

MINUTES
RESEARCH PROMOTION COMMITTEE
Winter Meeting – Atlanta
January 12, 2019

Members Present

Derek Crowe, Chair
Scott Martin, Vice Chair
Anthony Jonkov, Vice Chair
Tiffany Abruzzo, Vice Chair
JD Karnik, International Consultant
Tom Zoller, RVC Region I
Mark Lawrence, RVC Region II
Chris DeSoto, RVC Region III
Matt Rowe, RVC Region IV
Devin Snowberger, RVC Region V
Duane Rothstein, RVC Region VI
Scott Peach, RVC Region VII
Kimberly Thompson, RVC Region VIII
Megan Sterl, RVC Region IX
Heather Schopplein, RVC Region X
Les Pereira, RVC Region XI
Jason Hardman, RVC Region XII
Ching Loon, RVC Region XIII
Aakash Patel, RVC Region RAL
Guy Perreault, ARC President
Chris Phelan, BOD Ex-Officio

Members Absent

Liviu Drughean, XIV

Guests

Paul Levy
Marites Calad
Sophia Nyberg
Art Giesler
John Rieke
Cheng Wee Leong

Staff

Julia Mumford, Development Manager
Megan Gotzmer, Assistant Manager of Development
Meredith Henderson, Development Coordinator
Nicole Blount, Senior Manager of Development
Annmarie Wilhoit, Accounting Manager

I. Call to Order / Roll Call

Crowe called this meeting to order at 7:33 AM.

A. Review roster information

Crowe asked everyone to review their information in the roster. There were no changes.

B. Introduction of Visitors

Visitors introduced themselves.

Giesler mentioned there is a demand and need for more fund for research. RAC will need to dip into the reserves to support all the projects they have currently. He mentioned if RP could support Research by about half a million dollars more over the next few years it would limit having to go into the reserves.

II. ASHRAE Code of Ethics Commitment

Crowe read the below Code of Ethics statement:

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: [https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics.](https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics))

III. Review of Agenda

Crowe added instead of 9b being a manager's report it will be a discussion of increasing honor roll.

IV. 2018-19 MBO Update

Crowe read through the results of his MBO. He encouraged RVCs to continue encouraging their chapters to hit Full Circle. They will not receive PAOE points, but they will still get a CRC award for accomplishing it.

Schopplein, Patel, Karnik, and Abruzzo will form the Support Materials and Communications Subcommittee to review promotional and training materials. They will report back at the Annual Meeting.

V. Approval of Minutes (6/18)

Schopplein moved and Peach seconded,

1) That the minutes from Houston be approved as written.

18-0-0 CNV

MOTION PASSED

VI. Representative Remarks

A. Coordinating Officer

Not present.

B. BOD Ex-Officio

Phelan encouraged the committee to read the code of ethics and attend the president's lunch. He also made an announcement that the headquarters building was sold. He announced the new building will be renovated to a net zero building.

C. ARC Representative

Perreault announced that ASHRAE Research Canada is waiting on a final report from auditors, which should be ready in the Spring.

VII. Review Action Items

Mumford said there was an action item for ExCom to speak more in depth about the major giving program and how RP can support it. The status is that this item is on hold until the capital campaign is more established. The RP Committee will be supportive of the campaign.

VIII. Council Actions & RP Motions

Crowe reviewed the RP motions sent by Member's Council and ExCom's response.

Motion one (for comment): That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.

The committee discussed that this is already happening and they agree. Those that attend from Region IV will be able to attend the enhanced RP Training and not have to attend a Centralized Training.

Schopplein moved and Rowe seconded,

- 2) That the RP Committee already conducts an enhanced training session at Region XIV's CRC. Any Region IV RP chairs that attend the enhanced RP Training at the CRC will not be required to attend Centralized Training.**

18-0-0 CNV

MOTION PASSED

Motion two (for comment): That Society give credit for RP cheques received after the deadline be credited to the next year's campaign.

The committee discussed what the deadline is and the flexibility of that deadline. They determined it is a case by case situation and chapters need to reach out to Staff before the deadline to discuss.

Schopplein moved and Peach seconded,

3) That the current campaign deadline for chapter campaign goals and PAOE points will stand. Chapters are responsible for sending collected funds to ASHRAE headquarters by the June 30 deadline.

16-1-0 CNV

MOTION PASSED

Motion three (for implementation): That any donations credited or allocated to a chapter shall not be reallocated to a Society Level Donation without first notifying the chapter's RP Chair and Regional Vice Chair.

Mumford explained when gifts come in sometimes there are corrections made without RP knowing, but if they so know the donor is made aware.

IX. ExCom Report

i. Highlights & Recommended Action

Crowe mentioned that Fields, the Chair of the Foundation, came to talk to RP ExCom about underendowed research funds. RP is committed to helping the Foundation increase these funds, but ExCom would like to see the policy come from the Foundation.

Crowe explained there was also a lot of talk about the Canadian credit card contributions and how they are entered in the system for reports. Mumford read the statement that pops up on the on-line form.

Perreault asked to add a statement that the donor's credit card company may charge additional fees.

AI(1)

Snowberger asked if the committee is addressing the issues correctly. Crowe explained that it needs to be well thought out and it is a higher level with how ASHRAE operates.

ii. Collins Award announcement

Crowe mentioned in an effort to be transparent about how the award is selected, he went over the chart ExCom uses to evaluate the nominations. He said all metrics look good, but they also look at what the chair does to go above and beyond or how they improve throughout the year.

The winner ExCom selected is Daniel Redmond from Ottawa Valley in Region II.

X. Primary Business

A. Chapter & Regional Reports

Regional Vice Chairs gave the following reports on their regions:

RAL – Well ahead of this time last year. Patel is concerned about Qatar Oryx and plans to visit them.

Region XIV – Not present.

Region XIII – The Region is doing well. He is impressed that participation in Full Circle Plus increased this year.

Region XII – Central Florida has good events, but probably won't meet goal. Spacecoast may be becoming a section. Southwest Florida is doing great and will make-up for some of the down chapters. Region will meet goal.

Region XI – Southern Alberta is down due to lost checks, so they will increase soon. Can't get in touch with Oregon (not worried) and the other is Inland Empire.

Region X – Can't get in touch with Tri-County, but overall communication is going really well. She is doing "Hops with Heather," a go-to-meeting about specific training points.

Region IX – Pleased with how the region is performing, especially with major donors. Kansas City is really stepping it up. No concerns with

Region VIII – Shreveport will become a section or dissolve all together. All in all the region is doing well.

Region VII – They are behind where they were last year, but down \$8,000 from Memphis. Tried to communicate 30% goal and six chapters achieved it. Nashville is always iffy on whether they will hit goal or not, so he is trying to increase communication with them since it is the region's largest chapter. New Orleans has fallen short in previous years, but they will reach goal this year.

Region VI – Cedar Valley is far behind, but otherwise the region is where they typically are this time of year. Expects the chapters to write large checks at the end of the year. Almost \$17,000 coming from Illinois.

Region V – Columbus and Western Michigan are underperforming. Snowberger will be following up with them. A chapter was not properly crediting donors from their golf tournament, but a retired member stepped up and helped give the proper recognition.

Region IV – Rowe was a little concerned at the beginning because of new RP chairs, but communications has been going well. With the joint CRC, he has tried to frontload the campaign

because of asks that may be coming from the CRC sponsorships. Only one out of seven achieved scholarship goal due to lack of communications.

Region III – Numbers look good. Some chapters were late getting money in for 30% so they are actually doing better. He thinks there could be improvement with the fundamentals and communications of the fundamentals.

Region II – A little concerned about a utility company being absorbed by a larger utility company continuing to give. London and Windsor are starting slow for various reasons.

Region I – Full Circle was a success. Overall about \$6,000 behind, but that's because of Rochester's golden circle donation. Will have a big chunk of change coming in late due to late special events. Several chapters are just barely hanging on so it causes RP to fall off the radar a little.

B. Honor Roll Increase

Crowe reminded everyone there was a discussion in Houston about increasing individuals to \$150 over two years and increasing companies to \$500 in one year. There was also discussion about leaving the Full Circle level at \$100.

Several RVCs agreed to just go straight to \$150 in one year and to leave Full Circle at \$100. Ching spoke against increasing right away. The point was made that we are discussing what level gift is considered honorable to ASHRAE. Mumford spoke about best practices of non-profit fundraising and recognition. Martin mentioned \$150 is the selected number due to Foundation endowments. Rowe mentioned his DRC said that the Full Circle minimum remains the same, but potentially increase regional Full Circle to \$150. He was supportive of Honor Roll going up to \$150.

Schopplein moved and Peach seconded,

4) That the minimum honor roll level for individuals be increased to \$150 and minimum honor roll level for organizations be increased to \$500 beginning on July 1, 2019.

16-0-2 CNV

MOTION PASSED

C. 2019-20 PAOE Suggestions

Martin asked for any revisions to the current PAOE sheet. After some discussion, the following changes were agreed on:

- Scholarship goal deadline extended to March 31
- Increase 30% goal points to 200 points
- Combine RP17 and RP18 (special events) into one category and remove dates

- Change “honor roll level” on RP23 to “full circle level”
- Reorganize the second half of the sheet by date of deadlines, not number of points

Rothstein moved and DeSoto seconded,

5) That changes be made to the 2019-20 RP PAOE sheet.

18-0-0 CNV

MOTION PASSED

D. 2019-20 RP Centralized Training Schedule

Martin announced that the Training locations and schedules are slated to remain the same, but due to the CRC schedule Staff will be in

XI. Other Business

A. RVC Talking Points

Rowe suggested having more interactions with RAC. A presentation from RAC on their needs from RP during a meeting would be great.

XII. Wrap-up

A. President’s Luncheon RVC Assignments

Committee members available to serve as hosts at the President’s Luncheon are Crowe, Martin, Jonkov, Abruzzo, Karnik, Rowe, Peach, Thompson, Sterl, Schopplein, and Patel.

B. Next Meeting date – Kansas City

The next RP Committee meeting will be in Kansas City, MO on Saturday, June 22.

The meeting was adjourned at 1:00 PM.

Motions
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<u>No. – Pg.</u>	<u>Motion</u>	
1-2	That the minutes from Houston be approved as written.	MOTION PASSED
2-3	That the RP Committee already conducts an enhanced training session at Region XIV's CRC. Any Region IV RP chairs that attend the enhanced RP Training at the CRC will not be required to attend Centralized Training.	MOTION PASSED
3-4	That the current campaign deadline for chapter campaign goals and PAOE points will stand. Chapters are responsible for sending collected funds to ASHRAE headquarters by the June 30 deadline.	MOTION PASSED
4-6	That the minimum honor roll level for individuals be increased to \$150 and minimum honor roll level for organizations be increased to \$500, beginning July 1 2019.	MOTION PASSED
5-7	That changes be made to the 2019-20 RP PAOE sheet.	MOTION PASSED

Action Items
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<u>No.</u>	<u>Pg.</u>	<u>Responsibility</u>	<u>Action Item</u>	<u>Status</u>
1-4		RP Staff	Add a statement that the donor's credit card company may charge additional fees.	