-sponsored with RSES, Confirmed 11/12/09
	de Bullet		Madison	4/12/2010				☹ Dinner Meeting, Confirmed 12/1/09
Region VII - Gatlin (RVC), 8 allocated visits	Baker	12/3/2009	Bluegrass	11/20/2009	12/3/2009	473.00		\$ Lunch Meeting, Confirmed 8/4/09
	Knight		Memphis	10/13/2009	N/A	295.20		\$ Lunch Meeting, Confirmed 8/13/09, Billed to AMEX
	Jackson		Memphis	1/12/2010				\$ Lunch Meeting/Workshop, Confirmed 8/13/09
	Muller	9/28/2009	North Alabama	9/24/2009	9/28/2009	313.50		\$ Dinner Meeting, Confirmed 8/17/09, Co-sponsored with RSES and IFMA
	Bahnfleth		Mobile	3/9/2010				\$ Dinner Meeting, Confirmed 8/25/09
	McDonald		Mobile	2/9/2010				\$ Lunch/Dinner Meeting, Confirmed 9/10/09
	Linders		Nashville	12/8/2009	N/A	506.80		\$ Lunch Meeting, Confirmed 9/22/09; Airfare billed to AMEX
	Jarnagin		Nashville	5/11/2010				\$ Lunch Meeting, Confirmed 9/22/09
	Nunnally		New Orleans/Baton Rouge	1/19-20/2010	N/A	0		☹ Chapter Meeting; No Participation Form received and visit not confirmed
	Kittler	11/6/2009	New Orleans	10/20/2009	N/A	0		☹ Dinner Meeting, Confirmed 9/10/09
	Pieper		New Orleans	3/16/2010	N/A	0		☹ Dinner Meeting, Confirmed 9/17/09
	Townsend		Birmingham	4/22/2010	N/A	0		☹ Lunch Meeting/Tech Session, Confirmed 9/22/09
	Edmondson		Birmingham	11/19/2009	N/A	0		☹ Lunch Meeting/Tech Session, Confirmed 10/7/09
	de Bullet		Mobile	5/17/2010	N/A	0		☹ Dinner Meeting, Confirmed 12/1/09
	Goldsmith		NW Florida	2/9/2010				♦ Lunch Meeting, Confirmed 12/1/09
	Benator		Mississippi	1/20/2010				♦ Lunch Meeting, Confirmed 12/1/09
Lawrence		Louisville	4/5/2010				♦ Lunch Meeting, Confirmed 12/1/09	

Region and RVC	Lecturer	Lecturer Critique Form Rec'd	Location of Lecture	Date	Expense Report Rec'd	Amount	Event Summary Critique Rating & (Attendance)	Comments/Notes
Region VIII - Hart (RVC), 8 allocated visits	LaValle		Monterrey	4/23/2010				\$ Region VIII CRC, Confirmed 11/10/09
	Townsend		Monterrey	4/23/2010				\$ Region VIII CRC Tech Session, Confirmed 11/12/09
	Baker		Central Oklahoma	2/10/2010				\$ Lunch Meeting, Confirmed 8/27/09
	Lawrence		Houston	3/23/2010				\$ Lunch Meeting, Confirmed 8/27/09 and co-sponsored with USGBC Houston Chapter
	Harrison		South Texas	2/9/2010				\$ Lunch/Dinner Meeting, Confirmed 10/7/09
	Coad		Shreveport	12/16/2009				\$ Lunch Meeting/Seminar, Confirmed 10/9/09
	Stanke		NE Oklahoma	5/13/2010				\$ Dinner Meeting, Confirmed 11/12/09
	Goldschmidt	11/20/2009	Ft. Worth	11/3/2009	N/A	0	☺	Seminar, Co-sponsored with Boma and confirmed 10/7/09
	Stanke		West Texas	11/18/2009	N/A	0	☺	Lunch Meeting/Workshop, Confirmed 9/9/09
	Kittler	9/23/2009	Dallas	9/9/2009	N/A	0	☺	Chapter Meeting; Participation Form received after visit occurred
	Pieper		Dallas/Ft. Worth	4/15/2010	N/A	0	☺	Seminar, Confirmed 10/7/09
	de Bullet		Dallas	1/13/2010	N/A	0	☺	Chapter Meeting; Confirmed 12/15/09
	Yanez		Mexico City	8/5-6/09	N/A	0	☺	FIRC (Foro Internacional de Refrigeracion y Climatizacion) Conference; No Participation Form received and visit not confirmed
	Yanez		Mexico City	11/24/2009	N/A	0	☺	Presentation at Universidad Tecnologica de Mexico with Student Activities Committee; No Participation Form received and visit not confirmed
Coad		Alamo	6/15/2010				♦ Lunch Meeting, Confirmed 12/1/09	
Region IX - Lewis (RVC), 8 allocated visits	Rindlsbaker	11/30/2009	New Mexico	11/17/2009	11/30/2009	317.15		\$ Lunch Meeting, Confirmed 9/30/09
	Linders		Nebraska	5/11/2010				\$ Lunch Meetings, Confirmed 10/21/09
	Stanke		Rocky Mountain	5/5/2010				\$ Lunch and Dinner Meetings, Confirmed 10/23/09
	Coad		Ozarks	3/16/2010				\$ Lunch Meeting, Confirmed 11/9/09
	McDonald		Utah	2/4/2009				\$ Seminar, Confirmed 11/16/09
	Bean		Idaho	5/21/2010				\$ Technical Conference, Confirmed 11/16/09
	Coad		Black Hills	5/20/2010				\$ Lunch Meeting, Confirmed 11/30/09
	Int-Hout	10/8/2009	Kansas City	10/5/2009				☺ Lunch Meeting; Participation Form received after visit occurred; No confirmation sent and visit not confirmed
Region X - Wayland (RVC), 8 allocated visits	Linders		Hawaii	9/10/2009	N/A	1066.29		\$ Dinner Meeting, Confirmed 1/20/09, Billed to AMEX
	Linders		San Diego/Golden Gate	10/13-15/2009	N/A	818.46	88.8 (63)	\$ Lunch/Dinner Meeting, Confirmed 5/7/09, Billed to AMEX
	Bean	9/22/2009	Northern Nevada	9/17/2009	9/22/2009	659.79		\$ Dinner Meeting, Confirmed 8/17/09
	Nail		Orange Empire	10/27/2009	N/A	1104.20	No rating reported (54)	\$ Dinner Meeting, Billed to AMEX, Confirmed 9/10/09
	Rindlsbaker		Sacramento Valley	4/7/2010				\$ Dinner Meeting, Confirmed 9/10/09
	Int-Hout	11/16/2009	Tucson/Golden Gate	11/11-12/2009	11/16/2009	505.75		\$ Lunch Meeting, Confirmed 9/10/09
	Mumma		Central Arizona/Tucson	3/9-10/2010				\$ Lunch Meetings, Confirmed 9/10/09
	Knight	11/30/2009	Southern Nevada	11/10/2009	11/30/2009	375.89		\$ Dinner Meeting, Confirmed 9/11/09
Kittler	11/12/2009	Central Arizona	11/10/2009	N/A	0		☺ Dinner Meeting, Confirmed 9/10/09	

Region and RVC	Lecturer	Lecturer Critique Form Rec'd	Location of Lecture	Date	Expense Report Rec'd	Amount	Event Summary Critique Rating & (Attendance)	Comments/Notes
Region XI - Jensen (RVC), 8 Allocated visits	Jarnagin		Regina	5/6/2010	N/A	0		☹️ Region XI CRC, No Participation Form received and visit not confirmed
	Pieper	11/30/2009	British Columbia & Vancouver Island	11/18-19/2009	11/30/2009	923.69		\$ Dinner Meetings, Confirmed 6/8/09
	Pieper	11/17/2009	Puget Sound/Oregon	11/11-12/2009	11/17/2009	891.75	84.6 (75)	\$ Lunch Meeting with Puget Sound Chapter, Dinner Meeting with Oregon Chapter, Confirmed 7/31/09
	Mumma	10/28/2009	Manitoba/Regina/Saskatoon	10/13-15/2009	N/A	975.00		\$ Dinner Meeting/Seminar, Confirmed 8/10/09, Billed to AMEX
	Baker		Northern/Southern Alberta	1/19-20/2010				\$ Dinner Meetings, Confirmed 8/11/09
	McGinn		Mid-Columbia/Puget Sound/Oregon	3/9-11/2010				\$ Lunch Meeting with Puget Sound Chapter, Dinner Meetings with Mid-Columbia & Oregon Chapters, Confirmed 7/31/09
	Jackson		Inland Empire	10/14/2009	10/19/2009	612.50		\$ Lunch Meeting, Confirmed 9/10/09
	Bean		Alaska	4/15/2010				\$ Technical Session, Confirmed 11/16/09
Jarnagin		Inland Empire	11/16/2009	N/A	0		☹️ Chapter Meeting, No Participation Form received and visit not confirmed	
Region XII - Esbri (RVC), 8 allocated visits	Lawrence	9/22/2009	Argentina	9/17/2009	9/22/2009	1786.80	No rating reported (70)	\$ Seminar, Confirmed 3/23/09
	Crawley		Southwest Florida	1/13/2010				\$ Dinner Meeting, Confirmed 8/13/09, Co-sponsored with USGBC and AIA
	Goldschmidt	9/25/2009	Space Coast	9/16/2009	9/25/2009	534.15	90 (30)	\$ Dinner Meeting, Confirmed 8/24/09
	Khalil	11/18/2009	Florida West Coast	11/17/2009	11/18/2009	1724.00		\$ Dinner Meeting, Confirmed 9/10/09
	Werkema		Jacksonville	5/11/2010				\$ Lunch Meeting, Confirmed 9/14/09
	Clavijo		Gold Coast	2/11/2010				\$ Dinner Meeting, Confirmed 10/7/09
	Goldschmidt		Lima, Peru Section (of Florida West Coast Chapter)	4/10/2010				\$ Seminar, Confirmed 11/30/09
	Goldschmidt		Lima, Peru Section	11/12-13/09				☹️ Seminar, Confirmed 10/19/09, Visit cancelled because of illness
	Aguilo		Argentina	9/17/2009	N/A	0	No rating reported (70)	☹️ Seminar, No Participation Form received and visit not confirmed
	Baker	12/3/2009	Central Florida	11/19/2009	N/A	0	96.8 (74)	☹️ No Participation Form received and visit not confirmed
	Bohanon		Columbia Section of the Central Florida Chapter	4/21-23/10				♦ Seminar, Confirmed 12/2/09
	Lawrence		Miami	3/17/2010				♦ Lunch Meeting, Confirmed 12/1/09
	Lawrence		Brasil	5/26-28/10				♦ Seminar, Confirmed 12/1/09
Bahnfleth		Argentina	6/8-10/10				♦ Seminar, Confirmed 12/1/09	
Region XIII - Yau (RVC), 7 allocated visits	Lawrence	8/26/2009	Thailand	8/21/2009	8/26/2009	2339.97		\$ Region XIII CRC Seminar, Confirmed 5/12/09
	Bahnfleth	12/4/2009	Hong Kong/Philippines	11/23/2009	N/A	2505.60		\$ Seminar, Confirmed 7/16/09, Airfare billed to AMEX
	Tse		Taiwan	11/5/2009				\$ Keynote speaker in 10th APCBE, Confirmed 8/14/09
	Sun		Malaysia/Indonesia/Hong Kong/ASHRAE-CAR Shanghai/Thailand/Taiwan/Singapore/Philippines	10/21 - 11/22/2009	12/3/2009	3928.50	No rating reported from Taiwan Chapter;	\$ Seminar, Confirmed 10/6/09
	Williams		Hong Kong/Malaysia/Singapore	4/25-5/4/2010				\$ Seminars, Confirmed 9/1/09
	Crawley		Hong Kong	2/22/2010				\$ Seminar, Confirmed 10/28/09
	Tse		Singapore/Malaysia	4/15/2010				\$ Half-day Seminar, Confirmed 11/3/09
	Chen		Malaysia	10/23/2009				☹️ Seminar, Confirmed 9/28/09
	Hui		Hong Kong	5/10/2010				☹️ Seminar, Confirmed 11/3/09

Region and RVC	Lecturer	Lecturer Critique Form Rec'd	Location of Lecture	Date	Expense Report Rec'd	Amount	Event Summary Critique Rating & (Attendance)	Comments/Notes
RAL - Mehboob (RVC), 8 allocated visits	Lawrence	10/12/2009	Kuwait/ASHRAE Falcon	10/5/2009	10/12/2009	2750.46		\$ Seminar, Confirmed 7/20/09 and co-sponsored with ASHRAE Falcon Chapter
	Lawrence	12/15/2009	Danube	12/5-7/2009	12/15/2009	1569.90		\$ Seminar/Workshop and Congress presentation, Confirmed 7/30/09 and co-sponsored with HVAC Society of Serbia, SMEITS - Union of Mechanical and Electrical Engineers and Technicians of Serbia, and HVAC Association of Romania
	Niu		Northern Pakistan/Pakistan	12/11/2009				\$ Conference, Confirmed 8/31/09 and co-sponsored with Pakistan HVAC&R Society
	Lawrence		India & Pakistan	1/8/2010				\$ Conference, Confirmed 9/1/09 and co-sponsored with Delhi Chapter of ISHRAE
	Mathis		Chennai & India	1/6-11/2010				\$ Conference, Confirmed 9/15/09
	Minea		Lebanese	3/17/2010				\$ Seminar, Confirmed 9/22/09
	Niu		Sri Lankan	3/26/2010				\$ Workshop, Confirmed 9/28/09
	Sekharr/Agullo/Sakraida/Tse/Coad		Mumbai	2/17-20/2010	N/A	0		☹️ ACREX 2010, Confirmed 9/24/09, Paid for from Presidential Budget
	Lawrence		Hellenic	5/17/2010				♦ Seminar/Workshop/Conference, Confirmed 12/1/09
	Crawley		Hellenic	4/14-15/10				♦ Seminar/Workshop/Conference, Confirmed 12/1/09
			<b>TOTAL TO DATE</b>	<b>1/25/2010</b>		<b>\$34,821.63</b>		

## ATTACHMENT 7 #B

### CHAPTER TECHNOLOGY TRANSFER COMMITTEE

2009-10 MBO'S

Benjamin Crowley, Chair

Objectives	Subcommittee Assignment	Due Date	Status
1. Improve layout of CTTC website	Operations	6/30/2010	Completed 10/28/09
2. Disseminate Consultant Reports to chapters	Operations/Consultants	2/28/2010	Ongoing
3. Improve controls for DL selection and renewal	Member Services	6/30/2010	Partially Completed
4. Increase distribution of CTTC program marketing materials	Member Services	6/30/2010	Partially Completed
5. Consolidate/ review CTTC program documentation	Executive	6/30/2010	Ongoing
6. Increase attendance at CRC Workshops	Operations	6/30/2010	Ongoing Carry over from 2008-09
7. Improve Liaison with Technology Council and subsidiary Committees	Operations	2/28/2010	Ongoing Carry over from 2008-09
8. Improve Liaison with Refrigeration Committee	Operations	6/30/2010	Ongoing Carry over from 2008-09

1/24/10

**Conferences and Expositions Committee**

**Report to**

**Members Council**

**January 25, 2010**

**Action Items**

1. The Conferences and Expositions Committee requests that Members Council approve that ROB 86-01-19 be revised as follows:

That ROB 86-01-19 Financial assistance for Host Chapters at Society Meeting shall be at the discretion of the Society or no more than ~~\$500,000~~ \$500 and a complete accounting of such funds shall be rendered to the Director of Finance at Society Headquarters within 60 days of the close of the meeting (86-01-22-19) be revised as shown.

2. The Conferences and Expositions Committee requests that Members Council approve that ROB 2.104.015 be revised as follows:

That ROB 2.104.015 Meeting Registration Fees 300-104-001 98-06-25-36/99-01-24-27/06-06-28-07 All attendees at Society winter and annual meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Life Members, Presidential Members, speakers, host committee members, students, session chairs, Conferences and Expositions Committee members and press. ~~Seminar speakers and forum moderators shall receive a complimentary 1-day registration.~~

**Information Items**

1. The following specialty conferences will take place in 2010:
  - High Performance K-12 School Facilities: Energy Wise and Sustainability Smart  
March 1-2, 2010, Atlanta, Georgia  
[www.ashrae.org/HighPerformanceSchools](http://www.ashrae.org/HighPerformanceSchools)
  - Existing Buildings in Urban Areas: Dramatically Cutting the Energy Waste  
April 19-20, 2010 New York, New York  
[www.ashrae.org/CutEnergyWaste](http://www.ashrae.org/CutEnergyWaste)
  - IAQ 2010: Airborne Infection Control – Ventilation, IAQ & Energy  
November 10-12, 2010, Kuala Lumpur, Malaysia  
[www.ashrae.org/iaq2010](http://www.ashrae.org/iaq2010)
2. The 2010 ASHRAE Winter Conference featured 1 technical plenary, 1 poster session, 2 contractor-related sessions held at the AHR Exposition, 9 transactions sessions, 10 forums and 76 seminars. All of the seminars, posters and selected transactions sessions will be posted online, comprising a

“virtual conference.” Virtual conference attendees and the presenters will be able to post comments and questions online through Feb. 5. 37 sessions were approved for NY PDHs and AIA LUs and 16 sessions were approved for LEED AP.

3. Seminar and forum submissions are being accepted through Feb. 12 for the 2010 Annual Conference in Albuquerque ([www.ashrae.org/newmexico](http://www.ashrae.org/newmexico)).
4. Conference paper abstracts are currently being accepted for the 2011 Winter Conference in Las Vegas through April 9 ([www.ashrae.org/lasvegas](http://www.ashrae.org/lasvegas)).
5. The CEC selected Denver, CO as the site of the 2013 Annual Conference.
6. The CEC has formed an ad hoc Committee on Space Needs and Scheduling to look at ways to reduce conflicts with the conference technical program and to reduce the number of meetings held during the course of the conference.

Respectfully submitted,

Ginger Scoggins

# ASHRAE Chapter Best Practice



## Chapter Financial Risk Management



# Financial Risk Management



- Chapter Treasurer Duties
- Financial Accounting & Banking
- Chapter Annual Audits
- Revenue and Taxation Reporting
- Fiduciary Duties

# Chapter Treasurers

- Chapter Presidents to Prepare Balanced Budgets for Approval by BOG.
- Treasurer shall make all Deposits and issue all checks as authorized by the BOG.
- Treasurer to Balance Monthly Statements & Present to BOG for Review & Approval; Keep Records.
- Annual Independent Audit Committee appointed by BOG-Elect Prior to Annual Chapter Meeting.
- Chapter Account used for Operations Only.
- Use Separate Accounts for Special Events such as CRC Fund or Scholarships.
- Responsible to File Tax Returns!!!-ASHRAE WEB SITE.

# Financial Accounting and Banking

- It is recommended that each Chapter have its own copy of a reputable Financial Software.
- At least three Chapter officers should have signing authority.
- At least two signatures are required on each check.  
(for sums of \$100 and greater.)
- Consider separate bank accounts for high dollar special events.
- Where possible all Research Donations should be forwarded directly to ASHRAE Research.
- All investments should be in safe low risk investments.  
(I.e. bonds, term deposits).

# Chapter Financial Audits

- Set up audit committee made up of Past Presidents and or / Senior ASHRAE Members to perform annual audit.
- Larger Chapters may want to consider outside accounting firms to perform financial audits.
- Chapter Treasures should not audit books for their year.
- Audit Findings should be presented to Chapter BOG once per year.

# Revenue and Taxation Reporting

- All USA Chapters must complete annual IRS Form 990 tax returns.
- There are separate forms for Small and Large Chapters.

# Revenue and Taxation Reporting Small ASHRAE Chapter

- Annual Electronic Filing requirements for Small Exempt Organizations- Form 990-N (E-Postcard)
- <http://epostcard.form990.org>
- Small ASHRAE Chapters whose gross receipts are normally \$25,000 and less must complete 990-N form.

# Revenue and Taxation Reporting Large ASHRAE Chapter

- Annual Electronic Filing requirements for Large Exempt Organizations - Form 990 or 990-EZ.
- Large ASHRAE Chapters whose gross receipts are normally greater than \$25,000 must complete Form 990 or 990-EZ.
- The Board of Governors of the chapter should review the completed 990 form before it is sent to the IRS

# Revenue and Taxation Reporting

- Your Tax filing is due every year by the end of the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of your year end.
- For most Chapters the year ends on June 30 and the Tax Filing must be completed by Nov.15<sup>th</sup>. (Check with IRS if not known)
- You cannot file until after your tax year ends.

# Information Needed To File

- Employee Identification Number (EIN) or alternatively Taxpayer Identification Number (TIN).
- Tax Year.
- Legal name. (ASHRAE Chapter Chartered name)
- Mailing address.
- Alternative name organization uses.
- Name and address of principal officer. (Chapter President)
- Confirmation of annual gross receipts.

# Late Filing or Failure to File

- Chapters who fail to file tax returns risk IRS fines.
- They could also lose their Tax Exempt Status and having the chapter dissolved.

# UNDERSTANDING FIDUCIARY DUTIES

- As a Chapter Officer you have a Fiduciary duty to your ASHRAE Chapter.
- The Law.com - Dictionary defines a fiduciary as a person who has the power and obligation to act for another...under circumstances which require total trust, good faith and honesty.

# Fuduciary Primary Duties

A Fiduciary has three primary duties:

- Duty of Care
- Duty of Loyalty
- Duty of Obedience



# Duty of Care



- Board members must exercise reasonable care in overseeing the organizations financial and operational activities.

# Duty of Loyalty

- Board members must act solely in the best interests of the organization and its constituents, and not for personal gain.

# Duty of Obedience

- Board members must act in accordance with the organization's mission, charter and bylaws, and any applicable state or federal laws.
- Board members who violate these duties may be held personally liable for any financial harm the organization suffers as a result.

# Avoiding Conflicts of Interest

- One of the most important components of the duty of loyalty is the obligation to avoid conflicts of interests.
- Step aside or abstain from voting when ever there is an appearance of a conflict of interest.
- Please review the ASHRAE Codes of Ethics.  
<http://www.ashrae.org/publications/detail/14686>

# Can a Volunteer be Liable?

- A common misconception is that volunteers are shielded from liability. In fact, though they do enjoy some protection from financial responsibility, that protection isn't absolute.
- ASHRAE Security & Privacy does not apply to sites of any ASHRAE chapter, region, student branch, technical committee or other group affiliated or associated with the Society.

# ASHRAE Chapter Best Practice

- Enjoy your participation in ASHRAE

## ATTACHMENT F

### 1.140 CODE OF ETHICS

**1.140.001** Code of Ethics 100-107-001 74-06-23-28/86-06-22-23/07-01-31-16

As members of ASHRAE, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.

Members and organized bodies of the Society shall be good stewards of the world's resources including energy, natural, human and financial resources.

Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.

We shall act with care and competence in all activities, using and developing up to date knowledge and skills.

We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.

The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.

Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.

Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.

**1.140.002 Conflict of Interest – ASHRAE Members** 100-105-001 93-01-27-22/01-02-01-94/08-06-25-15A

1. All members of the Society are encouraged to participate in any ASHRAE sponsored or funded project where their expertise can be effectively used.

2. Care should be taken to avoid actual or perceived conflict of interest.

3. Unsuccessful bidders on a project should not be used on the monitoring committee for the project unless it is necessary in order to bring the best expertise of the Society to bear on the project.

### 3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics

(07-01-31-17) Every member and body of the Society is responsible for upholding, supporting and enforcing the Code of Ethics. It is the preference of the Society to resolve ethical issues on an informal basis. Where the informal process does not produce a satisfactory result, any member or body may initiate a formal written complaint requesting that the Board of Directors (BOD) investigate a breach of ethics by a member or body. The complaint should be forwarded in a confidential letter to the Board of Directors in care of the executive vice-president and chief staff officer (EVP). The complaint shall clearly identify the complainant and be in the form of a notarized affidavit, signed by a member of ASHRAE in good standing. If the complaint involves a member of the BOD, that person shall be recused from all deliberations and actions concerning the complaint. The complaint should include:

- a. The name and address of the member or body whose conduct is the subject of the complaint.
- b. A statement which sets forth with specificity the alleged conduct of the member or body whose conduct is the subject of the complaint.
- c. The specific provisions of the Code of Ethics which the conduct is alleged to have violated.
- d. The names and addresses of persons believed to have knowledge pertaining to the subject of the complaint.
- e. The identification and location of documentation or materials upon which the complaint is based.

## ATTACHMENT F

f. A statement from the member submitting the complaint declaring that they will be present at any hearing at which the complaint is being considered if requested by the deliberating body.

No complaint shall be considered if based on conduct more than two years prior to the complaint or more than two years after the complainant would have reasonably been made aware of the activity forming the subject of the complaint. The EVP shall acknowledge receipt of the complaint within a reasonable period. Copies of the complaint shall be distributed only to members of the ASHRAE Executive Committee (ExCom) and to ASHRAE legal counsel. ExCom shall review the complaint and conduct a preliminary investigation. During this investigation, the names of the complainant and the subject of the complaint will be undisclosed to the extent possible. ExCom will decide to terminate the complaint or present the complaint to the BOD for consideration. If terminated, the complainant and the subject of the complaint will be notified in writing by the EVP, with a complete explanation of ExCom's action. ExCom may terminate the complaint investigation process at any time if there is any disclosure of the complaint or its contents by the complainant prior to the complaint being referred to the BOD, if the complainant fails to respond to a written request for further information within sixty days, or if the complainant has initiated legal proceedings based on the same or related circumstances underlying the complaint.

If the complaint is not terminated by ExCom, the presiding officer of the BOD may appoint a three person tribunal to conduct a thorough investigation of the complaint. At the conclusion of the investigation, the tribunal will schedule a confidential hearing to allow the member or body charged to respond to the charges. The respondent will be given thirty days notice of the hearing before the tribunal or the BOD. The hearing may be in writing, electronic or face-to-face, at the option of the member or body charged. The hearing will be organized to minimize the cost and inconvenience to the complainant, respondent and members of the tribunal. The tribunal shall prepare a complete report to the BOD including a recommendation of BOD action. If the tribunal recommends that the BOD adjudicate the complaint, all deliberations shall be in executive session. The BOD may censure, warn, suspend or expel a member or members if they are found to have violated the Code of Ethics. Any action against members will be governed by the provisions for discipline in the Society Bylaws.

# ATTACHMENT G

## Chapter or Sub-region Reassignment Procedures

**[Please note this reassignment process is not common practice. The Society has many reasons for establishing Chapter and Sub-region and Region boundaries and would be reluctant to change those boundaries without strong justification.]**

Should an existing chapter wish to change its region or sub-region assignment or an existing Sub-region determine that the region to which it is assigned should be changed, the Chapter President or Board Of Governors (in the case of Chapter reassignment) or the Sub-region Chair (in the case of a Sub-region reassignment) needs to submit a petition, signed by 60% of the chapter membership but no less than 40 chapter members for a chapter reassignment and no less than 60% of the Sub-region membership for a Sub-region reassignment, to their current DRC and the DRC of the region to which they believe they should be reassigned. The petition should include the rationale and justification for this change. The petition should consider the following:

1. Geographical proximity. Will the change best serve the interest of all of the members in that area? Will the change in the geographical proximity enhance or deter the ability of the chapter, sub-region or region to operate more effectively?
2. Compliance with any government regulations that may affect the normal operation of the region, sub-region or Chapter, i.e., conduct of regional CRCs, technology transfer, travel requirements, etc.
3. Is the language, culture and ethnic background of the chapter or sub-region compatible with that of the region or sub-region to which they want to be reassigned, so that they can operate effectively?
4. Any fiscal impact to the Society, Region, Chapter or members such as travel costs and other cost increases related to distance between the chapter's location and the other chapters within the requested region or sub-region reassignment.
5. Any other items pertinent to the request other than those stated in **ROB 2.101.005.1 100-104-001 74-06-23-21 Matters pertaining solely to politics, religion, or trade are considered inappropriate for a technical society and, therefore, shall not be a subject of discussion at meetings of the Society or be included in any of its publications.**

Should the two DRC's agree to the proposed change then the change shall be submitted to Members Council for their consideration.

If the two DRC's do not agree to the proposed change then the petition is considered denied.

Should the petition be denied and the chapter or sub-region desire to further pursue the requested change the chapter or sub-region may appeal the decision of the two DRC's to Member's Council who shall have the final decision making authority on such requests.

PETITION TO REASSIGN NEW AND EXISTING CHAPTERS OR SUB-REGION TO ANOTHER REGION

PETITION TO REASSIGN NEW AND EXISTING CHAPTERS OR SUB-REGION TO ANOTHER REGION

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS, INC. 1791 TULLIE CIRCLE, NE ATLANTA, GEORGIA 30329 USA

TO THE BOARD OF DIRECTORS OF THE AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS, INC., ATLANTA

The undersigned Members and Associate Members of the American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. (ASHRAE), of the \_\_\_\_ Chapter of ASHRAE OR Sub-Region \_\_\_\_\_, located in Region \_\_\_\_ whose headquarters are located in the city of \_\_\_\_\_, in \_\_\_\_\_, and whose geographic area of activity is \_\_\_\_\_, respectfully present this petition for reassignment to Region \_\_\_\_\_.

The \_\_\_\_\_ Chapter or Sub-Region will solicit support of this petition through the voting chapter or sub-region members to obtain the required signatures of 60% but no less than 40 signatures (which is the requirement for forming a chapter) from its membership.

Please explain the reason the \_\_\_\_\_ Chapter or Sub-Region requires reassignment to a different region.

Four horizontal lines for providing an explanation for reassignment.

Note: A minimum of 40 names must appear on this petition.

Table with 3 columns: NAME (Please Print), MEMBERSHIP #, SIGNATURE. Rows 1-10.

PETITION TO REASSIGN NEW AND EXISTING CHAPTERS OR SUB-REGION  
TO ANOTHER REGION

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PETITION TO REASSIGN NEW AND EXISTING CHAPTERS OR SUB-REGION  
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PETITION TO REASSIGN NEW AND EXISTING CHAPTERS OR SUB-REGION  
TO ANOTHER REGION

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Respectfully Submitted By:

\_\_\_\_\_  
(Print or type name)

\_\_\_\_\_ Chapter President or Sub-Region Chair  
(Chapter or Sub-Region name)

\_\_\_\_\_  
Signature of Chapter President or Sub-Region Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print or type name)

Region: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director and Regional Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print or type name)

Reassigned Region: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director and Regional Chair

\_\_\_\_\_  
Date

PETITION TO REASSIGN NEW AND EXISTING CHAPTERS OR SUB-REGION  
TO ANOTHER REGION

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Return to:  
Director of Member Services  
ASHRAE Headquarters  
1791 Tullie Circle NE  
Atlanta, GA 30329  
USA

**CRC AD HOC COMMITTEE**  
**Summary report as of**  
**1/11/2010**

**Members:**

Rich Rose, Chair  
Ira Poston  
Kevin Fallin  
Kay Thrasher  
Coy Brandenburg  
Jason Alphonso  
Drew Harrison  
Wei Sun  
Darcy Carbone  
Kevin Marple

**Staff:**

Carolyn Kettering  
Vickie Grant

**Scope:**

To determine the purpose and scope of a CRC; develop an outline of the proposed venue that would support those objectives; rewrite the CRC Manual to reflect the direction.

**General Overview:**

This Ad Hoc Committee is continuing the work of several previous Ad Hoc Committee's. There has been very little progress on rewriting the CRC manual because of lack of clear consensus and because of the large volume of issues related to a CRC. This committee started evaluating the previous committee's results and then started formulating our own list of problems and solutions. We found the same hurdles and problems the previous committees found and because the problems were numerous, the solutions also become numerous. This adds a great deal of complexity to the solution. This committee is attempting to tackle the problems one at a time. Below is a summary of our findings so far.

**Purpose of a CRC:**

To conduct ASHRAE business, specifically the CRC is intended to provide a forum for the dissemination of information pertaining to chapter and regional activities.

Attendance at this meeting is expected of all Chapter Delegates and Alternates, Director and Regional Chair, Regional Historian, Regional Refrigeration Chair (if the region has one), Regional Webmaster, Regional Vice Chairs for Membership Promotion, Student Activities, Chapter Technology Transfer, Research Promotion, Regional Member, Alternate and Reserve Alternate to the Nominating Committee, Regional Program (optional) and chapter committee chairs of the above mentioned committees. The attendance of all chapter officers is not mandatory but strongly recommended.

## Major CRC Problems:

The current and future challenges for conducting a CRC are numerous and very complex. I will attempt to summarize;

1) The CRC Manual must be flexible enough to accommodate the diversity of all the Regions, both international and domestic. It must allow for cultural and Regional size differences, and it must be flexible in venue to keep cost under controls while still accomplishing the goals of CRC.

2) CRC declining attendance: CRC attendance has dropped off dramatically over the past 20 years, below are a few of the major reasons for the declining attendance;

- a. Lack of employer support, employees today has a higher expected production rate.
- b. ASHRAE members are too busy and cost is too high to travel to a 3 day meeting that they aren't sure what the purpose is for in the first place.
- c. The consensus is there is a generation gap and younger members just don't volunteer without seeing specific immediate tangible value- Young members may not volunteer unless it's encouraged by their employer or they see immediate value.

3) CRC cost- with the declining attendance cost per attendee continues to climb. Between airfare, registration, accommodations, and time away from work (if employer does not support ASHRAE employee may have to use vacation time) a CRC could easily cost \$1000 to \$1500 per attendee. This is a high cost considering the attendee may not see or understand the benefit to them of this meeting.

Then of course we get into the costs of special events, golf, tours (which may include bus charter), and nights out on the town that are not covered by the registration cost.

- A) CRC Duration- We are investigating the possibility of shortening the CRC format in an attempt to decrease cost and increase attendance. Possibly conduct the entire CRC over a weekend and eliminating some or all of the social events.

5) Training- Training issues are extremely complex;

A. The Alternate and Delegate must be trained prior to CRC so they come prepared. Currently some regions are conducting this training either at their regional planning meeting, conducted via conference calls, or no training is given at all. **We feel training prior to CRC is the key element to a successful CRC.**

- B. The chapter committee chairs, with the exception of Research Promotion are currently being trained at the CRC workshops.
- 1) Over the past 20 years the amount of time it takes to conduct each of these workshops has been significantly shortened.
  - 2) RVC's currently conduct workshops, we feel understanding the nuts and bolts of each Grass Roots

Committee are only a small portion of the training needed. The attendee's must feel the energy and enthusiasm of the speaker. They must be motivated and energized in order to do their assignment properly.

3) It has proven difficult to get the chapter committee chair listed on the chapters CIQ at the CRC. We feel it is senseless to continue CRC workshop training if only 20% of the needed chapter chairs attend CRC and the Workshop.

C. Centralized Training- This committee, as was previous committees, is torn between CRC training versus centralized training. We understand the importance of training but have not reached a consensus on which format would best serve ASHRAE, the Region and the Chapter.

D. Web Training- Some Regions are broadcast their workshops in an attempt to reach the committee chairs that were unable to attend the CRC. This has had limited success but the cost can be extremely high depending on what the hotel charges for the high speed internet connection and of course how computer savvy the hosting chapter is on this technology. We are discussing other possible solutions with ECC but we have nothing concrete at this time.

E. We feel some sort of training for each chapter's entire BOG is important, not just the committee chairs. The BOG is the leadership for each chapter; better leadership equals a better, stronger chapter, and a more motivated membership.

**One thing this committee does agree on is the quality of the trainer must improve regardless of where the training occurs and training serves no purpose if we don't reach the intended audience.**

#### 6) Nominations/Caucus:

. Provide prerequisite conference call between nominating committee and Chapter Alternate and Delegate would help prepare them for the caucus.

A. Advance Training and Caucus preparation by conference call including award and leadership nominations may make a one day caucus possible.

**CRC AH HOC committee feels the majority of the Alternates and Delegates do not understand their CRC responsibilities.**

#### **Member Issues & Benefits with CRC;**

It is difficult to explain to a Chapter member the value CRC brings to his personal life. In the old days the networking, comradery and general exchange of ideas truly enriched any attendees that put forth a reasonable amount of effort. My old boss use to say "you get out of it what you put into it". If you put forth no effort you will realize very little or no results, and of course there is not instant feedback to your efforts.

ASHRAE members today may not see participating in ASHRAE functions the best way to improve his or her career, personal knowledge or increase their bottom line.

In general ASHRAE must improve its visibility with the design industry and the general public, organizations like USGBC have building ratings that allow bragging rights to the designer, building owner and all that participated in that building, including contractors. They can show how that building achieved a certain rating and how that building could impact the environment in the future. I see it as ironic that USGBC gets all of the glory for the in the trenches work ASHRAE produces.

**ASHRAE must figure out a way of selling its short term and long term value to the world.**

**Summary:**

- Resolve debate between Centralized training versus CRC training for Chapter Chairs of MP, SAC, CTTC away from CRC at Centralized location
- Improve Marketing of CRC and ASHRAE in general
- Leadership in chapters should be part of the training for Alternates and Delegates
- Delegates/Alternates – restructure CRC to focus on making the Alternates and Delegates more effective and strategic planning for the region and chapters
- Shorten CRC to 1 1/2 to 2 days max – money saving format would be First day (½ day-arrive in the morning); one night in hotel; 2<sup>nd</sup> day 7:00-3:00. One Social Mixer on the one night in hotel.
- Mandatory attendance for Chapter Officers only (President/President-Elect; possibly Treasurer and Sec.) Alternate & Delegate and RVCs and DRC
- Training at CRC for Chapter Officers: Preparation for CRC; Caucus; Nominations for Awards and Positions; Chapter Officer Training; Etc.
- Change agenda for CRC to focus more on getting valuable input from the Chapter leaders rather than listening to speeches and reports from visiting officers and staff – make the CRC a hands-on, interactive training and strategic planning session for the region and the chapters
- Invite engaging, knowledgeable trainers and plan the training, roundtable/focus groups well in advance
- Technical Sessions would be optional for each host chapter depending on their past success and would be held as a separate money making event for the chapter but would not be included in the registration fee – should be a separate optional fee.
- Tours and elaborate social functions would not be part of the CRC.
- Follow up training throughout the year for Chapter Officers (Delegates & Alternates) – electronic
- May or may not need a CRC General Chair – control of venue, agenda, time schedule, budget, etc. should be under control of the region since this is a regional event
- Suggestion that the CRC be under a Regional Committee and allow the flexibility of a chapter rotation option, or for the region to select 2 or 3 sites that the CRC is always held in, a general location that is easily accessible each year – this would control costs for the chapter, region and attendees and ensure that the agenda and venue are a value to those who are giving their time and money to attend. It would eliminate the big chapter/little chapter issue of hosting the CRC. Also would reduce the cost and time for the attendee and the chapters. The Regional Officers are aware of what needs to be accomplished; the host chapter just

wants people to have a good time but does not understand what really needs to be accomplished to make this of value to the attendees.

- CRCs are not viewed as valuable to our members – if we made the CRC a focused, well planned and well executed event that is of value to the member who has to attend (Alternate and Delegate) then we should be able to control the costs and add value, motivation and excitement into the chapters
- Cost versus Value

**Next Steps for Ad Hoc Committee:**

- Develop a plan for better workshops and where is best location to conduct the training, at CRC or Centralized Training for MP, SAC, CTTC
- Develop a suggested shortened venue/timeline/format/ agenda for the CRC
- Once the two steps above have been approved by Members Council - Revise CRC Manual

**VII.B.F.**  
**MEMBERS COUNCIL AGENDA**  
**JANUARY 26, 2010**

**REPORT TO MEMBERS COUNCIL**  
**FROM HONORS AND AWARDS COMMITTEE**  
**MEETING OF JANUARY 24-25, 2010**

**Members Present**

J. Richard Wright, Chair  
 Lee W. Burgett, Vice-Chair  
 Clark Bullard  
 Dale E. Carter  
 Nance C. Lovvorn  
 Ray Patenaude  
 Richard Rooley  
 Vincent Tse  
 Ron Vallort  
 C. Brian Wandling  
 Richard Kelso, BOD Ex-O

**Members Absent**

Robert Bunn  
 Lynn Bellenger, CO

**Staff**

Rosy Douglas

**RECOMMENDATIONS:**

1. The Honors and Awards Committee recommends that Members Council recommend to the Board of Directors that ROB 2.411.003.2 be waived in order to award the William J. Collins Research Promotion Award to a recently deceased member recommended by the Research Promotion Committee.

Background: It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame (ROB 2.411.003.6). The Honors and Awards Committee recommends that the ROB be waived in this instance. Mr. Vermillion's nomination for the William J. Collins Research Promotion Award was received by the Research Promotion Committee in July 2009 for the 2008-2009 RP Campaign. Mr. Vermillion died in January 2010 following a brief illness. He was active in the RP arena for the last 30 years, served as the Region VII RP Chair for eight years with exemplary success raising \$175,000 in the last three years. The Research Promotion Committee states in its recommendation that "In terms of performance, longevity, and leadership, there is not finer a choice for the William J. Collins Research Promotion Award."

Fiscal Impact: Included in the H&A Committee budget.

## 2. Executive Session - See **ATTACHMENT A**

### **INFORMATION:**

1. The Honors and Awards Committee is concerned that recommendations were not received at this meeting for the Refrigeration Comfort Cooling Award (Refrigeration Committee) and the Lou Flagg Historical Award (Historical Committee). The H&A Committee continues reviewing Society awards to ensure that the candidate selection process is properly implemented.
2. The Honors and Awards Committee requests the assistance of Members Council to solicit nominations for Society-level awards, including the Distinguished Service Award, Exceptional Service Award, Fellow, F. Paul Anderson, Louise and Bill Holladay, the ASHRAE Award for Distinguished Public Service, Andrew T. Boggs, and Hall of Fame. Nomination deadlines and submittal requirements are available via the H&A webpage at [www.ashrae.org/honors](http://www.ashrae.org/honors).
3. Members Council is reminded that the H&A Committee has completed a PowerPoint presentation for use by chapters and regions outlining ASHRAE Honors and Awards submission requirements and deadlines. The presentation and accompanying script can be accessed via the H&A webpage for use by chapters and regions.
4. The Honors and Awards Committee has identified a potentially qualified ASHRAE member who may be nominated for National Academy of Engineering (NAE) membership. Recommendations from Members Council of possible NAE candidates may be forwarded to the attention of the Staff Liaison for the Honors and Awards Committee. Complete information regarding the NAE is available at [www.nae.edu](http://www.nae.edu).
5. An updated report of 2009-10 H&A Committee Objectives is included as **ATTACHMENT B.**

J. Richard Wright  
Chair, Honors and Awards Committee

1/25/10rd

**Executive Session Recommendations for Members Council**  
**Approval**

**Motion:** The Honors and Awards Committee recommends to Members Council that the following recommendations for the Exceptional Service Award, Distinguished Service Award, Distinguished Fifty-Year Award, 2009 Paper Awards, and Committee “Pass-through” Awards be approved.

**Background:** This recommendation is made in accordance with Section 2.411.003.5, Volume 2, Standing Rules, General Rules, Board, Council and Committees. All candidates have been screened and selected in accordance with approved H&A Committee procedures. Four or more negative votes by Members Council are required to defeat the election of candidates for the Distinguished Service Award, Exceptional Service Award, and Distinguished Fifty-Year Member Award.

**Fiscal Impact:** Included in the H&A Committee budget

**1. Exceptional Service Award**

1. Colliver, Donald G.
2. Debes, Gary C.
3. Debullet, Julian R.
4. Dillard, William M.
5. Harrison, Bill
6. Jarnagin, Ronald E.
7. Kessner, Ronald J.
8. Myers, Garry N.
9. Patenaude, Raymond E.
10. Sherif, S.A.
11. Underwood, T. David
12. Watson, Thomas

**2. Distinguished Service Award**

1. Abushakra, Bass
2. Aguilo, Robert
3. Betz, Frederick W.
4. Binder, Erich
5. Bivens, Donald
6. Clements, Waller S.
7. Dietrich, William E.
8. Gupta, Vinod P.
9. Hahn, Warren G.

### **Distinguished Service Award (continued)**

10. Hershman, Mark P.
11. Hwang, Yunho
12. Keen, Julia A.
13. Kelter, S. Louis
14. Kempf, Patricia G.
15. Kohler, Jay A.
16. Lawrence, Thomas M.
17. Newman, H. Michael
18. Papar, Riyaz A.
19. Peterson, Janice C.
20. Sekhar, Sitaraman C.
21. Vucci, John I.
22. Werkema, Thomas E.
23. Zhia, Zhigiang

### **3. Distinguished 50-Year Member Award**

1. Buck, Richard J.
2. Burr, Griffith C., Jr.
3. Carscallen, George F.
4. Cohen, Walter
5. Dugan, John T.
6. Fischer, Harry C.
7. Jordan, Carl H.
8. Korsgaard, Vagn
9. Neshor, Alexander
10. Rivers, Richard
11. Roubal, James P.
12. Speich, Carl F.
13. Thomson, Quentin R.
14. Vogel, Chester T.
15. Wheeler, Arthur
16. Wolfert, John E.

#### **4. COMMITTEE “Pass-through” Awards**

<b>Award</b>	<b>Recommendation</b>
<b>1. Lincoln Bouillon Award</b>	<b>Rajnish Joshi India Chapter</b>
<b>2. Chapter Program Star Award</b>	<b>Chris Ahne Little Rock Chapter</b>
<b>3. Dan Mills Technical Award</b>	<b>Jean-Gabriel Joannette Montreal Chapter</b>
<b>4. Homer Addams Award</b>	<b>Nathan Kotey University of Waterloo</b>
<b>5. Ralph G. Nevins Physiology &amp; Human Environment Award</b>	<b>Gwelen Paliaga Golden Gate Chapter</b>
<b>6. Government Activities Award</b>	<b>Mississippi Chapter</b>
<b>7. William J. Collins Research Promotion Award</b>	<b>Bobby Vermillion Central Oklahoma Chapter</b>
<b>8. Milton W. Garland Commemorative Refrigeration Award for Project Excellence</b>	<b>Tom Dosch, “Innovative Cold Storage Enterprises ICE II”</b>
<b>9. Environmental Health Award</b>	<b>Andy Persily National Capital Chapter</b>
<b>10. ASHRAE Journal Paper Award</b>	<b>J. Steven Brown, August 2009, “HFOs: New, Low Global Warming Potential Refrigerants”</b>
<b>11. Standards Achievement Award</b>	<b>Dennis Stanke</b>
<b>12. Student Activities Achievement Award</b>	<b>Nicolas Lemire Montreal Chapter</b>

## **5. 2009 PAPER AWARDS**

### **2009 Crosby Field Award**

- “*The Role of Plants in the Reduction of Heat Flux Through Green Roofs: Laboratory Experiments*” by Jelena Srebric, Ph.D., and Paulo Cesar Taberes Velasco

### **2009 Transactions Paper Awards**

- “*Energy Efficient, Cost Effective, Passive Solar House*” by James A. Mathias, Ph.D., P.E., and Duane M. Mathias
- “*Building Heat Load Contributions from Medium and Low Voltage Switchgear, Part 2: Component and Overall Switchgear Heat Gains*” by Emilio C. Piescorovsky, and Warren N. White, Ph.D.
- “*Grease Particle Emission Characterization from Seven Commercial Kitchen Cooking Appliances and Representative Food Products*” by Thomas Kuehn, Ph.D., P.E., Bernard A. Olson, Ph.D., James W. Ramsey, Ph.D., and Joshua M. Rocklage
- “*Combined Heating and Power Using Microturbines in a Major Urban hotel*” by Timothy C. Wagner, Ph.D., Neil P. Leslie, P.E., Richard S. sweetser, and Therese K. Stovall, P.E.

### **2009 Willis H. Carrier Award**

- “*The Role of Plants in the Reduction of Heat Flux Through Green Roofs: Laboratory Experiments*” by Jelena Srebric, Ph.D., and \* Paulo Cesar Taberes Velasco

**\* Paulo Cesar Taberes Velasco is the winner.**

### **2009 Poster Presentation Awards**

- “*The Role of Plants in the Reduction of Heat Flux Through Green Roofs: Laboratory Experiments*” by Jelena Srebric, Ph.D., and Paulo Cesar Taberes Velasco
- “*Energy Efficient, Cost Effective, Passive Solar House*” by James A. Mathias, Ph.D., P.E., and Duane M. Mathias

**ATTACHMENT >#B**

**MANAGEMENT BY OBJECTIVES  
Honors and Awards Committee  
ASHRAE SOCIETY YEAR 2009-10  
Richard Wright, Chair**

<b>Objective</b>	<b>Completion Date</b>	<b>Responsibility</b>	<b>Status</b>
1. Obtain nominees for each honor with special attention to recent lack of nominees for significant honors	6/30/10	Chair and Personal Awards Subcommittee	Ongoing
2. Coordinate nomination of at least one ASHRAE Member for National Academy of Engineering	4/01/10	Richard Rooley	Ongoing
3. Create complete list of all Fellows 1930 - 2010	6/30/10	Chair	Ongoing
4. Insure that each ASHRAE region is aware of opportunities to nominate members for each honor	6/30/10	Chair and Staff	Ongoing

1/25/10

**ASHRAE  
RESEARCH PROMOTION COMMITTEE  
REPORT TO MEMBERS COUNCIL  
January 24<sup>th</sup> – 25<sup>th</sup> , 2010  
Chicago**

**ATTENDANCE:****Committee:**

Jim Matthews, Chair	<b>Guests:</b>
John Rhodes, Vice Chair	Jim Fields
Dennis Knight, Vice Chair	Randy Jones
Walter Law, Vice Chair	Billy Austin
Darcy Carbone, RVC, Region I	Ron Runyon
Dave Rasmussen, RVC, Region II	John Harrod
Jim Grant, RVC Region III	Norm Grusnick
Steve Marek, RVC Region IV	
Deanna Suskovich, RVC, Region V	<b>Excused:</b>
John Rieke, RVC Region VI	<i>Rhamy Morrison, RVC, Region VIII</i>
Robert Smith, RVC, Region VII	
Gary Cooper, RVC Region IX	
Ray Sieber, RVC, Region XI	
Dan Rogers, RVC, Region XII	
Low Han Guan Den, RVC Region XIII	
Bassel Anbari, RVC Region at Large	
Jeff Clarke, Consultant	<b>ASHRAE Staff:</b>
	Patricia Adelman, RP Manager
	Candace DeVaughn, RP Coordinator

**ACTION ITEMS:**

1. Research Promotion Committee recommends to Members Council that they approve the attached Campaign and Regional 2010-11 RP Goals. (Attachment A)

**BACKGROUND:** Please see the proposed 2010-11 RP Campaign and Regional Goals. These goals were presented to the RVCs and approved by them. These Regional Goals are similar to what was approved for the 2009-10 Campaign and based on 2008-09 results.

**FISCAL IMPACT:** None

2. Research Promotion Committee recommends to Members Council that the Finance Committee wave the current transportation voucher's 90-day rule: "Claims submitted after 90 days will not be reimbursed.", for vouchers earmarked for the Research Promotion Campaign.

**BACKGROUND:** Currently, the 90-day deadline for travel reimbursements is being strictly enforced, even with those travelers that requested the reimbursement go toward Research

Promotion. Travel reimbursements are an easy way for Members to contribute and an easy way for RP Chairs and RVCs to encourage donations. Multiple chapters and at least two Regions have been impacted and prevented from achieving Full Circle and earning PAOE points because of this strictly enforced policy.

FISCAL IMPACT: Estimated less than \$4,000 (most travel reimbursements are \$300 or less)

**INFORMATION ITEMS:**

3. PAOE Recommendations: The RP Committee made their 2010-11 PAOE recommendations to the PAOE Subcommittee, taking into account the recommendations of Lynn Bellenger.

4. Goal: **\$2,064,425**

YTD: \$553,082 which is \$6,344 (1%) less than last year at this time (1/20/09).

Region	Regional Goal	YTD Results	LYTD	%
I	\$166,200	\$54,449	\$40,190	35.5%
II	\$126,700	\$26,691	\$35,646	-25.1%
III	\$205,000	\$51,571	\$76,292	-32.4%
IV	\$175,000	\$62,235	\$49,417	25.9%
V	\$115,000	\$29,552	\$30,743	-3.9%
VI	\$170,000	\$36,517	\$41,912	-12.9%
VII	\$111,525	\$31,820	\$24,778	28.4%
VIII	\$331,000	\$74,962	\$88,556	-15.4%
IX	\$160,000	\$33,065	\$30,777	7.4%
X	\$190,000	\$44,354	\$38,743	14.5%
XI	\$125,000	\$45,381	\$50,286	-9.8%
XII	\$144,000	\$40,114	\$40,829	-1.8%
XIII	\$19,000	\$10,228	\$8,076	26.6%
XIV	\$13,000	\$12,143	\$3,181	82.7%
<b>TOTALS:</b>	<b>\$2,064,425</b>	<b>\$553,082</b>	<b>\$559,426</b>	<b>-1.1%</b>

5. RP conducted two very successful “Lunch & Learn” GoToMeeting Electronic seminars this fall. The first was Electronic Training for Chapters unable to attend Centralized Training or needed a refresher course. The second held this fall was on “Resources: Brochures, Displays and PowerPoints” for interested RP Chairs and Chapter Presidents. These have been very well received and will be an every other month event. The next seminar will be on electronic resources the 2<sup>nd</sup> week of February.

6. Full Circle:

Chapters: Participation in the Full Circle program decreased slight from last year to 125 chapters down from an all time high last year of 127.

Regions: Participation so far in the Regional Full Circle also exceeds this time last year with 11 out of the 14 Regions completing. The RP Committee would like to thank all of the DRCs and Regional Officers for their support. Work will continue on helping the 3 remaining Regions achieve this goal.

7. Show Daily: As in the past, the RP Committee purchased space in the *Show Daily* to recognize the companies that are AHR exhibitors and have made a \$1,000 or more contribution to RP.
8. The RP Committee discussed and approved the attached 2010-2011 Centralized Training Plan. (Attachment B)
9. The 2010-11 Recognition Coin will honor Presidential Member and founder of the New Jersey Chapter, Frank Faust. He was instrumental in the ASHAE/ASRE merger and food refrigeration systems. A fellow fundraiser, he raised \$8.5 million during the 1970s and early '80s for research projects through government grants. This program continues to be valued by donors and chapters alike – allowing for the public recognition of yearly investments in ASHRAE. It also provides the donors a way to proudly display their years of support in wooden plaques or blue coin holders for their offices. Each coin costs less than \$2.00 (coin and shipping) and is given only to donors of \$100 or more. Additional coin holders and wooden plaques may be requested at any time by donors.
10. Please see an updated version of my 2009-10 MBO. (Attachment C)

Respectfully submitted,

James Matthews  
2009-10 RP Chair

<b>Region</b>	<b>2009-10 Goal</b>	<b>2008-09 Results</b>	<b>2010-11 Goal</b>
<b>I</b>	\$166,200	\$143,489	\$166,200
<b>II</b>	\$126,000	\$142,626	\$126,000
<b>III</b>	\$205,000	\$176,089	\$205,000
<b>IV</b>	\$175,000	\$124,284	\$175,000
<b>V</b>	\$115,000	\$104,065	\$115,000
<b>VI</b>	\$170,000	\$144,997	\$170,000
<b>VII</b>	\$112,000	\$109,263	\$112,000
<b>VIII</b>	\$341,900	\$349,981	\$341,900
<b>IX</b>	\$160,000	\$185,046	\$160,000
<b>X</b>	\$190,000	\$186,847	\$190,000
<b>XI</b>	\$125,000	\$142,345	\$125,000
<b>XII</b>	\$145,000	\$138,632	\$145,000
<b>XIII</b>	\$20,000	\$18,586	\$20,000
<b>XIV</b>	\$11,000	\$7,931	\$11,000
<b>Total</b>	<b>\$2,062,100</b>	<b>\$2,038,528</b>	<b>\$2,062,100</b>

< August

# September 2010

October >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6 Labor Day	7	8	9	10	11 Vegas: VIII, IX, X & XI
12 Grandparent's Day	13	14	15	16	17	18 Chicago: III, IV, V, VII
19	20	21	22	23	24	25 Chicago: I, VI, XII
26	27	28	29 First Report	30	1	2



**The plan to get there:  
Who does what when and who do they report to**

**RVC'S**

<b>OBJECTIVE</b>	<b>DUE DATE</b>	<b>STATUS</b>
100% of chapter campaign goals with set with DRC	Prior to CRC and/or centralized training	Completed
100% RP Chair appointments for each chapter	8/1/09	Completed
100% RP chairs at training attendance	9/1/09	74%
100% RP Chapter Chairs completed Planning Session	9/30/09	82%
Identify problem chapters' to ex-com	10/15/09	
Set up visitation schedule with DRC	10/15/09	
Winter meeting report to staff & ex-com	1/4/10	Completed
Personal/phone contact with each chapter (not by email)	EACH MONTH	
Compile recommendations for 2009-10 Regional & Chapter goals for RP Committee	WINTER MEETING 2010	
Annual meeting report to staff & ex-com	6/15/10	
Campaign final projections for each chapter	SUMMER MEETING 2010	

**STAFF**

<b>OBJECTIVE</b>	<b>DATE DUE</b>	<b>STATUS</b>
Expo donor list to chapters & RVC	11/15/09	Completed
Identify 25 potential new major contributors to RVCs	11/1/09	Completed
Assist RVC's with establishing a quarterly newsletter	12/31/10	Completed
Golden circle follow up with RVC copy to Ex-com	1/10/10	

## RP EX-COM

<b>OBJECTIVE</b>	<b>DATE DUE</b>	<b>STATUS</b>
Review, tabulate, report to chair chapter MBO	11/1/2009	Completed
Identify problem chapters	11/1/09	
Work in conjunction with RVC on Action plan for problem chapters	WINTER MEETING 2010	
Set goals for 2010-11 campaign	WINTER MEETING 2010	
Commemorative coin selection	WINTER MEETING 2010	

## RP COMMITTEE CHAIR

<b>OBJECTIVE</b>	<b>DATE DUE</b>	<b>STATUS</b>
Assign vice chairs to centralized training	SUMMER MEETING 2009	
Action plan for problem chapters	12/1/09	
Assign potential major donors to RVC and vice chairs	12/1/09	



**REPORT TO MEMBERS COUNCIL**  
**From the Young Engineers in ASHRAE Committee**  
**Meeting of January 25, 2010, Orlando, Florida**

**Members Present**

Jason Alphonso, Chair  
 Nic Lemire, Vice Chair  
 Nick Long, Consultant  
 Benny Skelton  
 Saunders Smith  
 Matt Rowe

**Members Present**

Bo Twumasi  
 Mark Lenssen  
 Morwenna Wilson  
 Carrie Kelty  
 Drew Harrison, SA  
 Isabelle Lavoie, MP

**Members Present**

Kay Thrasher, BOD  
 Colleen Knight, Staff  
 Ashley Pruett, Staff  
**Members Absent**  
 Chia Chi Hsu  
 Lynn Bellenger

**Visitors**

Terry Townsend  
 Steve Spentzas  
 Cara Martin  
 Ebrahim, Al-Hajri  
 Megan Tosh  
 Leonardo Rocha  
 Larry Sun

**RECOMMENDATIONS:**

1. Motion: YEA recommends to Members Council that the YEA Leadership Weekend budget be increased by \$5,000, from \$10,000 to \$15,000 for the 10-11 fiscal year.

Background: We plan to offer two leadership weekends in 2010-2011, and these funds will assist with some of the overhead costs of the event. There has been an increased demand on attendance, and we found in the fall of 2009 that having too many participants hinders the process overall. To support the interests of our young members in participating in the event, we propose offering one in the fall and one in the spring next year; possibly one on each coast. We also plan to solicit more sponsorship funds to cover additional costs. It costs \$20,000-25,000 to cover the expenses of a single event, and many costs are offset by registration fees. To keep fees low for the young members, a slightly increased overhead budget will support a second event.

YEA Leadership Weekend has seen both a dramatic increase in interest and participation over the past three and a half years. Participants started at 30 in 2007, and we have held that number or higher steady with up to 47 participants in the fall of 2009.

Fiscal Impact: \$5,000

Vote: 10-0-0 CV

## **INFORMATION ITEMS:**

1. Leadership Weekend:
  - a. The fall 2009 Leadership Weekend was a tremendous success. Forty seven individuals attended including guest member Ron Jarnagin, ASHRAE Treasurer.
    - **Attachment A** is the feedback from the participants.
  - b. We will be hosting our next event during the fall 2010, and are considering Denver or San Francisco as a possible location to spark more interest with the west coast members.
  - c. We continue to urge the DRCs to promote the event to weak chapters as a method for developing future leadership in the chapters.
  
2. Communications:
  - a. The new website development/reorganization is in progress. We are using Word Press software, and are working with ECC for proper implementation.
  - b. We are continuing to communicate more with chapters on what they can do to support and promote YEA. We are in the process of developing canned programs the chapters can use for facilitating programs. This provides the ideas so they don't need to use additional time for extensive brainstorming. At this time, we have four canned programs available, and plan to continue that program over time.
  - c. The YEA Connection newsletter continues to be a great resource for YEA members. Upcoming articles will include how chapters can use ASHRAE energy modeling resources for energy modeling programs in the chapters. This is a topic of great interest to YEA members. We will also be promoting the new mentoring program very aggressively.
  
3. Regional Growth:
  - a. Because YEA is not a grassroots committee, we are continuing to use the members of our committee to grow YEA in the regions.
  - b. We urge all DRCs to set aside time in the CRC schedule for YEA, be it for a social event, a mentoring event, a technical/leadership program or a workshop catering to the needs of the YEA members attending the CRC.
  - c. We encourage all DRCs to elect a YEA Regional Coordinator, to be responsible for communicating in the region to chapters and YEA members, and for coordinating the CRC event. We are working on a job description for the role.
  
4. Collaboration:
  - a. We are continuing to focus on getting more YEA members involved in technical committees, and helping those members identify the right TC for them. We hope to use our new website as a location for that information.
  - b. We are continuing to work on tapping in to the Distinguished Lecturers Program. We think there is an opportunity for the lecturers themselves to support YEA

members in the local chapter while on visits by offering a YEA tech talk or connecting with the young membership of the chapter.

- c. Several YEA Committee members attended the new member social sponsored by Membership Promotion Committee to welcome new members and network.
- d. We are working with CIBSE's Yen (Young Engineers Network) to connect young engineers in the United Kingdom to ASHRAE and vice versa.

**5. Meetings:**

- a. The Orlando student/YEA mixer attracted over 100 participants. We were happy to see an increase of YEA members participating in the event.
- b. The Orlando hospitality suite wasn't quite as successful as past meetings due to logistical issues with location, but we plan to continue in Albuquerque and work with staff to ensure we can have a suite rather than a large meeting room.
- c. We created a YEA meeting planner to include technical and social events of interest to YEA members. We heavily promoted it on Facebook, in pre-conference emails and during the conference. We plan to continue this at future meetings.
- d. We are being more aggressive in the registration area of the meeting to welcome new members and engage them with YEA activities. This seems to help people feel more welcomed from the get-go.

**6. Mentoring:**

- a. A group of leadership weekend participants have formed an adhoc focused on the development of a mentoring program for ASHRAE.
- b. The program includes applications for mentors and mentees, guidelines for mentoring, and instructions on using the Google survey tool for the mentor/mentee applications to facilitate interest electronically. Membership Promotion Committee has recommended two new additions for 2010-2011 PAOE to support and promote this program.
- c. A marketing plan for the program is being developed to be implemented during the spring 2010 before the new fiscal year begins.
- d. As a note, mentoring was mentioned in section 15 of the MCO, and we are simply revamping the program and process.

**7. Attachment B** serves as an update on the 2009-2010 MBOs.

### YEA Leadership Weekend – October 2009

YLW participants rated the overall weekend experience very high with an average of **4.4 out of 5** – in fact, no one rated it lower than 4 – although there is clearly room for improvement (please see comments/notes below). The hotel (Holiday Inn Decatur) received a fairly good rating of **3.6 out of 5**; however, we had a few issues with the property and some participants provided very negative comments (please see below).

Other data (each rated on a scale of 1-5, with 1 low and 5 high):

Day-to-day applicability: **3.8**

Effective networking: **4**

Enhanced interest in ASHRAE: **4.1**

#### Comments

A few participants commented about including ASHRAE's senior members/leaders. For example:

"Introductions to more senior ASHRAE Board members"

"Maybe it would be nice to have some senior members to come in order to be able to ask them questions and obtain feedback"

"Meeting ASHRAE leaders might be a better topic [than personality tests]."

Many participants had already taken the personality tests and didn't find an entire weekend of them to be extremely beneficial.

"The personality type exercises were fun but we did more of them than I would have liked."

"A lot of us have had the Myers-Briggs and colors before, I'm not sure it was the best theme for the weekend."

"Though I know there needs to be a bit of 'self exploration' as a basis, there was little done to pull together the leadership portion of the weekend. Admittedly, I have done most of the assessments before, so I was already aware of much of the personality types."

A few people commented that they would have liked learning how they can be more involved in technical committees. There were also comments about how they would have liked to talk more amongst themselves and learn more from each other – outside of the group presentations.

Otherwise, there were many comments regarding the weekend agenda/schedule, such as:

ASHRAE organizational chart earlier in the weekend

Explain inner workings of ASHRAE on Friday

Do the team presentations on Saturday when all of the team members should still be there

More info on ASHRAE structure and happenings – presentation was way too short

Remember to explain events when the groups go off to plan PPT presentations

Hotel:

"The hotel was bad. It was slow, inattentive, dirty and unsafe. I would recommend moving the host hotel to a different location"

“Better hotel/location”

**Committee Members’ Comments**

More structure with the groups – each group should get an explanatory sheet for each program

Committee members more involved from the beginning

Cap attendance around 35-40

Speak with the participants before they register and then again on the first night about showing up on time

→ Actually start on time in the mornings

Reserve a larger room at ASHRAE headquarters – this year’s room was too cramped

Database (Access) of flight information and cell phone numbers

**MBOS 2009-2010  
YOUNG ENGINEERS IN ASHRAE COMMITTEE**

	OBJECTIVE	MEASUREMENT DEVICE (ACTION) OR RELATED TASK	DUE DATE	STATUS AS of 11/17/2009	STRATEGIC PLAN
1	Increase committee regional participation/CRC programs	YEA events at all three spring CRCs: 6, 8, 11	6/30/2010	To occur spring 2010.	3.3 3.4 4.7 4.14
2	Develop YEA mentorship program	Pair 25 mentors/mentees	6/30/2010	In progress.	3.4 4.7
3	Promote YEA members in Technology	Submit at least one YEA member list to Tech Council	6/30/2010	In progress.	3.3
4	Communication/web-based outreach	Upload five canned YEA chapter programs	6/30/2010	In progress. Four complete.	3.4 4.7



**MEMBERSHIP PROMOTION COMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETING OF SATURDAY, January 23, 2010, Orlando, FL**

**Members Present**

Kevin Marple, Chair  
Isabelle Lavoie, Vice Chair  
Joseph Furman, Region I  
Cathy Godin Region II  
Roger Jones, Region III  
Bryan Holcomb, Region IV  
Doug Fick, Region V  
Mark Miller, Region VI

**Members Present**

Frank Schambach, Region VII  
Cameron Labunski, Region VIII  
Rod Rose, Region IX  
Marites Calad, Region X  
Jennifer Isenbeck, Region XII  
Eric Panzo, Region XIII  
Richie Mittal, Region at Large  
Kay Thrasher, DAL  
Lynn Bellenger, CO

**Members Absent**

Russ Lavitt, Region XI

**Visitors**

Richard Vehlow, SA  
Walid Chakroun, RAL DRC  
Rich Rose, Region IX DRC  
Dan Pettway  
Gary Debes  
Samir Traboulsi, BOD

**RECOMMENDATIONS:**

1. Membership Promotion Committee recommends to Members Council that a referral be made to Publications and Education Council to include in each of the following publications a "Join ASHRAE" insert promoting ASHRAE Membership and benefits: Standard 189, Advance Energy Design Guides, and Standard 90.1, and the ASHRAE Green Guide. The piece will be created by Membership Promotion.

Background:

- In conjunction with our MBO #2.2 and Directive #3 of the Strategic Plan, we would like to expose more people to ASHRAE in order to increase our net paid members. We believe this can be done by targeting specific industry groups such as building owners, operators and contractors through using existing high profile publications.
- Our focus this past year has been membership growth and retention. We would like to begin an aggressive advertising/promotion campaign to "Join ASHRAE" and target specific industry groups that will use these publications.

Fiscal Impact: Printed insert = \$2,500.00 of existing committee promotion funds for handling fees with PBD (ASHRAE fulfillment center), design and printing of piece.

2. The Membership Promotion Committee recommends to Members Council that Membership Promotion Committee be approved an opportunity to market membership

via email to all non-member purchasers (including free downloads) of Standard 189, Advance Energy Design Guides, and Standard 90.1, and the ASHRAE Green Guide.

Background: As a follow up to our first motion, this will allow an opportunity to grow membership to non-member industry professionals that have already expressed an interest in ASHRAE.

Fiscal Impact: Zero.

### INFORMATION ITEMS:

1. As of December 31, 2009, Society membership is **51,632** (Member paid: 42,174, Member unpaid: 3,335; Student paid: 4,332, Student unpaid: 1,791). Total membership as December 31, 2008, Society membership was **50,864** (Member paid: 42,930, Member unpaid: 2,413; Student paid: 4,425, Students unpaid: 1,096).
  - a) The December 31, 2009 membership dashboard serves as **Attachment A**.
  - b) The developing economies membership program is continuing to grow. In July 31, 2008, just after it began, we reported 135 members participating. To date, we have 673 members participating; two thirds are renewing members, and one third are new members.
2. Membership Promotion recommends the Handbook Online be a choice for members (e.g. SI, I-P, CD or Handbook Online), rather than being the primary membership benefit. If a slightly increased cost for members choosing that renewal or new membership option (Handbook Online) is necessary, that is fine.
3. Recruitment & Retention Efforts:
  - a) Membership Promotion is hosting its first ever member social at the Winter Conference in Orlando. The target groups are new members, first time meeting attendees and non-members attending in Orlando. The event's primary purpose is recruitment and retention.
  - b) Use of ComNet Marketing Group, an outside calling company, to call all new members in the third month of membership, and all lapsed members 90 days past due. This has been an extremely low-cost and high-return retention tool. Results can be seen in **Attachment B**.
  - c) The member PURLs (personalized URLs) are continuing to be a successful membership recruitment and retention tool. Updates include:
    - i. The ASHRAE MiDIS Case Study is listed as a Gold Award Winner in this year's Association Trends All-Media Awards. ASHRAE's MiDIS campaign took the top spot in the "Social Media - Internal" category because it is an information 2.0 and marketing 2.0 project. (They broadly define social media and in this case it's all about how information interacts with people.)

- ii. Preliminary analysis on total purchasing activity indicates that all who interacted with MiDIS and made a purchase within the same time span have accounted for \$1,555,000 over the course of six releases.
  - 1. \$859,000 of this revenue comes from member and chapter dues.
  - 2. Of this, \$269,000 can be directly correlated to MiDIS activity where someone clicked on membership related content and in the same time span, also renewed or joined.
  - 3. MiDIS works to promote all ASHRAE products regardless of whether people “click” on them or not. Targeted display of content that people find valuable helps to build overall member value.
- d) An email and direct mail marketing campaign was targeted at bringing back members who were cancelled in 2007 and 2008. It launched in December of 2009, and thus far, has recovered 60% of its cost. We are continuing to send the email messages and track the program. A sample of the campaign is provided as **Attachment C**.
- e) In the March 2010 issue of the ASHRAE Journal, a membership marketing campaign will be added as a card insert for all of the 7,000 non-member controlled circulation subscribers.
- f) Membership Promotion is looking at the option of offering milestone markers for membership, like ten years, twenty years and twenty five years. It would perceivably be a low cost way to provide recognition and incentive to members who have stayed with ASHRAE for several years. It would be coordinated at the Society level, but an actual recognition activity could be conducted at the local chapter level.
- g) Because there aren't any tangible benefits to advancing membership, we plan to create specific artwork for M-ASHRAE rather than just letters so Members will have a special logo for their stationary, email signatures, and business cards to distinguish them from other industry professionals.

#### 4. Training:

- a) Membership Promotion would like to pursue the option having both centralized training and CRC workshops to maximize training opportunities. We are currently reviewing all Research Promotion materials to use as a basis for initiating a plan.
- b) We are continuing with ongoing training for local chapter membership chairs. Training offered in fall 2009 included:
  - i. Phone calls to chapter chairs by staff
  - ii. Podcasts on PAOE and membership reports
  - iii. GoTo meeting virtual training sessions on running chapter reports
  - iv. Several power points and other resources were added to the Membership Promotion Committee web page
- c) Spring 2010 training sessions will include:
  - i. How to Promote ASHRAE to Potential Members
  - ii. Retention Tools for Chapters

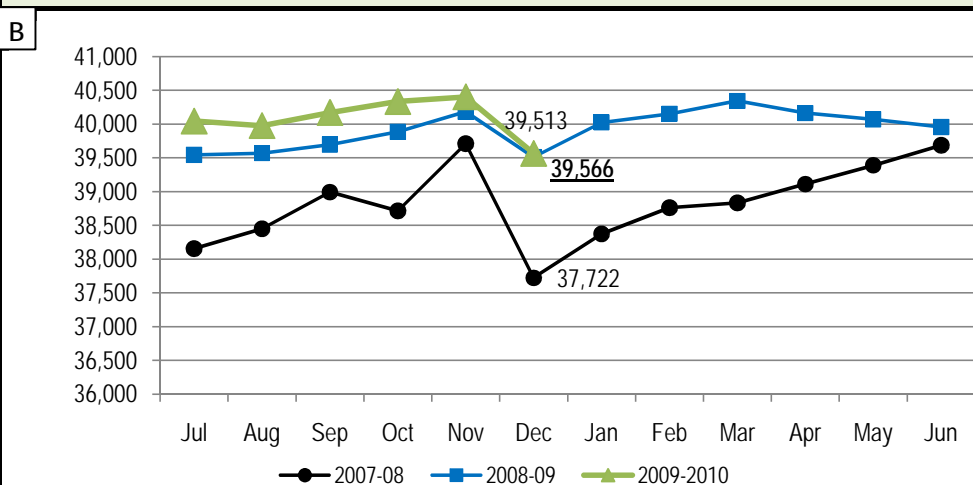
- iii. Membership Grades
      - iv. Transitioning (old chairs training new chairs)
    - d) Membership Promotion plans to place a special emphasis on the chapter publicity chair position, ensuring proper communications and publicity are occurring locally to spark an interest in and support membership.
5. Referrals:
- a) Action Item 27: To review the UN OHRLLS list as well as the World Bank list and determine which should be used (World Bank or OHRLLS); determine if there is a difference in currency fluctuation; and determine the fiscal impact for Mexico, Argentina and Brasil since they are in upper middle income countries.
    - i. Membership Promotion plans to continue using the World Bank List of Economies as the standard for our Developing Economies dues structure.
  - b) Action Item 44: To determine if Society should extend the \$90 dues rate to lower-middle economy areas such as Mexico, Argentina and Brasil and to new members only. The \$90 dues rate is currently available to lower income countries for new and existing members. MPC should review the UN OHRLLS list as well as the World Bank list and determine what should be used (UN OHRLLS or World Bank).
    - i. Mexico is considered lower middle income on the World Bank List of Economies, and has been included in the ASHRAE Developing Economies dues structure since its inception. Both Argentina and Brasil are not included on the World Bank List of Economies or the OHRLLS, and shall not be considered as eligible for the \$90 developing economies membership rate offered by ASHRAE.
  - c) Motion 30: That the dues for members in Mexico, Argentina and Brasil be capped at the World Bank Developing Country rate of \$90 US, beginning July 1, 2010. **(Region XII, Argentina & Brasil Chapters – 2009 Fall CRC)**
    - i. See Referrals, item b., i.
6. **At the Annual Conference in Louisville, we reported the primary focus of Membership Promotion 2009-2010 will be:**
- a) Chapter chair training through supplemental training methods
    - i. Update: see #4 above
  - b) Member calling campaigns for retention
    - i. Update: see #3b above
  - c) Increasing online membership transactions (renewals and applications)
    - i. We are creating a “green ribbon” award to be handed out at CRCs for the chapter in each region who achieves the most online transactions based on the percentage of their members.
  - d) Continued promotion of PURLs to drive relevant information to members
    - i. Update: see item #3c above.
7. **Attachment D** is an update of the 2009-2010 MBOs.

## December 31 Membership Dashboard (12/31 Data)

### At A Glance...

**\$165 Total Members: 2008, 2009, 2010**

<b>A</b>	<b>TOTAL MEMBERS:</b> 51,632
	<b>Membership Growth:</b> (342)
	<b>Cancelled Members:</b> 1,402
	<b>Net Change:</b> (1,060)
	<b>Previous Month:</b> 52,692



<b>C</b>		Current Month	Previous Month	Delta	Year Ago	Delta	12 Month Average	Delta	Dues Income Multiplier
Full Members (\$165)		20,591	20,461	130	20,770	(179)	19,794	797	\$3,397,515
Associate (\$165)		15,872	15,756	116	15,707	165	15,309	563	\$2,618,880
Affiliate (\$50)		702	713	(11)	724	(22)	718	(16)	\$35,100
Student (\$16)		4,332	4,245	87	4,315	17	4,230	102	\$69,312
Retired (\$20)		291	287	4	233	58	263	28	\$5,820
Developing Economy (\$90)		673	624	49	330	343	508	165	\$60,570
Life (\$0)		4,045	4,483	(438)	4,346	(301)	4,409	(364)	\$0
<b>Current Members</b>		<b>46,506</b>	<b>46,569</b>	<b>(63)</b>	<b>46,425</b>	<b>81</b>	<b>45,231</b>	<b>1,275</b>	<b>\$6,187,197</b>
Delinquents		5,126	6,123	(997)	4,439	687	6,857	(1,731)	
<b>Total Members</b>		<b>51,632</b>	<b>52,692</b>	<b>(1,060)</b>	<b>50,864</b>	<b>768</b>	<b>52,088</b>	<b>(456)</b>	

<b>D</b> Industry Classification	<b>E</b> Top Countries (total mem/stud paid and unpaid)	<b>F</b> Geographic Distribution
Consulting Engineer 16,852	Canada 4,545/570	83%  U.S./Can. 42,867
Students 5,370	India 685/99	
Contractors 5,133	Hong Kong 701/61	17%  Global 8,765
Manufacturers 4,108	UK 650/98	
Manufacturer's Rep 3,316	UAE 408/100	
Other 3,253	Australia 370/13	
Gov't, Health, Education 2,923		<b>TOTAL 51,632</b>
Architectural/AE 2,613	<b>G Total Region Members</b>	
Design Build 2,612	Region 1 5,633	<b>H Yearly: Total, \$165 Members</b> 
Industrial Facility 858	Region 2 3,406	
Utility 807	Region 3 4,789	
Distributor 706	Region 4 2,709	
Sales Engineering 702	Region 5 3,261	
Commercial Facility 594	Region 6 4,494	
Educational Institution 594	Region 7 2,098	
Property Managers 585	Region 8 3,636	
Association 363	Region 9 3,278	
Research Institution 229	Region 10 4,275	
Library 14	Region 11 3,519	
<b>TOTAL 51,632</b>	Region 12 2,601	
	Region 13 2,778	
	RAL 5,092	
	Other 63	
	<b>Total 51,632</b>	
	<b>Top Regions</b>	
	% Gain YTD: RAL 0.91%	
	# Gain YTD: RAL 46	

**Membership Dashboard Legend**

<b>A</b>	Net growth: the total number of members compared to last month to include new members and cancellations
<b>B</b>	The total number of paid and unpaid members in the \$165 dues category (Member & Associate) for the last three years by month
<b>C</b>	The total number of paid members in each dues category for this month, last month, one year ago, and as a 12-month average, to include overall delinquents
<b>D</b>	The total number of paid and unpaid members in each industry area
<b>E</b>	Top membership countries in ASHRAE to include the total number of paid and unpaid members and students outside the USA
<b>F</b>	Total membership comparison of North America versus international
<b>G</b>	The total number of paid and unpaid members and students in each region, to include largest regional percentage and number growth
<b>H</b>	The total number of all members versus the total number of \$165 paid and unpaid members for the last eight years (at the end of the fiscal year <6/30> for 2000-2007, and YTD for 2008)

# COMNET PRODUCTION REPORT FOR ASHRAE – LAPSED MEMBERS

ATTACHMENT O IB

PROGRAM RESULTS FROM 7/1/09 THRU 1/6/2010

PROGRAM	Records		HOURS	TOTAL \$	\$ CREDIT	COST	ROI	TOTL	#NON		REF	PUR	AO	VM	TOTAL CONT	%PUR RATE	%CONV RATE	% CC
	Received	Callable							CC	#CC								
ASHRAE-MAR-JUN 0709 86.09% Started 7/22/200 And Stopped 8/24/2009	7496	7370	758.2703	\$396,847.00	\$202,176.00	\$22,145.89	\$17.92	1939	1006	933	1399	635	1202	1170	5710	10.01%	58.09%	48.12%
ASHRAE-INT-MAR-JUN 0709 47.25% Started 7/22/200 And Stopped 8/24/2009	235	218	27.9996	\$10,765.00	\$5,300.00	\$1,094.89	\$9.83	67	34	33	8	4	24	0	99	3.88%	89.33%	49.25%
ASHRAE-JUL-SEP 1009 88.82% Started 10/5/200 And Stopped 11/2/2009	2181	1976	206.7890	\$124,509.79	\$53,500.35	\$8,077.84	\$15.41	601	351	250	524	229	190	211	1526	13.05%	53.42%	41.60%
ASHRAE-OCT 1109 88.69% Started 11/13/20 And Stopped 12/10/2009	655	601	63.9045	\$37,106.75	\$16,312.69	\$2,920.30	\$12.71	180	103	77	163	82	49	59	451	15.38%	52.48%	42.78%
ASHRAE-NOV 1209 64.26% Started 12/14/20 And is Still Running	576	554	52.8895	\$30,644.61	\$14,069.59	\$2,352.20	\$13.03	145	81	64	119	63	29	0	293	17.70%	54.92%	44.14%
<b>TOTAL</b>	11143	10719	1109.8529	\$599,873.15	\$291,358.63	\$36,591.13	\$16.39	2932	1575	1357	2213	1013	1494	1440	8079	11.14%	56.99%	46.28%
<b>AVERAGE PER PROGRAM</b>	2229	2144	221.9706	\$119,974.63	\$58,271.73	\$7,318.23	\$16.39	586	16	271	443	203	299	288	1616	11.14%	56.99%	46.28%
<b>CLIENT TOTALS FROM 7/1/2009 THRU 1/6/2010</b>																		
	11143	10719	1109.8529	\$599,873.15	\$291,358.63	\$36,591.13	\$16.39	2932	1575	1357	2213	1013	1494	1440	8079	11.14%	56.99%	46.28%

Note: This report does not include Survey Miscellaneous programs

# COMNET PRODUCTION REPORT FOR

# ASHRAE – NEW MEMBERS

PROGRAM RESULTS FROM 7/1/09 THRU 1/10/2010

PROGRAM	Records		HOURS	COST	TOTAL SURVEYS	#COMP SURVEYS	#PARTIAL SURVEYS	REFUSALS	PURGES	AO	VM	TOTAL CONTACT	%PUR RATE	%CONV RATE	%PARTIAL SURVEYS
	Received	Callable													
ASHRAE-NM-SUR 1109 78.74% Started 11/9/200 And Stopped 12/14/2009	1224	1218	126.1329	\$4,931.58	875	865	10	23	61	0	0	898	6.36%	97.44%	1.14%
ASHRAE-SEP-NM-SUR 1209 72.77% Started 12/10/20 And Stopped 12/28/2009	193	191	15.9557	\$631.32	127	120	7	3	9	0	0	130	6.47%	97.69%	5.51%
ASHRAE-OCT-NM-SUR 0110 42.40% Started 1/7/2010 And is Still Running	251	250	10.4059	\$420.42	98	95	3	2	6	0	0	100	5.66%	98.00%	3.06%
<b>TOTAL</b>	1668	1659	152.4945	\$5,983.32	1100	1080	20	28	76	0	0	1128	6.31%	97.52%	1.82%
<b>AVERAGE PER PROGRAM</b>	556	553	50.8315	\$1,994.44	367	360	7	9	25	0	0	376	6.31%	97.52%	1.82%
<b>CLIENT TOTALS FROM 7/1/2009 THRU 1/10/2010</b>															
	1668	1659	152.4945	\$5,983.32	1100	1080	20	28	76	0	0	1128	6.31%	97.52%	1.82%

Note: Year totals are for Survey programs only.

# The Journey of CAROLYN KETTERING

Whether you're  
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journey or  
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answers, one  
location always  
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## 115 years and 50,000 members later, the ASHRAE adventure continues to inspire and motivate.

Through this time, the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) has been an unparalleled resource for HVAC&R professionals around the world.

We'd like to invite you to join us and not only take part in the industry's growth globally, but also benefit from the tremendous resources ASHRAE provides you.

### Who is journeying with you?

Members of ASHRAE include: design engineers, architects, property owners and managers, facility engineers, installers and maintenance professionals, contractors, HVAC&R manufacturers, and more.

### How big is the adventure?

The built environment is responsible for more than 40 percent of the energy used in the world today and HVAC&R systems account for 60 percent of the energy used by these buildings. ASHRAE members are responsible for energy consumption, indoor comfort, air quality and developing and maintaining the key elements of buildings that make them livable and workable for everyone around the world.

## Highlights of your benefits along the way

Your member benefits experience includes access to these top resources:

- The ASHRAE Handbook – the indispensable, industry-wide resource for all HVAC&R professionals
- ASHRAE Journal – this monthly resource is the most trusted technical magazine in the HVAC&R community
- High Performing Buildings – the quarterly magazine for innovation in building technology design and operation
- ASHRAE Insights – the monthly newsletter of key Society news and activities
- HVAC Industry News – a weekly news resource keeping ASHRAE members abreast of the latest industry news and information
- Access to more than 600 of the industry's leading technical publications
- Access to online education, webcasts and professional education classes
- Professional certification

## Great gatherings

Experience the Society's two annual events, the ASHRAE Annual Conference and the ASHRAE Winter Conference, both of which feature short courses, technical sessions and discussions on leading trends and issues in the HVAC&R industry.

Members receive greatly discounted rates to attend, learn and share with their colleagues around the world at these premier annual gatherings.



## Quest for learning

Recognized career expertise and advancement are the hallmarks of continuing professional education.

ASHRAE's certification programs are developed by industry professionals who understand what is expected for superior building design and system operation. When you earn ASHRAE certification, it assures employers and clients that you have mastered the body of knowledge associated with the respective field.

Additionally, many state licensing boards routinely approve ASHRAE professional development hour credits in their jurisdictions. Courses are flexible and offered in a variety of formats, including onsite lectures, satellite broadcasts and the best in self-directed and online e-learning programs.

## Pursuit of shared expertise

Experiencing the shared expertise of your peers and helping others solve problems moves the industry forward. Getting a chance to interact with your colleagues from around your city, region, country and the world is an experience unlike any other.

ASHRAE has more than 170 chapters, each with outstanding events and opportunities to learn, share and grow with other professionals in your field.

## Discovery through reading

No journey is complete without good books and publications to read. With over 600 publications through the ASHRAE bookstore, ASHRAE is one of the world's best sources of specialized publications, including:

- The ASHRAE Handbook – a staple for any professional engineer's library that covers Fundamentals, HVAC Systems & Equipment, HVAC Applications and Refrigeration.
- The ASHRAE Journal – a monthly magazine that delivers outstanding peer-reviewed industry articles featuring advanced technology, case studies and industry issues.
- High Performing Buildings – a new quarterly magazine featuring articles on the benefits of innovative building technologies and energy efficient design and operation.
- The Advanced Energy Design Guides – written to achieve a 30 percent higher energy savings than levels set in standard 90.1-1999, the series features guides for Small Office Warehouses, Small Retail Buildings and K-12 School Buildings.
- Air-Conditioning System Design Manual – The second edition of this manual bridges the gap between the theoretical knowledge acquired in the typical academic course or textbook and real-world design practices.
- Many ASHRAE publications are also available as searchable, printable downloads and CDs.

## Explore technical innovation

Your membership provides the opportunity to join committees in research and technical standards. You can play a part in establishing guidelines and shaping the future of the industry and sustainable innovation.

With more than 115 different technical committees, your interests will be well met.

For more information on joining the ASHRAE experience, we encourage you to visit:

[www.ashrae.org/ashraejourney](http://www.ashrae.org/ashraejourney)

Professional membership in ASHRAE is \$165 a year.  
(The best \$14 a month you can ever spend for access to this many professional resources.)


*Your opinion matters to us and we value your feedback. If you would rather make the journey on your own, we'd like to learn why by asking you to take a very brief survey at [www.ashrae.org/tellus](http://www.ashrae.org/tellus).*

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# MBOS 2009-2010 MEMBERSHIP PROMOTION COMMITTEE

# ATTACHMENT M/D

	OBJECTIVE	MEASUREMENT DEVICE (ACTION) OR RELATED TASK	DUE DATE	STATUS AS of 10/20/2009	REFERENCE TO STRATEGIC PLAN ADOPTED ON MARCH 20, 2006
<b>1</b>	<b>Member Retention</b>		June 2010		
1.1	Develop a retention program that focuses on members in their first three years	<ul style="list-style-type: none"> <li>• Use information captured during 2008-2009 marketing study to develop the program</li> <li>• Create MIDIS (Membership Information and Demographics Intelligence System) to identify the ASHRAE benefits and products best suited to their needs: match products members are interested in</li> </ul>	June 2010	<b>Complete</b>	In support of Directive #3, Strategy: 3.2 3.3
1.2	Help to improve chapter program in order to maintain and even increase interest into membership Put in place a coordination mechanism between MP and CTTC	<ul style="list-style-type: none"> <li>• Have MP chairs work closely with CTTC in order to promote chapter programs</li> <li>• Work with CTTC to create a survey to be handed out at monthly meeting to get feedback on program: to be used as an improvement tool by chapter - CCTC report to MP on the results</li> <li>• Look at chapter demographics un order to orientate chapter program Reinstate CTTC liaison</li> </ul>	January 2010	<b>In progress</b>	In support of Directive #3, Strategy: 3.1 3.4
1.3	Coordinate a new member and non member registrant mixer or social during annual and winter meetings with an objective to have 100 attending and 25 of them to become member	<ul style="list-style-type: none"> <li>• Convert 25 non-members to member (not including full registration paying members who would receive a free year)</li> <li>• Evaluate effectiveness of event qualitatively</li> </ul>	January 2010	<b>In progress</b>	In support of Directive #3, Strategy: 3.2
1.4	Reduce rate of delinquency by 3% over June 30, 2009 data.	<ul style="list-style-type: none"> <li>• Work closely with chapters to indentify delinquents and contact them efficiently</li> <li>• Organize Web conference for new and returning chairs on topics that will support them in the work they have to do</li> <li>• Promote use of newly structured reporting forms by</li> </ul>	June 2010	<b>In progress</b>	In support of Directive #3, Strategy : 4.3 4.7 4.12

**MBOS 2009-2010 MEMBERSHIP PROMOTION COMMITTEE**

**ATTACHMENT M/D**

	OBJECTIVE	MEASUREMENT DEVICE (ACTION) OR RELATED TASK	DUE DATE	STATUS AS of 10/20/2009	REFERENCE TO STRATEGIC PLAN ADOPTED ON MARCH 20, 2006
		<p>sending dues notices also to secondary addresses, staff e-mailing reminders to delinquent members close to cancellation, and making renewal notices into marketing pieces targeted to demographics of members. This effort is to be accomplished by staff</p> <ul style="list-style-type: none"> <li>• Have personal call made to delinquents by calling campaign done by calling company and chapter chairs</li> </ul>			
2.	<b>Membership Growth</b>		June 2010		
2.1	Increase Society Net Paid Members by 1,000 2%+) over the year end membership from Society Year 2008-2009.	<ul style="list-style-type: none"> <li>• Develop an elevator speech wallet card that present ASHRAE to be used by MP chairs as a marketing aid – (print more and take to meetings)</li> <li>• Increase membership by direct marketing to existing student members and members of other societies in the Built Environment in the U.S. and overseas</li> <li>• Review metrics of the cancelled member outreach program initiated in October 2009 to track success of bringing back old members</li> <li>• Facilitate focus groups on last hour of scheduled MP meeting at Winter Meeting to address issues related to the growth of membership</li> <li>• Revisit the Member get a Member program in order to make it efficient</li> </ul>	January 2010	Complete	In support of Directive #3, Strategy : 3.1 3.2 3.3 3.4 4.12 4.14
2.2	Continue the work at exposing more people to ASHRAE in order to make ASHRAE a must for anybody on the Industry: ASHRAE to become a must have membership to be a leader in energy efficiency and in sustainability.				
3.	<b>Membership Grade</b>	<ul style="list-style-type: none"> <li>• Explore the current member grades of Associate and Member in order to make sure it responds to the objectives and that it is not something that goes against</li> </ul>	June 2010	Complete	In support of Directive #3, Strategy:

MBOS 2009-2010 MEMBERSHIP PROMOTION COMMITTEE

ATTACHMENT M/D

	OBJECTIVE	MEASUREMENT DEVICE (ACTION) OR RELATED TASK	DUE DATE	STATUS AS of 10/20/2009	REFERENCE TO STRATEGIC PLAN ADOPTED ON MARCH 20, 2006
		<ul style="list-style-type: none"> <li>our membership retention and growth</li> <li>Gather pros and cons of keeping associated membership versus membership in order to prepare a recommendation of course of action</li> </ul>			4.1 4.3
4.	<p><b>Chapter Support</b> Continue to develop tool set for chapter MP chair to give them support and information toward the year not just at CRC: go to meeting sessions on key subjects to be hosted by RVCs, members or staff. This will help chapter chairs in their Recruiting and Retention activities.</p>	<ul style="list-style-type: none"> <li>Have a calendar of these sessions published as early as possible</li> </ul>	<p>January 2010</p> <p>Schedule will be set October 2009</p>	<p>Complete for fall 2009.</p> <p>TBD for spring 2010.</p>	<p>In support of Directive #3, Strategy:</p> <p>3.4 4.1 4.7</p>



**Report to Members Council From Admissions & Advancement Committee  
ASHRAE Winter Conference, January 26, 2010, Orlando, Florida**

Information Items:

1. This report reflects the activities of the Admissions and Advancements Committee for fiscal year 2009-2010 up to and including January, 2010. The June report will include the complete fiscal year.
2. We continue to work on the following things:
  - a. Accepting professional engineering licenses in any country where there is an ASHRAE chapter, section or group.
  - b. Accepting engineering degrees accredited by an international body.
  - c. Working towards creating an electronic process for approving new member applications and grade advancements through the use of the ASHRAE biographical record system.

Respectfully submitted,  
Pat McCabe, Chairperson

<b>Month</b>	<b>New Member Grade Applications</b>	<b>Total Intl of New Member Grade Applications</b>	<b>% of Intl</b>	<b>Grade Advancements</b>
<b>Jul-09</b>	64	65	50%	20
<b>Aug-09</b>	55	63	53%	20
<b>Sep-09</b>	40	33	45%	43
<b>Oct-09</b>	48	46	49%	32
<b>Nov-09</b>	63	66	51%	25
<b>Dec-09</b>	57	43	43%	26
<b>Jan-10</b>	52	41	44%	16
<b>Fiscal Year Total</b>	<b>379</b>	<b>357</b>		<b>182</b>
<b>Fiscal Year Avg.</b>	<b>54</b>	<b>51</b>	<b>48%</b>	<b>26</b>

<b>Month</b>	<b>New Associate Grade Applications</b>	<b>New Member Grade Applications</b>	<b>Total New Applications Received (Assoc.&amp; Mbr.)</b>	<b>Percentage of Total New Applications Reviewed By A&amp;A</b>
<b>Jul-09</b>	224	129	353	37%
<b>Aug-09</b>	247	118	365	32%
<b>Sep-09</b>	173	73	246	30%
<b>Oct-09</b>	218	94	312	30%
<b>Nov-09</b>	288	129	417	31%
<b>Dec-09</b>	250	100	350	29%
<b>Jan-10</b>	219	93	312	30%



# ASHRAE

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<b>Fiscal Year Total</b>	<b>1619</b>	<b>736</b>	<b>2355</b>	
<b>Fiscal Year Avg.</b>	<b>231</b>	<b>105</b>	<b>336</b>	<b>31%</b>



**REPORT TO MEMBERS COUNCIL  
FROM PAOE SUB-COMMITTEE TO MEMBERS COUNCIL  
Meeting of January 26, 2010 - Orlando, FL**

**MEMBERS:**

Kevin Fallin – Chair – DRC Region III  
 Erich Binder – DRC Region XI  
 Pat Kempf – DRC Region VII  
 Fred Betz – DRC Region V  
 Walid Chakroun – DRC RAL  
 Rich Rose – DRC Region IX  
 Nicholas Lemire – YEA Representative  
 Jeff Gatlin – CTT Representative  
 Chuck Curlin - SA Representative  
 John Rhodes – RP Representative  
 Russ Levitt – MP Representative  
 Vicki Grant – Manager of Regional Activities  
 Lynn Bellenger – President-Elect  
 Carolyn Kettering – Director of Member Services

**INFORMATION ITEMS:**

1. The Sub-Committee met in Louisville, and has had two web meetings (December 1<sup>st</sup>, and January 5<sup>th</sup>) in addition to meeting here in Orlando.
2. The sub-committee received input from each of the Grass Roots committees based on request from Lynn Bellenger.
3. YEA Activities were highlighted by separating them within each category.
4. Presidential Theme “Modeling a Sustainable World” elements were incorporated into multiple categories.
5. Incorporated a doubling of points for programs related to ASHRAE Standard 189.1 in support of new standard.
6. Committee recommendations are shown in red-line form in **Attachment O/A**.
7. PAOE Sub-Committee is recommending several items be added to PAOE Cover Letter, including the following:
  - 1) Appropriate documentation should be kept by Chapter to support PAOE Point input.
  - 2) Chair is defined as the individual listed in the Chapter Information Questionnaire on file with Society.

*American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.*

**2010-2011 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – Recommendations**

**ATTACHMENT O/A**

CHAPTER OPERATIONS: CRITERIA	MINIMUM	PAR
<p>100 points if annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast seminars or other meetings where minimum 45 minute business or technical presentation or panel discussion is held. HVAC&amp;R courses for continuing education, technical sessions, tours and social events are excluded.)</p> <p>100 points for maintaining a chapter website, initial update by October 1 (10 points per month – 100 points maximum)</p> <p>50 points for conducting chapter planning meeting prior to August 1<sup>st</sup> (all officers and committee chairs)</p> <p>50 points for establishing or maintaining an operating chapter section (each section)</p> <p><del>50 points for each Young Engineers in ASHRAE (YEA) member assigned to a committee to provide Young Engineers in ASHRAE (YEA) ideas and participation</del></p> <p><del>50 points for each member of officer/board of governors at local chapter who are YEA members</del></p> <p>50 points for each nomination for the honor of Fellow Grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, with the appropriate documentation in accordance with the procedures as directed on the ASHRAE website</p> <p><u>20 points for each Chapter Service Award or Regional Award of Merit awarded to a Chapter Member during this fiscal year (120 points maximum)</u></p> <p>50 points for appointing a chapter publicity chair who issues at least six (6) press releases, or arranges one (1) or more TV appearance promoting the work of ASHRAE (100 points maximum)</p> <p><u>50 points for establishing an Advocacy Committee with at least 2 members to promote ASHRAE with local government.</u></p> <p>25 points for establishing and maintaining a chapter Honors and Awards Committee</p> <p>25 points if a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited)</p> <p>25 points for each Research Project proposal submitted by a research organization located within chapter boundaries</p> <p>25 points for the CRC Action Committee meeting and bringing completed Executive Session Worksheet to the Caucus</p> <p>25 points for each separate social event (<u>50 points maximum limit 2</u>)</p> <p>25 points for each chapter article published in Insights</p> <p><del>10 points per month for updating chapter website on a monthly basis (100 point limit)</del></p> <p>10 points for publishing each chapter newsletter, hardcopy or electronic copy</p> <p>5 points for each chapter member who registers for a Winter or Annual Society meeting</p> <p><del>5 points for each chapter meeting with name tags</del></p> <p><b><u>YEA Activities:</u></b></p> <p><u>50 points for each Young Engineers in ASHRAE (YEA) member assigned to a committee to provide Young Engineers in ASHRAE (YEA) ideas and participation</u></p> <p><u>50 points for each member of officer/board of governors at local chapter who are YEA members</u></p> <p><b><u>SUSTAINABILITY ACTIVITIES:</u></b></p> <p>30 points for each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g. energy efficiency, high-performance buildings, etc.) <u>Points doubled if the topic is ASHRAE/USGBC/IES Standard 189.1.</u></p> <p>25 points for each chapter sponsored presentation to a government or educational organization on sustainability topics (e.g. primary or secondary classes, school board, city council, etc.) <u>Points doubled if the topic is ASHRAE/USGBC/IES Standard 189.1.</u></p> <p>50 points for establishing a chapter user group on modeling that has an active on-line forum or meets periodically (at least 4 times) to provide education and mutual support.</p> <p><u>5 points for each Professional Development Hour (PDH) earned by a chapter member on a building science topic other than HVAC&amp;R (i.e fenestration, insulation, lighting) (100 points maximum)</u></p> <p><b>Please note for Sustainability Points:</b> A Chapter Sustainability Award is available for each chapter that obtains at least a total of 200 points from the items listed above under Sustainability Activities. The chapter with the highest PAOE sustainability point total will receive a Regional award.</p> <p><b><u>DRC Assigns:</u></b></p> <p>75 points for a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1)</p> <p>50 points for each chapter officer who attends the CRC beyond the Delegate and Alternate</p>	<p>300 Points plus 2009-2010 CIQ in by July 1 - Exception may be made by the DRC</p>	<p>500 Points</p>

## 2009-2010 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – March 2009

50 points for the **first chapter** in each region to reach PAR (points to be given based upon DRC reviewing points reported on the Society webpage and chapter contacting DRC when PAR is reached)

0 to 50 points for achieving goals established in planning session (points to be assigned by DRC by June 30)

25 points for the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by the April 2010 chapter meeting (Points assigned by May 15, 2010)

25 points for President-Elect attendance at President-Elect Training

~~10 points for entering PAOE points each month (DRC to assign)~~

**Explanation to reach Minimum for Chapter Operations:** To reach minimum, the 20109-20110 CIQ must be complete and forwarded to DRC and Society by July 1<sup>st</sup>. DRC is responsible for determining if criteria is met. All individuals serving in a chapter position must be an ASHRAE Member or Associate Member – except Webmaster and Newsletter Editor who can be a student member. No person can serve in more than one officer position (two positions for chapter less than 75 members). A chapter officer may also serve in one committee chair position.

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## 2010-2011 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – Recommendations

CHAPTER TECHNOLOGY TRANSFER: CRITERIA	MINIMUM	PAR
<p>(Refer to CTTC Resource Manual for additional clarification on the following point categories.)</p> <p><b><u>PLANNING AND ADMINISTRATIVE ACTIVITIES</u></b>  <u>100</u> points for a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs, Refrigeration, and Government activities) with a minimum of the following number of committee members including the Chair (one time)</p> <p>2 CTTC committee members – Chapters with less than 100 assigned members            3 CTTC committee members – Chapters with 100-249 assigned members            4 CTTC committee members – Chapters with 250-499 assigned members            5 CTTC committee members – Chapters with 500 or more assigned members</p> <p>50 points for completing and publishing meeting schedule and speakers by October 1 (one time)  <u>25</u> points for submitting a speaker evaluation in an updated Chapter Speaker List within 30 days to RVC (per monthly meeting)  <u>0-100</u> points for establishing and maintaining an ASHRAE library for technology transfer (includes display at chapter meetings and local access to materials such as handbooks, standards, technical papers, information on ASHRAE and information on ordering materials) (one time)</p> <p><b><u>AWARDS AND SUBMISSION ACTIVITIES</u></b>            50 points for each Technology Award, Chapter Government Activities Award, Milton Garland Award or Comfort Cooling Award entry into Regional or Society competition            25 points for each Technology Award entry into Chapter competition            25 points for each article (minimum 250 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website with copy sent to RVC (maximum of two articles per month)            25 points for each Handbook, Standard, Guideline or other ASHRAE publication (e.g. ASHRAE Journal article, etc.) reviewed or authored by a chapter member and submitted to the cognizant group for incorporation or publication. <a href="#">Points doubled if reviewed by ASHRAE Fellow.</a></p> <p><b><u>MEETING, PRESENTATIONS OR EVENTS</u></b>  <del>300</del> <u>100</u> points for each 3-hour segment of an ASHRAE Learning Institute (ALI) course sponsored/hosted by the chapter (<del>maximum 600</del> <u>maximum</u> points <u>maximum</u>)            100 points for each 3-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter (<del>maximum 300</del> <u>maximum</u> points <u>maximum</u>)  <u>100 points for each 3-hour seminar on a building science topic other than HVAC&amp;R (i.e. fenestration, insulation, lighting) (300 points maximum)</u>  <del>100 points for each program on operation and maintenance presented to a local or national organization focused on operation and maintenance</del>  <u>50 points for each chapter program on building modeling (energy simulation, CFD, BIM, daylighting)</u>  <u>50 points for each joint meeting with AIA, USGBC, and/or IES or other equivalent organization on integrated design</u>  <u>50 points for a chapter program on the ASHRAE Indoor Air Quality Guide.</u>            50 points for holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs            50 points for each individual who earns or renews an ASHRAE certification during the Society President's term (20<del>10</del><u>9</u>–201<del>10</del><u>9</u>) (<u>150 points maximum</u>)            25 points for each documented personal contact (meeting) by a chapter member with government officials (at any level of government including school boards), business or professional groups with the goal of promoting ASHRAE related subjects or Chapter goals and objectives <a href="#">Points doubled if the topic is ASHRAE/USGBC/IES Standard 189.1.</a>            25 points for each program on refrigeration, Government Activities/Advocacy, business, management, legal education or on a controversial issue (minimum 45 minute presentation, maximum 2 per subject area)            25 points for each technical tour with a 30 minute presentation            25 points for each chapter presentation (minimum 15 minutes) by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of TC or TG efforts (Research activities, Standards activities, Handbook activities, etc.) (one per meeting, 100 point maximum per year)            25 points for holding each lunch, breakfast or other meetings, in a geographical location different than the monthly meeting, in addition to eight monthly meetings (minimum 45 minute program)</p>	<p><u>450</u> Points</p>	<p><u>850</u> Points</p>

## 2009-2010 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – March 2009

25 points for each joint meeting held with other industry related societies or other associations (~~50 points maximum limit 2~~) Points doubled if the topic is ASHRAE/USGBC/IES Standard 189.1.

25 points for each chapter monthly meeting held where Continuing Education Certificates (CECs) are provided for attendees  
50 points for each documented personal contact (meeting) by a chapter member with code officials (at any level of government) with the goal of promoting ASHRAE/USGBC/IES Standard 189.1.

### **RVC Assigns:**

100 points for the incoming Chapter CTT committee chair attending the CTTC CRC workshop

50 points for the **first chapter** in each region to reach PAR (points to be assigned by RVC and will be based upon RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached)

50 points for planning/goal setting session with RVC (points assigned by RVC by October 1)

0 to 50 points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)

25 points for updating PAOE points online between December 15 and January 1, and between May 15 and June 1, (or April 15 and May 1 for regions that have Spring CRCs) (RVC to assign)

~~10 points for entering PAOE points each month (RVC to assign)~~

## 2010-2011 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – Recommendations

HISTORICAL: CRITERIA	MINIMUM	PAR
<p> <u>50</u> points for chapter historical display at CRC (updated annually) – (<del>limit</del> 50 points <u>maximum</u>)  <u>25</u> points for publishing article on chapter, company or member history in chapter newsletter, Society publication or chapter website (<del>limit</del> <u>100 points maximum</u>)  <u>50</u> points for the original history and for each one year of chapter history written in current year (i.e., Society Gold Ribbon Award) (<u>50 points maximum</u> <del>limit one</del>)  <u>50</u> points for each leadership recall interview  <u>50</u> points for program on history at monthly chapter meeting (<del>limit</del> 50 points <u>maximum</u>)  <u>50</u> points for each history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award)  <u>25</u> points for chapter archives indexed and maintained <u>annually</u> (<del>limit 50 points</del>)  <u>25</u> points for digitizing chapter archives <u>annually</u> (<del>limit 50 points</del>)                 </p> <p> <b>(Note:</b> Histories about a system, standard, person, event or a company, outside the geographic area of the chapter, are not acceptable for PAOE points.) Histories for the Gold Ribbon Award shall be written by the Chapter Historian from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, standard, person, event or company. Information obtained from electronic material is not acceptable.                 </p> <p> <b><u>Regional Historian Assigns:</u></b>  <u>100</u> points for incoming Chapter Historical committee chair attending the Historical CRC workshop  <u>50</u> points for the <b>first chapter</b> in each region to reach PAR (points to be assigned by Regional Historian and will be based upon the Regional Historian reviewing points reported on the Society webpage and chapter contacting Regional Historian when PAR is reached)  <del>10 points for entering PAOE points each month (Regional Historian to assign)</del> </p>	<p><u>100</u> Points</p>	<p><u>200</u> Points</p>

**2009-2010 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – March 2009**

MEMBERSHIP PROMOTION: CRITERIA	MINIMUM	PAR
<p><del>1500</del> points if net area assigned members (no students) exceeds that of previous year (<del>5025</del> additional points for each percent increase in area assigned member growth)</p> <p><u>200 Points if Society membership delinquencies in Chapter are 3% or less of total Chapter Area Assigned Members</u></p> <p>100 points if <del>7550</del>% of chapter members renew <u>online</u> or join online</p> <p><del>100 points for a chapter phone campaign for delinquent members with a 10% success rate (obtaining payment from 10% of the members on the delinquent list) —OR—</del></p> <p><del>200 points for a chapter phone campaign for delinquent members with a 20% success rate (obtaining payment from 20% of the members on the delinquent list) —OR—</del></p> <p><del>300 points for a chapter phone campaign for delinquent members with a 30% success rate (obtaining payment from 30% of the members on the delinquent list)</del></p> <p><del>50 points for member prospect outreach (letters, emails, personal contacts), with copies to RVC/Membership Promotion Staff Liaison by November 1<sup>st</sup> with names, valid email addresses, and phone numbers for a number of prospects equal to 10% of chapter area assigned members or 50, whichever is less</del></p> <p>50 points if committee size is 5 or 3% of chapter members (whichever is less)</p> <p><del>50 points for an active mentoring program and 5 additional points for each meeting where new members are introduced and recognized — (100 points maximum)</del></p> <p><u>10 points for recognition of new members and advancements at each chapter meeting</u></p> <p>50 points for Membership Promotion Night at chapter meeting (<u>100 points maximum</u><del>limit of two</del>)</p> <p><del>50 points for each YEA Night at a chapter meeting (limit of two)</del></p> <p>25 points for retention of each new member (dues paid second and third year)</p> <p><del>25 points for each new member in Young Engineers in ASHRAE (YEA) category</del></p> <p>10 points for each upgrade from associate to member</p> <p><b><u>YEA Activities:</u></b></p> <p><u>50 points for each YEA Night at a chapter meeting (100 points maximum)</u></p> <p><u>25 points for each new member in Young Engineers in ASHRAE (YEA) category</u></p> <p><u>30 points for each pairing of mentors with new members and/or YEA mentees, and provide summary report to MP RVC on mentoring activities based on YEA Mentoring Program (300 points maximum, points assigned by RVC by June 30)</u></p> <p><b><u>RVC Assigns:</u></b></p> <p>100 points for the incoming Chapter Membership Promotion committee chair attending the MP CRC workshop</p> <p>50 points for Chapter Membership Promotion committee chair attending an electronic training for membership</p> <p>50 points for the <b>first chapter</b> in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached)</p> <p>50 points for planning/goal setting session with RVC (points assigned by RVC by October 1)</p> <p>0 to 50 points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)</p> <p><del>10 points for entering PAOE points each month (RVC to assign)</del></p> <p><u>50 points for a MP Chair holding the position for a 2<sup>nd</sup> or 3<sup>rd</sup> year (RVC to assign points)</u></p>	<p><u>500</u> Points</p>	<p><u>800</u> Points</p>

## 2010-2011 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – Recommendations

RESEARCH PROMOTION: CRITERIA	MINIMUM	PAR
<p><b>GOAL</b></p> <p>Contributions considered towards a chapter <i>Goal</i> include gifts to ASHRAE, ASHRAE Learning Institute, ASHRAE Research, and the ASHRAE Foundation.</p> <p style="padding-left: 40px;">Exceptions: Foundation gifts made as part of routine ongoing Foundation Solicitations.</p> <p>A chapter's <i>Goal</i> shall be set by each Region's DRC.</p> <p><b>OPTION 1</b>  <u>10</u> points earned by a chapter for each 1% of <i>Goal</i> attained – max of 1000 points (100% of Goal)</p> <p><b>-OR-</b></p> <p><b>OPTION 2</b>  <u>10</u> points earned for each dollar per area assigned member attained  <u>20</u> additional points for each dollar per area assigned member collected above the Society dollar per member Goal of <b>\$75</b></p> <hr/> <p><u>300</u> points for reaching Challenge Goal (105% of <i>High Five</i>)  <u>250</u> points for each new Golden Circle Investor acquired and credited to the chapter (as determined by the RVC &amp; RP ExCom rules)  <u>200</u> points <i>High Five Award</i>  <u>150</u> points for each renewed Golden Circle Investor credit divided by number of chapters recognized in accordance with RP ExCom guidelines  <u>100</u> points for new <i>High Five</i> level of contributions  <u>100</u> points for chapters who have reached goal (based on receipts at headquarters) by June 15, <del>2010</del>  <u>100</u> points for workshop attendance by incoming committee chair at the Research Promotion training workshop held in either August or September  <u>50</u> points for Chapter Full Circle Award (postmarked by November 1st)  <u>50</u> points for achieving of 30 percent of goal by December 31<sup>st</sup>  <u>50</u> points for each endowed honor roll level contribution that is an addition to the donor's current fiscal year honor roll level contribution  <u>50</u> points for planning/goal setting session with RVC by October 1  <u>25</u> points for formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31<sup>st</sup> (Note: Recognition certificates must be ordered from headquarters by November 30<sup>th</sup> to qualify)  <u>25</u> points for Research Promotion Night at a chapter meeting (<u>50 points maximum limit of two</u>)  <u>15</u> points for Volunteer Committee Worksheet completed by November 1<sup>st</sup> and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee  <u>10</u> points per \$ per/member for chapters who meet or exceed \$50 per/member and reach or exceed Goal  <u>10</u> points per Special Event conducted by Chapter where over 75% of profits are donated to the RP Campaign. To qualify as a Special Event profits must meet or exceed \$250</p>	<p><u>800</u> Points</p>	<p><u>1050</u> Points</p>

**2009-2010 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – March 2009**

STUDENT ACTIVITIES: CRITERIA	MINIMUM	PAR
<p><math>30\sqrt{D/M}</math> for chapter investment in student activities</p> <p>D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members</p> <p><b><u>General Student Branch Involvement:</u></b>            100 points for establishing a <u>new student branch or reactivating an inactive student branch</u>            50 points if net student membership <u>for the Chapter</u> exceeds that of previous year  <del>250</del> points for each <u>ASHRAE Student member, enrolled in</u> engineering college undergraduate or tech school <del>student</del> placed in an ASHRAE related summer intern job or part-time job during school <u>semester by an ASHRAE member. (200 points maximum)</u>  <del>50 points for each entry in the ASHRAE Student Design Project Competition</del>  <del>50 points for a chapter member mentoring a student design team participating in the ASHRAE Student Design Project Competition</del>            50 points for each scholarship to a tech or undergraduate engineering student (minimum of \$100 scholarship award)            50 points for chapters providing formal recognition of student branch advisors to university administration or dean of engineering  <u>25 points for each National Engineering Week Activity</u>  <u>25 points for each chapter activity with student branch including Student Night meetings, technical programs and technical tours (50 points maximum)</u>  <u>25 points for each post H.S. activity in which one or more chapter member participates</u>  <u>50 points for sponsoring a student member to attend the ASHRAE Winter Meeting. (150 point maximum)</u>  <u>25 points for each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting</u>  <u>20 points for each student member attending a chapter monthly meeting, a regional meeting, or a Society level meeting (200 points maximum for Society level meetings)</u></p> <p><b><u>K-12:</u></b>  <del>100</del> <u>50</u> points for each 6-8<sup>th</sup> grade student activity (excluding National Engineering Week) in which one or more chapter member participates (50 additional points if the student branch organizes and implements this activity)  <del>250</del> points for each 9-12 grade student activity (excluding National Engineering Week) in which one or more chapter member participates  <u>25</u> points for each K-5 student activity (excluding National Engineering Week) in which one or more chapter member participates  <u>25</u> points for each K-12 activity promoting engineering to and for girls  <u>20 additional points for each K-12 activity organized by chapter members in which student branch members participate</u>  <u>50 points for each K-12 activity organized by student branch members</u>  <u>50 points for meeting with representatives of other societies and joining them in K-12 activities</u></p> <p><b><u>Grants:</u></b>  <del>100</del> points for any YEA member mentoring a student (i.e. ASHRAE Grant, Design Competition, Chapter involvement, student branch support)  <del>25</del> points for each ASHRAE Senior Undergraduate Project Grant funded  <del>25</del> points for each team you mentor that is working on a senior project funded via the ASHRAE Senior Undergraduate Project Grant Program  <del>25</del> points for each National Engineering Week Activity  <del>25</del> points for each chapter activity with student branch including Student Night (limit of two) meetings, technical programs and technical tours  <del>25</del> points for each post H.S. activity in which one or more chapter member participates  <del>25</del> points for each activity that promotes the ASHRAE 16-40-40 Student Transfer Program (this can be a chapter student night strictly devoted to promoting the program, sending quarterly student member contact info updates to headquarters, submitting completed transfer applications, promoting at chapter functions and/or promoting in printed and electronic chapter communications)  <del>25</del> points for each Young Engineers in ASHRAE (YEA) member that presents the ASHRAE Young Engineers in ASHRAE (YEA) program to student branches  <del>25</del> points for each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting  <del>20</del> points for each student member attending a chapter monthly meeting, a regional meeting, or a Society level meeting (limit 200 points for Society level meetings)</p>	<p align="center"><u>300</u> Points</p>	<p align="center"><u>500</u> Points</p>

## 2010-2011 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – Recommendations

### Senior Undergraduate Project Grant:

25 points for each ASHRAE Senior Undergraduate Project Grant funded

25 points for each team you mentor that is working on a senior project funded via the ASHRAE Senior Undergraduate Project Grant Program

### Student Design Competition:

50 points for each entry in the ASHRAE Student Design Project Competition

50 points for a chapter member mentoring a student design team participating in the ASHRAE Student Design Project Competition. Mentoring is defined as a minimum of 4 hours total instruction time with a majority of the student team present at each review/guidance session. (50 points maximum per team).

25 points for each entry in the ASHRAE Student Design Project competition from a school who has not entered the competition in the last 3 years. (in addition to points above)

### YEA Activities:

50 points for sponsoring each YEA Member to attend the YEA Leadership Weekend program (100 points maximum)

50 points for each student member that enters the 20-40-40 program and transitions into a YEA member after graduation. (200 points maximum)

25 points for any YEA member mentoring a student (i.e. ASHRAE Grant, Design Competition, Chapter involvement, student branch support)

25 points for each Young Engineers in ASHRAE (YEA) member that presents the ASHRAE Young Engineers in ASHRAE (YEA) program to student branches

### RVC Assigns:

100 points for the incoming Chapter Student Activities committee chair attending the SA CRC workshop

100 points for an individual planning/goal setting session with RVC (points assigned by RVC by October 1)

0 to 50 points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)

50 points for each active student branch where the faculty advisor is a chapter member

50 points for the **first chapter** in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached)

~~10 points for entering PAOE points each month (RVC to assign)~~

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
<b>2009 MEMBERS COUNCIL FALL MEETING (OCTOBER 23 &amp; 25, 2009)</b>					
1	8	Staff	01/10	Complete	To include the amended statement of Motion 6B in Section 2.6.J., Student Activities Committee and Section 11.6, Recognition of Branch Officers of the Manual for Chapter Operations (MCO).
2	9	Staff	01/10	Complete	To correct the error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information.
3	10	Staff	01/10	Complete	To post information concerning the Chapter Administrator's position on the CIQ webpage so that chapters will know an additional chapter position is available for accessing the chapter member database.
4	11	Staff	01/10	Complete	To refer Motion 10 to the Electronic Communications Committee (ECC) with a request to develop policies, logistics, equipment needs and a list to ways to resolve technical issues (poor reception, types of cables, etc.), that may occur for host chapters of CRCs and include this information in the CRC Manual.
5	12	Ron Jarnagin-Chair, Walid Chakroun, Ross Montgomery, Ken Fulk, Robert Hu	01/10	Complete	To review postponed Motion 11 to determine a recommended policy or procedure for chapters who request reassignment to a different region that is not within their current Region/Chapter geographical boundaries. Fiscal Impact should also be considered during this review.
6	13	Staff	01/10	Complete	To include information concerning Regions sponsoring chapter sections in Section 14, Chapter Section Operations of the Manual for Chapter Operations as indicated in Motion 13.
7	13	Staff	01/10	Complete	Staff to continue to work with IT staff on the request to list the member's business and cellular phone contact information on the Chapter Cancellation Report.
8	16	Staff	01/10	Complete	To determine the location of the chapter video produced a few years ago and view it for quality training purposes.

**[No longer available.]**

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
9	16	Kevin Fallin	01/10	Complete	To send his PowerPoint presentation on training to staff to determine if it can be used for training officers in the chapters.
10	16	Staff	01/10	Open	To determine from the Board of Directors, the guidance needed to incorporate the ASHRAE brand components throughout all ASHRAE chapters in the regions and world-wide for unification purposes.
11	17	Staff	01/10	Complete	To refer Motion 18 to the ECC for consideration.
12	17	Staff	01/10	Complete	To include a recognition certificate template on the website and let chapters know this is available online.
13	18	Staff	01/10	Complete	To revise the CRC Summary Reporting Form as shown in Motion 20 and include in the MCO and CRC Manuals and on the ASHRAE website.
14	19	Staff	01/10	Complete	To revise Appendix HH of the MCO as indicated in Motion 21.
15	19	Staff	01/10	Complete	To include the chapter webmaster job description in Section 2 of the MCO as indicated in Motion 22.
16	19	Erich Binder-Chair, Jack Zarour & Ken Fulk	01/10	Complete	<p>To review the items listed below and determine which financial issues should be covered in the Chapter Operations Workshop during CRCs and come back with a recommendation in Orlando.</p> <p>Treasurer Duties</p> <ul style="list-style-type: none"> <li>a. Tax Returns</li> <li>b. Permanent Accountant</li> <li>c. Post Office Box</li> <li>d. Audits</li> <li>e. Review MCO and Chapter Officer Training Power Points to add more pertinent information on these issues. (See Attachment C, PowerPoint presentation and the current Chapter Operations Workshop presentation)</li> <li>f. Other</li> </ul>
17	19	Ira Poston-Chair, Kay Thrasher & Spencer Morasch	01/10	Complete	To review the information below and the current Chapter Operation PowerPoint slides (See Attachment D), and determine what should be included for training of delegates

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					<p>and alternates before the CRC and come back with a recommendation in Orlando.</p> <p>Nominating Process at CRCs</p> <ol style="list-style-type: none"> <li>a. Training of Alternates and Delegates before CRC to prepare for Caucus</li> <li>b. Use "Go-To-Meetings" and/or "Intercall" to have conference calls with Alternates and Delegates before CRC</li> <li>c. Review and update MCO, CRC Manual and Chapter Officer Training presentations to include more on this process (See Attachment D, PowerPoint presentation and the current Chapter Operations Workshop presentation)</li> </ol>
18	20	Kay Thrasher	01/10	Complete	<p>To review the items below to determine the main focus and if this items should be referred to the current CRC Ad Hoc Committee. Region Operations will address issues that do not go to the CRC Ad Hoc Committee.</p> <ol style="list-style-type: none"> <li>a. CRC registration by Society</li> <li>b. Review of CRC contracts by Society</li> <li>c. Stress that only the actual chapter chairs receive reimbursement for attending the chapter grassroots workshops</li> <li>d. Highlight where to find the MCO and index in back which indicates where to find the different position responsibilities</li> <li>e. Instead of having a lot of attachments of letters as guides – indicate the specifics that MUST be included in instruction letters.</li> <li>f. Bulleted MUST DO and then other suggestions (Right now some host chapters are taking the CRC Manual as mandatory and following it to the letter even when it does not work i.e. 18 microphones for a region with 6 or 7 chapters in a very small room. MCO is too wordy and not direct – people do not want to spend the time looking for the information.)</li> <li>g. Cost of CRC               <ul style="list-style-type: none"> <li>• One day registration vs. full registration package</li> <li>• Webcasting (Go-To-Meeting)</li> <li>• AV Equipment</li> <li>• Hotel Cost</li> </ul> </li> </ol>

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					h. Other
19	20	Staff	01/10	Complete	To request PowerPoint presentations from Tom Werkema, Ken Fulk and Erich Binder to determine if these can be put into one document for DRCs to use when making chapter visits; presentations should be updated (services and programs), and distributed to the DRCs annually with the latest information because this is a marketing tool for the DRC.
20	23	Staff	01/10	Complete	To include the Distinguished Lecturers Program in Section 2.7 of the MCO as indicated in Motion 24.
21	25	Staff	01/10	Complete	To include the developing countries information in Section 3 and add as a new appendix in the MCO as indicated in Motion 25.
22	25	Staff	01/10	Complete	To include the CRC Workshop and Centralized Training attendance numbers in the same format as the CTT attendance report for better understanding of the numbers and comparison to the previous year.
23	25	Lynn Bellenger	01/10	Complete	To check with the staff parliamentarian concerning withdrawn and defeated CRC motions to determine procedurally, the correct way to handle them.  <b>Answer:</b> The DRC cannot withdraw a CRC motion but Members Council can. The process is the same as postponing a motion. First, the CRC motion is presented and discussed, then, someone moves to withdraw the motion. It is seconded and discussion follows only on whether or not to withdraw. If the motion to withdraw passes, no further action occurs. If the motion to withdraw fails, then discussion continues on the CRC motion and it is voted up or down.
24	26	Staff	01/10	Complete	To include the offer for first-time meeting attendees in the meeting registration area on the website.
25	27	Staff	01/10	Open	To investigate acquiring a merchant account through our Canadian Bank and bring a recommendation back to the Orlando meeting that addresses Postponed Motion 28.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
26	27	Guy Perreault	01/10	Open	To request additional information from the Hamilton Chapter because it is unclear what the chapter is asking. The background information does not reflect the wording of the motion.
27	28	Membership Promotion Committee	01/10	Complete	To review the UN OHRLLS list as well as the World Bank list and determine which should be used (World Bank or OHRLLS); determine if there is a difference in currency fluctuation; and determine the fiscal impact for Mexico, Argentina and Brasil since they are in upper middle income countries.
28	29	Staff	06/10	Open	To investigate the option of having electronic transfer funds available to chapter and report back to Members Council in Albuquerque.
29	29	Staff	01/10	Complete	To refer Motion 32 to Publishing and Education Council for consideration.
30	32	Staff	01/10	Complete	To refer Motion 36 to Technology Council for consideration and provide the chapter's contact name to the council.
31	32	Robert Hu	01/10	Complete	To contact the Hong Kong Chapter and let the chapter know that Society is waiting for a list of courses that are of interest to them so that a course can be schedule during region-convenient hours.
32	32	Staff	01/10	Complete	To notify Members Council on the status of the Hong Kong Chapter's list of interested courses for the region-convenient hours after the list is received from the chapter.  <b>Status:</b> The ALI staff did not hear from the Hong Kong Chapter concerning the list of interested courses. The online program will be available again in Spring 2010 but staff needs at least 90 days to prepare for staff and the chapters in the specific region to market the program in order for individuals to sign up for the courses.
33	33	Staff	01/10	Complete	To refer Motion 38 to the Board Governance Transition Team for consideration.
34	33	Staff	01/10	Complete	To post information concerning reinstating membership on the membership webpage of the ASHRAE website.
35	34	Staff	01/10	Complete	To refer Motion 41 to Technology Council for

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
					consideration and provide a contact name from the South India Chapter.
36	34	Lynn Bellenger	01/10	Complete	To contact the Technology Council Chair to review the process of chapters completing an RTAR and improving the referral process for chapters.
37	35	Staff	01/10	Complete	To refer Motion 43 to Society Executive Vice President, Jeff Littleton for consideration.
38	37	Staff	01/10	Complete	To investigate the best way to notify and communicate to chapters when there are ASHRAE officials or endorsed conferences in the same area as the chapter and local ally organization as indicated in Motion 46.
39	37	Lynn Bellenger	01/10	Complete	To discuss ASHRAE endorsed conferences with ExCom to ensure appropriate staff is on the list of conferences and chapters are notified of ASHRAE officials in the area during the time of conference.
40	38	Publishing and Education Council	01/10	Open	To consider regional based pricing for printed and electronic publications.
41	40	Lynn Bellenger	01/10	Complete	To discuss Motion 50 with ExCom during the ExCom meeting in two weeks and bring a recommendation back to Members Council in Orlando.
42	42	Staff	01/10	Complete	To investigate and determine the benefits ASHRAE receives from other organizations in relation to the benefits other organizations receives from ASHRAE.
43	42	ASHRAE Chapter Section Ad Hoc (Chakroun-Chair, Hu, Montgomery, & Perreault)	01/10	Open	To draft guidelines for chapters defining acceptable joint activities with other organizations.
44	42	Membership Promotion Committee	01/10	Complete	To determine if Society should extend the \$90 dues rate to lower-middle economy areas such as Mexico, Argentina and Brasil and to new members only. The \$90 dues rate is currently available to lower income countries for new and existing members. MPC should review the UN OHRLLS list as well as the World Bank list and determine what should be

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
					used (UN OHRLLS or World Bank).
45	44	Staff	01/10	Complete	To include the hardship policy and definitions in the Members Council Manual of Procedures or Reference Manual.
46	46	Staff	01/10	Complete	To refer Motion 54 to the Student Activities Committee for consideration.
47	46	Student Activities Committee & Staff	01/10	Complete	To send chapters and student branches the Engineers Without Borders (EWB) project list; website link and contact information at EWB so they can determine if they would like to participate and fund this financially. Also, give the chapters and student branches information on contacting Global Engineering at Purdue University and World Federation of Engineering organizations.
48	46	DRCs	01/10	Complete	To send Kevin Fallin any comments or recommendations they may have for the 2010-11 PAOE.
49	47	Staff	01/10	Complete	To include Spencer Morasch as a new member of the CRC Ad Hoc Committee.
<b>2009 MEMBERS COUNCIL ANNUAL MEETING (JUNE 22-23, 2009)</b>					
1	2	Publishing & Education Council	01/10	Complete	<p>To provide input on the information as shown below of modifying student member benefits in conjunction with the proposed student membership dues increase from \$16 to \$20 effective July 1, 2010.</p> <ol style="list-style-type: none"> <li>1. Adding student pricing on all publications</li> <li>2. Add student pricing on all ASHRAE courses, including eLearning</li> <li>3. Eliminating hardcopies of the ASHRAE Journal being sent to student members. This should be electronic only with the option to receive a hardcopy if desired. This would cut back on printing and postage costs for Society overall.</li> </ol> <p><b>See Attachment P2.</b></p>
9	14	Staff	01/10	Complete	To include in the existing FAQs on the ASHRAE website, the top ten (10) most frequently asked questions from chapters.
11	22	Ron Jarnagin	01/10	Open	To send editorial changes of the ASHRAE

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					Transportation Voucher for final approval to the Finance Committee.
					<b>Status:</b> This was originally assigned to Bill Bahnfleth who is no longer on Members Council and re-assigned to Ron Jarnagin.
16	23	Walid Chakroun-Chair, Guy Perreault, Ross Montgomery, Robert Hu	06/10	Complete	ASHRAE Chapter-Section Club Ad Hoc Committee to review the whole chapter, section, club and group set of rules to recommend what works as we move forward. This ad hoc committee will also review the current Rules of the Board, Memorandum of Understanding and the Manual for Chapter Operations.
22	33	Rich Rose-Chair, Kay Thrasher, Kevin Fallin, Coy Brandenburg-ECC, Darcy Carbone-RP, Kevin Marple-MP, Jason Alphonso-YEA, Drew Harrison-SA, Wei Sun-CTT, & Ira Poston	06/10	Open	CRC Ad Hoc Committee to continue previous Action Item 17 (10/08) and determine the purpose and objectives of a CRC; then develop an outline of the proposed venue that would support meeting those objectives; once that is determined and approved, look at rewriting the CRC Manual to reflect the direction. [Even if the new proposal is not accepted or the ad hoc decides to leave the CRCs as they are – the CRC Manual does still need review and revision to bring it up-to-date and this would be the second phase of the ad hoc's job.] and review recommendations from the report of the 2008-09 CRC Ad Hoc Committee.

**PEC Response to Request for Information from Members Council Re Student Member Benefits**

January 26, 2010

In conjunction with the proposed student membership dues increase from \$16 to \$20 effective July 1, 2010, the Student Activities Committee recommends referring the following information of modifying student member benefits to Publishing and Education Council.

- Adding student pricing on all publications.
- Add student pricing on all ASHRAE courses, including eLearning.
- Eliminating hardcopies of the ASHRAE Journal being sent to student members. This should be electronic only with the option to receive a hardcopy if desired. This would cut back on printing and postage costs for Society overall.

**PEC Comments**

ASHRAE currently offers Student Member prices on publications recommended by instructors as being useful in undergraduate coursework:

- Fundamentals Handbook IP
  - Fundamentals Handbook SI
  - Refrigeration Handbook IP
  - Refrigeration Handbook SI
  - HVAC Applications Handbook IP
  - HVAC Applications Handbook SI
  - Systems and Equipment Handbook IP
  - Systems and Equipment Handbook SI
  - Principles of HVAC
  - HVAC Simplified
  - Principles of Smoke Management
  - Load Calculation Applications Manual
  - A/C System Design Manual
  - Handbook CD+
  - Pocket Guide IP
  - Pocket Guide SI
  - ASHRAE GreenGuide
  - Understanding Psychrometrics
1. The large number of publications already offered at student pricing likely is adequate to offer a compelling reason to join ASHRAE. Perhaps heightened communication of this current benefit by Student Activities can assist in Student Member recruitment and retention in light of the \$4 student member dues increase.
  2. In fall 2009, we surveyed all 5160 student members concerning price of courses and publications.

3. 311 responded (6% response rate). We consider this very low response rate indicative of perceived interest in the subject by Student Members. It should be noted that of those Student Members responding, approximately 40% were either recent graduates working in the field or were working part-time. Of the full time students responding, approximately 70% purchase their publications at the direction of an instructor. Only 16% of all respondents felt that ASHRAE publications were priced more than offerings from other publishers. Any conclusion drawn from such a small sample is suspect but the most significant factor is that full time students did not respond.
4. ASHRAE offers bulk pricing and consignment ordering for instructors on all ASHRAE publications. This enables instructors to use ASHRAE literature in classroom instruction at reduced pricing. Instructors may choose to require students to become Student Members to qualify for the reduced pricing. We, however, sell to the instructor. Instructors generally prefer ordering directly so they can ensure that all students have the needed publication at the start of class (rather than depending on each individual student to place their own order). Perhaps increased communication of this service by Student Activities to Student Branch Advisors can help offset the impact of the Student Member dues increase of \$4.
5. Some institutions require that publications used in class be ordered through the college bookstore. In these cases, ASHRAE offers industry standard college bookstore discounts; however college bookstores choose to resell at list pricing as a part of their standard business model.
6. The content of ASHRAE courses are aimed at addressing the market of working professionals – at entry, intermediate and advanced levels. To offer Student Member pricing for courses to attract these non practitioners would mislead purchasers regarding content, likely leading to customer dissatisfaction, limiting the content that can be presented by instructors, and absorbing time during class to review elementary concepts that other attendees will consider wasteful.
7. ASHRAE is exploring new course offerings aimed specifically at young professionals. Such courses will be offered based on identification of adequate market need and ability to develop suitable content. The overall purpose of ALI is to provide training for practitioners rather than competing with educational institutions which focus on training for those planning to enter the industry.
8. The Fundamentals series of ALI educational texts are offered at group pricing discounts to encourage chapters and company to provide instructor led fundamentals. It is believed this is an effective resource that can be used by chapters to deliver value to Student Members. Such study can complement traditional university and vocational school instruction. Information about chapter use of ALI educational texts (Group Learning) is available on the ASHRAE website ([www.ashrae.org/education/page/1478](http://www.ashrae.org/education/page/1478)).
9. ASHRAE eLearning is going through program redevelopment at the current time. Student pricing will be considered for the suitable offerings in this program when the redevelopment is concluded.
10. Because of the current inability to count digital only distribution in advertising circulation statements, eliminating delivery of the print Journal to Student Members would have a net negative fiscal impact. Inclusion of digital distribution in circulation statements is a high priority for AHRAE but the issue is extremely complex. Without circulation statements, ASHRAE cannot sell advertising. No margin of reporting error can be tolerated in these statements. ASHRAE Journal circulation is audited by an independent third party.

**STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES**

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Chicago – 01/09	3	That Members Council recommends to Technology Council that its reporting committees (TCs, TGs, TRGs, SSPCs, SPCs) add an action item in their Manual of Procedures to require that an update of their most important activities be provided to the CTTC Liaison for the respective committee. This information would be provided in April and December of each Society year. <b>(Chapter Technology Transfer Committee)</b>	Technology Council	<b>OPEN</b>
Louisville – 06/09	8	That ASHRAE develop and publish a "COLD CLIMATE DESIGN GUIDE" to assist designers to optimally select systems and technologies which provide robust and maintainable HVAC&R systems in moderate to severe winter climates. <b>(Region XI, Manitoba Chapter – 2009 Spring CRC)</b>	Technology Council	<b>OPEN</b>
Louisville – 06/09	14	That Society develop promotional materials geared to high school students more likely to pursue a technical degree (along with guidance counselors, teachers, and administrators) to inform them about career opportunities in the HVAC&R service industry and encourage them to pursue these valuable, high-paying jobs. <b>(Region VIII, South Texas Chapter – 2009 Spring CRC)</b>	Student Activities Committee	01/25/10 – The Student Activities Committee is in the process of completing development of industry related K-12 promotional materials that coincides with this request. <b>COMPLETE</b>
Atlanta – 10/09	10	That Society, through Members Council, assign to the ECC to research a timely solution for having workshop webinars and webcasting services for CRCs, available for Spring 2010 CRCs, such as the purchase of laptop air cell with camera systems that can be used by CRC and DRC for workshop presentations. <b>(Region IX, El Paso &amp; Pikes Peak Chapters – 2009 Fall CRC)</b>	Electronic Communications Committee	<b>OPEN</b>
Atlanta – 10/09	18	That all email communications between the RAL and Society be unified. <b>(Region-At-Large, Bahrain Chapter – 2009 Fall CRC)</b>	Electronic Communications Committee	<b>OPEN</b>
Atlanta – 10/09	30	That the dues for members in Mexico, Argentina and Brasil be capped at the World Bank Developing Country rate of \$90 US, beginning July 1, 2010. <b>(Region XII, Argentina &amp; Brasil Chapters – 2009 Fall CRC)</b>	Membership Promotion Committee	01/26/10 – Mexico is considered lower middle income on the World Bank List of Economies, and has been included in the ASHRAE Developing Economies dues structure since its inception. Both Argentina and Brasil are not included on the World Bank List of Economies or the OHRLLS, and shall not be considered as eligible for the \$90 developing economies membership rate offered by ASHRAE. <b>COMPLETE</b>
Atlanta – 10/09	32	That ASHRAE consider creating a "certification" program for the subject of Refrigeration, to be placed on the agenda of the Certification Committee, before or by January 2010. <b>(Region XII, Argentina Chapter – 2009 Fall CRC)</b>	Publishing and Education Council	<b>OPEN</b>
Atlanta – 10/09	36	That Society develop a Green Life Cycle Cost Analysis Guide, so sustainable practices can be implemented into buildings life cycle cost analyses. This motion should have a neutral fiscal impact, since the guide can be developed by volunteers. <b>(Region XII, Puerto Rico Chapter – 2009 Fall CRC)</b>	Technology Council	<b>OPEN</b>
Atlanta – 10/09	38	That an additional Society position be created as Vice President – International who should be made responsible to formulate and implement new strategies to increase and sustain future growth of membership and various other technical activities outside USA & Canada. <b>(Region-At-Large, Sub Region D – 2009 Fall CRC)</b>	Board Governance Transition Team	05/24/10 – Not fiscally possible at this time. <b>COMPLETE</b>
Atlanta – 10/09	41	That ASHRAE study the existing & ancient heritage buildings, monuments and places of worship in today's context of sustainable design practices and understand the hidden unwritten practices which were in vogue and to apply such practices in the upcoming buildings thus harnessing the benefits of sustainability concepts such as passive cooling, natural cooling and natural ventilation. <b>(Region-At-Large, South India Chapter – 2009 Fall CRC)</b>	Technology Council	<b>OPEN</b>

**STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES**

CITY M DATE	OTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/09	43	That ACRECONF Technical Conference be supported by the RAL and Society.	Society Executive Vice President, Jeff Littleton	<p>12/16/09 - ASHRAE's endorsement of the ACRECONF Technical Conference on a non-financial basis is approved. However, the word <b>'endorse'</b> rather than 'sponsor' should be used to characterize ASHRAE's participation. The background in the motion indicates that ACRECONF will contribute \$1,000 to the RAL in exchange for the RAL providing 1 sponsor and 50 attendees. The exchange of \$1,000 for recruiting of 1 sponsor and 50 attendees is an arrangement between ACRECONF and the RAL for which the DRC, Walid Chakroun would need to consider. ASHRAE's Society level endorsement of the event will move forward regardless of whether the RAL receives the \$1,000 contribution.</p> <p align="center"><b>COMPLETE</b></p>
Atlanta – 10/09	54	That Members Council ask the Student Activities Committee to consider and construct rules that will offer student branch members an opportunity to become an "exchange student" for one year to different schools all over the world, beginning July 1, 2010. <b>(Region XII)</b>	Student Activities Committee	<p>01/25/10 – The Student Activities Committee launched a new career services program on ASHRAEjobs.com which is a full service job and resume posting service connected directly to the HVAC&amp;R industry. Employers are able to post internship opportunities for students at no cost.</p> <p align="center"><b>COMPLETE</b></p>



## CRC SCHEDULE 2010-2011

<u>FALL 2010</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
<b>REGION I</b>	TWIN TIERS WATKINS GLEN, NY	NEW YORK NEW YORK CITY, NY	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 19 - 21	BELLENGER WATSON	COMSTOCK	SHIRLEY J. BERGMAN
<b>REGION II</b>	HALIFAX HALIFAX, NS	QUEBEC CITY QUEBEC, PQ	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 27-29	UNDERWOOD	READ	JAMES TSE
<b>REGION III</b>	DELAWARE WILMINGTON, DE	ANTHRACITE WILKES BARRE, PA	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 12-14	WATSON BAHNFLETH	OWEN	LARRY HUGHES JUDY HUGHES
<b>REGION IV</b>	NORTH PIEDMONT GREENSBORO, NC	GREENVILLE GREENVILLE, SC	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 5-7	HAYTER	RAMSPECK	BRYAN LAMPLEY JACK KRAWCZYK
<b>REGION V</b>	CINCINNATI CINCINNATI, OH	CENTRAL INDIANA INDIANAPOLIS, IN	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 12-14	UNDERWOOD	SIMMONS	DAN BOHL
<b>REGION VII</b>	NEW ORLEANS NEW ORLEANS	BLUEGRASS LEXINGTON, KY	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 5-7	JARNAGIN	KETTERING HUFFMAN	MICHAEL KERSANAC
<b>REGION IX</b>	OZARKS SPRINGFIELD, MO	EL PASO EL PASO, TX	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 12-14	HAYTER MONTGOMERY	PRUETT	JACOB NELSON
<b>REGION X</b>	NORTHERN NEVADA RENO, NV	CENTRAL ARIZONA PHOENIX, AZ	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 26-28	WATSON	LITTLETON	CANDICE GEORGE
<b>REGION XII</b>	CENTRAL FLORIDA ORLANDO, FL	BRASIL RIO DE JANIERO	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 18 -21	JARNAGIN MONTGOMERY	LITTLETON	W. MIKE DILLARD
<b>REGION XIII</b>	SINGAPORE SINGAPORE	INDONESIA JAKARTA, INDONESIA	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 27-29	BELLENGER	RAMSPECK	RAYMOND WONG
<b>RAL</b>	CAIRO CAIRO, EGYPT	SOUTH INDIA BANGALORE, INDIA	SEPTEMBER 3 <sup>RD</sup> WEEK	SEPTEMBER 30- OCTOBER 3	BELLENGER	COMSTOCK	MAHMOUD FOUAD
<u>SPRING 2011</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
<b>REGION VI</b>	NE WISCONSIN GREENBAY, WI	MINNESOTA MINNEAPOLIS, MN	MAY 1 <sup>ST</sup> WEEK	APRIL 14-16	BAHNFLETH	ABRAMS	STEVE MARTHALER
<b>REGION VIII</b>	DALLAS DALLAS, TX	NE OKLAHOMA TULSA, OK	APRIL 4 <sup>TH</sup> WEEK	APRIL 14-16	JARNAGIN	KETTERING	JEANINE BOUNDS
<b>REGION XI</b>	OREGON PORTLAND, OR	MANITOBA WINNIPEG, MB	MAY 2 <sup>ND</sup> WEEK	MAY 11-14	HAYTER JARNAGIN	DOUGLAS	KEITH YELTON

Additions and/or revisions are shaded. **Region X moves to 2010 Fall CRC with dates of August 26-28, 2010**

Revised: May 26, 2010

Distribution: EXCOM, DRCS, LITTLETON, COFER, COMSTOCK, SIMMONS, KETTERING, HUNN, READ, RAMSPECK, ADELMANN, DOUGLAS, PRUETT, GRANT, HOLMAN, ABRAMS, HUFFMAN, OWEN



## CRC SCHEDULE 2011-2012

<b><u>FALL 2011</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF CRC</b>	<b>CHAIR</b>
<b>REGION I</b>	NEW YORK NEW YORK CITY, NY	BOSTON BOSTON, MA	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 18-20			BILL LAU
<b>REGION II</b>	QUEBEC CITY QUEBEC, PQ	OTTAWA VALLEY OTTAWA, ON	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 26-28			CHARLES-ANDRE MUNGER
<b>REGION III</b>	ANTHRACITE WILKES BARRE, PA	BALTIMORE BALTIMORE, MD	AUGUST 2 <sup>ND</sup> WEEK				WALT JANUS
<b>REGION IV</b>	GREENVILLE GREENVILLE, SC	SOUTH CAROLINA COLUMBIA, SC	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 13 - 15			
<b>REGION V</b>	CENTRAL INDIANA INDIANAPOLIS, IN	CLEVELAND CLEVELAND, OH	AUGUST 2 <sup>ND</sup> WEEK				
<b>REGION VII</b>	BLUEGRASS LEXINGTON, KY	EAST TENNESSEE KNOXVILLE	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 17-20			HAROLD SHERRAD GRANT PAGE
<b>REGION IX</b>	EL PASO EL PASO, TX	BIG SKY BILLINGS, MT	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 4-6			MEL GLASS
<b>REGION X</b>	CENTRAL ARIZONA PHOENIX, AZ	SACRAMENTO VALLEY SACRAMENTO, CA	AUGUST 1 <sup>ST</sup> WEEK	SEPTEMBER			GARY NELSON
<b>REGION XII</b>	BRASIL RIO DE JANIERO	MIAMI MIAMI, FL	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 17-21			EDISON TITO
<b>REGION XIII</b>	INDONESIA JAKARTA, INDONESIA		AUGUST 4 <sup>TH</sup> WEEK	JULY 21-23 OR JULY 28-30			
<b>RAL</b>	SOUTH INDIA BANGALORE, INDIA		SEPTEMBER 3 <sup>RD</sup> WEEK				
<b><u>SPRING 2012</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF CRC</b>	<b>CHAIR</b>
<b>REGION VI</b>	MINNESOTA MINNEAPOLIS, MN		MAY 1 <sup>ST</sup> WEEK				
<b>REGION VIII</b>	NE OKLAHOMA TULSA, OK	AUSTIN AUSTIN, TX	APRIL 4 <sup>TH</sup> WEEK	APRIL 26-28			DAN OWENS KEITH BROWNE
<b>REGION XI</b>	MANITOBA WINNIPEG, MB	BRITISH COLUMBIA VANCOUVER, BC	MAY 2 <sup>ND</sup> WEEK				

Additions and/or revisions are shaded.

Revised: May 25, 2010

Distribution: EXCOM, DRCS, LITTLETON, COFER, COMSTOCK, SIMMONS, KETTERING, HUNN, READ, RAMSPECK, ADELMANN, DOUGLAS, PRUETT, GRANT, HOLMAN, ABRAMS, HUFFMAN, OWEN



## CRC SCHEDULE 2012-2013

<b><u>FALL 2012</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF CRC</b>	<b>CHAIR</b>
<b>REGION I</b>	BOSTON BOSTON, MA	CHAMPLAIN VALLEY BURLINGTON, VT	AUGUST 3 <sup>RD</sup> WEEK				
<b>REGION II</b>	OTTAWA VALLEY OTTAWA, ON		AUGUST 4 <sup>TH</sup> WEEK	AUGUST 24-26			
<b>REGION III</b>	BALTIMORE BALTIMORE, MD		AUGUST 2 <sup>ND</sup> WEEK				
<b>REGION IV</b>			AUGUST 3 <sup>RD</sup> WEEK	AUGUST 13 - 15			
<b>REGION V</b>	CLEVELAND CLEVELAND, OH	COLUMBUS COLUMBUS, OH	AUGUST 2 <sup>ND</sup> WEEK				
<b>REGION VII</b>			AUGUST 1 <sup>ST</sup> WEEK				
<b>REGION IX</b>	BIG SKY BILLINGS, MT	IDAHO BOISE, ID	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 2-4			BILL LYNCH
<b>REGION X</b>	SACRAMENTO VALLEY SACRAMENTO, CA	SIERRRA DELTA STOCKTON, CA	AUGUST 1 <sup>ST</sup> WEEK	AUGUST			
<b>REGION XII</b>	GULFSTREAM WEST PALM BEACH, FL	PUERTO RICO SAN JUAN, PR	AUGUST 3 <sup>RD</sup> WEEK				
<b>REGION XIII</b>			AUGUST 4 <sup>TH</sup> WEEK				
<b>RAL</b>			SEPTEMBER 3 <sup>RD</sup> WEEK				
<b><u>SPRING 2013</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF CRC</b>	<b>CHAIR</b>
<b>REGION VI</b>			MAY 1 <sup>ST</sup> WEEK				
<b>REGION VIII</b>	AUSTIN AUSTIN, TX		APRIL 4 <sup>TH</sup> WEEK				
<b>REGION XI</b>	BRITISH COLUMBIA VANCOUVER, BC	MID-COLUMBIA RICHLAND, WA	MAY 2 <sup>ND</sup> WEEK				

Additions and/or revisions are shaded.

Revised: March 25, 2010

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