



MINUTES

EXECUTIVE COMMITTEE MEETING

ASHRAE HEADQUARTERS
Atlanta, Georgia
November 5 and 6, 2017

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Executive Committee.

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November 5 and 6, 2017

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Action Items
Board of Directors Meeting
November 5 and 6, 2017

<u>No – Pg.</u>	<u>Responsibility</u>	<u>Summary of Action</u>	<u>Status</u>
1 – 2	Littleton	(Carryover) Reapply as a partner to CCAC, instead of as an actor. (Update: 1/2017 – Ongoing. 3/2017: Ongoing. 6/2017: Ongoing, 11/2017: Ongoing.)	_____
2 – 2	Littleton	(Carryover) Work with staff and Mr. Wentz to produce a new antitrust electronic training module. (Update: 6/2017: Ongoing, 11/2017: Ongoing.)	_____
3 – 2	Littleton	(Carryover) Check with legal counsel if Cuba can be a member of AASA and also any approved funding opportunities for Cuba by ASHRAE or its partners. (Update: 11/2017: Ongoing.)	_____
4 – 2	Littleton	(Carryover) Investigate membership into Global Alliance Buildings (GABC), part of UNEP. (Update: 11/2017: Ongoing.)	_____
5 – 2	Olesen	Post to the ExCom Basecamp the presentations given during recent Presidential visits.	_____
6 – 2	Littleton	Provide President-Elect Hayter with a list of the intersociety appointments and add CAMEE to the list so that CAMEE has a consistent liaison over multiple years.	_____
7 – 2	Littleton	Arrange for a strategy discussion in Chicago with APPA.	_____
8 – 2	Littleton	Develop a list of opportunities to collaborate with ASPE.	_____
9 – 2	ExCom	Post the intersociety visit reports on the ExCom Basecamp.	_____
10 – 3	Littleton	Request that Washington staff discuss with the New York and Washington city building departments ways that ASHRAE can audit building energy models relative to the requirements of 90.1.	_____
11 – 3	Scoggins	Check on the status of Standard 209P and report back to the Executive Committee.	_____
12 – 3	Littleton	Compile a summary report of the fall Senior Leadership Meetings in Washington, D.C. and include the action items from those meetings for ExCom	_____
13 – 3	Littleton	Research resources like the National Conference of State Legislatures and determine whether ASHRAE should become more engaged.	_____
14 – 3	Littleton	Make final changes to the Chapter MOU Policy and return to ExCom for review.	_____

15 – 3	Littleton	Send Chapter MOU Policy to Members Council after ExCom has reviewed the final changes.	_____
16 – 4	Olesen	Assign liaisons to AIA including an ASHRAE staff member, member of ExCom and a member of the College of Fellows.	_____
17 – 4	Olesen	Contact AIA about ASHRAE attending the June AIA meeting and setting up an ASHRAE/AIA liaison committee meeting for next year.	<u>Complete</u>
18 – 4	Littleton	Draft an appointment letter for the ASHRAE/AIA liaison committee.	_____
19 – 4	Scoggins	Work with Tech Council, TAC and relevant TCs to see if they can provide technical guidance on air filtration assistance, smoke issues and forest fire preparedness for communities experiencing natural disasters.	_____
20 – 4	Littleton	Circulate to ExCom emails from members asking for help regarding smoke in homes caused by forest fires.	_____
21 – 4	Littleton	Send the Scholarship Guideline revisions to ExCom for their final approval in Chicago.	_____
22 – 4	Littleton	Include the updated and revised Privacy Policy on the Board agenda in Chicago.	_____
23 – 4	Olesen	Discuss with Mr. Max Sherman (TC 4.3, other groups) the cost/benefits to ASHRAE members of the AIVC/IOR Member Benefit Proposal. Obtain access for volunteers to do cost/benefit analyses.	_____
24 – 4	ExCom	Provide input to Ms. Scoggins regarding an appropriate list of questions to be asked at the Standards Forum in Chicago.	_____
25 – 5	Littleton	Investigate automatic membership renewals and provide information to Members Council.	_____
26 – 5	Littleton	Circulate to ExCom the ASHRAE/UNEP activities information from the meeting in Montreal held during November 2017.	_____
27 – 5	Olesen	Create a Board ad hoc to better define a major “organizational change” (ROB 2.101.005.5).	_____
28 – 5	Scoggins	Refer the creation of a resilient design guide to the Residential Building Committee.	_____



MINUTES
EXECUTIVE COMMITTEE MEETING
November 5 and 6, 2017

MEMBERS PRESENT:

Bjarne W. Olesen, President
Sheila J. Hayter, President-Elect
Darryl K. Boyce, Treasurer
Julia A. Keen, Vice President
Mick C. A. Schwedler, Vice President
M. Ginger Scoggins, Vice President
Edward K.C. Tsui, Vice President

STAFF PRESENT:

Jeff H. Littleton, Executive Vice President
Mary D. Townsend, Executive Assistant

GUEST PRESENT:

Douglas D. Fick, Region V DRC (Sunday, Nov. 5, 2017)

Call to Order

President Olesen called the meeting to order on Sunday, November 5, 2017 at 2:10 p.m. ExCom members, guest and staff attended as listed above.

Review of the Agenda

The following items were added to New Business on the agenda:

- Organizational Change
- Cyber and Travel Safety
- Resiliency and Residential Home Guide
- Daikin/ASHRAE

Approval of Minutes

Ms. Scoggins moved:

that a consent motion approving the minutes below be approved.
June 24 and 28, 2017
June 29, 2017
July 1, 2017

MOTION PASSED (Unanimous, CNV)

Review of Action Items

Action items 1-4 are ongoing and included in the action item list at the beginning of the minutes. Updates are included where possible. AI 1-4

Report of the President Attachment A

Mr. Olesen will post to the ExCom Basecamp the presentations given during recent Presidential visits. AI 5

Report of Officers' CRC and Intersociety Visits

Ms. Scoggins reported on her attendance at the following meetings:

- Region IX and III CRCs. Both had very light attendance at their workshops.
- IAPMO – Sent a report to ExCom. They are not interested in moving the relationship forward at this time. We will continue to attend and reach out to them.
- ACEC was a great conference.
- CAMEE MOU is upset they were removed from the ASHRAE training sessions because of commercialism. They would like to see the same person each year for continuity.

Mr. Littleton will provide President-Elect Hayter with a list of the intersociety appointments and will add CAMEE to the list so that CAMEE has a consistent liaison over multiple years. AI 6

Mr. Boyce reported on his attendance at the following meetings:

- APPA was a very positive experience; attended the Board meeting and a strategic planning session. They have requested a strategy discussion in Chicago.
- Attended IES – Illuminating Engineering Society. Engagement in discusses was limited.
- AABC –Presented an address at the opening but was not able to attend the Board meetings. Their focus was on commissioning and air balancing.
- ASPE – Billy Smith is CEO and President. He was not able to attend the Board meetings; Interested in a collaborative effort.

Mr. Littleton will arrange for a strategy discussion in Chicago with APPA. AI 7

Mr. Littleton will develop a list of opportunities to collaborate with ASPE. AI 8

Ms. Hayter reported on her attendance at the following meetings:

- Region I, IV, IX, and RAL CRCs.
- Energy Exchange Conference – spoke in three sessions.
- CONBRAVA in Sao Paulo, Brazil. Attended the opening session and technical session.
- Brazil Chapter – visited a state run technical school. This particular campus focuses on the training of HVAC technicians.
- SENI – 50 students were there and were excited to be a part of ASHRAE.
- Dubai Training Center
- AC Weekend in Golden, Colorado – meet with industry experts that touch ASHRAE's boundaries.
- ANCR – They have been in existence for 10 years and are working on resiliency. Speakers included women from FEMA who worked on the Hurricane Sandy recovery and from the NY Buildings Department.

ExCom will post the intersociety visit reports on the ExCom Basecamp.

AI 9

Mr. Littleton will request that Washington staff discuss with the New York and Washington city building departments ways that ASHRAE can audit building energy models relative to the requirements of 90.1. AI 10

Ms. Scoggins will check on the status of Standard 209P and report back to the Executive Committee. AI 11

Mr. Littleton will compile a summary report of the fall Senior Leadership Meetings in Washington, D.C. and include the action items from those meetings. AI 12

Ms. Keen reported on her attendance at the following meetings:

- Region X CRC – Had a conversation with code officials regarding Standard 170 and concerns about lack of technical rigor.
- Region XIII CRC – The meeting went well.

Mr. Schwedler reported on his attendance at the following meetings:

- Region II, III, VII and Region-at-Large CRCs – the quality of CRCs was good but some of the workshops were not well attended. Region II does not participate in centralized training.
- ICC – We are not in line with NEHB. We are in lock step with BOMA.

Mr. Littleton will research resources like the National Conference of State Legislatures and determine whether ASHRAE should become more engaged. AI 13

Mr. Tsui reported on his attendance at the following meetings:

- Region I, V, XII, and XIII CRCs
 - Region I and V – Workshop attendance was low.
 - Region XII – Great passion from South American.

Executive Session

The executive session was held during the two day meeting and minutes are taken and submitted separately from the open session minutes.

Unfinished Business

Chapter MOU Policy Attachment B

Mr. Littleton will make final changes to the Chapter MOU Policy and return to ExCom for review. AI 14

Mr. Littleton send Chapter MOU Policy to Members Council after ExCom has reviewed the final changes. AI 15

ASHRAE/REHVA Task Force

Mr. Olesen presented a brief overview of the status of the ASHRAE/REHVA Task Force chaired by Presidential Member Tim Wentz.

ASHRAE/CIBSE Fall Meetings Attachment C

Mr. Olesen reported on the ASHRAE/CIBSE Fall meetings and is looking forward to the meetings in Chicago.

New Business**College of Fellows Support of AIA Collaboration** Attachment D

Mr. Olesen will assign liaisons to AIA including an ASHRAE staff liaison, member of ExCom and a member of the College of Fellows. AI 16

Mr. Olesen will contact AIA about ASHRAE attending the June AIA meeting and setting up a liaison committee meeting for this next year. AI 17

Mr. Littleton will draft a appointment letter for the ASHRAE/AIA liaison committee. AI 18

Resiliency, Natural Disasters, IAQ in Forest Fires

Ms. Scoggins will work with Tech Council, TAC and relevant TCs to see if they can provide technical guidance on air filtration assistance, smoke issues and forest fire preparedness. to affected communities experiencing natural disasters. AI 19

Mr. Littleton will circulate to ExCom emails from members asking for help regarding smoke in homes caused by forest fires. AI 20

Scholarship Guidelines Revision Attachment E

Mr. Littleton will send the Scholarship Guideline Revisions to ExCom for approval in Chicago. AI 21

Privacy Policy Update Attachment F

Mr. Littleton will include the updated and revised Privacy Policy on the Board agenda in Chicago. AI 22

AIVC/IOR Member Benefit Proposals Attachment G

Mr. Olesen to discuss with Mr. Max Sherman (TC 4.3, other groups) the cost benefits to ASHRAE members of the AIVC/IOR Member Benefit Proposal. Obtain access for volunteers to do cost/benefit analyses. AI 23

ANSI Standards Business Models Attachment H

ExCom will provide input to Ms. Scoggins regarding an appropriate list of questions to be asked at the Standards Forum in Chicago. AI 24

Automatic Membership Renewals

Mr. Littleton will continue to investigate automatic membership renewals and provide information to Members Council. AI 25

ASHRAE – UNEP Activities – Montreal, November 18-24, 2017 Attachment I

Mr. Littleton will circulate to ExCom the ASHRAE/UNEP activities information from the meeting in Montreal in November 2017. AI 26

Organizational Change

Mr. Olesen will create a Board ad hoc to better define a major “organizational change” (ROB 2.101.005.5). AI 27

Resiliency and Residential Home Design Guide

Ms. Scoggins will refer the creation of a resilient design guide to the Residential Buildings Committee. AI 28

Employer Support from Large Corporations

The Committee discussed how to respond to recent requests from large HVAC companies for information on the benefits of supporting their employee’s participation in ASHRAE.

(Mick Schwedler recused himself from this discussion.)

Other Business**Updated Marketing Report** Attachment J**Western HVAC Performance Alliance Report** Attachment K**Upcoming Meetings**

Chicago – Winter Meeting

Saturday, January 20, 2018	8:30 AM – 1:00 PM
Wednesday, January 24, 2018	7:30 AM – 9:00 AM
Thursday, January 25, 2018	7:30 AM – 11:00 AM

ExCom Spring Meeting in Antwerp, Belgium

Wednesday, April 18 to Saturday, April 21, 2018

ExAIL Calls – 9:00 AM Eastern time

Scheduled for: December 4th, January 8th, February 5th, March 5th, April 3rd at 10 AM, May 1st at 8:00 AM and June 4th.

Adjournment

Mr. Olesen thanked everyone for attending. The meeting was adjourned at 10:30 AM on Monday, November 6, 2017.



Jeff H. Littleton, Secretary

mdt/2017/11/30

Distribution: Board of Directors
Staff Directors

Attachments: A. Report of the President
B. Chapter MOU Policy
C. ASHRAE/CIBSE Fall Meetings
D. College of Fellows Support of AIA Collaboration
E. Scholarship Guidelines Revision
F. Privacy Policy Update
G. AIVC/IOR Member Benefit Proposals
H. ANSI Standards Business Models
I. ASHRAE-UNEP Activities – Montreal, November 18-24, 2017
J. Updated Marketing Report
K. Western HVAC Performance Alliance Report

Presidents travel report

August-September-October 2017

Bjarne W. Olesen

August 1-5 Region VII CRC in Nashville

A well-organized CRC held in the center of Nashville with everything within walking distance. I gave my presidential talk. See the more detailed report from Mick Schwedler

August 6-8 BuildSim conference in San Francisco

This is the international conference on Building Simulation organized by IBPSA-International. This time the local organizer was LBNL. I gave a short 10-min presentation at the opening ceremony and was chairing a workshop on International Collaboration. The international conference takes place every second year and in between years there are local conferences around the world. ASHRAE and IBPSA-US organizes the local conference together. The IBPSA society has a board, web-site and journal. It started as a spin-off of an ASHRAE TC. There was some concerns and disappointment that ASHRAE's Building Simulation Conference was scheduled the month after in Atlanta.

August 9-13 Region XII CRC in Panama City, Panama

A well-organized CRC. The local section did a good job; but it was the leadership and timeless effort of Ross M, that made it so successful. I gave my presidential talk. See detailed report from Edward Tsui.

August 23-27 Region XIII CRC in Singapore

Well done CRC. Again, the student participation in Region XIII is extraordinary. I gave my presidential talk. See detailed report by Julia Keen. I also visited National University Singapore(NUS), where we also have a student branch. I was introduced to their upcoming new zero-energy building.

September 2-5 Chapter visit in Santiago, Chile

This was a well-planned and a very efficient visit. The chapter is doing well. This was due in part because they have hired a part time organizer Mariela Garate. She does a fantastic job. I gave an evening talk on "Indoor Environment- Health, Comfort & Productivity". About 50 participants. Together with chapter members, I visited two engineering schools and spoke with the students about ASHRAE and how they could benefit from a student branch and being student members. Met with Foundation de Chile a technology center that has several government projects. The chapter is partner in one of their projects.

Visited also Camara Chilena de La Construcción, the overall engineering society in Chile, together with Chilean Refrigeration chamber. Below a mail from la Construction that show our chapter will play an important role in Chile

Dear Mr. Bjarne W. Olesen,

After two weeks that you visit us in our facilities in Santiago to lunch with the people of Chilean chapter and the Chilean Refrigeration chamber I want to give you our most sincere thanks for your visit, this is already the third authority of Ashrae that visit us in the last two years.

For our specialties Committee of the Chilean Chamber is a very important relationship to develop, and we are sure that with the help of every organization we can advance the common objectives and themes that we have.

In the next few days we will organize a meeting with the Chilean Chapter to begin a work that we can organize with them.

Our Chamber is the main guild organization of the country whose main objective is to promote the development and promotion of construction activity in the country and sustainable building also so we believe that we can contribute and lead the sector of the air conditioning in Chile.

I would like thank you again and it was a pleasure to meet you and we hope to be able to meet you again.

September 6-9 Catarr conference in Bueno Aires, Argentina

During the opening of the conference I gave a 10 min. talk about ASHRAE. Besides I gave two technical presentations "International Standards for the Indoor Environment" and "Applications of Radiant Heating and Cooling Systems in Buildings". This year it was a smaller conference without an exhibition. Every second year there is also an exhibition and a larger conference. It is organized by AAF (Argentina Association Refrigeration), Roberto Aguilo is president. He also serves as president of Ecuador chapter. Javier Korenko Chmielewski is also very active in ASHRAE chapter and AAF. I also had a meeting with the AAF (member of AASA) and talked about the AASA meeting next April in Brussels. Unfortunately, the chapter had organized a small technical seminar partly overlapping with the conference one day. This was due to a miscommunication. I have the impression that the collaboration is relatively good.

I have promised to come back and do some activities with the chapter next spring.

September 10-16 Chapter seminar in Tokyo and SHASE conference, Koichi, Japan

The chapter had organized a seminar together with a Japanese association for radiant heating and cooling system. I gave my presidential talk, which was translated sentence by sentence to Japanese. Then I participated in Koichi in the yearly SHASE (Japanese society for heating, air conditioning and sanitary systems) conference. There were about 1200 participants. During one day, they have an English session with a keynote. I gave my presidential talk. The chapter had a lunch meeting. They are doing better and got several awards at the CRC in Singapore. They have common members with both SHASE and JSRAE and work together. The previous president was Prof. Kato. He was the previous president of SHASE. Now the president of the chapter is Prof. Tanabe and he will be president of SHASE in May 2018. All mixed together.

September 18-21 Opening Dubai learning center

Participated in a successful opening of the learning center. This has been reported extensively elsewhere. The building host several international societies. Talked with the manager who told me that 4 cities in the world are collaborating to be the cities of international societies.

He would be glad to help us establish offices with his contacts. The cities are Washington DC, Brussels-Belgium, Dubai-Emirates and Singapore. When I visited Singapore my colleagues at NUS told me that Singapore has some government funding for societies that want to establish an office. My vision is that in the near future ASHRAE will have local offices in all 4 cities.

September 22-23 RAL CRC in Sharm-El-Sheikh, Egypt

A well-organized CRC. See detailed report by Mick Schwedler. RAL is doing well. Gave my presidential talk.

September 28-29 JSRAE conference, Tokyo

I was invited to the yearly JSRAE (Japanese Society of Refrigeration) conference. I gave two presentations. A keynote "ASHRAE activities related to refrigeration and refrigerants" and a technical presentation "Nocturnal Radiative Cooling Panels Coupled with in Room PCM Ceiling Panels". It was the first time an ASHRAE president had visited the conference. Everything is in Japanese except one day where they have a session in English and a keynote. The senior leaders meet with both SHASE, JSRAE, and the chapter during their spring visit to Japan.

October 4-7 VDI-GBG meeting Konstanz, Germany

VDI-GBG is the building service fraction of the German Engineering Society, VDI. They are one of the most important members of REHVA. They have a yearly meeting where technical committees meet, awards are given and then a couple of technical presentations. They also have a student competition where they select the student that shall represent Germany in the REHVA student competition. First time an ASHRAE president visited the yearly meeting. Everything is in German. At the meeting, we signed an MOU. VDI-GBG is not member of AASA, as according to their bylaws

they cannot be member under/with another “similar” society (ASHRAE). They will be invited to the AASA meeting in April and could also be member of a possible Global Alliance. I gave also one talk: “International Standards for the Indoor Environment”.

October 9-10 Section-Chapter meetings, Glasgow and Loughborough, UK

Visited first Mitsubishi Electric research facilities outside Edinburgh. They are very supportive of ASHRAE activities in UK. Two employees are active in Scotland section and one is secretary of the Ireland Chapter. Participated in a chapter organized meeting, which at the same time was a kind of opening of a new office where the section president works. I found it OK even if it could be regarded as too commercial. Gave a general talk “ASHRAE a global society for building technology” about what ASHRAE is, our products, activities and what benefits members/sections/chapters could get. Soon we will see a chapter in Scotland

October 11-14 CIBSE activities, London, UK

On October 11, I chartered the new ASHRAE Midland-chapter in Loughborough University. First I had a meeting with the student branch talking about ASHRAE scholarships, solar decathlon (they plan to participate in the next competition in Europe), and being a student member. The university plays an important role with several chapter officers. After the charter, I gave two talks: My presidential speech and a technical talk “The influence of occupant behaviour on indoor environment and energy use in buildings”.

In London, it was the plan to charter the new London chapter; but this has been postponed as the president was not available. Had Dinner with IOT (Refrigeration Society, Stephen Gil) and discussed how ASHRAE members could get access to the significant amount of information and publications from IOT. In London Jeff and I had a couple of meetings with CIBSE. First a close meeting with the leadership to square away some tensions regarding the newly formation of chapters in UK. In general, CIBSE is OK with us forming chapters, they had however got some complaints that some ASHRAE members were a little too aggressive to get others to sign petition. I addressed that directly to CIBSE Council, when I spoke to them the day after. We will now circulate a note within ASHRAE-CIBSE explaining why Chapters are important for ASHRAE and that a chapter is not a competition to a local society. WE then also had an open meeting with CIBSE and went through our different joint activities and plans that may include joint chapters or joint activities also in South-Africa, New Zealand and Australia.

We then met with iMECHE (the UK society of mechanical engineer, which also charter engineers) and participated in the great UK competition “Graduate of the Year” including presentations by the 8 finalists, announcement of the winner and a dinner in fantastic surroundings. The winner will be present at our winter meeting in Chicago. At the dinner, I gave a technical talk “The influence of occupant behaviour on indoor environment and energy use in buildings”.

October 15-17 Chapter visit Dublin, Ireland

In Dublin was a busy day with charter of two student branches at two different Engineering Colleges. Both places I gave the talk “The influence of occupant behaviour on indoor environment and energy use in buildings”. Costas Balares, Region XIV DRC also participated in Dublin. In the evening, we chartered the new Ireland-chapter. The meeting was together with CIBSE-Ireland and Engineers of Ireland. Here seems to be a good collaboration. Besides presentations from CIBSE and Engineers of Ireland, Costas gave a talk about the region and I gave my presidential talk.

DAIKIN has donated money to the chapter to pay for student membership. This way they can easily get student ASHRAE members.

October 19-21 ISHVAC2017 conference, Jinan, China

This is the most important HVAC conference in China for researchers and innovators. It takes place every second year. I presented a keynote “The influence of international standards for the indoor environment on the design and performance of HVAC systems” I had several talks with people who wanted to get more involved with ASHRAE in China. Here is a great potential. One or two will probably start new student branches. I also talked with the president of CCHVAC (Chinese HVAC society). We need to establish a closer relation with CCHVAC. They are member of AASA; but there is a much bigger potential. We have now a good relationship with CAR (The society of refrigeration), where we participate every year in the conference/exhibition.

October 22-26 SMACNA Annual convention, Maui, Hawaii

The SMACNA convention include several educational, information and soft skill programs combined with a smaller exhibition. There was about 1500 participants (including spouses and children). About one third of the 1500 members where present. Most of the programs are soft skills to improve business of their members. There is one technical session run by their technical director Eli Howard (long term members of ASHRAE 62 and others). The audience get an update on standards/guidelines and different projects. Increasingly focus on APP's for the members. The only time where you mix with other societies present is at an informal walking lunch with SMACNA president and leadership. The major concern was work force. SMACNA is here referring to technicians and not a college education. Everywhere there seemed to be a lack of skilled people. SMACNA was active to approach returning military and talk about career opportunities within the industry. SMACNA is very positive to the work with ASHRAE and the combined activities chapters of both organizations do. SMACNA has established a disaster relief fund. The exhibition was only one morning, which were hit with a power loss on the whole island due to lightning, so most of the exhibition was with battery driven “candle lights”. During their big dinner entertainment evening (like our Members Night Out) they also make in parallel an activity for children ages 5-12. The difference to ASHRAE is that a lot of more families participate. Another idea I liked was that the name tag had name information on both sides, so name was always visible.

October 26-27 Hawaii Chapter evening, Honolulu, Hawaii.

The evening consisted of a technical talk by a “vendor” on air cleaning technology. I gave my presidential talk and a technical talk “Indoor Environment, Comfort-Health-Productivity”. There were 65 participants for the presentations and dinner.

October 31-November 2nd Leadership meetings in Washington DC

Had three days' efficient meetings with other organizations (NASEO, APPA, DOE, BOMA, ASE, AIA, EESI and a couple of senate committees). Well organized by our Washington office. A more detailed report/notes will follow.



TO: ASHRAE Executive Committee
FROM: Jeff Littleton
DATE: June 19, 2015
SUBJECT: Chapter MOU Policy

ASHRAE Chapters around the world are receiving an increasing number of requests for MOU agreements. In some cases, ASHRAE Chapters would like to initiate MOU agreements with other organizations and their chapters. The purpose of this proposed policy is to define where it is appropriate for an ASHRAE Chapter to enter into MOU agreement with another organization or its Chapters. The goal is to provide Chapters with the flexibility to collaborate with other organizations to the benefit of Chapter members, and to avoid conflicts with national/global agreements at the Society level. Ideally this policy would eventually be included in the MCO.

Policy for Chapter Agreements With Other Organizations

(Suggested change for title of document: Chapter Memorandum of Understanding (MOU) Policy)

ASHRAE Chapters are strongly encouraged to work collaboratively with other not-for-profit organizations and institutions around the world. Joint Chapter meetings, technical conferences, seminars, etc. widen ASHRAE's influence and improve member networking opportunities. MOUs are not needed for traditional activities such as joint meetings with the chapters of other organizations, but some circumstances call for an MOU.

- **Requirements and Restrictions for All Chapter MOUs (Chapters and Sections)**
 - Chapters shall not enter into an MOU agreement with a commercial organization.
 - Chapters shall not enter into MOU agreements with organizations whose primary purpose is advocacy or lobbying. Similarly, the *focus* on a Chapter MOU agreement cannot be on advocacy or lobbying.
 - Chapter MOU agreements cannot engage, commit or speak for Society-level activities in any way.
 - EXAMPLE: Chapter level MOUs cannot agree to share intellectual property rights for Society publications.
 - A Chapter MOU shall not impact Society fees and dues in any way.
 - All Chapter MOUs must include the following disclaimer: "This agreement does not engage, commit or otherwise speak for Society-level global organization ASHRAE in any way. This agreement applies to the ___ Chapter(s) and its/their geographic scope only."

- A Chapter MOU agreement can only be applicable to members and activities within the **geographic scope** (1. Which geographic areas?; 2. Some chapters have very large geographic areas.) of the Chapter(s).

(Should define the max. period of time, e.g., not longer than 3 years, to avoid unreasonable long period of time.)

- Chapter MOU agreements cannot violate any provisions of the MCO, particularly with respect to: (We need to make sure that chapters do not endorse any large trade shows that would be part of MOU.)
 - Endorsement of expositions or of technical conferences that are run in parallel with expositions.
 - Speaking on behalf of the Society.
 - The ASHRAE commercialism policy.
 - Lobbying efforts.
- All Chapter MOU agreements must have a specific termination clause that includes a specific termination date. Auto-renewals are not permitted. (who should review MOU before signing?)
- Chapters may not enter into MOU agreements that imply the Chapter's endorsement of one particular technology.
 - EXAMPLE: An MOU between an ASHRAE Chapter and an ICC or IAPMO Chapter might imply endorsement of one code over another.
- Prior to **execution**, the MOU must be reviewed and approved by:
 - **Chapter's** Board of Governors.
 - **Chapter's DRC Director and Regional Chair of the region in which the chapter resides.**
- **MOU Agreements for All ASHRAE Chapters**
 - ASHRAE Chapters may enter into MOU agreements with the Chapters of other national or regional organizations globally, including in the U.S.
 - If the geographic scope of the other organization's Chapter covers more than one ASHRAE Chapter, all ASHRAE Chapter's in that geographic scope must be engaged in the establishment of the MOU and must sign the MOU. The MOU cannot move forward if any one Chapter in the geographic scope opts out.
 - EXAMPLE: A U.S. organization with State-wide chapters cannot enter into an MOU with an ASHRAE Chapter unless all Chapters in the state sign the MOU.
- **MOU Agreements for Chapters *Inside* the U.S. and Canada (Why is there a difference?)**
 - **No ASHRAE Chapters in the U.S. or Canada may enter into agreements with government agencies in the U.S. or Canada.**
 - No ASHRAE Chapter can enter into an agreement with a national organization in the U.S. or Canada. (Agreements between Chapters of not-for-profit organizations in the U.S. are acceptable, as noted above.)
- **MOU Agreements for Chapters *Outside* of The U.S. and Canada**
 - **Chapters may enter into agreements with government agencies or national organizations in the country where they reside.**

- All of the ASHRAE Chapters in a country must be engaged in the establishment of any MOU involving any ASHRAE Chapter with a government agency or national organization, and must sign the MOU. The MOU cannot move forward if any one Chapter in the country opts out.
- If the Country includes a member of the ASHRAE Associate Society Alliance (AASA), the ASHRAE Chapter(s) is encouraged to:
 - Include the AASA member in agreements in collaborative opportunities.
 - Conduct joint meetings with the AASA member organization.

Additional comments:

- The introduction states that some circumstances call for a MOU, but there are no examples or explanation of when the MOU is required. Recommend this be added to clarify the document.
- The document should provide some rationale as to why the requirements are being stated. For example, "no ASHRAE chapters in the US or Canada may enter into agreements with government agencies in the US or Canada...because ASHRAE Society oversees this interface" for example.
- - Is the general use of government agencies correct for the document? Is the intent to mean national government agencies? For example, my home chapter (Manitoba) represents all of my home province (Manitoba) and has interfaced with the Manitoba provincial government on matters of energy policy and provincial building codes. If a MOU were ever required, would it not be permitted? Could a chapter enter into a MOU with a city or town administration?
- Finally, how legally binding is a MOU? Is this just documentation of an agreement in principle, or does it hold more weight if there were a dispute?



CIBSE – ASHRAE Liaison Committee Meeting
October 13, 2017
Balham, England

Peter Wong, CIBSE President*
Stephen Matthews, CIBSE Chief Executive*
Hywel Davies, CIBSE Technical Director
Ewen Rose
Rowan Crowley
Nick Peake
Tim Dwyer
Emilia Targonska, YEN
Frank Mills

Bjarne Olesen, ASHRAE President*
Jeff Littleton, ASHRAE Executive Director*
Joyce Abrams, ASHRAE Director of Member Svcs
Steve Gill, CIBSE ASHRAE Group

*committee members

1. Jeff Littleton called the meeting to order at 9:10 a.m.
2. Introductions of members and guests: attendees are listed above
3. Review of agenda: Items 15 a through g were added
4. Approval of minutes from February 1st 2017 Las Vegas meeting
5. Status of action items from February 1st 2017 meeting: updates provided in **Appendix A**; open and new Action Items provided in **Appendix B**
6. CIBSE ASHRAE Group update: Tim Dwyer was thanked for his many years of service as leader; Steve Gill provided an update; no real change in member numbers; report included as Appendix B; next event will be Tom Watson jointly with IOR in November; Fire and Smoke Control event being planned
7. YEA/YEN Activity: Jake Kopocis will attend YLI in Dubai; YLW taking place now in Baltimore, MD; YLI will be December 8-10 in Hong Kong; YEA 2.0 will be February 23-25, 2018 in Phoenix; Spring 2018 YEA Leadership Weekend event will be March 23-25, 2018; Emilia provided an update: Caleb Haynes and Ioanna Deligkiozi attended YEN meeting in May, which was very successful; perhaps should create LinkedIn YEA/YEN account; perhaps Graduate of the Year could follow some Leadership U or LeaDRS participants to a few events

- 7.1 Report on 2017 New Face of Engineering: Alyse Falconer will attend Build2Perform in November
- 7.2 Arrangements for New Face of Engineering 2018: DiscoverE has put the New Face of Engineer award on hiatus; YEA Committee is investigating options for 2018 and perhaps for the future; perhaps adapt concept of CIBSE's Graduate of the Year; ASHRAE is committed to having someone attend a 2018 CIBSE event; Graduate of the Year costs about £22,000 to run; has taken many years for it to be successful

ACTION ITEM: Stephen Matthews to share information about the administration of Graduate of the Year Award

- 7.3 CIBSE ASHRAE Graduate of the Year 2017: Ewen provided an update; 171 individuals registered for the event at iMechE on 12 October 2017; winner of award, Raphael Amajuoyi, will attend 2018 Winter Conference in Chicago
- 8. Membership Reciprocity
 - 8.1 Update – Reports of member application data (ASHRAE report attachment 8.1a, CIBSE report attachment 8.1b)
 - 8.2 Confirm status of MRA: signed in 2013; according to the terms of the agreement, it should be reviewed in 2018

ACTION ITEM: Joyce Abrams, Daniel Gurley, and Bruce McGill to review MRA and bring recommendation to CIBSE ASHRAE liaison meeting in Chicago in January

- 8.3 Activities to promote joint membership

ACTION ITEM: Tim Dwyer and Joyce Abrams to draft document to describe how CIBSE and ASHRAE are working together collaboratively and not in competition (due mid-December)

- 9. CIBSE/ASHRAE Joint Conferences/Meetings
 - 9.1 Past conferences/meetings: official meetings occurred in Las Vegas in January 2017, Boston in June 2017
 - 9.2 Future conferences/meetings: Build2Perform – ASHRAE will have a booth; AASA meeting April 22-23 in conjunction with REHVA conference
 - 9.2.1 CIBSE ASHRAE Technical Symposium 2020: need to find an appropriate venue; perhaps could be aligned with IAQ Conference; Bjarne Olesen, Bill Bahnfleth, Max Sherman, and Tim Dwyer will take the lead on discussing options, and Tony Giometti should be included in discussions; should take place in April; attract sponsors to try to keep registration fees low; will be Darryl Boyce's presidential year – so perhaps O&M would be a good fit

ACTION ITEM: Bjarne Olesen to ensure that ASHRAE has a decision in January 2018 about whether IAQ Conference can be held in conjunction with 2020 CIBSE ASHRAE Technical Symposium

- 10. Update on Build2PerformLive Conference and Exhibition: 20 half-day programs across the days of the conference – 5 stream program and much larger than in previous years; technical conference is free; exhibition side is 80-90% booked – about 60 booths total; has a YEN Zone; likely to be at least 2x larger than before – hoping for 3x larger (about 2,000); want to bring in more young professionals: perhaps in the future ASHRAE could help provide speakers
- 11. Report on CIBSE Digital Engineering Society: Need to find ways to make building services industry seem “sexy” as a career opportunity; have had BIM steering group for several years –

- engineers, manufacturers, others across the industry, has evolved into path for career advancement for professionals who have entered the building industry in different ways; has about 100 members now, of which about half are already CIBSE members; will have lots of publicity at Build2Perform; right now, CIBSE members do not have to pay an additional fee
12. CIBSE and ASHRAE Publications: CIBSE takes ASHRAE publications to various events and looks for new titles that might be of interest to CIBSE's audience

ACTION ITEM: Clare Bott and Vanita Gupta to expand monthly marketing call to include marketing publications in addition to membership

- 12.1 Report on publication sales
(ASHRAE report attachment 12.1a, CIBSE report attachment 12.1b); seem to see individuals searching CIBSE website for interesting titles who then search everywhere for lowest price
- 12.2 Schedule of relevant planned publications
(ASHRAE report attachment 12.2a, CIBSE report attachment 12.2b)
- 12.3 Possible joint (or jointly badged) publications: History of Air-conditioning? (Heritage Group)
13. Journal collaboration: both Journals have a tremendous amount content; good contact with each other if see valuable content; perhaps can find useful cross-content for various CIBSE supplements, such as one for Education; perhaps could create a joint supplement – will need to agree on

ACTION ITEM: Rowan Crowley, Tim Dwyer, and Steve Comstock to discuss potential opportunities for joint Journal supplements

14. Report on staff exchanges: perhaps consider having specific set of objectives or work product as the basis for the exchange

ACTION ITEM: Stephen Matthews and Jeff Littleton to consider “what’s next” for staff exchange with intent to bring recommendation to January meeting in Chicago

15. Current and future collaborative strategies
- 15a CIBSE participation in IEQ Global Alliance (IEQ GA): ASHRAE invites CIBSE to be a partner; lighting and O&M might be opportunities for CIBSE involvement; now being set up as a legal entity (in Brussels); currently ASHRAE is bearing full cost of administration – the intent is that all members of the alliance would contribute; <http://ieq-ga.net/>; CIBSE might find a senior officer volunteer who is interested in participating

ACTION ITEM: Jeff Littleton to send to Stephen Matthews relevant IEQ-GA documentation

- 15b Update on ASHRAE Brussels office: Looking at opening office in Brussels; Steve Comstock is planning to retire in June and may become the person onsite in Brussels for about 18 months: to help new European Region, to be liaison with CIBSE, to be contact with UNEP, to be liaison with REHVA; will require approval by ASHRAE's BOD, who is meeting in early November; if goes through, Steve would be in place in Brussels June/July if not sooner

- 15c Update on ASHRAE/REHVA/CIBSE Task Force: currently, focus is on ASHRAE Chapters in Europe and how they would work with national associations

15d Possible joint Building Performance Awards: opportunity to adapt formula that CIBSE has found to be successful in UK and see if it can be developed elsewhere, such as in the Middle East; Rowan Crowley to be involved from CIBSE

ACTION ITEM: Stephen Matthews and Jeff Littleton to prepare concept document for joint Building Performance Awards in time for January CIBSE ASHRAE Liaison Meeting

15e Update on activities in Dubai: CIBSE and ASHRAE both have a presence in Dubai; ASHRAE has a training center – about 100 people attended the opening; ASHRAE is offering courses there; CIBSE continues to operate out of Dubai, touching the region

15f CIBSE ASHRAE Collaboration in Australia, New Zealand and South Africa: AIVC and ASHRAE will offer a workshop in Wellington, NZ 19-20 March 2018, a workshop in Sydney, AUS 23 March 2018 workshop and perhaps another workshop the following week in Melbourne, AUS; perhaps CIBSE also can be involved in the workshops

15g Arrangements for CIBSE ASHRAE Joint workshop at Cumberland Lodge, June 11-12 2018

16. Update on ASHRAE's Region XIV and chapter/section developments: Region XIV's first CRC will be in Belgrade December 8-10 2018 – Stephen Matthews and Hywel Davies will attend

17. Update on ASHRAE and CIBSE Presidential Themes: Sheila Hayter's presidential theme is likely focus on convergence – the role of buildings in the greater scope of community and smart grids; Darryl Boyce's presidential theme is likely to focus on operating buildings so that they fulfill their potential performance; CIBSE's next President has a lighting background

18. Research Activities Update: status of Guidance on Cyber Security research project – on hiatus because chair has taken a new job; Nick Peake will follow up

ACTION ITEM: Hywel Davies to consider how ASHRAE can be more supportive of CIBSE research

19. Next Meeting Date/Location – Chicago, Wednesday, January 24th, 2018, 9am

Appendix A. ACTION ITEMS FROM FEBRUARY 2017 MEETING

1. Daniel Gurley: Will provide the name of ASHRAE's New Face of Engineering for 2017 to Hywel Davies as soon as it is announced in February **COMPLETE**
2. Tim Dwyer: Will liaise with YEN regarding details of ASHRAE's YEA Leadership Weekend **COMPLETE: Information was passed to YEN and this was subsequently discussed at the Manchester Annual YEN meeting**
3. Emilia Targonska: Will send Jeff Littleton & Stephen Matthews a proposal for a joint YEA/YEN event to be held annually **COMPLETE: A commentary was submitted and will be tabled at the meeting**
4. Vanita Gupta: Will work with CIBSE staff to arrange ASHRAE's participation in the CIBSE's Build2Perform Live event, November 21-22, 2017 **COMPLETE**
5. CIBSE: To select dates for ASHRAE staff to visit CIBSE headquarters in fall 2017 and coordinate the details with applicable staff & their director(s) **COMPLETE: Joyce Abrams to visit**
6. Steve Comstock: Will add a question to a survey on how much interest there is for a joint CIBSE/ASHRAE conference in 2018 in Europe **COMPLETE**
7. Tim Dwyer/Steve Comstock: Will identify opportunities for developing a joint app **ONGOING: To report at next meeting**

Appendix B. OPEN AND NEW ACTION ITEMS FROM OCTOBER 2017 MEETING

ITEM #	ITEM	Assignment	Status	Comments
2017.2-7	Identify opportunities for developing a joint app	Tim Dwyer Steve Comstock	Ongoing	Will report at next meeting
2017.10-1	Share information about the administration of Graduate of the Year Award	Stephen Matthews		
2017.10-2	Review MRA and bring recommendation to CIBSE ASHRAE liaison meeting	Bruce McGill Joyce Abrams Daniel Gurley	Due in time for January meeting	
2017.10-3	Draft document to describe how CIBSE and ASHRAE are working together collaboratively and not in competition	Tim Dwyer Joyce Abrams	Due mid-December	
2017.10-4	Ensure that ASHRAE has a decision about whether IAQ Conference can be held in conjunction with 2020 CIBSE ASHRAE Technical Symposium	Bjarne Olesen	Due by end of January 2018	
2017.10-5	Expand monthly marketing call to include marketing publications in addition to marketing membership	Clare Bott Vanita Gupta		
2017.10-6	Discuss potential opportunities for joint Journal supplements	Rowan Crowley Tim Dwyer Steve Comstock		
2017.10-7	Consider "what's next" for staff exchange	Stephen Matthews Jeff Littleton	Due in time for January meeting	
2017.10-8	Send to Stephen Matthews relevant information about IEQ-GA	Jeff Littleton		
2017.10-9	Prepare concept document for joint Building Performance Awards	Stephen Matthews Jeff Littleton	Due in time for January meeting	
2017.10-10	Consider how ASHRAE can be more supportive of CIBSE research	Hywel Davies	Due in time for January meeting	

College of Fellows Support of AIA Collaboration

Dear Mr. Littleton, please see my comments below. I trust the comments will help ASHRAE in tuning its collaboration with the AIA.

Peter Simmonds, Ph.D., FASHRAE, FIBPSA, FFTI
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From: Littleton, Jeff [mailto:JLittleton@ashrae.org]
Sent: Wednesday, September 20, 2017 8:51 PM
To: Peter Simmonds <peter@petersimmonds.com>; Sheila Hayter <hayters@tcplink.nrel.gov>; bwo@byg.dtu.dk
Cc: djbranson@csg.net; Dennis Knight <dknight@wholebuildingsystems.com>
Subject: Why is the AIA important to ASHRAE

Hi Peter,

Thank you for the note attached, and particularly for the great ideas on ways ASHRAE can establish a more productive relationship with AIA. You were copied on Bjarne's note in which he added this to the agenda for the next ExCom conference call early next month and the early-November ExCom in-person meeting in Atlanta.

A few other quick existing AIA/ASHRAE touch points that I didn't mention in my original email:

- AIA is a long-standing partner in the AEDG series of publications as one of the 5 co-sponsors. **[Peter Simmonds]** acknowledged, however the design guides do not emphasize how much vital information can be provided by ASHRAE to Architects when designing buildings. I am the only Professor at USC who uses the design guides as course readers. The AEDG publications should be incorporated in most prominent Schools of Architecture curriculum, this is also something ASHRAE can pursue.
- AIA is a partner in the 189.1/IgCC integration project. More information [here](#). **[Peter Simmonds]** This may come as a disappointment but 189.1 and LEED and the IGCC are not important in designing buildings and building systems in 2017 and towards 2030. ASHRAE has a golden key with BEQ, but it would appear that BEQ is the least marketed ASHRAE product. Again the COF can assist in promoting BEQ in the Architectural world.
- Although the dates are always challenging, ASHRAE has been exhibiting at the AIA annual conference each June to help promote ASHRAE among the architectural community. **[Peter Simmonds]** The AIA and ASHRAE conferences are completely different. Most Architects attend the AIA conference to obtain PDH to maintain their professional license. Typical AIA workshops and lectures are full powered events, unfortunately the quality of ASHRAE presentations have dropped over the past years. But the real question is how can ASHRAE be part of the AIA learning courses, especially regarding energy, systems etc., the list is long and not to forget BEQ which would really illuminate ASHRAE position.
- On at least one occasion, ASHRAE provided a volunteer to support the revamp of the AIA Contract Documents. Those documents might provide another opportunity for good collaboration between ASHRAE and AIA given the impact the documents often have on ASHRAE members. **[Peter Simmonds]** Okay, this is the weakest point of ASHRAE, providing a volunteer is

not the answer. Nearly all the contracts to which ASHRAE members work are AIA contracts, yet from a professional standpoint ASHRAE does literally nothing to support its members regarding their contractual and personal liability does. Take a look at what the AIA provides for its members? I don't want to suggest ASHRAE forms yet another committee, but wouldn't it be beneficial to the members to be able to consult each other and other organizations regarding their contractual obligations?

I'm sure a more detailed and official response will be coming from Bjarne and ExCom after the conference calls and meetings later this fall.

Thanks again,
Jeff



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Built Environment Today

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From: Peter Simmonds [<mailto:peter@petersimmonds.com>]

Sent: Tuesday, September 19, 2017 1:22 PM

To: Littleton, Jeff <JLittleton@ashrae.org>; Sheila Hayter <hayters@tcplink.nrel.gov>; bwo@byg.dtu.dk

Cc: djbranson@csg.net; Dennis Knight <dknight@wholebuildingsystems.com>

Subject: Why is the AIA important to ASHRAE

Dear Mr. Littleton, please find attached the College of Fellows response to your e-mail dated September 7th, 2017. We look forward to working with Ex Com and other ASHRAE members on improving ASHRAE's collaboration with the AIA.

Kind regards,

Peter Simmonds, Ph.D., FASHRAE, FIBPSA, FFTI

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3.700 SOCIETY SCHOLARSHIP PROGRAM ~~GUIDELINES~~RULES

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APPENDICES

- ~~A. ASHRAE UNDERGRADUATE SCHOLARSHIPS Special Considerations~~**
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- ~~C. UNIVERSITY-SPECIFIC SCHOLARSHIPS Special Considerations~~**
- ~~D. ASHRAE REGIONAL SCHOLARSHIPS Special Considerations~~**

and fees required for his enrollment, as well as books, supplies, equipment and related fees required for courses of instruction), and the grant-scholarship is to be used for study at an educational organization described in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986 (that is, an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on);

- B. The grant-scholarship constitutes a prize or award that is subject to the provisions of Section 74(b) (1) and (2) of the Internal Revenue Code of 1986 (that is, the prize or award is made primarily in recognition of religious, charitable, scientific, educational, artistic, literary or civic achievement, but only if the recipient was selected without any action on his part to enter the contest or proceeding and the recipient is not required to render substantial future services as a condition of receiving the prize or award), where the recipient of such prize or award is selected from the general public; or
- C. The purpose of the grant-scholarship is to achieve a specific objective, produce a report or other similar product, or improve or enhance a literary, artistic, musical, scientific, teaching or other similar capacity, skill or talent of the recipient.

~~2.2 — Scholarships for outstanding proven scholastic ability, character, leadership, potential service to the HVAC and refrigeration profession, and need for financial assistance may be given to full-time students in accordance with the Operating Rules section of this document. A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective program shall be considered a full-time student for the purpose of determining scholarship eligibility. (07-06-27-09)~~

~~2.43 Deceased and/or living members of ASHRAE may be honored withby personally named scholarship funds. The individual must have been, or is-be, a member of ASHRAE, of impeccable character and reputation, who has made major-significant contributions to the arts and sciences of heating, ventilating, air conditioning and refrigeration. The individual shall be or have been of impeccable character and reputation. (96-06-26-18)~~

~~2.54 All named scholarships shall be reviewed on their 10th anniversary and every 10th year thereafter for continuance and applicability as a named scholarship or conversion to an ASHRAE scholarship. (98-01-18-07)~~

~~2.5 — The number of scholarships, the amount to be paid to each scholarship recipient, and the frequency will be the sole responsibility of the Scholarship Trustees. All scholarships must be awarded solely in the order recommended by the Scholarship Trustees.~~

~~2.6 — The final selection and approval of all scholarship recipients will be the responsibility of the Scholarship Trustees.~~

~~2.67 Under no circumstances shall any member of the Scholarship Trustees derive a private benefit, directly or indirectly, from the selection of certain potential scholarship recipients over others.~~

~~2.8 — No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors and/or the Scholarship Trustees. (11-06-29-04)~~

~~2.9 — Criteria, procedures, and funding for new scholarships must be reviewed and approved by the Scholarship Trustees and the Board of Directors.~~

~~2.10 — The names and purpose of the scholarship(s) sponsored by ASHRAE are listed in the Operating Rules section of this document.~~

~~2.11 All details regarding scholarships, control and funding, criteria, responsibility, administration, schedules, and supporting documents for selection of scholarship recipients are specified in the Operating Rules section of this document.~~

~~2.12 Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, etc.) through graduation.~~

~~(10-06-30-07)~~

3. OPERATING RULES

~~All scholarships shall be under the overall guidance of the Board of Directors, which shall have the sole responsibility to authorize or approve new scholarships. All approved scholarships and special considerations for each (if any) are listed in the appendices attached to these guidelines.~~

~~(09-01-28-03)~~

3.1 Types of Scholarships and Criteria

3.1.1 The ASHRAE Scholarship program comprises the following types of scholarships:

- High School Senior Scholarships
- Freshman Engineering Scholarship
- Undergraduate Engineering Scholarships
- Engineering Technology Scholarships
- Regional/Chapter Scholarships
- University-specific Scholarships

All available scholarships and special considerations (if any) are listed in the Scholarship Trustees Manual of Procedures (MOP).

The basic criteria on which all scholarships shall be granted are the following:

- ~~Need for financial assistance~~
- ~~Prior academic performance~~
- ~~Performance on tests designed to measure ability and aptitude for college work~~
- ~~Recommendations from instructors~~
- ~~Character~~
- ~~Leadership~~
- ~~Potential service to the HVAC and refrigeration profession~~
- Need for financial assistance

3.1.2 The basic criteria on which all scholarships shall be granted are the following:

- Prior academic performance
- Recommendations from instructors, supervisors, and colleagues
- Character and leadership
- Potential service to the HVAC&R profession
- Need for financial assistance

3.1.3 Scholarships shall be available to full-time undergraduate pre-engineering, engineering, or engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch, or

- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.1.4 of these Rules

3.1.4 Accreditation Agencies Recognized by ASHRAE for the purpose of awarding Society scholarships (09-01-28-03)

- ABET – Accreditation Board for Engineering & Technology
- PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation
- Any institution outside the USA that is recognized by an accrediting agency that is a signatory of the Washington or Sydney Accords
- Any accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET

3.1.5 Applicants must have a cumulative grade point average of at 3.0, where 4.0 is the highest or a class standing of no less than the top 30% (evidenced by an official transcript of grades and/or an official statement from a school administrator) and at least one full semester or ~~two quarters~~ quarter of undergraduate study remaining in the academic year for which the scholarship is awarded.

3.1.6 A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective academic program shall be considered a full-time student for the purpose of determining scholarship eligibility.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

~~3.1.1—Undergraduate Engineering Scholarships~~

- ~~A.—ASHRAE undergraduate scholarships shall be available to full-time resident undergraduate engineering or pre-engineering students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~
- ~~• The institution hosts a recognized ASHRAE student branch or,~~
 - ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~To receive consideration for an Undergraduate Engineering Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0, where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),~~
- ~~• have at least one full semester or one quarter of undergraduate study remaining in the academic year for which the scholarship is awarded.~~

~~3.1.2—Engineering Technology Scholarships—(97-06-29-12/98-06-24-35/00-02-09-22)~~

- ~~A.—ASHRAE Associate Engineering Technology Scholarships shall be available to full-time resident undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution for a 2 or 3 year associate degree provided the student is pursuing a course of study, which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~
- ~~• The institution hosts a recognized ASHRAE student branch or,~~

- ~~The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

To receive consideration for an Associate Engineering Technology Scholarship the applicant must:

- ~~have a grade point average of at least 3.0, where 4.0 is the highest, and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),~~
- ~~have at least one full year of engineering technology study remaining in the academic year for which the scholarship is awarded.~~

B. ~~ASHRAE Bachelor Engineering Technology Scholarships shall be available to full-time resident undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution for a 4 or 5 year bachelor degree provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~

- ~~The institution hosts a recognized ASHRAE student branch or,~~
- ~~The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

To receive consideration for an Bachelor Engineering Technology Scholarship the applicant must:

- ~~have a grade point average of at least 3.0, where 4.0 is the highest, and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),~~
- ~~have at least one full year of engineering technology study remaining in the academic year for which the scholarship is awarded.~~

3.1.3 ~~Freshman Engineering Scholarship~~ (15-07-01)

A. ~~An ASHRAE freshman engineering scholarship shall be available to full-time resident engineering or pre-engineering students enrolled in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a curriculum for the profession of HVAC or refrigeration and at least one of the criteria is met.~~

- ~~The institution hosts a recognized ASHRAE student branch or,~~
- ~~The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

To receive consideration for a Freshman Engineering Scholarship, the applicant must:

- ~~be a first year student in a post-secondary institution that meets the above criteria~~
- ~~have a college grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grade and/or official statement from a school administrator.)~~
- ~~be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the application deadline.~~

3.1.4 ~~Graduate Engineering Scholarships~~

A. ~~ASHRAE graduate engineering scholarships shall be available to full-time resident graduate engineering students enrolled, or to be enrolled, in any school provided the student shall be pursuing a course of study which has been traditionally a curriculum~~

for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch.
- The student's undergraduate degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.
- The institution's undergraduate and/or graduate degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for a Graduate Engineering Scholarship, the applicant must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator).
- have at least one full year of graduate study remaining in the academic year for which the scholarship is awarded, and
- be enrolled in graduate level courses for at least 12 credit hours each quarter or semester during the academic year for which the scholarship is awarded.

3.1.5 University-Specific Named Scholarships (99-06-24/99-01-27-38)

A. ASHRAE University-Specific Scholarships shall be available to full-time resident undergraduate pre-engineering or engineering students, or undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration, the university is approved by the ASHRAE Board of Directors and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for a University-Specific Named Scholarship, the candidate must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator) and,
- have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.

B. Graduate engineering or graduate engineering research fellowship students shall be eligible provided:

- the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and,
- the university is approved by the ASHRAE Board of Directors.

To receive consideration for a Graduate Engineering or graduate engineering research fellowship University-Specific Named Scholarship, the candidate must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator), and
- have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.

3.1.6 Regional Scholarships (BOD-00-06-28)

~~A. ASHRAE Regional Scholarships shall be available to full-time resident undergraduate pre-engineering or engineering students attending a post-secondary educational institution within a specified ASHRAE region provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines~~

~~To receive consideration for a Regional Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator), and~~
- ~~• have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.~~

~~3.1.7 ASHRAE High School Senior Engineering & Engineering Technology Scholarships (10-01-27-05/10-06-30-08)~~

~~A. ASHRAE High School Senior Engineering & Engineering Technology Scholarships shall be available to high school seniors who have been accepted to an engineering, pre-engineering or engineering technology program at an institution where at least one of the following criteria is met:~~

- ~~• The institution hosts a recognized ASHRAE student branch~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of the Scholarship Guidelines (See below for 3.8 criteria)~~

~~To receive consideration for a High School Senior Engineering/Engineering Technology Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator).~~

3.2 Control and Funding

~~3.2.1 Overall control and guidance for the Scholarship Program, particularly policy and finances, shall be the responsibility of the Board of Directors. However, the Board will normally delegate the operation and administration of the program to the Scholarship Trustees, who shall report to the Board of Directors through the Executive Committee.~~

3.2.2 Each scholarship will shall be funded separately. W, and whenever unspecified scholarship funds are made available to ASHRAE, the funds will shall be placed in the ASHRAE Scholarship Fund.

3.2.3 A continuous effort shall be made by ASHRAE to obtain contributions from any and all sources available, in order to increase all scholarship funds and build the scholarship funds to an amount such that the annual interest earnings will provide adequate funding for ASHRAE's Scholarship Program. Funds for scholarships may be solicited from individuals or industrial firms. Member assessments, special fund-raising events, or voluntary contributions may be a source of funds.

3.2.4 All funds for scholarships will shall be invested separately from other ASHRAE investments and shall be deposited in an ASHRAE headquarters interest bearing account. Separate accounting records shall be maintained for each scholarship fund.

- 3.2.5 All funds for scholarships ~~can~~must be used only for the scholarship for which they are specified and contributions, regardless of source, must be credited to the fund specified. If a contribution is not specified, it will become part of the ASHRAE Scholarship Fund.
- 3.2.6 If funds donated to a named scholarship do not accrue to a minimum required amount that would support the scholarship into perpetuity, as determined by the ASHRAE Foundation Trustees, within five years of the initial donation, the funds may be transferred to the General Scholarship Fund. Further, if additional contributions are not received within three years after the initial donation, the funds may be transferred to the General Scholarship Fund, to be used at the discretion of the Scholarship Trustees.~~If funds donated to a named scholarship do not accrue to a minimum required amount (i.e., \$60,000) within five years after the initial donation, the funds will be transferred into the General Scholarship Fund. Further, if additional contributions are not received within three years after the initial donation, the funds will be transferred into the General Scholarship Fund, to be used accordingly.~~

3.3 Non-Discriminatory Basis of Selection

- 3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.
- 3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.
- 3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.
- 3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.
- 3.3.5 No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees. (11-06-29-04)
- 3.3.~~65~~ If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.
- 3.3.~~76~~ A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.

3.4 Organization and Responsibility

3.4.1 The Scholarship Trustees ~~will comprises six voting members, including the chair and vice chair, and the Chief Staff Officer, who shall be a non-voting member, consist of seven members of ASHRAE, one being the Chief Staff Officer.~~ Voting members shall be elected according to ROB 3.300.008 Election Procedures for ASHRAE Scholarship Trustees. All other members will be elected to three-year terms with two members being elected each year. A Trustee may be re-elected to serve a second term of three years. A partial term shall not count as a full three-year term. The members of the Scholarship Trustees shall elect one member to serve as Chair and one member to serve as Vice Chair each year. ~~An elected Trustee may not simultaneously be a member of the Board of Directors.~~ (00-03-09-24)

~~3.4.2 Candidates for election to the Scholarship Trustees will be nominated by the president-elect for approval by the Board of Directors. Each Trustee shall have the experience, educational background, and technical knowledge to properly evaluate the scholastic potential of all candidates.~~

~~3.4.3 The Foundation Trustees will have responsibility for ongoing contribution solicitation programs.~~

3.4.24 The Scholarship Trustees will meet at least ~~once~~ twice annually at the Winter and Annual Conferences. ~~Any two of the Trustees can call for a meeting of the Trustees with at least 30 days' notice. If only one meeting is held annually, it shall be scheduled as specified in item 3.6.3B of this document. The Scholarship Trustees shall periodically review all scholarships awarded in accordance with the supervisory procedures outlined under item 3.46.~~

3.4.35 To maintain continuity, the Chief Staff Officer will be responsible for the overall administration of the program as specified in this document ~~and will serve as the permanent member of the Scholarship Trustees and the Scholarship Trustee Manual of Procedures.~~

~~3.4.6 The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to the following:~~

- ~~A. Name and address of scholarship recipient~~
- ~~B. Amount of the scholarship awarded~~
- ~~C. Period over which the scholarship is to be distributed to recipient~~
- ~~D. Criteria used to select the recipient~~
- ~~E. Relationship, if any and otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member~~
- ~~F. Purpose of scholarship~~
- ~~G. Restrictions, if any, placed upon the scholarship~~
- ~~H. Methods used to publicize the availability of the scholarship~~
- ~~I. Original application of the candidate~~
- ~~J. Recommendation and action taken on the application by the Scholarship Trustees~~
- ~~K. A signed release which allows the Scholarship Trustees to review the student's academic records~~
- ~~L. Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses, but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the~~

~~recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.~~

3.4.47 The Comptroller/Director of Administrative Services will be responsible for control of receipts to the fund, preparing financial reports on the balance of the fund, and distribution of checks to the scholarship recipients.

~~3.4.8 The assigned staff liaison will be responsible for mailing all scholarship announcements and applications as required, distribution of applications to the Scholarship Trustees, preparation of notification letters to all applicants and minutes of the Scholarship Trustees meetings.~~

~~3.4.9 During the Winter Meeting of the Scholarship Trustees, the Chief Staff Officer will recommend the number of general scholarships to be awarded for the following fiscal year based on the scholarship fund balance.~~

~~3.4.10 Brochures and promotional material design and printing for the Scholarship Program will be the responsibility of the assigned staff liaison. Final approval of this material will be made by the Chair of the Scholarship Trustees and the Chief Staff Officer.~~

~~3.4.11 An annual report of all scholarship activities will be prepared by the Chief Staff Officer and will be distributed to the Executive Committee and Board of Directors.~~

~~3.4.12 Public announcements regarding the promotion or recipient of a scholarship award shall be made by ASHRAE.~~

~~3.5 Supervision of Scholarships~~

~~3.5.1 In the event that the Scholarship Trustees learn, whether by report submitted to it by the educational institution or otherwise, that all or any part of a scholarship award is not being used in furtherance of the purposes for which it was made, the Scholarship Trustees shall be under a duty to investigate the underlying circumstances. While conducting its investigation, the Scholarship Trustees must withhold further payments to the scholarship recipient to the extent possible. Consistent with its investigation, if the Scholarship Trustees determine that any part of the scholarship award has been used for improper purposes, they shall take all reasonable and appropriate steps, including legal action where appropriate, either to recover the scholarship funds or to ensure the restoration of the diverted funds and the dedication of the remaining portion of such funds, if any, held by the scholarship recipient for the purposes being financed by the award.~~

~~The Scholarship Trustees shall withhold further payments until it has:~~

- ~~• Received the scholarship recipient's assurances that further diversions will not occur;~~
- ~~• Required the scholarship recipient to take extraordinary precautions to prevent future diversions from occurring; and~~
- ~~• Recovered all improperly diverted funds, in cases where the scholarship recipient has previously diverted scholarship funds to any use not in furtherance of a purpose specified in the grant.~~

~~3.5.2 Subparagraphs 3.4.6(k) and 3.5.1 dealing with the receipt of academic records and the investigation of improperly diverted funds, respectively, shall be deemed to be satisfied with respect to the scholarship award under the following circumstances:~~

- ~~• The scholarship award is described in Item 2.1A;~~

- ~~• The sponsoring organization pays the scholarship award directly to an educational institution described in Item 2.1A; and~~
- ~~• Such educational institution agrees to use the scholarship funds to defray the recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is enrolled at such educational institution and his standing at such institution is consistent with the purposes and conditions of the scholarship award.~~

~~3.6 Operation and Schedules for Scholarship Program (09-01-28-03)~~

~~3.6.1 Announcement of Scholarship~~

~~A. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:~~

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)~~

~~B. The announcement letter and accompanying forms will be sent to the Dean of Engineering or Department Chair each year by October.~~

~~3.6.2 Submission of Applications~~

~~A. Each applicant must follow the instructions in completing the application form and routing the evaluation sheets to those references chosen. Applicants must send the following items to the Scholarship Trustees, ASHRAE, 1701 Tullie Circle, NE, Atlanta, GA 30320:~~

- ~~1. Complete application form,~~
- ~~2. Official transcript of grades,~~
- ~~3. Letter of recommendation from professor or faculty advisor (Graduate students must submit letters from two professors or faculty advisors),~~
- ~~4. Two additional letters of recommendation from persons familiar with applicant's character, accomplishments, and likelihood of success in the HVAC industry.~~
- ~~5. Students in an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview(s) is to be separately sent to the Scholarship Trustees.~~

~~B. All engineering undergraduate scholarship applications must be postmarked no later than December 1. All engineering technology applications must be postmarked no later than May 1. All graduate scholarship applications must meet the application deadlines set by the applicable school and coordinated with the Scholarship Trustees.~~

~~(08-06-24-9B/11-06-26-5B)~~

~~3.6.3 Action on Applications~~

~~(11-06-26-5B)~~

- ~~A. Applications and evaluation forms received at ASHRAE headquarters shall be sent to each member of the Scholarship Trustees prior to the Winter Meeting.~~
- ~~B. The Scholarship Trustees will meet at the Society Winter Meeting each year and select undergraduate scholarship and graduate scholarship recipients in accordance with the established criteria for the scholarships. The Scholarship Trustees will meet at the Annual Meeting each year and select the engineering technology scholarship recipient.~~
- ~~C. Recipients of ASHRAE undergraduate scholarships and graduate scholarships shall be notified in the spring by the Chair of the Scholarship Trustees. All other applications (not funded) will be acknowledged by the Chair of the Scholarship Trustees. Recipients of engineering technology scholarships shall be notified in the summer. All scholarship and fellowship recipients shall have funds available to them in the fall.~~

~~3.7 Expenses for Scholarship Program~~

- ~~A. All charges for mail, design and printing of forms, and other direct expenses for administration of the program by ASHRAE headquarters will be made to the appropriate scholarship fund.~~
- ~~B. Reimbursement for expenses incurred by the Scholarship Trustees shall require approval of the Chief Staff Officer. These reimbursements shall be charged to the appropriate scholarship fund.~~
- ~~C. Any expenses associated with the scholarship such as travel costs shall be limited to the origination ceremony and may be deducted from the scholarship fund before the amount of the scholarship is determined.~~

~~3.8 Accreditation Agencies Recognized by ASHRAE (09-01-28-03)~~

~~3.8.1. ASHRAE recognizes the following accreditation agencies for the purpose of awarding Society scholarships:~~

- ~~• ABET — Accreditation Board for Engineering and Technology~~
- ~~• PAHRA — Partnership for Air Conditioning, Heating, Refrigeration Accreditation~~
- ~~• Any institution that is a signatory of the Washington, Sydney, or Dublin Accord~~
- ~~• An accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET.~~

Move to MOP

2.12 Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, etc.) through graduation.
(10-06-30-07)

3.4.6 The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to the following:

- A. Name and address of scholarship recipient
- B. Amount of the scholarship awarded
- C. Period over which the scholarship is to be distributed to recipient
- D. Criteria used to select the recipient
- E. Relationship, if any and otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member
- F. Purpose of scholarship
- G. Restrictions, if any, placed upon the scholarship
- H. Methods used to publicize the availability of the scholarship
- I. Original application of the candidate
- J. Recommendation and action taken on the application by the Scholarship Trustees
- K. A signed release which allows the Scholarship Trustees to review the student's academic records
- L. Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses, but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.

3.4.8 The assigned staff liaison will be responsible for mailing all scholarship announcements and applications as required, distribution of applications to the Scholarship Trustees, preparation of notification letters to all applicants and minutes of the Scholarship Trustees meetings.

3.4.9 During the meetings of the Scholarship Trustees, the Chief Staff Officer will recommend the number of general scholarships to be awarded for the following fiscal year based on the scholarship fund balance.

3.4.10 Brochures and promotional material design and printing for the Scholarship Program will be the responsibility of the assigned staff liaison. Final approval of this material will be made by the Chair of the Scholarship Trustees and the Chief Staff Officer.

3.4.11 A report of all scholarship activities will be prepared by the Chief Staff Officer and will be distributed to the Executive Committee and Board of Directors at the Winter and Annual Conferences.

3.4.12 Public announcements regarding the promotion or recipient of a scholarship award shall be made by ASHRAE.

3.5 Supervision of Scholarships

3.5.1 In the event that the Scholarship Trustees learn, whether by report submitted to it by the educational institution or otherwise, that all or any part of a scholarship award is not being used in furtherance of the purposes for which it was made, the Scholarship Trustees shall be under a duty to investigate the underlying circumstances. While conducting its investigation, the Scholarship Trustees must withhold further payments to the scholarship recipient to the extent possible. Consistent with its investigation, if the Scholarship Trustees determine that any part of the scholarship award has been used for improper purposes, they shall take all reasonable and appropriate steps, including legal action where appropriate, either to recover the scholarship funds or to ensure the restoration of the diverted funds and the dedication of the remaining portion of such funds, if any, held by the scholarship recipient for the purposes being financed by the award.

The Scholarship Trustees shall withhold further payments until it has:

- Received the scholarship recipient's assurances that further diversions will not occur;
- Required the scholarship recipient to take extraordinary precautions to prevent future diversions from occurring; and
- Recovered all improperly diverted funds, in cases where the scholarship recipient has previously diverted scholarship funds to any use not in furtherance of a purpose specified in the grant.

3.5.2 Subparagraphs 3.4.6(k) and 3.5.1 dealing with the receipt of academic records and the investigation of improperly diverted funds, respectively, shall be deemed to be satisfied with respect to the scholarship award under the following circumstances:

- The scholarship award is described in Item 2.1A;
- The sponsoring organization pays the scholarship award directly to an educational institution described in Item 2.1A; and
- Such educational institution agrees to use the scholarship funds to defray the recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is enrolled at such educational institution and his standing at such institution is consistent with the purposes and conditions of the scholarship award.

3.6 Operation and Schedules for Scholarship Program (09-01-28-03)

3.6.1 Announcement of Scholarship

G-A. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:

- The institution hosts a recognized ASHRAE student branch,
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

D-B. The announcement letter and accompanying forms will be sent to the Dean of Engineering or Department Chair each year by October.

3.6.2 Submission of Applications

G-A. Each applicant must follow the instructions in completing the application form and routing the evaluation sheets to those references chosen. Applicants must send the following items to the Scholarship Trustees, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329:

6-1. Complete application form,

7-2. Official transcript of grades,

8-3. Letter of recommendation from professor or faculty advisor (Graduate students must submit letters from two professors or faculty advisors).

9-4. Two additional letters of recommendation from persons familiar with applicant's character, accomplishments, and likelihood of success in the HVAC industry.

10-5. Students in an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview(s) is to be separately sent to the Scholarship Trustees.

D-B. All engineering undergraduate scholarship applications must be postmarked no later than December 1. All engineering technology applications must be postmarked no later than May 1. All graduate scholarship applications must meet the application deadlines set by the applicable school and coordinated with the Scholarship Trustees.

(98-06-24-9B/11-06-26-5B)

3.6.3 Action on Applications

(11-06-26-5B)

D-A. Applications and evaluation forms received at ASHRAE headquarters shall be sent to each member of the Scholarship Trustees prior to the Winter Meeting.

E-B. The Scholarship Trustees will meet at the Society Winter Meeting each year and select undergraduate scholarship and graduate scholarship recipients in accordance with the established criteria for the scholarships. The Scholarship Trustees will meet at the Annual Meeting each year and select the engineering technology scholarship recipient.

F-C. Recipients of ASHRAE undergraduate scholarships and graduate scholarships shall be notified in the spring by the Chair of the Scholarship Trustees. All other applications (not funded) will be acknowledged by the Chair of the Scholarship Trustees. Recipients of engineering technology scholarships shall be notified in the summer. All scholarship and fellowship recipients shall have funds available to them in the fall.

3.7 Expenses for Scholarship Program

D-A. All charges for mail, design and printing of forms, and other direct expenses for administration of the program by ASHRAE headquarters will be made to the appropriate scholarship fund.

E.B. Reimbursement for expenses incurred by the Scholarship Trustees shall require approval of the Chief Staff Officer. These reimbursements shall be charged to the appropriate scholarship fund.

F.C. Any expenses associated with the scholarship such as travel costs shall be limited to the origination ceremony and may be deducted from the scholarship fund before the amount of the scholarship is determined.

Appendix A - ASHRAE UNDERGRADUATE ENGINEERING SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-application accepted from former scholarship recipients provided they continue to meet all current criteria.

1. ASHRAE General Scholarships
2. Named Scholarships
 - A. Alwin B. Newton Scholarship
 - B. Reuben Trane Scholarship
 - (1) The Reuben Trane Scholarship shall be a two-year scholarship awarded to a deserving student with at least two years of undergraduate study remaining in ABET-accredited curriculum dealing with heating, ventilating, air conditioning and refrigeration.
 - (2) Each scholarship recipient shall be funded at the rate of \$5,000 per year during enrollment in an ABET-accredited program required to complete a Bachelor of Science Degree in Engineering at a university in the United States or Canada.
 - (3) The endowment fund, which supports the Reuben Trane Scholarship, shall be self-sustaining and only income from the endowment fund shall be utilized to fund the scholarships.
 - (4) The recipient must remain a full time student with satisfactory academic standing in a college of engineering in order to be eligible on a year-to-year basis.
 - (5) It is highly desirable that the recipient's university of choice have an ASHRAE Student Branch.
 - (6) In accepting the scholarship, the recipient is encouraged to seek summer employment or internship with employers who are in the HVAC&R industry.
 - (7) Announcement on the availability of the scholarship will appear in ASHRAE INSIGHTS and each chapter will be encourage to come forward with a promising applicant.
 - (8) When evaluating candidates for the Reuben Trane Scholarship, no candidate will be considered for the Reuben Trane Scholarship unless that individual has been ranked high enough in the trustees' overall ranking of applicants to qualify for any other available scholarship. In the event that none of the highest ranked candidates meet the requirement in the Special Considerations for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time. (*Scholarship Trustees 06/26/01*)

- C. Duane Hanson Scholarship (97-06-29-14)
- D. Henry Adams Scholarship
- (1) It is desirable that the recipient is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of building lighting and power distribution systems.
- E. ASHRAE Legacy Scholarship (14-01-22-02)
- (1) The scholarship will be initially funded by an existing ASHRAE Scholarship, whose name will be changed to the ASHRAE Legacy Scholarship.
- (2) Funding of the scholarship will be made through minimum contributions of \$5,000 from individuals or groups wishing to honor an individual. Gifts received would replace funds in the initial endowment until such time that the ASHRAE Legacy Scholarship was fully funded.
- (3) The name and short biography of the honored individual(s) will be included with the information provided to the scholarship recipient.
- F. ASHRAE Frank M. Coda Scholarship (05-02-09)
- G. ASHRAE Willis H. Carrier Scholarship (06-01-25)
- H. Lynn G. Bellenger Engineering Scholarship (12-01-25-01/13-01-27-02)
- (1) This scholarship is intended to memorialize Presidential Member Lynn G. Bellenger and benefit women in engineering.
- I. Gordon V. R. Holness Scholarship (15-07-01)
- (1) Scholarship shall be awarded to a full-time undergraduate engineering student enrolled at a post-secondary educational institution where one of the following criteria is met:
- a. The program is ABET-accredited
 - b. The program is accredited by an agency outside the USA that is part of the Washington Accord or has a signed Memorandum of Understanding with ABET
- Preference shall be given to a student attending a school with an active ASHRAE student branch.

3. ASHRAE Presidents Scholarship

a one-year \$5,000 scholarship, renewable for a second year, with the following criteria:

- 1) Eligible applicants must be full-time students enrolled in an undergraduate Bachelor of Science engineering curriculum which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration, must have completed a minimum of 45 semester credit hours or equivalent, and must have two years remaining before graduation.
- 2) Applicant must be a current ASHRAE student member.

- 3) The applicant's institution must host a recognized ASHRAE student branch or the degree program must be accredited by an agency recognized by ASHRAE as listed in Section 3.8 of the Society Scholarship Program Guidelines.

To be eligible for scholarship renewal for a second year, the scholarship recipient must: have maintained at least a 3.0 cumulative Grade Point Average on a maximum 4.0 scale while enrolled full time, and

- a. have at least one full year of study remaining before graduation, and
- b. have obtained summer employment (10 week minimum) or an internship with an employer in the HVACR&R industry after their first scholarship year.

Appendix B - ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS
SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated, including re-application from former scholarship recipients provided they continue to meet all current criteria.

1. Associate Engineering Technology Scholarships – No re-applications accepted from former recipients.
2. Bachelor Engineering Technology Scholarships (09-01-28-03/11-06-26-5B)
3. Lynn G. Bellenger Engineering Technology Scholarship

This scholarship is intended to memorialize Presidential member Lynn G. Bellenger and benefit women in engineering technology.

Appendix C - UNIVERSITY-SPECIFIC SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients, provided they continue to meet all current criteria.

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.
3. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates, or engineering graduates. (11-06-26-5B)
4. Written agreement with the University must be obtained.
5. Applicants from the university who apply may be awarded a higher level ASHRAE scholarship, but shall not be eligible for more than one scholarship at any given time.
6. Recipients of a scholarship must have at least a 3.0 grade point average, where 4.0 is the highest.
7. For any year there is not a viable candidate, the funds may be used in subsequent years.
8. If viable candidates are not submitting their resumes for a period of three years in succession, and every effort has been exhausted to develop interest, including notification of the Regional Chair and the local chapter President, then the scholarship will be abandoned and all funds merged with the General Scholarship Fund. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (BOD 06/26-27/02)
9. University-Specific Named scholarships must be for individuals who have brought credit to the HVAC&R industry and continue to do so as long as they live.
10. University-Specific Named scholarships will be reviewed for appropriateness every ten years.
11. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
12. No university will be eligible for a named scholarship unless the students are qualified to receive a scholarship.

A. ASHRAE Donald E. Nichols Scholarship

A one-year scholarship for qualified undergraduate engineering students at Tennessee Technological University.

B. ASHRAE J. Richard Mehalick Scholarship

A one-year scholarship for qualified undergraduate mechanical engineering students at the University of Pittsburgh (see attached Memo of Understanding).

C. ASHRAE David C. J. Peters Scholarship

(12-06-27-10)

A one-year scholarship to be awarded to an undergraduate student enrolled in a four or five year mechanical or architectural engineering program at one of the following institutions:

California State University (CSU) at
Chico
San Diego
Cal Poly San Luis Obispo
Cal Maritime
Long Beach
Pennsylvania State University
North Carolina State University
Virginia Polytechnic Institute & State University (Virginia Tech)
Clemson University
University of Nebraska at
Lincoln
Omaha
University of Nevada at
Las Vegas
Reno
Oklahoma State University
University of Texas at Austin

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any) (BOD 06-28/29-01, 06/26-27/02, 06/29/05)

General

1. All applications will be received and reviewed on a yearly basis, including reapplication from former scholarship recipients.
2. Scholarships must meet the fiscal guidelines of the Scholarship Program.
3. Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Guidelines shall apply.
4. Regional Scholarships are restricted to a school in the named ASHRAE region.
5. Scholarship Trustees select recipient.
6. For any year there is not a viable candidate, the funds may be used in subsequent years.
7. If viable candidates are not submitting applications for a period of three years in succession, and every effort has been exhausted to develop interest, the Regional Chair shall be notified. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (06/26-27/02)

A. Boggarm & Barthy Setty Region I Scholarship (14-07-02-10)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographical boundaries of the ASHRAE Region I and/or the student has graduated from a high school within the geographic boundaries of ASHRAE Region I. If the engineering program is not ABET accredited then the school shall have an active ASHRAE student branch.

B. ASHRAE Region III Boggarm Setty Scholarship (10-12-13-02/11-02-02-04)

Scholarship is to be awarded to an undergraduate engineering student attending a school in ASHRAE's Region III. Preference is for the recipient to be a mechanical engineering major.

C. ASHRAE Region IV Benny Bootle Memorial Scholarship (16-01-27-06/15-08-04/06-29-05)

- The Region IV Benny Bootle Memorial Scholarship shall be awarded to a deserving engineering or architectural student enrolled in an ABET, NAAB or equivalent accredited program in an engineering or architecture college or university located within the geographic boundaries of Region IV (currently North Carolina, South Carolina and Georgia in the U.S.A.) and is pursuing study potentially leading to a career in the sciences of heating, refrigerating or air conditioning or building design. The scholarship will be a one-year scholarship of \$3,000.00 per year. The candidates shall be evaluated each year. Re-application from former recipients is acceptable.
- Preference will be given to students who are also full-time residents of Region IV. The home address of record for the recipient of the Region IV Benny Bootle Memorial Scholarship shall be within the geographic boundaries of Region IV unless none of the otherwise qualified applicants are from Region IV.

D. ASHRAE Region IV James R. Bullock, Jr. Scholarship

(15-06-04-01)

The James R. Bullock, Jr. Scholarship shall be awarded to a full-time undergraduate mechanical or architectural engineering student enrolled at a post-secondary education institution within the geographic boundaries of ASHRAE Region IV or who has graduated from a high school within the ASHRAE Region IV geographic boundaries and at least one of the following criteria is met:

- The program is ABET-accredited, or
- The institution has an active ASHRAE student branch

If an eligible candidate cannot be identified, then the scholarship will be available to any full-time undergraduate engineering student who meets the Society's criteria for an Undergraduate Engineering Scholarship.

E. ASHRAE Region VIII Scholarship

The Region VIII Scholarship shall be awarded to an undergraduate mechanical engineering student attending a school, which is located within the geographical boundaries of ASHRAE's Region VIII. Applicants must meet all other basic ASHRAE criteria.

F.. ASHRAE Minnesota Chapter Peter Potvin Scholarship (14-08-04-04/14-07-02-10/13-07-30-04)

The scholarship is to be awarded to student enrolled in an ABET-accredited undergraduate mechanical or architectural engineering program at an institution within the geographic boundaries of the Minnesota chapter and/or the student has graduated from a high school within the geographic boundaries of the Minnesota chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE branch.

G. ASHRAE New Jersey Chapter Scholarship

(14-07-02-10/14-01-22- 01)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographic boundaries of the New Jersey chapter and/or the student has graduated from a high school within the geographic boundaries of the New Jersey chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE student branch.

If a suitable candidates cannot be identified using this criteria, the scholarship will be available to a student either attending a school within the geographic boundaries of ASHRAE Region I or who has attended a high school within the geographic boundaries of Region I and who otherwise meets the above criteria.

H. ASHRAE Central New York Chapter King-Traugott Scholarship

(15-07-01-07)

The scholarship is to be awarded to either a full-time undergraduate (1) Mechanical or Architectural Engineering student or (2) an Associate or Bachelor Engineering Technology student. The student shall be enrolled at a post-secondary educational institution that meets at least one of the following criteria:

- The program is accredited by ABET or PAHRA, or
- The institution has an active ASHRAE student branch

The student must meet the minimum qualifications in effect at the time of the award based on the scholarship awarded. The student applicant from either (1) or (2) above will be selected using the following criteria in order of preference:

1. The student attends an approved institution within the geographic boundaries of the Central New York Chapter of ASHRAE.
2. The student is a student member of ASHRAE.
3. The student graduated from a high school within the geographic boundaries of the Central New York Chapter.
4. The student attends an approved institution or graduated from high school within the geographic boundaries of New York State.
5. The student attends an approved institution or graduated from high school within the geographic boundaries of ASHRAE Region I.
6. The student attends an approved institution or graduated from high school within the geographic boundaries of the United States of America.

If an eligible candidate cannot be identified using the above criteria,, then the scholarship will be available to any full time undergraduate engineering student. Candidates will be considered even if enrolled in engineering programs other than mechanical or architectural engineering and without regard to the geographic location of the educational institution. Candidates must meet ASHRAE's criteria for an Undergraduate Engineering Scholarship

3.700 SOCIETY SCHOLARSHIP PROGRAM RULES

TABLE OF CONTENTS

1. PREFACE, PHILOSOPHY AND MISSION

The mission of the ASHRAE Scholarship Program is designed to promote and support HVAC&R education through the granting of scholarships at the undergraduate and graduate level. The program seeks to:

- motivate students worldwide to pursue an engineering or engineering technology degree in the HVAC&R field by offering scholarships to provide financial support for their education and training
- provides individuals, foundations, trusts, and corporations an opportunity to contribute and assist students of high scholarship attainment in engineering education through contributions, grants, wills, and other legal means.
- serve the interests of ASHRAE and the public by aiding in the education of men and women to become qualified to practice as engineers in the HVAC&R field.

2. GENERAL RULES

- 2.1 The Scholarship Program operates under the authority of the Board of Directors, which shall have the sole responsibility to authorize and approve new scholarships, including their funding, selection criteria, and award procedures. (09-01-28-03)
- 2.2 The Board of Directors delegates responsibility for the operation of the Scholarship Program to the Scholarship Trustees, which has sole authority for the final selection and approval of scholarship recipients, the number of scholarships awarded, the frequency of awards, the amount of each award. The Scholarship Trustees shall report to the Board of Directors through the Executive Committee.
- 2.3 Requirements. All scholarships awarded by the Scholarship Trustees must satisfy one of the following requirements:
- A. The scholarship is subject to the provisions of Section 117(a) of the Internal Revenue Code of 1986 (that is, the scholarship or fellowship grant must be received by an individual and used for tuition and fees required for his enrollment, as well as books, supplies, equipment and related fees required for courses of instruction), and the scholarship is to be used for study at an educational organization described in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986 (that is, an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on);
 - B. The scholarship constitutes a prize or award that is subject to the provisions of Section 74(b) (1) and (2) of the Internal Revenue Code of 1986 (that is, the prize or award is made primarily in recognition of religious, charitable, scientific, educational, artistic, literary or civic achievement, but only if the recipient was selected without any action on his part to enter the contest or proceeding and the recipient is not required to render substantial future services as a condition of receiving the prize or award), where the recipient of such prize or award is selected from the general public; or
 - C. The purpose of the scholarship is to achieve a specific objective, produce a report or other similar product, or improve or enhance a literary, artistic, musical, scientific, teaching or other similar capacity, skill or talent of the recipient.
- 2.4 Deceased and/or living members of ASHRAE may be honored with personally named scholarship funds. The individual must have been, or be, a member of ASHRAE, of impeccable character and reputation, who has made significant contributions to the arts and sciences of heating, ventilating, air conditioning and refrigeration. (96-06-26-18)

- 2.5 All named scholarships shall be reviewed on their 10th anniversary and every 10th year thereafter for continuance and applicability as a named scholarship or conversion to an ASHRAE scholarship. (98-01-18-07)
- 2.6 Under no circumstances shall any member of the Scholarship Trustees derive a private benefit, directly or indirectly, from the selection of certain potential scholarship recipients over others.

3. OPERATING RULES

3.1 Types of Scholarships and Criteria

3.1.1 The ASHRAE Scholarship program comprises the following types of scholarships:

- High School Senior Scholarships
- Freshman Engineering Scholarship
- Undergraduate Engineering Scholarships
- Engineering Technology Scholarships
- Regional/Chapter Scholarships
- University-specific Scholarships

All available scholarships and special considerations (if any) are listed in the Scholarship Trustees Manual of Procedures (MOP).

3.1.2 The basic criteria on which all scholarships shall be granted are the following:

- Prior academic performance
- Recommendations from instructors, supervisors, and colleagues
- Character and leadership
- Potential service to the HVAC&R profession
- Need for financial assistance

3.1.3 Scholarships shall be available to full-time undergraduate pre-engineering, engineering, or engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch, or
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.1.4 of these Rules

3.1.4 Accreditation Agencies Recognized by ASHRAE for the purpose of awarding Society scholarships (09-01-28-03)

- ABET – Accreditation Board for Engineering & Technology
- PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation
- Any institution outside the USA that is recognized by an accrediting agency that is a signatory of the Washington or Sydney Accords
- Any accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET

- 3.1.5 Applicants must have a cumulative grade point average of at 3.0, where 4.0 is the highest or a class standing of no less than the top 30% (evidenced by an official transcript of grades and/or an official statement from a school administrator) and at least one full semester or two quarters of undergraduate study remaining in the academic year for which the scholarship is awarded.
- 3.1.6 A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective academic program shall be considered a full-time student for the purpose of determining scholarship eligibility.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

3.2 Funding

- 3.2.2 Each scholarship shall be funded separately. Whenever unspecified scholarship funds are made available to ASHRAE, the funds shall be placed in the ASHRAE Scholarship Fund.
- 3.2.3 A continuous effort shall be made by ASHRAE to obtain contributions from any and all sources available, in order to increase all scholarship funds and build the scholarship funds to an amount such that the annual interest earnings will provide adequate funding for ASHRAE's Scholarship Program. Funds for scholarships may be solicited from individuals or industrial firms. Member assessments, special fund-raising events, or voluntary contributions may be a source of funds.
- 3.2.4 All funds for scholarships shall be invested separately from other ASHRAE investments and shall be deposited in an ASHRAE headquarters interest bearing account. Separate accounting records shall be maintained for each scholarship fund.
- 3.2.5 All funds for scholarships must be used only for the scholarship for which they are specified and contributions, regardless of source, must be credited to the fund specified. If a contribution is not specified, it will become part of the ASHRAE Scholarship Fund.
- 3.2.6 If funds donated to a named scholarship do not accrue to a minimum required amount that would support the scholarship into perpetuity, as determined by the ASHRAE Foundation Trustees, within five years of the initial donation, the funds may be transferred to the General Scholarship Fund. Further, if additional contributions are not received within three years after the initial donation, the funds may be transferred to the General Scholarship Fund, to be used at the discretion of the Scholarship Trustees.

3.3 Non-Discriminatory Basis of Selection

- 3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.

- 3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.
- 3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.
- 3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.
- 3.3.5 No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees. (11-06-29-04)
- 3.3.6 If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.
- 3.3.7 A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.

3.4 Organization and Responsibility

- 3.4.1 The Scholarship Trustees comprises six voting members, including the chair and vice chair, and the Chief Staff Officer, who shall be a non-voting member. Voting members shall be elected according to ROB 3.300.008 Election Procedures for ASHRAE Scholarship Trustees. The members of the Scholarship Trustees shall elect one member to serve as Chair and one member to serve as Vice Chair each year. (00-03-09-24)
- 3.4.2 The Scholarship Trustees will meet at least twice annually at the Winter and Annual Conferences.
- 3.4.3 To maintain continuity, the Chief Staff Officer will be responsible for the overall administration of the program as specified in this document and the Scholarship Trustee Manual of Procedures.
- 3.4.4 The Comptroller/Director of Administrative Services will be responsible for control of receipts to the fund, preparing financial reports on the balance of the fund, and distribution of checks to the scholarship recipients.

Privacy Policy

Last modified: [Date]

ASHRAE respects your privacy. This Privacy Policy describes:

- the categories of information that we may collect or that you may provide when you access or use the website www.ashrae.org (the “Site”) and any other content or services made available to you by ASHRAE (collectively referred to as the “Services”);
- how we collect, use, protect, and disclose that information; and
- your rights and options relating to the above.

This Privacy Policy does not apply to sites of any ASHRAE chapter, region, student branch, technical committee or other group affiliated or associated with the ASHRAE.

Changes to this Privacy Policy

ASHRAE reserves the right to change this Privacy Policy at any time without prior notice and at ASHRAE’s discretion.

[If ASHRAE makes material changes to how ASHRAE treats users’ information, ASHRAE will post the new Privacy Policy and notify you [the next time you use the Site]. The date this Privacy Policy was last revised is identified at the top of this Privacy Policy. You are responsible for periodically visiting this Privacy Policy to check for any changes, and in case ASHRAE elects to notify you of any changes by e-mail, for ensuring that ASHRAE has an up-to-date, active, and deliverable e-mail address for you if you have registered an account with ASHRAE.

No Collection of Information from Children

ASHRAE does not knowingly collect personal information from children under 18. Children should not submit any personal information to ASHRAE or on the Site. If ASHRAE learns that ASHRAE has collected or received personal information from a child under 18 without verification of parental consent, ASHRAE will delete that information. If you believe ASHRAE might have any information from or about a child under 18, please contact ASHRAE using the contact information below.

Collection (What we collect and how we collect it)

ASHRAE may collect information from you either directly when you provide information to ASHRAE, or automatically when you use the Site.

Information that you may provide directly to ASHRAE includes name, ASHRAE member and PIN numbers, address, title, organization, industry information, phone, fax, e-mail, and any other information that you may provide, including when you submit any forms to ASHRAE (such as membership forms, bookstore and document download forms, event registrations, award nominations, scholarship applications, or biographical records).

Information that ASHRAE may collect automatically through your use of the Site includes non-personally identifiable usage information from our site logs, as well as information logged by our server such as the site address from which you came, the browser you are using, the country from which you are accessing the Site, the time and date of your visit to the Site, the length of your session, what pages were visited, and IP address.

Commented [1]: This privacy policy is drafted as a template document based on the description of ASHRAE’s practices in the longer Board-approved Security and Privacy Policy. It is intended as a starting point for a streamlined privacy policy to be posted on ASHRAE’s website.

The sections and provisions include categories that should be covered in a website privacy policy in accordance with best practices. Although bracketed language is specifically intended for further review and consideration, all of the language can be tailored as needed.

Commented [2]: This draft does not include acceptance language, e.g., “Use of this site signifies that you have read, comprehend and accept all provisions of this Privacy Policy.”

Including that language in the privacy policy itself likely doesn’t help make it enforceable. Consider whether there are places (such as account registration), where it might make sense to have a record of consent to the collection, use, and disclosure of information. In those instances, it might be preferable to have a specific reference to the Privacy Policy, with a statement such as “We treat your information in accordance with our Privacy Policy. By submitting this form, you acknowledge that you have read and agree to the terms therein.”

Commented [3]: For some or all of the sections/section headings, consider the following options. Neither are necessary, but the first option in particular helps to avoid the appearance of an inaccessible “wall of text.”

- Have each section heading be an expandable drop down. In other words, a user would first see just the introduction, and the headings. Clicking on a heading would reveal the text underneath that heading.

- An alternative would be a table of contents that lists the headings, and allows users to click on the heading to jump to the corresponding section.

Commented [4]: Consider what is the preferred method for notifying users of material changes.

- If material changes will affect all visitors to the website (even if they’re not members or have accounts) then consider using a conspicuous banner directing website visitors to the updated Privacy Policy. Also consider a separate document or webpage that highlights the material changes.

- If changes only affect members/users with accounts, then email notification is another good option.

Commented [5]: Consider whether to include the following from the existing privacy policy: “We do not log IP addresses to track your session, nor do we link IP addresses to any personally identifiable information except when recording IP addresses when members or customers chose to purchase IP access to ASHRAE literature.” This could be added to the “Use” section below. However, if it is addressed in the purchasing process, then it is already covered by at least the category of fulfilling a purpose for which the information is provided.

Third-Party Collection

The ASHRAE web site may include banner advertisements from third-party ad servers and links to the sites of ASHRAE's business partners, sponsors, advertisers, or others. In addition, when you use the Services, certain third parties may use automatic information collection or tracking technologies such as cookies. Those third parties may include advertisers, ad networks, ad servers, and your internet service provider or wireless carrier. Information collected by third parties is governed by their privacy practices. ASHRAE does not control these third parties' tracking technologies and is not responsible for the content of third party sites or the security and privacy practices of third parties. ASHRAE encourages you to learn about the privacy practices of those third parties.

Use

ASHRAE may use your information to:

- provide you with the Site and Services
- process transactions you request
- inform you of new products, services, changes, promotions, and upcoming events that may be of interest to you, based on your participation in ASHRAE, your interests in our products and activities, and industry codes you select
- verify information you provide against any information we have about you in our customer database to maintain the most current and accurate information about you as a valued customer
- develop committee rosters, chapter rosters, and chapter reports
- display or send you marketing and advertising material in accordance with this Privacy Policy
- improve the Services, our marketing and promotional efforts, our content, and to customize the Site's services, content, and layout
- keep track of your preferences, and recognize you when you use the Site
- provide support and respond to your feedback
- create aggregated or anonymous data
- enforce this Privacy Policy or ASHRAE's rights arising from any other contracts entered into between you and ASHRAE
- contact you when necessary, including to notify you of updates or changes to the Services
- comply with applicable law and assist law enforcement when ASHRAE believes that it is legally required
- prevent fraud, misappropriation, infringements, identity theft, and other illegal activities and misuse of the Services
- handle breakdowns and malfunctions
- fulfill other purposes provided under this Privacy Policy [or the Terms of Use], and any other purpose for which you provide information

Disclosure

It is ASHRAE's policy to keep personal information collected by ASHRAE confidential, and to not sell, rent, loan, or otherwise disclose such information to third parties, except as described in this Privacy Policy.

Commented [6]: Consider whether other documents should be expressly referenced here.

Commented [7]: Consider what other documents should be referenced here. This could also be worded more generally to include any other terms or agreements between the user and ASHRAE.

ASHRAE may disclose aggregated or anonymous information about ASHRAE’s users, and information that does not identify you or your devices used to access the Site without restriction.

ASHRAE may disclose personal information that ASHRAE collects or is provided by you:

- to volunteers or third parties ASHRAE may use or engage to support ASHRAE’s business, the Services, and the Site
- [to ASHRAE’s subsidiaries and affiliates]
- to ASHRAE committees, chapters and regions, and their volunteer leaders for conducting ASHRAE business in accordance with guidelines contained in a document entitled “Society Contact Data Availability” approved by ASHRAE’s Board of Directors
- to Audit Bureau of Circulation (ABC) by ASHRAE Journal for audit purposes
- to one or more third parties in the event that all or part of the assets of ASHRAE are acquired by, merged with, sold to, or otherwise disposed of to one or more third parties (including in the event of bankruptcy)
- to fulfill the purpose for which you provide it
- for any other purpose disclosed by ASHRAE when you provide the information
- with your consent (for example, ASHRAE may allow third parties one time use of postal addresses, but not e-mail addresses, with member permission for the purpose of making members aware of such activities as technical conferences, educational opportunities, new products and technological advancements)
- to comply with any court order, law, or legal process, including to respond to any government or regulatory request
- to enforce this Privacy Policy or ASHRAE’s rights arising from any contracts entered into between you and ASHRAE
- if ASHRAE believes disclosure is necessary or appropriate to protect the rights, property, or safety of ASHRAE, other users of the Services, or others

Commented [8]: Should be included if ASHRAE has subsidiaries and affiliates so that the use of information across the organization is not impeded.

Commented [9]: Consider whether to exclude the reference to this document.

Commented [10]: This is a very specific use case, but consider whether this can be covered by one of the more general statements in this section.

In addition, the following applies to Committee rosters, which are generally released only to members listed on each respective roster for use in conducting ASHRAE business.

- Standards Project Committee rosters are not to be released to anyone not on the roster. Roster cover sheets are released to anyone upon request. This sheet lists all members of a Project Committee, his/her company, interest category, bias and conflict of interest status, and voting status. This sheet does not include contact information.
- Technical Committee rosters published on the Site are only to include member name, affiliation and committee position. Additional contact information is only to be posted with written permission from the affected individual. However, full contact information is to be posted for Technical Committee chairs.

Commented [11]: These are also very specific use cases from the existing privacy policy. Consider whether this should be included in the website privacy policy.

Although it gets very specific and granular, it does include clear statements of what kinds of information are not disclosed.

Commented [12]: While this provision is based on the existing privacy policy, the accuracy of the statements made about how ASHRAE uses cookies should be confirmed.

Cookies

Our Site uses cookies to deliver content specific to users’ interests and to honor their preferences. Cookies are small files communicated to the device you use to access the Site. We do not link cookies to any personally identifiable information while users visit our Site. Once a user closes their browser, the cookie simply terminates from our server. If you wish to block the Site’s cookies, you may do so by activating the appropriate setting on your device. However, disabling cookies may complicate or even prevent your use of all or part of the Site.

For example, a cookie allows members to access areas of the Site reserved for members without having to log in more than once. If a user blocks or rejects the cookie, they may still use the Site but would have to reenter log in information to access areas reserved for ASHRAE members.

Commented [13]: Consider whether to keep this. It may have value in providing a tangible example of why and how cookies are used.

Your Choices – Accessing, Correcting, and Controlling Your Information

[If you have a registered account, you can review and change your information by logging into the Site and visiting your account profile page.] [You may delete your account, and all associated personal information by [METHOD/S FOR ACCOUNT DELETION].]

Commented [14]: Confirm and describe the ways that website users can review and change their information. If there are additional settings or controls available to users, they can be described here as well.

You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies or block the use of other tracking technologies, some parts of the Site may then be inaccessible or not function properly. In addition, if you are behind a firewall, some features of your browser and the processing of credit card information, for example, may be blocked.

[If you are uncomfortable submitting forms made available on the Site over the internet or if you are unable to do so due to firewall limitations, you may send forms to us by fax at (404) 321-5478 or mail to ASHRAE, 1791 Tullie Circle NE, Atlanta, GA 30329 USA.]

Commented [15]: Is this true of all forms that can be submitted through the website?

To opt out of receiving information from ASHRAE about new services, changes, or promotions, please let us know by contacting us at the contact information below.

Including fax and mailing address information here may cause confusion with the general contact information section below. Do the forms themselves indicate how they may be submitted to ASHRAE? Consider whether to make a more general statement along these lines: "you may send forms to us with other methods such as fax or mail in accordance with the form's instructions."

Security

ASHRAE seeks to use commercially reasonable measures to help protect your personal information from unauthorized access, use, alteration and disclosure. These measures include storing certain information on secure servers behind firewalls and using encryption or other security technology when you send credit card and login information to us.

Commented [16]: The existing privacy policy contains a statement similar to this, directing users to contact "Atlanta Headquarters" if they do not want to receive information about "new services, changes, or promotions."

The transmission of information via the internet is not completely secure and ASHRAE cannot guarantee the security of your personal information transmitted through the Site. [In addition, information you post or provide for disclosure in public areas of the Site can be viewed by anyone.] Any transmission of personal information is at your own risk. ASHRAE is not responsible for the circumvention of any privacy settings or security measures ASHRAE provides.

Confirm whether users can opt-out. Also, confirm whether the "Contact Information" contains the right contact info for opt-out requests.

[California Privacy Rights]

[California Civil Code Section 1798.83 permits users of ASHRAE's Site that are California residents to request certain information regarding ASHRAE's disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please contact ASHRAE at the contact information provided below.]

Commented [17]: Consider whether to include a more extensive description of your security practices. The key is not to make any overly broad statements that are either not accurate, or may be difficult to maintain over time. It should be noted, however, that an increasing number of states are requiring businesses that have PII to have "reasonable security measures." Though the concept of what is reasonable is not defined, this draft includes language similar to what is in the more extensive Board document regarding the use of commercially reasonable measures.

Commented [18]: Are there areas on the website that allow users to post content for either the public or members to view?

Contact Information

To ask questions or comment about this Privacy Policy and ASHRAE's privacy practices, or if you would like to review the personal information that ASHRAE has collected about you in order to verify its accuracy and completeness, or request that ASHRAE delete your personal information from its records, please contact Member Services Department at ASHRAE at 404-636-8400.

Commented [19]: Is any personal information of California residents shared with third parties for the third parties' direct marketing purposes?

If not, then this entire section can be removed.

If so, then California requires one of two things:

- Providing a list of the categories of personal information that are disclosed to third parties for their marketing purposes. The list should cover the preceding calendar year and have the names and addresses of those third parties.
- A privacy policy that gives California residents a cost-free means of opting out of information sharing.

Commented [20]: Consider email or other form of contact for general inquiries.

[ASHRAE Member Responsibilities]

[As a member of ASHRAE and/or a member of the ASHRAE Board of Directors, council, committee, task group, task force, region or chapter, you may be given access to information that ASHRAE believes to be confidential, proprietary, or copyrighted. You may use this information for a multitude of purposes for your specific, focused work on behalf of the Society. However, you are not permitted to transfer, email, fax, copy or share this information with others, except to support the specific and focused work of your Board, council or committee, without the explicit written permission of the ASHRAE cognizant staff member and the cognizant ASHRAE member or user. Confidential and proprietary materials, such as biographical records, shall be destroyed when the task that required their use is complete.

Members shall not disclose any confidential, proprietary, personal, sensitive, inappropriate, or copyrighted material to any other person within the organization or outside the ASHRAE organization without prior approval from the ASHRAE cognizant staff member. Members shall not use information or material received for personal gain.

No information discussed during the course of an ASHRAE meeting that has been called in "Executive Session", should be disclosed or discussed in any way, verbal or written, with any other person outside of that meeting, including but not limited to spouses, friends, colleagues, other members, or non-members.]

Commented [21]: This section from the existing privacy policy seems more appropriate for a document other than the website privacy policy, such as a member agreement if it exists.

What is the GDPR (General Data Protection Regulation) and why is it so important that associations understand it?



Terrance Barkan CAE, Chief Strategist at GLOBALSTRAT

The General Data Protection Regulation, referred to simply as the “**GDPR**”, is Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27 April 2016. It concerns the protection of natural persons regarding the processing of personal data and on the free movement of this data.

Because associations maintain extensive databases of personal data, this Regulation directly impacts how associations will collect, maintain and manage the data that is vital to their operations.

Note: “Personal Data” and “Personally Identifying Information” or “PII” are not the same thing and are often confused. Personal data is defined below.

What is equally important, this Regulation applies to any organization, regardless of where it may be located or headquartered, that maintains data of an EU resident. This casts a very wide net and touches essentially any international organization.

What is the GDPR?

The GDPR came into force on 24 May 2016. However, due to its two-year implementation period, the GDPR will only be applicable from 25 May 2018. At this point, organizations have less than 10 months to ensure they are able to comply.

Because the GDPR is an EU wide regulation, it does not require Member States to pass additional legislation for implementation. Some EU Member States (such as Germany, Ireland and the UK) are however taking the opportunity to introduce new domestic law at the same time.

The GDPR covers the processing of ‘personal data’ that relates to ‘data subjects’ by or on behalf of a ‘data controller’.

‘Personal data’ is defined as any information that relates to an identified or identifiable natural person (the ‘data subject’). An identifiable natural person is anyone that can be identified, either directly or indirectly, by reference to anything that can ultimately identify them. This includes a name, an identification number,

location data, an online identifier or to data that relates to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Based on this broad description, it is clear that much of the types of data that associations hold on their members, prospects, former members, sponsors, donors, meeting participants etc. would be considered as 'personal data'.

The entity who determines the purposes and means of processing is the 'data controller'. This is contrasted with a 'data processor' which processes personal data on behalf of the data controller.

There are many changes for data processors under the GDPR, with many of the contractual obligations on them having been placed on a statutory footing. In practice the distinction between a data controller and a data processor is often not easy to ascertain.

What is the difference between a Data Controller and a Data Processor?

One way of looking at this is in the example of an Association that outsources its IT services to a third party (think of an online database management application). This is not an unusual situation, especially for many associations that outsource the hosting of their websites that may have an online membership directory as just one example.

The Association in this case would be considered the 'data controller' because the association maintains 'control' over the data (it is collected, maintained and manipulated at the direction of the association'). The third party service provider(s) would be considered a 'data processor' because they have access to the data through the provision of their IT services.

What are my responsibilities?

The 'data controller' bears the responsibility to prove to the relevant 'supervisory authority' that it is properly following the guidelines and regulations regarding the acquisition and management of personal data.

These Regulations include the following principles regarding the handling of personal data:

- **Lawfulness, fairness and transparency:** Personal data must be processed lawfully, fairly and in a transparent manner.

- **Purpose limitation:** Personal data must be collected for specific, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- **Data minimisation:** Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- **Accuracy:** Personal data must be accurate and, where necessary, kept up to date. Personal data that is known to be inaccurate is to be erased or rectified without delay.
- **Storage limitation:** Personal data must not be kept in a form which permits identification of data subjects for longer than is necessary.
- **Integrity and confidentiality:** Personal data must be processed in an appropriately secure manner including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, by the use of appropriate technical or organisational measures.

NOTE: This is where associations must have confidence that the third party services they use to manage data are properly secured. If your third party provider causes a breach, the association will remain liable.

- **Accountability:** The data controller is responsible for, and has to be able to demonstrate compliance with, the principles stated above.

Regulation and enforcement of the GDPR is performed by a country's 'supervisory authority' which in some countries may include data regulators at a national as well as a regional or local level.

In addition to the principles listed above, data controllers (associations) must also meet at least one the following criteria;

- **Obtain consent:** The data subject must give clear consent to the processing of his or her personal data for one or more specific purposes.
- **Performance of a contract:** Data processing is necessary for the performance of a contract with or on behalf of the data subject. For associations, membership and the delivery of services can be considered a contract. "Necessary" is a key element here however. Regulators and the courts are likely to interpret this narrowly and convenience is not the same as a necessity!

- **Compliance with a legal obligation:** Data processing is necessary for compliance with a legal obligation to which the data controller is subject. Again, this is a narrow criteria and a US legal obligation is unlikely to be sufficient.
- **Vital interests:** Data processing is necessary in order to protect the vital interests of the data subject or of another natural person.
- **Public interest:** Data processing is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority vested in the controller. To meet this requirement it is likely to be in the interest of the public in the relevant Member State – US public interest will not be sufficient.
- **Legitimate interests:** processing is necessary for the purposes of the legitimate interests pursued by the data controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

The importance of ‘Consent’

Obtaining proper consent from your data subjects is one of the most important aspects of compliance with this new Regulation. The definition of what constitutes proper consent has changed under the GDPR.

Consent in the GDPR is defined as: ‘any freely given, specific, informed and unambiguous indication of the data subject’s wishes’.

Specifically, consent needs to be given by a clear affirmative act, ‘such as by a written statement, including electronic means, or an oral statement’ which demonstrates a data subject’s agreement to the processing of personal data relating to him or her.

It is important to note that ‘**silence, pre-ticked boxes or inactivity**’ do not establish consent.

Many associations may assume that they already have consent because of an existing relationship with their membership. While this may be true in some cases, it will depend on how the consent was originally obtained.

The data subject does not need to give his or her consent again if the original consent was obtained in line with the conditions detailed in the GDPR. This means

that many associations will have to consider obtaining consent that meets the GDPR requirements, even from existing members.

It should also be noted that associations will need to give members and other data subjects the ability to withdraw consent in a manner that is as easy to withdraw as it is to give consent.

What are the penalties for non-compliance?

Each supervisory authority has a range of investigative, corrective, authorisation and advisory powers in order to ensure compliance with the GDPR. A supervisory authority has the ability to:

- Issue warnings.
- Order the data controller or the data processor to comply with a data subject's requests to exercise his or her rights under the GDPR.
- Order the data controller to communicate a personal data breach to the data subject(s).
- Impose a temporary or definitive limitation including a ban on processing.
- Order the correction or erasure of personal data or restriction of processing pursuant to a data subject's rights.
- Impose an administrative fine.
- Order the suspension of data flows to a recipient in a third country or to an international organisation.

In addition, fines can be imposed, 'in addition to, or instead of' the corrective powers a supervisory authority has at its disposal. The potential levels of these fines is quite staggering.

- a fine of up to €10,000,000, or in the case of an undertaking, up to 2% of the total worldwide annual turnover of the preceding financial year, whichever is higher.
- a fine of up to €20,000,000, or in the case of an undertaking, up to 4% of the total worldwide annual turnover of the preceding financial year for the most severe forms of a breach, including violations of;

- the basic principles for processing, including conditions for consent
- the data subjects' rights
- the transfers of personal data to a recipient in a third country or an international organisation, or
- non-compliance with an order or a temporary or definitive limitation on processing or the suspension of data flows by the supervisory authority.

What Next?

This article is meant to give a very brief overview of some of the most important elements of the GDPR. There are many more details to be considered regarding the rights of data subjects and how data controllers (associations) must act when acquiring, storing, managing and deleting personal data.

Associations will need to get proper legal compliance advice when it comes to the GDPR implementation. Because associations collect and manage data through multiple platforms (database management systems, websites, event registrations systems, members only networks, etc.) the range of exposure can be higher than imagined.

Acknowledgement: I want to thank Cordery , London, UK for the permission to reference some of their source material as an inspiration for this article.

For more information on the GDPR and Data Protection Information services, visit:

<http://www.globalstrat.org/eu-data-protection-services/>

**Electronic Affiliate proposal
21st October 2016**

Background

The Institute of Refrigeration (IOR) in the UK has significant resources for individuals in the RACHP sector built up by recognised UK technical experts for our 3000 members:

- on line technical library of over 400 publications to download
- annual programme of approx 20 regional UK events and associated papers and presentations
- two e-learning programmes (low GWP alternatives and refrigerant containment)
- monthly e-news service

As part of the IOR objectives to promote the advancement of RACHP technologies and innovation more widely, the IOR membership is prepared to consider offering access to these services to members of nominating organisations such as ASHRAE that share these objectives.

This arrangement has been in operation with Institute of Refrigeration Ireland (IRI) since March 2016 with 170 subscribers in place. The IRI use it to improve benefits to existing members and as a sales tool to increase their membership.

Offer to ASHRAE Members

The IOR offer to individual Members of ASHRAE would include Electronic Affiliate level access to products and news services normally reserved to Members of the IOR. These include:

- Publication downloads from our website (inc guidance on EU/UK legislation such as F Gas, Pressure Safety, DSEAR etc) – price to non members £5-£6 per item
- Codes of Practice for Refrigerant Groups (including HFC, CO₂, Ammonia, HC and low flammables) as downloads – price to non members £48 each
- IOR Annual Proceedings published electronically
- Member rate CPD certification of free e-learning courses
- Monthly updates on technology developments, industry changes, training and education resources and refrigeration related initiatives
- Member rates at IOR events where charged

Individuals taking up this offer are not recognised as IOR members ie they do not receive membership certificate, badges, designation initials or rights to stand for our Board or vote in resolutions. They are designated electronic subscribers to information services.

The cost per individual subscriber to ASHRAE is £20 + VAT per person (Standard IOR membership fee is £76 per year plus a joining fee of £49 and includes certain postal services and membership recognition). ASHRAE may charge an additional fee or higher rate themselves to their members at their discretion.

Terms and conditions

This offer is only available on the following conditions:

- Exclusive to existing or new ASHRAE Members who are currently not members of the IOR or who have not been so for the past 3 years
- The option only remains available whilst the individual remain a member of their nominating organisation (ie it ceases immediately if they leave ASHRAE membership)
- No postal correspondence is entered into or materials sent, it is purely an electronic information subscription
- Payment must be made centrally by the nominating organisation (ASHRAE) ideally in a single annual electronic payment.
- The number of subscribers and their contact details are reviewed annually in December each year to allow preparation of an annual renewal invoice for the appropriate number of subscribers.
- The nominating organisation (ASHRAE) is responsible for confirming approval of the individual for the transfer of personal information (ie email address, name, address so that regional information can be sent) and for updating the IOR with any changes at least once a year.
- The arrangement must be in place for a contracted period of a minimum of 3 years.

Benefits for the nominating organisation

- Providing additional technical information directly related to UK/EU for those who are currently working in or interested in this area
- Financial saving of access to high quality technical materials for those individuals
- Encouraging the continued membership of individuals by providing additional services as an “exclusive benefit” of their membership which would cost much more for them to purchase direct from the IOR.
- Potential to attract new members to ASHRAE with refrigeration interest
- Establishing a close working relationship and sharing of resources with IOR as a national partner organisation.

Benefits for IOR

- Increasing our influence amongst the refrigeration community and awareness of services provided by the IOR
- Improving the knowledge levels of individuals / advancement of refrigeration through sharing of information in line with charitable objectives
- Potential for wider engagement in other IOR activities such as conferences, events, elearning

AIVC/IOR Member Benefits Proposal

Dear Jeff,

Please find hereby a proposal for agreement with ASHRAE regarding distribution of AIRBASE.

1. The present operating period of AIVC is 2017-2021. This proposal assumes that the USA is a member country of the AIVC for the period 2018 – 2021.
2. ASHRAE wants to give all its members the possibility of free access to AIRBASE, of which about 1/3 is outside the USA
3. ASHRAE will pay an annual fee of 10.000 € for the period 2018-2021, whereby all ASHRAE members will have the possibility for free access during this whole period.
4. INIVE will work out with ASHRAE a pragmatic registration procedure for the ASHRAE members

Is this proposal OK for you? If so, I will check within INIVE if acceptable.

Kind regards,

Peter

From: Peter Wouters

Sent: 18 September 2017 14:08

To: 'Littleton, Jeff' <JLittleton@ashrae.org>

Cc: Bjarne Olesen (bwo@byg.dtu.dk) <bwo@byg.dtu.dk>; Max Sherman <mhsherman@lbl.gov>; Remi Carrie <remi.carrie@inive.org>; Stéphane Degauquier <stephane.degauquier@bbri.be>

Subject: RE: AIVC actions

Dear Jeff,

We have indeed discuss the various issues related to ASHRAE collaboration:

1. Joint workshops in New Zealand and Australia
 - a. The AIVC board has positively reacted with respect to having joint workshops in Wellington (19-20 March) and Sydney (23 March)
 - b. M. Plagmann has on behalf of BRANZ confirmed that they agree to have the workshop in Wellington as a combined AIVC-ASHRAE event
 - c. No confirmation yet from our partner in Sydney but I expect that he will agree
2. AIVC conference in connection with ASHRAE IAQ conference
 - a. In principle, the AIVC board is willing to evaluate the possibility of combining the AIVC and the ASHRAE IAQ conference in 2019 or 2020
 - b. The original idea to have in 2019 a combined ASHRAE IAQ – IAQVEC - AIVC conference seems no longer feasible as no progress in the contacts between ASHRAE and IAQVEC
 - c. Max and I had a lunch meeting with Don Weekes to discuss possibilities for collaboration in 2020
3. AIRBASE distribution

- a. In understand the logistic and practical concerns about a separate charging by ASHRAE to non-USA based members
 - b. In principle, we should be able to agree on a fixed annual amount giving all ASHRAE members a free access. This proposal has to be approved by the INIVE College of the Members. We are now working on a proposal for the rest of the present period (2018-2021). I hope that we can send you this proposal in the course of next week.
4. Collaboration with IEQ-GA
- a. The AIVC board has confirmed that it wants to remain involved in the IEQ-GA
 - b. The precise status of membership is not yet decided as this has to be decided by INIVE EEIG, who acts as operating agent for the AIVC:
 - i. If INIVE is willing to take the liability risks as member and/or board member, then AIVC will become a full founding member
 - ii. If INIVE considers the risk too large, the proposal is that AIVC becomes an associated member.

Is this information sufficient?

Kind regards,

Peter

Peter Wouters
Operating Agent AIVC

Air Infiltration and Ventilation Centre
www.aivc.org



From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 18 September 2017 02:30
To: Peter Wouters <peter.wouters@bbri.be>
Subject: RE: AIVC actions

Hi Peter,

Just curious about how the AIVC Board meeting went. Was the potential relationship with ASHRAE discussed and did anything new develop?

Thanks,
Jeff



Shaping Tomorrow's
Built Environment Today

Jeff Littleton
Executive Vice President

ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1100
JLittleton@ashrae.org
www.ASHRAE.org



From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Monday, September 11, 2017 12:09 AM
To: Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Littleton, Jeff <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>
Subject: RE: AIVC actions

Dear Bjarne,

See below.

Kind regards,

Peter

From: Bjarne W. Olesen [<mailto:bwo@byg.dtu.dk>]
Sent: 10 September 2017 09:19
To: Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Peter Wouters <peter.wouters@bbri.be>; Jeff Littleton <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>
Subject: Re: AIVC actions

Den 10. sep. 2017 kl. 07.50 skrev Bjarne Olesen <bwo@byg.dtu.dk>:

Hi Peter

As I understand this an ASHRAE/US member get free access as long as US is AIVC member. For other countries ASHRAE pays 50\$ for each person that us this service i.e. if 1000 persons use the code for package 2 this will be 45.000\$????????? Something is wrong. My understanding was that ASHRAE would charge the corresponding amount to the non-USA ASHRAE member and at the end of the year pay INIVE. So, the net cost for ASHRAE is zero.

Also for the countries that are AIVC members, the ASHRAE members in these countries should have the same code as US-members??? I believe that this should be OK, but I have to discuss it internally.

Bjarne

Den 9. sep. 2017 kl. 01.06 skrev Peter Wouters <peter.wouters@bbri.be>:

Dear Jeff,

Sorry for the slow reply, but due to the different holidays periods of the persons involved, it was not possible to react quicker.

We have discussed this week internally as well as with our IT provider.

Hereby a proposal for approach:

- ASHRAE pays an annual fee of 4.500 €
- ASHRAE receives 2 packages of activation codes: package 1 to be used for USA citizens, package 2 for non-USA citizens

Assuming that the USA continues as an AIVC member (the AIVC membership fee is normally paid by DOE, no decision yet for 2017, this is handled by Max Sherman in cc.):

- **USA citizens:** ASHRAE has the right to give all USA citizens (whether or not limited to ASHRAE members) free of charge an invitation code of package 1. They can then use this invitation code when accessing the password protected part of the AIVC website. Full access to all content at no cost as long as the USA is an AIVC member country AND when ASHRAE has paid the annual fee
- **Other citizens:** ASHRAE has the right to give all of them an invitation code of package 2. They can then use this invitation code when accessing the password protected part of the AIVC website. ASHRAE pays at the end of the year the corresponding amount (50 € per person) to INIVE.
- o After one year and when accessing the password protected part, they will get a request for renewal whereby they then pay directly to INIVE (unless you want them to pay through ASHRAE).

In case the AIVC fee for the USA would not be paid, the same procedure would apply for USA citizens as described above for other citizens.

Please let me know if you need further information and/or clarification.

We have next Friday the AIVC board meeting.

Kind regards,

Peter

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 06 September 2017 22:52
To: Peter Wouters <peter.wouters@bbri.be>
Cc: Bjarne Olesen <bwo@byg.dtu.dk>
Subject: FW: AIVC actions

Hi Peter,

I hope this finds you well. I understand there is an AIVC Board meeting coming up in the next couple of weeks. Is there anything I can do to help advance these programs below ahead of that Board meeting?

Thanks,
Jeff

<image001.jpg>

Jeff Littleton
Executive Vice President
ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1100
JLittleton@ashrae.org
www.ASHRAE.org

<image002.png>

From: Littleton, Jeff
Sent: Friday, July 28, 2017 2:14 PM
To: 'Peter Wouters' <peter.wouters@bbri.be>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>;
Maria Kapsalaki (maria.kapsalaki@inive.org) <maria.kapsalaki@inive.org>; Remi Carrie
<remi.carrie@inive.org>
Subject: AIVC actions

Thanks, Peter. If I understand your message correctly, you are proposing a fee of 5,900 Euros for those outside of the U.S., and that fee would normally be 12,150 Euros (totaling the columns) representing roughly a 50% discount for ASHRAE. Can you please remind me of the fee for USA members? I'm trying to get a handle on the total proposed cost for a USA-only scenario and a second scenario for all ASHRAE members worldwide. I think it will be very challenging for ASHRAE to make this benefit (or any benefit) available only to one geographic segment of our membership.

Password management will be challenging. One option to explore (assuming the benefit is available to all ASHRAE members) would be to have a special link that bypasses the need for an INIVE passwords.

That link would only be accessible behind the members-only firewall of the ASHRAE website, and so only ASHRAE members in good standing would have access. A drawback of that plan is that the direct link could be bookmarked by a browser and used directly. Another option would be to provide an ASHRAE a universal user name/password that could be changed every quarter. That password would only be available from the members-only portion of the ASHRAE website. This option could also be abused, but only for a short time. Alongside the password information, we would include legal requirements like 'by accessing this service, user agrees not to distribute the user name and password to others'.

Regarding the fees, I think ASHRAE would have to pay the total fees once per year and market the access as a universal member benefit.

Thanks,
Jeff

From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Friday, July 28, 2017 11:24 AM
To: Littleton, Jeff <JLittleton@ashrae.org>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>; Maria Kapsalaki (maria.kapsalaki@inive.org) <maria.kapsalaki@inive.org>; Remi Carrie <remi.carrie@inive.org>
Subject: RE: AIVC actions

Dear Jeff,

Many thanks for this information.

Our initial idea was that the proposed agreement would result in a free access for USA based ASHRAE subscribers to all AIVC publications as long as the USA is an AIVC member country, whereby there would not be a specific benefit for ASHRAE members outside the USA.

Your data indicates that about 1/3 of the ASHRAE members are non-USA.

If we would give the same benefits to non-USA located ASHRAE members, the situation would be as given in [the table in attachment](#).

- Column F: fee in € to be paid for access to AIRBASE if an ASHRAE member
- Column G: fee in € to be paid for access to AIRBASE if not an ASHRAE member
- Column H: benefit in € from ASHRAE membership

One issue to be clarified is the procedure for collecting the fees. My colleagues involved in the IT and administration management are at the moment on holidays. I have to check with them what is technically feasible in terms of password and financial management.

If password management is technical feasible (to be checked with my colleagues), my present feeling is that it would be the easiest if the subscriptions are handled by ASHRAE, whereby on a regular basis (e.g. quarterly), the collected payments are transferred from ASHRAE to INIVE. Could that work for ASHRAE?

Once these issues are clarified, I will have to formally ask our board if they agree with such an agreement.

Kind regards,

Peter

Peter Wouters
Operating Agent AIVC

Air Infiltration and Ventilation Centre
www.aivc.org

<image003.jpg> <image004.jpg> <image005.jpg> <image006.jpg>

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 28 July 2017 14:40
To: Peter Wouters <peter.wouters@bbri.be>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>
Subject: RE: AIVC actions

Hi Peter,

Attached is a spreadsheet showing ASHRAE member counts by country. Can you please remind me who would be eligible to access INIVE? Does the proposal include all members, including those in the U.S.?

Thanks,
Jeff

<image001.jpg>

Jeff Littleton
Executive Vice President
ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1100
JLittleton@ashrae.org
www.ASHRAE.org

<image007.png>

From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Sunday, July 23, 2017 5:04 AM

To: Bjarne W. Olesen <bwo@byg.dtu.dk>

Cc: Littleton, Jeff <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>

Subject: RE: AIVC actions

Dear Bjarne,

We have discussed the issue internally, but apparently I did not reply to you. My apologies.

In principle, this approach could work, but there are a few questions:

- Is it possible to have an indication of the countries with ASHRAE membership and the number of members in these countries?
- How can INIVE in practice check if the subscriber is an ASHRAE member?

Kind regards,

Peter

From: Bjarne W. Olesen [<mailto:bwo@byg.dtu.dk>]

Sent: 08 April 2017 01:01

To: Peter Wouters <peter.wouters@bbri.be>

Cc: Jeff Littleton <jlittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>

Subject: Re: AIVC actions

Dear Peter

I have a suggestion regarding ASHRAE membership of INIVE and the benefits for ASHRAE members.

All ASHRAE members worldwide will get 50% reduction

ASHRAE Members in countries that are members of INIVIE, who already get 50%, will get the publications for free.

In this way, all are treated equal

Would this be acceptable?

Regards

Bjarne

Fra: Peter Wouters <peter.wouters@bbri.be>

Dato: lørdag den 11. marts 2017 kl. 11.33

Til: Bjarne Olesen <bwo@byg.dtu.dk>

Emne: AIVC actions

Dear Bjarne,

We will have on Monday the AIVC board meeting. I understand that you will not be able to attend.

There were a few actions for you:

- Contact Xu Wei for China membership
- Re-discuss Canada membership with Fariborz Haghigat (during a meeting foreseen on another subject)
- Contact the Australian HVAC association

Do you information about these actions?

With respect to a possible subscription of ASHRAE to AIRBASE services, do you have any news?

Kind regards,

Peter

ANSI STANDARDS BUSINESS MODEL

From: Ferguson, Steve

Sent: Monday, October 23, 2017 5:05 PM

To: Littleton, Jeff <JLittleton@ashrae.org>; Reiniche, Stephanie <sreiniche@ashrae.org>

Subject: RE: Standards Revenue

I have a lot of thoughts on the subject. I also have some comments on the observations.

I personally like the idea of letting standards be free on some level, then charging for other products/training/benefits. Since I'm most familiar with 90.1, I'll use it as an example:

If someone wants 90.1, they can probably already get it for free through COMCheck. It's not full text, but COMCheck will let you know if your building complies, and if you enter something non-compliant it will tell you what you need to do to comply (i.e. if the SHGC must be less than 0.40, and you enter 0.50, it will tell you it needs to be less than 0.40). If we were to make 90.1 free, that would remove one of the biggest hurdles in getting 90.1 adopted – complaints from enforcers that they have to buy something to look at in the field.

Over the years, I've thought about different options, knowing full well that I don't understand all of the economics behind it, I like the three following options the "best"

- 1) Make standards available in .pdf free for everyone. Members can purchase a hard copy for the current discounted member price, non-Members can purchase a hard copy for the current non-member price.
- 2) Make standards available in .pdf free for members, non-Members can purchase a .pdf for a discounted price. Members can purchase a hard copy for the current discounted member price, non-Members can purchase a hard copy for the current non-member price.
- 3) Make all standards available online in read-only.
 - a. Either make it available online for free to all, or make it available for free to members and charge a subscription for non-members (a la Netflix)
 - i. Even Netflix now allows subscribers to download movies and shows to an individual device to be viewed offline.
 - b. NFPA does this – all NFPA standards are available online, read only to all NFPA members.

Other observations:

- I think there is value in selling hard copies. I do not think hard copies should be free, but I think the sell price should at least cover the cost of printing.
- Making standards free makes them more accessible to everyone. If they're more accessible to everyone, there's likely to be more people involved in the development.
- I do think ASHRAE should focus on ancillary value-adds. A good example is the 90.1 online portal. I think something like that has the potential to add a lot of value that people would pay for (i.e. putting the standard and user's manual on one screen side by side)
- I think whatever is free should be very 'no frill', just the text, but should be able to be downloaded and used offline. Drive people to the portal for other functionality (including Section hyperlinks).

Additional comments in red in response to the current observations.

Observations

- Will membership grow if members receive free standards or decline because standards are readily available and member discounts are not needed? **Do members join because it means they save 15% off the purchase of standards? While it is a benefit, I do not think that's why many people join. I think they will receive similar value if there are member discounts for other 'stuff' like training, ancillary products. I think if all standards are made available for free to all members AND there's some mechanism for members to take standards offline for work, then that may incentivize more members to join.**
- There is insufficient revenue of ancillary standards products to make up for lost sales revenue. **I think if we were to decide to make standards free, then we should accept there will be lost sales revenue and we should beef up ancillary products**
- More funds are needed to support a more robust standards support infrastructure (mkt, staff, seminars, adoption support, etc.). **Agreed. But from an adoption perspective, the door almost gets shut in my face when I tell code officials they would have to purchase 90.1 for \$140 and 169 for \$70. Making standards free makes adoption worlds easier by opening doors with the people most influential in making adoption decisions. It's harder to tell someone who makes \$50,000 a year that they have to spend \$210 for 2 ASHRAE Standards they need to enforce the energy code.**
- Reseller customers will not pay for content that is available for free.
- Resellers have sales teams. If there is no return, sales teams will not promote and push ASHRAE standards packages. Typically, resellers reach these markets: multi-national design firms and suppliers, governmental agencies, and libraries and educational institutions. **How much are reseller seller teams promoting/pushing ASHRAE Standards Packages?**
- Some small revenue from resellers might be retained if ASHRAE works are included in some larger industry collections and if ASHRAE works are included in work platforms offered by resellers such as IHS Workbench or Knovel Workflow Integrations. Resellers, however, will need to be convinced there is a market for a value add product if the base product is available for free to justify the investment in inclusion. This would require a shift to sale of functionality form sale of content and functionality. As an example, sell 90.1 for free, but partner with ICC and sell the IECC+90.1 book for some small profit for ASHRAE. Could individuals get 90.1 for free? **Sure. But you'd be surprised at how many people, when faced with a decision to purchase the IECC for \$37, and the IECC+90.1 for \$47, would purchase the \$47 combined document. They value having it all in one book and will pay for that. Right now the combined book is \$141. Some people are buying it, but the extra \$104 is a hard pill for many to swallow and they end up just buying just the IECC for \$37.**
- The perception of document ownership is lost when it is free with the general belief becoming the document is public domain. Abuses of our copyright would likely result. **I think it's naïve to think there aren't already abuses of our copyright. That being said, .pdfs could still be encrypted to make it difficult for individuals to abuse copyright.**
- ISO standards are not free. Since several groups resell ISO standards under license to ANSI, they note if ASHRAE standards are adopted by ISO, they would pay a royalty to ISO/ANSI for such sales but not to ASHRAE. **I don't understand the logic of this observation. True – ISO Standards are not free. The only ASHRAE Standard that is adopted as an ISO standard is 135. I suppose this comment is specific to 135? If so, what is ASHRAEs sales revenue for that Standard? ASHRAE has adopted two ISO standards for national use. I do not think we can give those away for free, so I would suggest we sell them for the ISO price.**

- SDOs that do not charge for standards are trade associations where standards are a driver of their members' products and promote use of specific products rather than as an intellectual property with standing in their own right. The second part (promoting the use of specific products) is not true, as promotion of specific products is explicitly prohibited by the ANSI Essential Requirements. The first part of the statement is also not true. It's true that AHRI is a trade association where standards are a driver for their members' products and they publish AHRI standards for free. However it is not universally true that other SDOs don't charge for their standards.

Examples:

Some AMCA standards are free

<https://webstore.ansi.org/FindStandards.aspx?Action=displaydept&DeptID=3169&Acro=AMCA&DpName=The Air Movement and Control Association International, Inc.>

I previously mentioned NFPA makes all standards available to read online for free.

All ANSI/NFRC Standards are free (some of which are referenced in ASHRAE Standards)

<http://www.nfrccommunity.org/default.asp?page=techdocs> NFRC product labeling and certification is not terribly different from bEQ. It's just for individual products rather than the entire building.

- Distribution agreements such as Standard 170 in the FGI publications and 189.1 in the IgCC would be complicated. I don't know how this would impact the 170/FGI agreement. I do not think this would complicate the 189.1+IGCC agreement. We would sell the IGCC at the price set by ICC. If ASHRAE decided to make 189.1 available for free outside of the US, then THAT decision would definitely complicate our agreement with ICC.

Please let me know if you have any questions.

Steve

Steve Ferguson | Senior Manager of Standards
Extension:1138

From: Littleton, Jeff

Sent: Monday, October 23, 2017 3:35 PM

To: Reiniche, Stephanie; Ferguson, Steve

Subject: Standards Revenue

Hi Stephanie and Steve,

As you know, there is a movement within ExCom to grow the influence of ASHRAE standards by making them more widely accessible (i.e. free). Attached is a document that will be on the ExCom agenda. Please let me know if you have any comments or suggestions.

Thanks,
Jeff

Standards Sales Data (12 months)

ASHRAE Sales	\$ 80,997
IHS	\$ 240,385
ANSI	\$ 16,425
ILI	\$ 7,095
ICC	\$ 52,865
AHA	\$ 30,892
MADCAD	\$ 52,659
TECHSTREET	\$ 1,219,135
TOTAL	\$ 1,700,453

NOTE: \$1.7 million by 39,635 members pay \$206 dues is \$42.89/member

Standards Users Manuals:	\$ 28,275
Training Courses on Specific Standards:	\$ 230,059
eLearning Courses:	\$ 12,894
TOTAL	\$ 271,228

Observations

- Will membership grow if members receive free standards or decline because standards are readily available and member discounts are not needed?
- There is insufficient revenue of ancillary standards products to make up for lost sales revenue.
- More funds are needed to support a more robust standards support infrastructure (mkt, staff, seminars, adoption support, etc.).
- Reseller customers will not pay for content that is available for free.
- Resellers have sales teams. If there is no return, sales teams will not promote and push ASHRAE standards packages. Typically, resellers reach these markets: multi-national design firms and suppliers, governmental agencies, and libraries and educational institutions.
- Some small revenue from resellers might be retained if ASHRAE works are included in some larger industry collections and if ASHRAE works are included in work platforms offered by resellers such as IHS Workbench or Knovel Workflow Integrations. Resellers, however, will need to be convinced there is a market for a value add product if the base product is available for free to justify the investment in inclusion. This would require a shift to sale of functionality form sale of content and functionality.
- The perception of document ownership is lost when it is free with the general belief becoming the document is public domain. Abuses of our copyright would likely result.
- ISO standards are not free. Since several groups resell ISO standards under license to ANSI, they note if ASHRAE standards are adopted by ISO, they would pay a royalty to ISO/ANSI for such sales but not to ASHRAE.
- SDOs that do not charge for standards are trade associations where standards are a driver of their members' products and promote use of specific products rather than as a intellectual property with standing in their own right.
- Distribution agreements such as Standard 170 in the FGI publications and 189.1 in the IgCC would be complicated.

Lesson #	Lesson Title
Lesson 1	Refrigerant Types
Lesson 2	Refrigerants Classification
Lesson 3	Refrigerants Selection
Lesson 4	Refrigerants Management

FIRST eLEARNING COURSE ON REFRIGERANTS FOR NON-SPECIALISTS

UN Environment, represented by the Economy Division (OzonAction), and ASHRAE have a Memorandum of Understanding to establish technical cooperation and mutual coordination toward providing professional technical services to the refrigeration and air-conditioning stakeholders (governmental, private, and public). The organizations work to ensure that up-to-date related technical information and standards are properly introduced and promoted. ASHRAE is a worldwide technical society of more than 57,000 individual members.

CONTACT:

W. Stephen Comstock, Publisher/Director of Publications and Education, ASHRAE, comstock@ashrae.org

www.ashrae.org

Ayman Eltalouny, HPMP Officer, UN Environment OzonAction Regional Office for West Asia, ayman.eltalouny@unep.org

www.unep.org/ozonaction

What is eLearning?

eLearning is a web-based, on-demand learning allowing the learner to study at their own pace and when convenient, from any computer with internet access. It includes audio, video, and interactive exercises that enable the learner to engage with content and retain what they have learned.

What is the Refrigerants Literacy Course?

UN Environment and ASHRAE have partnered on a web-based course entitled "Refrigerants Literacy." This course is 4.5 hours of instruction covering the basics of refrigerants used in air conditioning and refrigeration applications.

Who Should Take the Course?

The course is mainly designed for non-specialist in HVAC&R operation and servicing i.e. Non-Ozone Units (NOUs), policy makers, procurement officers, buildings owners, facility managers, etc. It is also recommended for HVAC&R engineers, consultants and technical people who wish to get an overall and holistic overview about refrigerants and its progression).

How This Course is Useful to National Ozone Units (NOUs).

This course includes important background information and update about refrigerants definitions, use and management which is essential part of bread and butter of daily NOUs work including monitoring import/export of refrigerants/applications, setting national policies for the use of refrigerants and placing into market, controlling emissions of ozone depleting substances (ODSs) and their alternatives, updating/advising other authorities and private sector about technology and designing/implementing national refrigerant management plan.

What is the Course Content?

The course consists of 4 lessons.

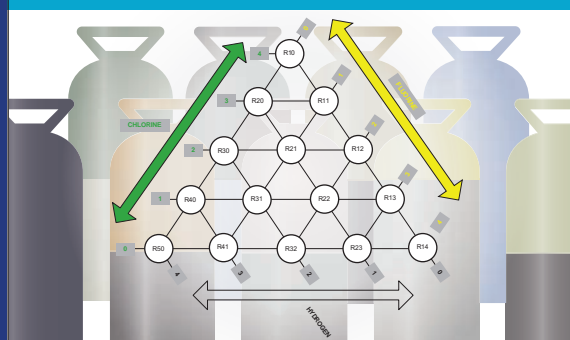
Lesson 1 covers refrigerants types and addresses environmental considerations. Lesson 2 deals with refrigerant classifications, including ASHRAE Standards 15 and 34. Lesson 3 addresses refrigeration selection, including residential and small commercial applications. Lesson 4 covers refrigerant management, including

the development of a management plan, containers, storage, and recovery, recycling, and reclamation.

In addition, the course includes interactivities in the form of knowledge checks to test the learner's mastery of the content as well as narration to keep the learner engaged. At the end of the course, there is a compulsory examination which, if passed, earns the learner a course completion certificate. The exam consists of 35 questions and allows unlimited attempts.



ASHRAE UN environment
United Nations Environment Programme
eLearning



**REFRIGERANTS
LITERACY**

How Does One Enroll in the Course?

The following are the steps involved in enrolling in the Refrigerants Literacy course:

- 1 Contact Ms. Manal Aabed directly at Manal.Aabed@unep.org and let her know you are interested in enrolling in the course. Copy Mr. Ayman Eltalouny at Ayman.eltalouny@unep.org.
- 2 Ms. Manal Aabed will then send your name to the ASHRAE eLearning administrator.
- 3 ASHRAE will create an account for you.
- 4 ASHRAE will enroll you into the course.
- 5 ASHRAE will send you an email with eLearning portal access credentials, URL, and instructions on how to get started on the course.
- 6 You will need a computer with internet access to complete the course.
- 7 Once enrolled, the subscription lasts for 12 months, so you have 12 months to complete the course.

Technical Support

If a learner has any difficulties with login or course access, they should contact eLearning@ashrae.org. This support email address is indicated in the eLearning portal, <https://elearning.ashrae.org/>.

Responsible Use of Refrigerants in Developing Economies

Celebrating 10 Years of Partnership

ASHRAE and UN Environment signed a cooperation agreement in 2007 aiming to achieve several environmental and technical goals within the mandate of both organizations including, but not limited to, the goals of reducing refrigerants emissions; maximizing climate benefits in selecting alternative refrigerants, building the capacities of different HVAC&R stakeholders and facilitate the transfer and adoption of suitable technologies in developing countries.



A decade of partnering between ASHRAE –UN Environment is translated in to a success story that can be easily demonstrated through the number of successful joint events and products jointly developed by both. The cooperation reached to level of maturity to be articulated strategically in the direction that can best serve the needs of developing economies in terms of complying with the Montreal Protocol while advancing refrigeration & air-conditioning technologies and practices. The recent joint work plan for 2017-2018 is structured around the theme “**Working beyond Low-GWP Refrigerants**” which reflects the international movement to reduce dependency on high-GWP technologies in particular with the adoption of the Kigali Amendment to the Montreal Protocol.

This session will shed light on the joint efforts by ASHRAE and UN Environment to address needs of developing economies in relation to sound management of refrigerants through designing state-of-art tools and end products that can be used by NOUs and local stakeholders in capacity building and management programs of refrigerants.

<i>Time</i>	<i>Topic</i>	<i>Presenter</i>
13:00	Welcome and Opening	
13:10	Celebrating 10 years of partnering for the responsible use of refrigerants	Dr. Shamila Nair Bedouelle Head of OzonAction Programme – UN Environment
13:20	Building Connections through Partnerships	Mr. David Underwood Ex. President- ASHRAE
13:30	Refrigerant Management E-Learning Courses by ASHRAE & UN Environment	Mr. W. Stephen Comstock Publisher/Director of Publications & Education - ASHRAE
13:40	Building the capacity of Future Engineers; teaming up to promote UN Environment University Course	Dr. Walid Chakroun Professor, Kuwait University – ASHRAE
13:50	ASHRAE & UN Environment Global Guideline: Sustainable O&M for Refrigeration and AC installations	Mr. Ayman Eltalouny Coordinator Partnerships, OzonAction– UN Environment
14:00	ASHRAE - UN Environment Lower-GWP Innovation Award	Mr. W. Stephen Comstock Publisher/Director of Publications & Education - ASHRAE
14:10	Q & A	
14:30	End of Session	

Key Performance Indicators Snapshot					Marketing Dashboard		
Monthly compared to last year					September 2017		
Publications Sold	2,622	↓ 50	-21%	Fiscal Year 2017-18			
ASHRAE.org Visits	165,028	↑	38%	Certification			
Education Registrations	177	↓	-57%	Applications Received	Sept 2017	Sept 2016	
Certification Applications	35	↓	-19%	Commissioning (BCxP)			
Media Placements	1,372	↑	215%	*New*	16	NA	
Ads Sold	1,422	↑ 34	9%	Building Energy Assessment (BEAP)	1	2	
Conference Registrations	324	↑	6%	Building Energy Modeling (BEMP)	11	4	
AEDGs (life to date)		Winter Conference Registrations			Commissioning (CPMP)		
Total Downloads	Print	Chicago 2018	Las Vegas 2017	Orlando 2016	*Being phased out*	NA	29
592,373	26,290	324	3,352	2,906	High Performance Building (HBDP)	4	2
Advertising Sold - Journal/HPB/ASHRAE.org					Healthcare Design (HFDP)	3	3
	Sept 2017	Sept 2016	SYTD 17-18	SYTD 16-17	Operations/Maintenance (OPMP)	0	3
Print ads	65	77	161	174	Totals	35	43
Digital ads	1,357	1,227	4,066	3,735	Total Certifications Held: 2,067		
PR Activity			ASHRAE.org			Top Searches	
	SYTD 2017	SYTD 16-17	Visits		SYTD 17-18	SYTD 16-17	90.1
Releases	20	26	Sept 2017	Sept 2016	492,104	456,379	62.1
Placements	2,742	995	165,028	119,208			170
Publications Sold							
Publication Type	Print			Electronic			
	Sept 2017	SYTD 17-18	SYTD 16-17	Sept 2017	SYTD 17-18	SYTD 16-17	
Books/Papers/Articles	901	3,492	3,488	509	1,715	941	
Standards	440	1,613	1,456	772	2,244	1,981	
ASHRAE Learning Institute Attendees							
	Sept 2017	Sept 2016	SYTD 17-18	SYTD 16-17			
Instructor-led online seminars	68	0	204	0			
Instructor-led seminars at ASHRAE conferences	0	0	0	0			
In-company, chapter, industry events seminars	109	410	505	963			
Totals	177	410	709	963			
Join Us!							
Greenbuild (Booth #2040) November 8-9, 2017/ Boston, Massachusetts				ACREX 2018 February 22 - 24, 2018 / Bengaluru, INDIA			
CIBSE Build2Perform Live 2017 (Booth #234) November 21-22, 2017 / London, UK				CMPX 2018 March 21 - 23, 2018 / Toronto, CANADA			
The Big 5 Dubai November 26-29, 2017/ Dubai, UAE				Webcast: Myths About Energy Efficiency April 19, 2018			
ASHRAE Winter Conference & AHR Expo (Booth #4610) January 20-24, 2018 / Chicago, Illinois				USA Science and Engineering Festival 2018 April 6-8, 2018 / Washington D.C.			



Marketing Dashboard Legend

All activities reflect comparisons by month and year for current fiscal year vs. previous fiscal year which parallels our Society Year

SYTD: Society Year to Date. Reflects accumulated months in Society Year which runs July through June.

Publications: Comparison of sales (print and electronic download) of publications (books, papers and articles) and standards.

AEDGs: Total of online downloads and print copies of Advanced Energy Design Guides.

ASHRAE.org Site Visits: Visits represent the unique number of visitors to ASHRAE.org.

Top Searches: Keywords individual enter in the search box at the top of our site.

PR Activity: A release is a news release issued by ASHRAE. Placements refer the number of times ASHRAE is mentioned in magazines and newspapers (both print and electronic).

Certification Applicants: Indicates number of applications received for specific certification programs. Does not include individuals who earned a certification by virtue of serving on an examination development subcommittee. While our certification application rate was down, please keep in mind we increased our prices 34%. All of the many factors impacting demand remaining constant, an expectation in economics is for demand to go down 1% for each 1% increase in price.

Healthcare Facility Design Professional (HFPD)-launched June 2007

High Performance Building Design Professional (HBDP) -launched June 2008

Operations and Performance Management Professional (OPMP)-launched Jan. 2009

Commissioning Process Management Professional (CPMP) -launched June 2009. Replaced by BCxP in Apr. 2016.

Building Energy Modeling Professional (BEMP) -launched Jan. 2010

Building Energy Assessment Professional (BEAP) -launched Jan. 2011

Building Commissioning Professional Certification (BCxP) -launched Apr. 2016

Total Certifications: Indicates the number of certifications held, since some individuals hold more than one certification.

Western HVAC Performance Alliance

President Olesen, et. al.:

This summary report covers WHPA meeting activity June 18, 2017 through October 31, 2017.

The significant news to report is that the Investor Owned Utilities, which fund the administrative support and most of the other activities of the WHPA announced funding will cease effective today. This means webinar communications, meeting documentation and other documentation are no longer provided. It is anticipated that committee and working group activity will continue with support from the members until a solution is found that provides a better business case for the utilities to provide financial support.

The expectation is that the Executive Council and the Streamline/Stakeholder Engagement Committee would continue for the near term. The CQM Committee (the committee with the closest ties to Standard 180) has ended. The working groups were encouraged to press on, albeit with less frequently. In recent days there has been a flurry of activity completing as much 2017 work as possible prior to the cutoff date.

User Manual Working Group

- The working group continued with new leadership. Yours truly agreed to serve as the vice chair, primarily to assure that references to ASHAE work were cited correctly. The committee continued to refine the work in progress within the 5 or 6 meetings available.
- Notable accomplishments included:
 - consensus on the 180 notion of owner responsibility for standard compliance. WHPA had been pursuing a contractor responsibility approach in the user guide.
 - Considerable progress on how to establish maintenance program goals as part of a 180-based maintenance program. The discussion included goals for compliance with thermal comfort, energy efficiency and indoor air quality as well as goals for factors outside the scope of the standard
 - The committee referred to a prior customer survey that ranked importance of maintenance-related issues. Then worked on a gap analysis and establishing alignment with 180 goals.
- The group ended the term reviewing past work products and plans for 2017 against work accomplished to date. Significant progress has been made. The funding hiccup came at a very inopportune time.
- Working group leadership is determining how the work will proceed in the future.

Comment: Since the change in working group leadership activity became more creative, flexible and more work was accomplished.

Executive Committee and Council of Advisors

- The August meeting announced the termination of financial support for WHPA with only executive and streamlining committees to continue after October 31.
- Mr. Jarnigan, as a leader of this group may have additional insight on the implications of the situation.

Commercial Quality Maintenance Committee

- The main committee focused on the pending changes and California incentive programs.
- The incentive program (for energy efficiency) will continue, but with more focus on 3rd party implementation, rather than the Investor-Owned Utilities.
- Reports on Working Group Status were presented.

Customer Communications Working Group

- The new group jumped right into defining a process for contractors communicating value to customers.
- A matrix of customer types was developed and potential needs of each type were identified
- Narratives for contractor/client communications were developed as templates to initiate the dialog about the benefits of a 180-based maintenance program.
- While the working group recognized there are several variations of maintenance implementers and responsible parties, this work focused on contractor provided services. Clearly it is useful work, but Standard 180 is intended for broader application.
- A work product continuing from 2016 work was authored and proposed for approval per HPA protocol. The Executive Council will meet late in October to approve the work product for posting to the WHPA web site and use by the industry.
- It was agreed to merge the customer communications working group with the original 180 user manual group post October 31. The working group chairs are developing a phase-in process.

Comment: I am not certain there will be any further activity to report in the near term. There is discussion about returning under a different format. However, nothing solid has emerged.

Respectfully submitted,

Richard Danks