



## MINUTES

### **EXECUTIVE COMMITTEE MEETING**

ATLANTA HILTON HOTEL  
Atlanta, Georgia  
June 27 and July 1, 2015

**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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June 27 & July 1, 2015

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**PRINCIPAL MOTIONS**  
Executive Committee Meeting  
June 27 & July 1, 2015

- | <u>Number</u> | <u>Motion</u>   |
|---------------|---|
| 1 – 5         | that the memorandum of understanding between ASHRAE and the National Sanitation Foundation be approved by the Board of Directors.   |
| 2 – 6         | that ASHRAE become an “Organizational Partner” of DiscoverE, but without a financial commitment at this time, be approved.  |
| 3 – 7         | that the criteria developed by PEAC for the creation and termination of a Standing Committee beginning January 2016, as outlined in <i>Attachment A</i> , be approved by the Board of Directors.  |
| 4 – 7         | that the following motions from the Foundation Trustees be presented as a consent motion: <ul style="list-style-type: none"><li>a) that the establishment of the ASHRAE Rocky Mountain Chapter Scholarship with a gift amount of \$30,000 be approved by the Board of Directors.</li><li>b) that the establishment of the ASHRAE Central Pennsylvania Chapter Scholarship with a gift amount of \$30,000 be approved by the Board of Directors.</li><li>c) that the establishment of the ASHRAE Houston Chapter Damon Gowan Scholarship be approved by the Board of Directors.</li></ul>  |
| 5 – 8         | that the following revisions to 3.1.4 of the Scholarship Guidelines be approved by the Board of Directors: <p>3.1.4 <del>First-Year</del> <u>Freshman</u> Engineering Scholarships (15-01-29)</p> <p>ASHRAE freshman engineering scholarships shall be available to full-time resident <del>first-year</del> engineering <u>or pre-engineering</u> students enrolled <u>in a post-secondary educational institution provided the student is at a school with an ABET-accredited program and</u> pursuing a course of study which has been traditionally a curriculum for the profession of HVAC or refrigeration and <u>at least one of the criteria is met</u>: <del>meet the following criteria:</del></p> <p><u>a. The institution hosts a recognized ASHRAE student branch, or</u><br/><u>b. The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines</u></p> <p><u>To receive consideration for a Freshman Engineering Scholarship, the applicant must:</u><br/><u>a. be a first-year student in a post-secondary institution that meets the above criteria</u><br/><u>b. must</u> have a <u>college</u> 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 <u>an official</u> statement from a school administrator)<br/><u>c. must</u> be a student member of ASHRAE or <u>have initiated the establishment of</u> an ASHRAE student branch at their school <u>prior to the application deadline.</u></p> |
| 6 – 9         | that the ASHRAE Central New York Chapter King-Traugott Scholarship with the following revisions to Appendix D of the Scholarship Guidelines be approved by the Board of Directors: <p><u><b>ASHRAE Central New York Chapter King–Traugott Scholarship</b></u></p> <p><u>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</u></p>   |

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.
7. 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 the ASHRAE's criteria for an Undergraduate Engineering Scholarship.

## ACTION ITEMS

Executive Committee Meeting

June 27 & July 1, 2015

Item	Responsible	Summary of Action	Status
1 – 2	Olesen	(Carryover) Work with Technology Council to develop a plan and process for internationalization of ASHRAE standards. <i>(1/2014: The work is progressing and a copy of the plan will be submitted to ExCom upon completion. 10/4/2014: MBO for Tech Council, to be completed by June Annual Meeting 2015. 1/2015: Ongoing. 3/2015: Ongoing. 6/2015: Ongoing)</i>	_____
2 – 2	Underwood/ Gulledge	(Carryover) Appoint a committee to work on policy and procedures for managing and monitoring MOUs, so that required actions are taken and they produce meaningful collaboration. <i>(10/2014: Gulledge and Underwood will work on a committee roster. 1/2015: Ongoing. 3/2015: Ongoing – MOUs are downloaded. 6/2015: Ongoing.)</i>	_____
3 – 2	Underwood	(Carryover) Contact Larry Staples regarding the status and future of “Think Tank.” <i>(1/2015: Spoke with Mr. Staples, still ongoing. 3/2015: Phoenix to send emails to Underwood. Underwood to take lead. 6/2015: Ongoing.)</i>	_____
4 – 2	Olesen	(Carryover) Review the Ebies criteria with Technology Council and send comments to ExCom. <i>(3/2015: Open until Atlanta, need to work on criteria and did not see much of ASHRAE’s recent input included. 6/2015: Ongoing.)</i>	_____
5 – 2	Littleton	(Carryover) Schedule a conference call this spring to discuss the Ebies Award criteria with Olesen, Boyce and Underwood and feasibility of ASHRAE participation. <i>(3/2015: Ongoing, next Ebies awards cycle will start Jan. 2016. 6/2015: Ongoing.)</i>	_____
6 – 2	Littleton	Apply for membership to the Climate and Clean Air Initiative.	_____
7 – 2	Littleton	(Carryover) Review potential alternative means of electronic communication with volunteers besides the current use of Go to Meeting/Webinar and conference calls. <i>(6/2015: Ongoing.)</i>	_____
8 – 2	Underwood	(Carryover) Assign some of the strategic Board directors to work on how IAQA/ASHRAE collaboration can be optimized. <i>(6/2015: Ongoing – Assignments anticipated July 2015.)</i>	_____
9 – 2	Olesen	(Carryover) Send information on European CEN standards related to systems efficiency to Mr. Wentz. <i>(6/2015: Ongoing.)</i>	_____
10 – 2	Underwood	(Carryover) Empower the Refrigeration Committee to make decisions regarding GRMI Charter. <i>(6/2015: Ongoing.)</i>	_____

Item	Responsible	Summary of Action	Status
11 – 2	Underwood	(Carryover) Appoint three or four people to work with Mr. Littleton to look at the Foundation Learning Center Usage Policy with a report at the Atlanta meeting. <b>(6/2015: Ongoing.)</b>	_____
12 – 2	Littleton	(Carryover) Begin the process of working on a memorandum of understanding between IDEA/ASHRAE. <b>(6/2015: Ongoing.)</b>	_____
13 – 2	Gulledge/Vallort	(Carryover) Work with Technology Council and Publishing and Education Council to analyze the concurrent publication of user manuals and standards, and report on a potential plan in Atlanta. <b>(6/2015: Ongoing.)</b>	_____
14 – 5	Littleton	Distribute NCEES report from Dick Hayter to ExCom regarding masters equivalent discussion.	_____
15 – 5	Littleton	Provide an update on the ASHRAE/UNEP fisheries specialty conference to be held in 2016.	_____
16 – 5	Littleton	Place the NSF/ASHRAE Memorandum of Understanding motion on the Board agenda for approval.	_____
17 – 5	Graef/Vallort	Investigate the procedure for timely standards updates.	_____
18 – 6	Olesen	Review ASHRAE dues structure and the annual dues increase policy.	_____
19 – 6	Littleton	Investigate who in the United States Department of State would be the best contact for ASHRAE, potential areas of cooperation and discussion topics.	_____
20 – 6	Littleton	Distribute information to the board regarding ASHRAE's commitment to being an "Organizational Partner" to DiscoverE.	_____
21 – 6	Littleton	Contact DiscoverE regarding an ASHRAE sponsorship and the projected timeline.	_____
22 – 7	Littleton	Write a letter to SSPC 170 to make them aware of discussions and to continue their good work.	_____
23 – 7	Gulledge	Modify the Appointments Roadmap to include a bi-annual review of committee viability by the Director.	_____
24 – 7	Vallort	Request that the Residential Building Standing Committee complete the newly approved standing committee proposal.	_____



## EXECUTIVE COMMITTEE MEETING

Atlanta Hilton Hotel  
Atlanta, Georgia  
June 27 & July 1, 2015

MEMBERS PRESENT: Thomas H. Phoenix, President  
T. David Underwood, President-Elect  
Timothy G. Wentz, Treasurer  
Darryl K. Boyce, Vice President  
Charles E. Gullede III, Vice President  
Bjarne W. Olesen, Vice President and Treasurer Nominee  
James K. Vallort, Vice President  
Patricia Graef, Vice President Nominee  
Walid Chakroun, Vice President Nominee

GUESTS PRESENT: Lindsey King, Leadership U  
June 27, 2015 Kimberly Pierson, Leadership U  
Christine Reinders, Leadership U  
Mitesh Kumar, Leadership U  
Dick Hayter, Presidential member  
Dan Pettway, ASHRAE member

STAFF PRESENT: Jeff H. Littleton, Executive Vice President  
June 27, 2015 Mary D. Townsend, Executive Assistant  
Joyce Abrams, Director of Member Services  
Vanita Gupta, Director of Marketing  
Claire Ramspeck, Director of Technology  
Cindy Simmons, Director of Administrative Services  
Kim Mitchell, Chief Development Officer  
Craig Wright, Incoming Director of Administrative Services  
Lilas Pratt, Manager – Special Projects

GUESTS PRESENT: Dave Meredith, Scholarship Trustee  
July 1, 2015 Rick Hermans, SSPC 170/ FGI  
Christine Reinders, Leadership U  
Kimberly Pierson, Leadership U  
Mitesh Kumar, Leadership U  
Lindsey King, Leadership U

STAFF PRESENT: Jeff H. Littleton, Executive Vice President  
July 1, 2015 Mary D. Townsend, Executive Assistant  
Vanita Gupta, Director of Marketing  
Claire Ramspeck, Director of Technology  
Kim Mitchell, Chief Development Officer

Craig Wright, Incoming Director of Administrative Services  
Lilas Pratt, Manager – Special Projects  
Jim Scarborough – Manager, Grassroots Government Affairs  
Mark Ames – Manager, Federal Government Affairs

### Call to Order/Introductions

President Phoenix called the Executive Committee meeting to order on Saturday, June 27, 2015 at 8:30 a.m. ExCom members, nominees, guests and staff attended as listed above.

### Approval of Minutes

Mr. Underwood moved

that the minutes of the March 27 – 29, 2015 meeting be approved.

**MOTION PASSED** (Unanimous voice vote, CNV)

### Review of Action Items: March 27 – 29, 2015

Action items 1 – 13 are ongoing from previous ExCom meetings or new to the list and added during the review. The action item list is at the beginning of the minutes, updates are included where possible.

AI 1-13

### Report of the President Attachment A

President Phoenix reviewed highlights from his report:

- Traveled to the Far East for two weeks. Events included attending an expo in China, a visit with Daikin, and trips to Japan and Seoul, Korea for the chartering of a new chapters.
- Attended the leadership meetings in Washington, D.C. with visits to ACCA, ACRI, EPA, NIBS and Alliance to Save Energy. The meeting with the EPA included discussions of bEQ and the EPA's perspective on where bEQ fits into the energy rating process.
- Traveled to Greece, UNEP meetings in Paris and to Milan, Italy for the World Expo – Feeding the Planet. AICARR requested ASHRAE give a few presentations at the UNEP Refrigerant Conference.
- The surprise of the trip to Italy was the request that a presentation be given at the Sistine Chapel in Rome. A new HVAC system has been installed in the chapel and ASHRAE gave the keynote speech at the dedication.

### Reports of Officers' Intersociety Visits

Mr. Boyce reported:

- Attended the NEBB conference in Honolulu. The group is being re-engineered so that you have the option of becoming an individual member. Additional changes include education offerings, certification and services to member companies. The NEBB certification model is similar to ASHRAE.
- Traveled to Halifax for the chapter's 50<sup>th</sup> anniversary to deliver a special certificate.

Mr. Gulledge participated in the American Association of Engineering Societies (NAE – AAES) in Washington D.C. Topics of discussion include the gathering of big data by large municipalities to benchmark energy usage. Other topics included women in engineering and the use of thermal cameras to scan entire cities.

Mr. Olesen reported:

- Attended ABRVA in Recife, Brazil. The focus was on the indoor environment and improvement of school conditions.
- Traveled to the National Annex on Environmental Behavior, REHVA and UNEP.

Mr. Vallort reported:

- Attended ACEC in Washington, D.C. Discussion topics included how to manage jobs and liability.
- Visited the Rocky Mount Chapter and Region VI and Region VII CRC planning meetings.
- Participated as a speaker in the ASHRAE Webcast.

Mr. Wentz presented his home chapter in Nebraska with the 75<sup>th</sup> anniversary certificate. He gave the keynote speech at the Region VI CRC and attended EE Global.

Mr. Underwood reported:

- Traveling to Japan and Korea for the new chapter chartering.
- Presented the presidential theme speech to Regions VIII and XI.
- Visited five chapters in Region VI and gave the presidential theme speech at the Birmingham chapter.

#### Report of the Treasurer Attachment B

Mr. Wentz will report to the Board of Directors that the 2014-2015 fiscal year, as of May 31, 2015, ends with a budget surplus of \$888,000 versus the projected surplus of \$673,000. Major variations include:

- New revenue records set at the Chicago AHR Expo in January.
- Print advertising revenue is declining and this is a trend to watch.
- Recruiter fees of \$128,000 were expended.
- Legal fees for the 2014-2015 fiscal year were \$735,000 and the estimate for legal fees in 2015-2016 is \$530,000.
- IAQA management fees were in the 2014-2015 budget but will not continue in 2015-2016.

Mr. Wentz reported that the 2015-2016 draft budget reflects a deficit of \$449,200. Even though the 2015-2016 draft budget reflects a deficit, the three-year budgeting cycle reflects a positive result. Major variations include:

- Saudi Arabia project will be concluding and will yield no income in 2015-2016.
- Staff salary increase of 4% based on merit.
- Negotiation for health insurance yielded a \$23,000 savings.

Mr. Wentz reported that there are four motions that will come before the Board of Directors for approval:

- 2015-2016 draft budget reflecting a deficit of \$449,200.
- Research budget for 2015-2016 estimated to be \$4,518,000.
- Discretionary capital expenditure budget of \$200,000 for coming fiscal year.
- IAQA membership discount of 25% off current ASHRAE Member and Associate Member dues.

### Executive Session

Executive sessions were held on Saturday, June 29<sup>th</sup> and on Wednesday, July 1<sup>st</sup> and actions are recorded in the executive session minutes.

### Committee Reports

#### Advanced Energy Design Guide Attachment C

Mr. Olesen reported highlights from the AEDG report, which is attached to the minutes:

- Total AEDG copies in circulation is approaching 575,000 copies
- The 50% Grocery Guide published in March 2015.
- There were four seminars at this meeting related to the AEDGs.
- The next step for the committee will likely be a net zero energy guide. DOE is doing a feasibility study regarding the possibility of getting K-12 school buildings to net zero energy.
- The current chair, Mick Schwedler, will need to step down due to conflicts with his duties as a DAL and BOD member.
- ASHRAE has recommended Tom Phoenix to replace Mick Schwedler chair. The Steering Committee selects their own chair and will consider all recommendations and vote at their meeting on Monday, July 27, 2015.
- UNEP expressed interest in using some of the information from the guides. USAID is also working on a project regarding increasing energy efficiency in buildings in developing economies. Stephanie Reiniche and Lilas Pratt are meeting with Sheila Hayter on Sunday, July 28 regarding this project.

### CLIMA 2016

Mr. Olesen reported that the committee is proceeding with plans to select the best paper given at the 2016 ASHRAE Winter Conference by a submitter. They must be a graduate student at the time of submission. The committee is referring to this as the ASHRAE Graduate Student Best Paper Award. The committee has budgeted \$2,500 in travel support during 2015-2016 to allow a student working on their bachelor's degree or master's thesis to attend CLIMA and participate in the first REHVA World Student Competition.

### NIBS/NCEES Attachment D

Mr. Hayter reported on both NIBS and NCEES:

- NIBS is a non-governmental agency with term limits of 12 years. The agency provides a good cross section of industry knowledge but at the current time there is nothing significant to report.

- NCEES main objective is to provide advance licensure standards for all professional engineers. They continue to explore alternative educational pathways for candidates for licensure and to develop the body of knowledge needed for entry into the profession. At this time an effective date for implementation of additional education requirements has not been set.

Mr. Littleton will distribute NCEES report from Dick Hayter to ExCom regarding master equivalent discussion.

AI 14

### Unfinished Business

#### ASHRAE and UNEP

Mr. Phoenix reported that he joined Mr. Jim Cochran and Dr. Shamila Nair-Bedouelle, UNEP – Head of OzonAction Branch attending UNEP meetings for two days in Paris. Most of the work Dr. Nair-Bedouelle participates in is through the Montreal Protocol. The Montreal Protocol is an international treaty designed to protect the ozone layer by phasing out the production of numerous substances that are responsible for ozone depletion. One of the projects funded by the U.N. Multilateral Fund is the Climate and Clean Air Coalition. ASHRAE and UNEP are developing a stronger relationship and one area in particular is the United Nations Multilateral Fund and the CCA coalition. 90% of the work they do is with developing countries. There is a work plan underway and a formal work plan committee: The ASHRAE representatives are Walid Chakroun, Bjarne Olesen, Jeff Littleton, Jim Cochran, Ezra Iman and Steve Comstock.

Mr. Chakroun reported that one of the programs is helping developing economies develop a HVAC organization. This would include helping the countries and the opportunity to form chapters. The committee discussed what ASHRAE can do and that there is potential funding from the multilateral fund for this important initiative.

Mr. Olesen reported that there will be a conference call in July with the committee and an opportunity to bring action items to the discussion for funding.

Mr. Littleton will provide an update on the ASHRAE/UNEP fisheries specialty conference to be held in 2016.

AI 15

### New Business

#### ASHRAE/National Sanitation Foundation Memorandum of Understanding (NSF) Attachment E

Mr. Boyce moved

- (1) that the memorandum of understanding between ASHRAE and the National Sanitation Foundation be approved by the Board of Directors.

**MOTION 1 PASSED** (Unanimous voice vote, CNV)

AI 16

### Timely Update of Standards

Mr. Phoenix reported that while in Greece, he and Mr. Chakroun attended the Greek Navy Ship Building conference. The conference group expressed concern over the age of the standards

used by the group. It would be wise for ASHRAE to develop a standards policy to keep the standards updated and current

Mr. Vallort and Ms. Graef will investigate the procedures for timely standards updates.

AI 17

### Annual Dues Increases

Mr. Phoenix reported that a few years ago the decision was made to make membership dues increases annually. This decision was to avoid periodic increases in dues. These increases were higher and not done annually. He has received multiple concerns regarding the current structure and questions as to why the annual increase without any new benefits to accompany the increase.

Mr. Olesen will review the ASHRAE dues structure and the annual dues increase policy.

AI 18

### Relationship with the U.S. Department of State

Mr. Phoenix reported that ASHRAE has had a strong relationship in the past with the U.S. Department of State, but recently there has been an absence of interaction.

ExCom discussion included:

- ASHRAE had worked with the trade promotion department in the past.
- Events organized by the U.S. Department of State in Canada have been attended by ASHRAE members.

Mr. Littleton will investigate who in the United States Department of State would be the best contact for ASHRAE, potential areas of cooperation and discussion topics.

AI 19

### DiscoverE Steering Committee Meeting Attachment F

Mr. Phoenix reported that associated groups such as Future Cities, Introduce a Girl to Engineering, etc. were brought together by the “National Engineers Week Steering Committee.” Since 2015, they have operated under one name “DiscoverE.” This transition has been a positive move. The attached report is informative and suggests recommendations.

Mr. Underwood referred to the report’s recommendations:

- ASHRAE to commit to being an “Organizational Partner” of the “Global Day of the Engineer”.
- Complete the New Faces Confirmation form with info indicating ASHRAE scholarships.
- ASHRAE decide if and when it would like to be Organizational Sponsor.

Mr. Gullledge moved

- (2) that ASHRAE become an “Organizational Partner” of Discover E, but without a financial commitment at this time be approved.

**MOTION 2 PASSED** (Unanimous voice vote, CNV)

Mr. Littleton will distribute information to the board regarding ASHRAE’s commitment to being an “organizational partner” to DiscoverE.

AI 20

Mr. Littleton will contact DiscoverE regarding an ASHRAE sponsorship and the projected timeline.

AI 21

Standard 170 Ventilation for Healthcare Facilities Attachment G

Mr. Phoenix reported that Mr. Rick Hermans was in attendance. Mr. Hermans is the ASHRAE representative to Facilities Guidelines Institute. ASHRAE has a memorandum of understanding with FGI.

Mr. Hermans reported that FGI has been working with ASHRAE TC 9.6 and staff to develop a research project that would be partially funded by FGI and ASHE as well as ASHRAE. Based on this work, Walt Vernon, FGI board member called a meeting with FGI, Kaiser Permanente (KP) and AIH to get on the same page with SSPC 170. At this event there was concern expressed that SSPC 170 wasn't going to consider the concerns expressed by KP related to the air exchange rate. KP is requesting that SSPC 170 consider and alternate compliance path.

Mr. Littleton will write a letter to SSPC 170 to make them aware of discussions and to continue their good work. AI 22

Reports From Other Reporting BodiesPresident-Elect Advisory Committee Attachment H

Mr. Wentz moved

- (3) that the criteria developed by PEAC for the creation and termination of a Standing Committee beginning January 2016, as outlined in *Attachment A*, be approved by the Board of Directors.

**MOTION 3 PASSED** (Unanimous, CNV)

Mr. Gullede will modify the Appointments Roadmap to include a bi-annual review of committee viability by the Director. AI 23

Mr. Vallort will request that the Residential Building Standing Committee complete the newly approved standing committee proposal. AI 24

Foundation Trustees Attachment I

Mr. Gullede moved

- (4) that the following motions from the Foundation Trustees be presented as a consent motion:
  - d) that the establishment of the ASHRAE Rocky Mountain Chapter Scholarship with a gift amount of \$30,000 be approved by the Board of Directors.
  - e) that the establishment of the ASHRAE Central Pennsylvania Chapter Scholarship with a gift amount of \$30,000 be approved by the Board of Directors.
  - f) that the establishment of the ASHRAE Houston Chapter Damon Gowan Scholarship be approved by the Board of Directors.

**MOTION 4 PASSED** (Unanimous, CNV)Scholarship Trustees Attachment J

Mr. Boyce moved

- (5) that the following revisions to 3.1.4 of the Scholarship Guidelines be approved by the Board of Directors:

3.1.4 ~~First Year~~ Freshman Engineering Scholarships (15-01-29)

ASHRAE freshman engineering scholarships shall be available to full-time resident ~~first year~~ engineering or pre-engineering students enrolled in a post-secondary educational institution provided the student is at a school with an ABET-accredited program and 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; ~~meet the following criteria:~~

- a. The institution hosts a recognized ASHRAE student branch, or  
b. 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:  
a. be a first-year student in a post-secondary institution that meets the above criteria

b. must 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 an official statement from a school administrator)

c. must be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the application deadline.

**MOTION 5 PASSED** (Unanimous, CNV)

Mr. Vallort moved

- (6) that the ASHRAE Central New York Chapter King-Traugott Scholarship with the following revisions to Appendix D of the Scholarship Guidelines be approved by the Board of Directors:

**ASHRAE Central New York Chapter King-Traugott Scholarship**

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:

8. The student attends an approved institution within the geographic boundaries of the Central New York Chapter of ASHRAE.
9. The student is a student member of ASHRAE.
10. The student graduated from a high school within the geographic boundaries of the Central New York Chapter.
11. The student attends an approved institution or graduated from high school within the geographic boundaries of New York State.
12. The student attends an approved institution or graduated from high school within the geographic boundaries of ASHRAE Region I.
13. The student attends an approved institution or graduated from high school within the geographic boundaries of the United States of America.
14. 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 the ASHRAE's criteria for an Undergraduate Engineering Scholarship.

**MOTION 6 PASSED** (Unanimous, CNV)

Joint Expo Policy Committee

Mr. Littleton reported that the expos will rotate between Mexico City, Monterey and Guadalajara every six years. There will not be an annual expo.

Adjournment

Mr. Phoenix thanked everyone for coming. The meeting was adjourned at 9:30 a.m. on Wednesday, July 1, 2015.



Jeff H. Littleton, Secretary

Mdt/2015/08/\_\_\_\_

Distribution: Board of Directors  
Staff Directors

Attachments: A. Report of the President

- B. Report of the Treasurer
- C. Advanced Energy Design Guide Report
- D. National Council of Examiners for Engineering and Surveying Report
- E. ASHRAE/NSF Memorandum of Understanding
- F. DiscoverE Steering Committee Report
- G. FGI/ASHE/ASHRAE Meeting Correspondance
- H. President-Elect Advisory Committee Report
- I. Foundation Trustees Report
- J. Scholarship Trustees Report