

APPENDIX U: DAN MILLS CHAPTER PROGRAMS AWARD

The Board of Directors approves the establishment of the Dan Mills Chapter Programs Award to recognize a Chapter CTT member (Chair or Vice-Chair) who excels in chapter program endeavors and promoting technical and energy activities of the CTT Committee.

ROB 520-134-005
98-06-25-16

Purpose

The purpose of the award is to stimulate effective participation by the ASHRAE Chapter CTT Committee in connection with technical and energy activities issues related to the purpose of the Society.

The Dan Mills Chapter Programs Award is endowed in memory of Dan Mills of the Memphis, Tennessee Chapter, to honor the one Chapter CTT responsible member (Chair or Vice-Chair) in ASHRAE who has the most outstanding year and meets the eligibility requirements.

The Dan Mills Technical Award was combined with the Chapter Programs Star Award to create the Dan Mills Chapter Programs Award in January 2019. This was done to streamline the CTTC awards program and continue to honor the memory of Dan Mills.

Guidelines for Dan Mills Chapter Programs Award Presentation

Each year the Society recognizes exceptional performance by the Chapter CTT responsible member (Chair or Vice-Chair) who is determined to have best accomplished the goals established by the Chapter Technology Transfer Committee.

A typical award application includes a standard transmittal letter, a narrative section, current Society Year Presidential Award of Excellence (PAOE), CTTC Category sheet, relevant documentation, and letter of recommendation by the CTTC RVC. Additional detailed information can be provided.

Eligibility Requirements

The winner is selected from regional entries. Each region may submit one entry. The CTT RVC is responsible for organizing the regional awards program, establishing regional submission deadlines and selecting the regional entry to chair of the CTT Committee.

1. Candidate must be a member of ASHRAE in good standing.
2. Must be assigned to a Chapter in the Region that submits their name.
3. Must be the CTT Chapter Chair or Vice-Chair of the Chapter to which they are assigned.
4. Must achieve a minimum PAR level, Presidential Award of Excellence CTT Category points.
5. The RVC shall select the best nominee to forward to the CTT Committee based on the award criteria.

Performance for the Award is Measured by:

1. Planning for successful chapter programs
2. Increasing attendance at chapter meetings
3. Promoting special chapter programs
4. Promoting technical and energy activities of the CTT Committee

The recipient of the Dan Mills Programs Award cannot be a member of the Society CTT Committee, a member of Staff, or a member of the Board of Directors.

Judging

At the Annual Meeting of the Society, the Chair of the CTT Committee shall appoint members to the Dan Mills Chapter Programs Award Subcommittee to serve as a “Selection Committee,” to designate a Chair for it.

The Selection Committee shall be comprised of three (3) members of the CTT Committee. At least one judge should have experience as a chapter officer. The Ex-Officio from the Board of Directors and the Chair of the CTT Committee shall serve Ex-Officio to the Selection Committee.

The Society CTT Committee, by majority vote, shall select the recipient of the award, subject to the concurrence of the Honors and Awards Committee and Members Council.

All correspondence and selection data is to be directed to the Chair of the Selection Committee, with copies to the other members of the Selection Committee.

The CTT Committee Staff Liaison is responsible for coordinating all contacts and correspondence with the nominees.

Selection Schedule for Dan Mills Chapter Programs Award

ACTION **DUE DATE**

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| 1. Submittal Due to RVC for Regional Competition | Determined by RVC |
| 2. Judging of Regional Submittals | Determined by RVC |
| 3. Chapters notified by RVC of Regional Competition Results | Determined by RVC |
| 4. A transmittal letter, narrative section, Dan Mills Chapter Programs Award Point Calculation Form, PAOE CTTC category sheet, CTTC RVC letter of recommendation, and any relevant documentation due to Society <i>Submit one copy electronically in pdf format to ChapterPrograms@ashrae.org</i> | September 30 |
| 5. Staff Liaison sends entries to Dan Mills Chapter Programs Award Selection Committee to select final candidate | October 1 |
| 6. Selection Committee selects a winner and forwards recommendation to staff and CTTC Chair | November 1 |
| 7. CTT Committee recommends final candidate to Honors & Awards Members Council for approval | January Winter Conference |
| 8. Staff notifies winner | February 20 |
| 9. Judging Panel notifies non-winners | February 20 |

Presentation

The recipient is recommended by the CTT Committee and confirmed by Members Council. The award is presented at the Annual Meeting of the Society during the Plenary Session. A certificate, ribbon, or plaque may be presented by the region and chapter.