



MINUTES

HONORS AND AWARDS COMMITTEE

Palmer House Hilton

January 21-22, 2018

ATTENDANCE

Members Present

Charles Henck
 David Arnold
 Rob Craddock
 Stephen Duda
 John Harrod
 N. Eileen Jensen
 Nicolas Lemire
 Paul Petrilli
 Samir Traboulsi
 Essam Khalil
 Donald Colliver

Members Absent

Tiffany Bates-Abruzzo

Guests

Alyse Falconer

Staff

Candace Pettigrew
 Chandrias Jacobs
 Margaret Smith
 Nicole Blount
 Kim Mitchell
 Joyce Abrams

PRINCIPAL APPROVED MOTIONS

No. – Pg.	Motion
1 - 2	That the minutes from the Honors and Awards Committee held June 25-26, 2017, in Long Beach, be approved
2 – 3	That the changes to the Fellow Guidelines and Fellow Nomination Form as noted in ATTACHMENT 1 be approved
3 – 4	That the new design for the Fellow lapel pin e approved, contingent on agreement from the College of Fellows
4 – 4	That the new design for the Distinguished Service Award lapel pin be approved
5 - 6	That the Honors and Awards Committee recommend to Members Council that the Rules of the Board section 2.411.003 be updated
6 – 6	That participation on a TAG be added to Category C of the DSA/ESA Point Tally Form

ACTION ITEMS

No. – Pg.	Responsibility	Summary of Action
1 – 2	Petrilli and Staff	Work with YEA to submit a new award proposal to replace the New Faces in Engineering Award
2 – 4	Staff	Have new mockups for the ESA and Distinguished 50 Year Member Award lapel pins made for the Committee to review
3 – 5	Staff	Make editorial updates to the H&A MOP and Resource Manual based on the approved changes to Section 2 of the ROB
4 – 5	Full Committee	Discuss if they are OK with all Society level awards having a name attached to them. A summary of discussion and/or a final decision should be shared with the Development Committee
5 – 6	Staff	Follow up with the members who made Motion 6

MINUTES

I. Call to Order

Chairman Henck called the meeting to order at 1:01 pm on January 21, 2018.

II. Roll Call / Introduction of Guests

Introductions were made by members and guests.

Ms. Falconer addressed the Committee and provided an update on the New Faces of Engineering Award. DiscoverE, the organization that oversees the award, is planning on discontinuing it. YEA would like for the award to continue in some fashion as a Society level ASHRAE award.

Action Item (1-2) assigned to Mr. Petrilli and Staff to work with YEA to submit a new award proposal to replace the New Faces in Engineering Award.

III. ASHRAE Code of Ethics Commitment

Chairman Henck read the ASHRAE Code of Ethics.

IV. Review of Agenda

Mr. Tisdale reviewed the agenda. A request to add participation on the Technology Awards Judging Panel to the DSA/ESA Point Tally Form was added to new business.

V. Approval of Minutes

It was moved and seconded that

- (1) The minutes from the Honors and Awards Committee meeting held June 25-26, 2017, in Long Beach, be approved**

MOTION (1) PASSED. (Vote: 7:0:0 CNV).

VI. Review of Action Items.

All action items were completed or would be discussed during the meeting.

VII. Report of Personal Awards Subcommittee

Mr. Petrilli led a discussion of suggested changes to the Fellow Nomination Form and Fellow Guidelines submitted by Victory Goldschmidt. The changes aim to clarify how many letters of

endorsement are required and who those letters need to come from.

It was moved and seconded that

- (2) The changes to the Fellow Guidelines and Fellow Nomination Form as noted in ATTACHMENT 1 be approved**

MOTION (2) PASSED. (Vote: 7:0:0 CNV).

1. Review of Candidates

The Honors and Awards Committee considered candidates for Personal Awards in Executive Session.

2. Assignment of Write-Ups

Award write-ups were assigned in Executive Session.

3. Status of Assigned MBOs

The assigned MBOs were reported as on going.

Nominations were received for all significant personal awards with a December 1 deadline.

Mr. Petrilli will review the H&A CRC presentation and make recommendations as needed.

VIII. Report of Planning Subcommittee

1. Status of Assigned MBO

Letters were sent to the appropriate Committee Chairs, requesting feedback by March 16, 2018.

Awards under the purview of the Honors and Awards Committee will be reviewed and changes will be recommended as needed at the Annual Meeting.

IX. Report of Paper and Pass Through Awards Subcommittee

1. Review of Recommendations

The Honors and Awards Committee considered candidates for Paper and Pass Through Awards in Executive Session.

2. Status of Assigned MBO

This item was reported as complete. The Subcommittee sent reminders to Committee Chairs responsible for pass through awards.

X. Report of Media Subcommittee

1. Status of Assigned MBO

This item was reported as ongoing.

Mr. Lemire led a discussion on ways to promote Society level awards. Suggestions included “rotating” publicity to get information out on some of the lesser known awards, and educating chapter level members.

XI. New Business

1. Lapel Pins

Mockups for new designs of the Distinguished Service Award, Exceptional Service Award, and Fellow were reviewed and discussed.

It was moved and seconded that

- (3) The new design for the Fellow lapel pin be approved, contingent on agreement from the College of Fellows**

MOTION (3) PASSED (Vote 10:0:0 CNV)

It was moved and seconded that

- (4) The new design for the Distinguished Service Award lapel pin be approved**

MOTION (4) PASSED (Vote 10:0:0 CNV)

Action Item (2-4) assigned to Staff to have new mockups for the Exceptional Service Award and Distinguished Fifty-Year Member Award lapel pins made for the Committee to review.

2. Approved Sections 2 ROB Changes

Several items in section 2 of the Rules of the Board have been approved by the BOD and the H&A MOP and Resource Manual need to be updated accordingly.

Action Item (3-5) assigned to Staff to make editorial updates to the H&A MOP and Resource Manual based on the approved changes to Section 2 of the ROB.

3. Request from Development Committee

Ms. Mitchell reported that the Development Committee is hoping to move much more quickly as it relates to donor requests and funding opportunities. With Mr. Setty's gift it took quite a long time to get the approval to change the name of the Applied Engineering Challenge. The Committee wants to take funding opportunities that they know might be coming up and run them past the appropriate Committee members. By asking for the 'OK' ahead of time, they are hoping to smooth the way as best they can as things come up in the future.

The ROB Guidelines for Awards was read and it was noted that a ROB change may be required to achieve Development's objectives.

Ms. Mitchell stated that awards will be named for individuals and not companies as long as the Commercialism Policy, as written, is in place.

There was agreement from the Committee members that other parts of the Student Design Competition could move quickly through the process, but additional time may be required for other Society level awards.

Ms. Mitchell continued that the Development Committee is looking for agreement on ATTACHMENT 2. Can Development have an overall approval where it is just a matter of inserting a name? Major gifts do allow for some lead time so there would be time for a motion/notification to H&A. As prospects are approached, H&A approval can be sought.

Action Item (4-5) assigned to the Committee to discuss if they are OK with all Society level awards having a name attached to them. A summary of discussion and/or a final decision should be shared with the Development Committee.

4. Proposed New Pass-Through Award – ASHRAE UN Environment Liaison Committee

The proposed new award was discussed. Concern was expressed over the makeup of the review Committee and if a subpar project were approved, what the implications would be to have ASHRAE's name attached to it.

Other comments highlighted the exposure a partnership with the UN Environment would bring.

After much discussion it was moved and seconded that

- (5) **The Honors and Awards Committee recommend to Members Council that the Rules of the Board section 2.411.003 be updated as follows:**

2.411.003.4 Board-Approved Awards Not Named for Individuals

S. The Lower-GWP Refrigeration and Air-Conditioning Innovation Award is established to recognize individuals who have developed or practiced innovative technological concepts applied in developing countries to minimize global warming potential (GWP) through refrigeration and air-conditioning management.

2.411.003.5 Award Programs

C. This committee shall receive recommendations from the following committees and councils for awards and recommend them to Members Council for approval:

Award	Recommending Committee
<u>Lower-GWP Refrigeration and Air-Conditioning Innovation Award</u>	<u>UN Environment Liaison Committee</u>

MOTION (5) PASSED (Vote: 6:1:2 CNV)

Stated reasons for abstentions: Not enough information provided; uncomfortable with approval with the information provided.

Stated reason for negative vote: It needs to be stated how many ASHRAE members will be on the judging panel if our name is attached to the award.

5. Proposed Addition to DSA/ESA Point Tally Form

It was moved and seconded that

- (6) **Participation on a TAG be added to Category C of the DSA/ESA Point Tally Form**

MOTION (6) PASSED. (Vote 8:0:0 CNV)

Action Item (5-6) assigned to staff to follow up with the members who made Motion 6.

6. Proposed Addition to DSA/ESA Point Tally Form – CTTC

The proposed addition of participation on the Technology Awards Judging Panel was discussed.

There was concern that approval of this motion would “open the flood gates” to other groups that are putting in equal amounts of time, if not more, to other projects that are not currently receiving points.

Members of the Judging Panel are already receiving points for service on CTTC.

When put in context of all the other judging work that is done with other committees, the work is equivalent, and points are not awarded for other similar service.

Part of the “compensation” for the Judging Panel is that travel expenses are reimbursed.

It was moved and seconded that

- (7) Participation on the Technology Awards Judging panel be added to the DSA/ESA Point Tally Form, Category E: General Activities; with 2 points per year for serving as Judging Panel Chair and 1.5 points per year for serving as a judging panel member.**

MOITON (7) FAILED. (Vote 0:8:0 CNV)

XII. Status of 2017-18 MBOs

Mr. Tisdale reviewed the 2017-18 MBOs (see ATTACHMENT 3).

XIII. Remarks

Mr. Khalil was absent during this part of the Committee meeting.

XIV. Next Meeting

June 2018 - Houston

XV. Adjournment

The meeting was adjourned at 3:50 pm.

ATTACHMENTS

- 1. Fellow Guidelines and Fellow Nomination Form Changes**
- 2. Development Committee Request to H&A**
- 3. 2017-18 MBOs**



GUIDELINES FOR ASHRAE FELLOW NOMINATORS

Revised June 2016

*The deadline for receipt of Fellow Nominations
at ASHRAE Headquarters is December 1*

Email the completed nomination in Adobe pdf format to: HonorsandAwards@ashrae.org

Field Code Changed

The Fellow Grade of membership recognizes **exceptional** contributions which distinguish the nominee.

Fellow Qualifications:

Section 15.2, Honors & Awards Manual of Procedures

15.2.1 Requirements for eligibility for election to the Fellow Grade by the Board of Directors:

- 15.2.1.1 Good standing as a full grade Member for at least ten (10) years
- 15.2.1.2 Participation or service to ASHRAE is not a metric to be evaluated.
- 15.2.1.3 Attained distinction and made substantial contribution in HVAC&R and in the built environment such as:
 - 15.2.1.3.1 Education and/or research
 - 15.2.1.3.2 Engineering design/consulting/forensics
 - 15.2.1.3.3 Invention/original work
 - 15.2.1.3.4 Engineering executive on projects of unusual or important scope
 - 15.2.1.3.5 Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities
 - 15.2.1.3.6 Other activities leading to advancement of the arts and sciences of HVAC&R and the built environment including that of contractors, manufacturers and their representatives
- 15.2.1.4 Distinction is interpreted to mean: seen by his/her peers in the industry as a person of excellence
- 15.2.1.5 Substantial contribution is interpreted to mean: one or more contributions to the industry which had a notable, unique, and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.

Proposals for Fellow undergo a peer review by the ASHRAE Honors and Awards Committee.

References: (Available on the ASHRAE Homepage, <http://www.ashrae.org/honors>)

Field Code Changed

- [COMPLETE LISTING OF ASHRAE FELLOWS](#)
- ASHRAE FELLOW NOMINATION FORM FOR CURRENT YEAR

Field Code Changed

Requirements for Eligibility

The basic requirements are: good standing as a full member for at least 10 years, and acknowledged distinction and having made substantial contribution(s) in HVAC&R. Hence, these will be the criteria for evaluation. For this particular award, activities and service within ASHRAE are not considered. The DSA and ESA recognize achievement in those areas.

Distinction and Substantial Contribution:

A working definition for distinction is: “seen by his/her peers in the industry as a person of excellence.” Amongst the potential measures for distinction are:

- a) Comments from the referees and presenters of the nomination, and their own standing in the industry and proper perspective to evaluate the quality and eminence of the applicant
- b) Recognitions, awards, citations from other organizations, clients, associations, municipalities, etc.

A working definition for substantial contribution is: “one or more contributions to the industry which had a notable, unique and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.”

That definition acknowledges that a contractor who might have conceived one particular, new, and unique method for installation of equipment, which led to major changes in the cost and efficiency, and was emulated by his/her competitors might be a stronger candidate than a researcher with 200 published papers openly cited by other experts in that area, but never leading to a tangible impact on the industry. Potential measures, or qualifiers of substantial contribution are:

- a) Special aspects of the main contribution(s)
- b) Importance of this contribution(s) in value and/or impact on the industry
- c) Aspects of the contribution(s) that are original and attributed exclusively to the candidate
- d) Recognition(s) and/or awards, if any, that followed this contribution(s)
- e) Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities

In general, reference letters from professionals familiar with the nature of the contribution(s), should provide insight into answers to those questions.

Differentiation between advancements in the “arts” and in the “sciences”:

Contributions in the “sciences”:

Advancement in the “science” of HVAC&R, via activities such as education and research, should be measured by quality rather than quantity. For example, one single research publication, presenting a new and original computer model which resulted in major impact on the industry might be a “distinctive and substantial” contribution – on the other hand, a series of 40 papers all presenting results using a commercially available model differing in their correspondence boundary or initial conditions, while potentially of interest and impressive would not by itself meet the criteria for advancement to a fellow grade. (Nominations with publications listed are encouraged to attach copies of three publications considered by the candidate to be the major contributions).

Distinctive and substantial contributions through research and related activities should also demonstrate relative broad application in the industry. Five patents resulting from research, with none leading to a product of benefit to society, will never compare with one single patent which was applied to a product and resulting in improved quality of life for the public. (Nominations based on research should include at least one and not more than three examples of research programs and/or patents that led to product advancements, or some other tangible evidence of advancement in HVAC&R).

In like manner, distinctive and substantial contributions in education would not be measured solely by publications, changes in curriculum, dollars of research, administrative roles, but rather by the product – that is

quality and accomplishments of students having entered into the HVAC&R industry and their testimonies of the impact of their professor in their lives.

Contributions in the “arts”:

Distinction and substantial contributions in the “arts” (that is, “how to do it,” “applications,” etc.), could be on the part of ASHRAE members serving the public as a) design/consultant engineers, b) contractors, c) OEMs/sales engineers, and/or d) building owners/facility users. (That is the “big four”).

The criteria are harder to define and implement, in part for two reasons: a) quantity might become an important parameter, b) the work is usually made by groups of professionals rather than one unique person. However, two aspects should not be compromised – the impact and uniqueness of the contribution.

The impact of the contribution upon society, rather than the specific nature of the contribution itself, could be addressed by considering questions such as: a) How has this contribution shown a measurable financial benefit? b) How has this contribution shown a documented benefit on the environment /comfort? c) How has this contribution shown a quantifiable societal benefit? Examples for the above could be: a) new motor type applied to elevators in a high rise hotel, reducing the cost of power consumed, with broad potential application in other buildings, b) unique distribution and installation strategies for emergency portable chillers following a major storm, c) development of low-head hydro refrigeration systems in parts of Africa.

FELLOW NOMINATION REQUIREMENTS

A nomination for elevation to ASHRAE Fellow must be initiated by an ASHRAE member and supported by at least one Fellow Member of ASHRAE who has knowledge of the nominee’s background. If the nominator is an ASHRAE Fellow, the professional references need not be a Fellow. The nomination must also be accompanied by at least one professional reference (not more than two). The nominator and professional references must be capable of evaluating the nominee’s distinction and contributions with a substantial impact on the advancement of the arts and/or sciences of HVAC&R.

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1. Determine the completion date for your nomination and when each of the following tasks will be accomplished. **The deadline for receipt of Fellow nominations at ASHRAE Headquarters is December 1.**
2. Determine the membership status of your nominee:
 - Has the nominee been a full grade Member in good standing for the last ten (10) years?
 - Can you attest that the nominee adheres to the ASHRAE Code of Ethics?

If the answer to either of these is 'no' and will be 'no' at the time of submission, STOP: The nominee does not qualify! If you are unsure of the member grade requirements, contact the Honors & Awards Committee Staff Liaison at (678) 539-1128 or cpettigrew@ashrae.org.

Field Code Changed

3. Confirm that your nominee’s ASHRAE Biographical Record is current. **Do not include a personal Curriculum Vitae (CV) or Resume with your nomination.**
4. Obtain a digital photograph of the nominee for submission with the nomination package.
5. Identify your ASHRAE Fellow and Professional Reference(s). See Instructions for **ASHRAE Fellow and Professional Reference Letters**. Solicit references from at least one ASHRAE Fellow and one (and not more than two) professional reference(s) for each individual contribution identified for the nominee. The nominee’s ASHRAE Biographical Record will generally give you most of the details you will require in preparing the nomination.

References must be from organizations different than that of the nominee. They are not required to be ASHRAE members, but must be capable of describing the impact of the nominee's substantial contribution(s) to the advancement of HVAC&R and to the built environment.

6. Complete the ASHRAE Fellow Nomination Form.
7. Write your nomination letter as the nominator. After all the work and your vast knowledge of the nominee's qualifications, you are in the most supportive position. As appropriate, refer to specific items in the nominee's ASHRAE Biographical Record.
8. Prepare a description of the nominee's substantial contribution(s) and distinction in the advancement of HVAC&R and the built environment. See section IV of the Fellow Nomination Form. This should be 100 words or less in length. **This is a Mandatory requirement.**

GUIDELINES FOR ASHRAE FELLOW AND PROFESSIONAL REFERENCE LETTERS

NOMINATOR'S REQUEST FOR FELLOW LETTERS

Following a phone call, and obtaining a commitment for a letter from at least one ASHRAE Fellow (or two):

- Send the nominee's ASHRAE Biographical Record and the **Fellow Qualifications** to the Fellow(s) preparing letters
- Request a letter of support in pdf format identifying the nominee by name. The letter of support must be a testimony of the distinction and professionalism of the nominee
- Advise the Fellow that ASHRAE service should not be the focus of the letter. The letter should refer to the professionalism and ethics of the candidate.
- Instruct the Fellow to provide the following information in a one-page letter:
 - Relationship of Fellow to the nominee
 - Highlights of the nominee's educational and professional background
 - Highlights of the nominee's significant contributions
 - Explanation of how the nominee has attained distinction
- Agree to a deadline well in advance of December 1 and provide your email address for the response

NOMINATOR'S REQUEST FOR PROFESSIONAL REFERENCE LETTERS

Following a phone call (or email exchange), and obtaining a commitment from one or two professional references.

- Send the nominee's ASHRAE Biographical Record, the **Fellow Qualifications**, and the completed Fellow Nomination Form to the individuals providing Professional Reference letters
- Request a letter of support in pdf format identifying the nominee by name. The letter of support must be a testimony of the distinction of the contributions and technical accomplishments of the nominee

- Instruct the individual to provide the following information in a one page letter:
 - His/her name, contact information, and position in the industry
 - His/her professional background and expertise and relationship to the nominee
 - Critical evaluation and demonstration of substantial impact in the advancement of the arts and sciences of HVAC&R of the substantial contribution(s)
 - Comments on nominee's distinction
- Agree to a deadline well in advance of December 1 and provide your email address for the response

THINGS TO REMEMBER

The deadline for receipt of your Fellow nomination at Society Headquarters is December 1.

Email the completed nomination package in Adobe pdf electronic format to HonorsandAwards@ashrae.org

Field Code Changed

It is the responsibility of the nominator to submit the nomination packet to Society Headquarters by the **December 1** due date. Sending the packet earlier will enable the Staff to review the packet and let you know if you omitted an important document.

Make sure the nomination is in order by using the "Check List" provided at the end of this document. Avoid having the nomination returned or delayed by not providing all required information.

WHAT TO EXPECT

What Happens? What should you expect once you send your hard work to ASHRAE? How long does it take?

- Receipt is acknowledged by the Honors and Awards Staff Liaison in writing to the nominator. If an acknowledgement is not received within five (5) business days, contact the Honors and Award Committee/Staff Liaison at cpettigrew@ashrae.org.
- The Staff Liaison will send the nomination to the Honors and Awards Committee for evaluation at the next Winter Conference, which usually occurs in late January.
- The Honors and Awards Committee reviews the nomination and will vote whether to forward the nomination to the Board of Directors for election of the nominee to Fellow grade.
- Those nominees elected to Fellow grade by the Board of Directors will be presented a lapel pin and a plaque with a medallion at the Plenary Session during the following the next Winter Conference.

Field Code Changed

ASHRAE FELLOW NOMINATION CHECK LIST

**An incomplete nomination will be returned without review by the Honors and Awards Committee.
Material that is supplementary to that required is not evaluated by the Committee.**

A. Nominator, Fellow, and Professional References

- Is the Nominator an ASHRAE Member?
- Have you included your own letter as nominator?
- Is there at least one supporting letter from an ASHRAE Fellow?
- Are there one or two Professional Reference letters?
- Are names, email addresses, and addresses of the Nominator, Fellow, and Professional Reference(s) included?

B. Letters of Support from Fellow and Professional References

- Do the letters support the distinction of the nominee?
- Do the letters from the Professional Reference(s) clearly evaluate the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

C. Professional Record

- Does the significant work and/or publications listed on the Fellow Nomination Form emphasize the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R?
- Is a current ASHRAE Biographical Record attached?
- Are there contributions to ASHRAE Technology that distinguish the nominee from his/her peers adequately identified as such?

D. Brief Description of Nominee's Accomplishments

- Have you provided the **MANDATORY** 100-words-or-less description of the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

E. Overall Fellow Nomination Packet

- Is the submittal legible and does it conform to the Guidelines?
- Is a digital photograph of the nominee included?
- Have you included all of the required materials?



(For Staff Use Only)

ASHRAE FELLOW NOMINATION FORM

Revised June 2016

FELLOW NOMINATIONS ARE DUE IN ASHRAE HEADQUARTERS DECEMBER 1

All nomination material must be provided to ASHRAE electronically. Email the completed nomination package in Adobe.pdf electronic format to: HonorsandAwards@ashrae.org

PLEASE REVIEW THE GUIDELINES FOR ASHRAE FELLOW NOMINATORS BEFORE COMPLETING THIS FORM

<p>I. NOMINEE'S NAME: _____</p> <p>Year Elected to Grade of Member: _____</p> <p>Current Position Title: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>Email Address: _____</p>	<p>Nomination Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; background-color: #f0f0f0;"> <p>FOR STAFF USE ONLY</p> <p>Date Nominee Advanced to Full Grade Member</p> </div>
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<p>II. NOMINATOR:</p> <p style="text-align: center;">Nominator attests that to the best of his/her knowledge the nominee adheres to the ASHRAE Code of Ethics.</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email Address: _____</p>	<div style="border: 1px solid black; padding: 10px; text-align: center; background-color: #f0f0f0;"> <p>ASHRAE Grade Supplied by Staff</p> </div>
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ASHRAE FELLOW NOMINATION FORM

III. SUPPORTING FELLOWS AND PROFESSIONAL REFERENCES: (Review Page 4 of Guidelines)
(Note that Professional References do not have to be ASHRAE Members)

FELLOW REFERENCE (AT LEAST ONE REQUIRED UNLESS THE NOMINATOR IS A FELLOW)

1. Name:
Address:
Phone:
Email:

ASHRAE Grade
Supplied by Staff

PROFESSIONAL REFERENCES

2. Name:
Address:
Phone:
Email:

ASHRAE Grade
Supplied by Staff

3. Name:
Address:
Phone:
Email:

ASHRAE Grade
Supplied by Staff

IV. OUTSTANDING ACCOMPLISHMENTS:

Provide a 100 words or less description of the nominee's substantial contribution(s) and distinction in HVAC&R and the built environment. THIS IS A MANDATORY REQUIREMENT.

Four horizontal lines for text entry.

Four empty rectangular boxes for text entry.

ASHRAE FELLOW NOMINATION FORM

V. SIGNIFICANT WORK: (Review Page 1, 2, 3 of Guidelines)

List in chronological order three of the nominee’s most significant achievements/projects and/or publications. For each achievement/project or publication, identify the specific contribution listed in the **Fellow Qualifications** and provide a BRIEF summary.

ACHIEVEMENTS/PROJECTS

	DATES: FROM/TO	ACHIEVEMENT/ PROJECT NAME	ACHIEVEMENT/PROJECT FOCUS/DESCRIPTION	CONTRIBUTION
1.				
2.				
3.				

PUBLICATIONS

	DATE	TITLE	PUBLICATION	TYPE
1.				
2.				
3.				

ASHRAE FELLOW NOMINATION CHECK LIST

**An incomplete nomination will be returned without review by the Honors and Awards Committee.
Material that is supplementary to that required is not evaluated by the Committee.**

A. Nominator, Fellow, and Professional References

- Is the Nominator an ASHRAE Member?
- Have you included your own letter as nominator?
- Is there at least one supporting letter from an ASHRAE Fellow?
- Are there one or two Professional Reference letters?
- Are names, email addresses, and addresses of the Nominator, Fellow, and Professional Reference(s) included?

B. Letters of Support from Fellow and Professional References

- Do the letters support the distinction of the nominee?
- Do the letters from the Professional Reference(s) clearly evaluate the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

C. Professional Record

- Does the significant work and/or publications listed on the Fellow Nomination Form emphasize the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R?
- Is a current ASHRAE Biographical Record attached?
- Are there contributions to ASHRAE Technology that distinguish the nominee from his/her peers adequately identified as such?

D. Brief Description of Nominee's Accomplishments

- Have you provided the **MANDATORY** 100-words-or-less description of the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

E. Overall Fellow Nomination Packet

- Is the submittal legible and does it conform to the Guidelines?
- Is a digital photograph of the nominee included?
- Have you included all of the required materials?

ATTACHMENT 3

**MANAGEMENT BY OBJECTIVES
Honors and Awards Committee
ASHRAE SOCIETY YEAR 2017-18
Charlie Henck, Chair**

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Ongoing	December 1, 2017 and May 1, 2018	Personal Awards Subcommittee	Nominees received for all awards with a December 1 deadline.
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Ongoing	June 30, 2018	Media Subcommittee	This item will be finalized in June
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members	Ongoing	March and July 2018	Staff	Nicolas Lemire will work with staff to review and make recommendations to the current presentation
4. Prepare a PowerPoint presentation to present at CRCs to increase submissions and improve documentation for Fellow grade.	Ongoing	July 2017 and February 2018	Personal Awards Subcommittee	Paul Petrillii will review and make recommendations.
5. Send reminder to Committee Chairs of Pass Through Awards	Closed	December 1, 2017	Pass Through Awards Subcommittee	Complete.