MINUTES

MEMBERS COUNCIL
CONFERENCE CALL
FEBRUARY 9, 2017

These minutes were approved by Members Council June 27, 2017.
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Honors and Awards Committee recommends to Members Council that the changes to the Rules of the Board section 2.411.003.7 as noted below, be approved.

2.411.003.7 Award Qualifications (99-06-23-09/06-01-25-08/12-01-25-13)

A. It is the policy of the Society not to consider for approval any Society honors or awards submitted posthumously, other than the Hall of Fame and Pioneers of the Industry.

1. If the nominee’s death occurs after the nomination was submitted to the H&A Committee, it will be awarded posthumously if approved. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

2. If the nominee is known to be deceased before the nomination is submitted to the H&A Committee or if the H&A Committee learns that the nominee’s death preceded the submission of the nomination prior to the Board and/or Members Council voting on the award, the nomination will be rejected with an appropriate explanation of the reason in the notification to the nominee’s sponsor.

1. If the nominee is known to be deceased before being voted on by the H&A Committee, the nomination will be rejected with an appropriate explanation of the reason in the notification to the nominee’s sponsor.

2. If the H&A Committee learns of the nominee’s death after recommending approval to the Board but before the Board has voted, the recommendation will be withdrawn.

3. If the H&A Committee learns of the nominee’s death occurring before the nomination was submitted but after the Board and/or Members Council has voted approval, it will be awarded posthumously. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.
<table>
<thead>
<tr>
<th>Ai#</th>
<th>PG#</th>
<th>DUTY</th>
<th>DUE</th>
<th>STATUS</th>
<th>ACTION ITEMS – CONFERENCE CALL – 02/17</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report status of Motion 7k to the Spacecoast Chapter and publish on website.</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To send Motion 4h to the Finance Committee for recommendation as suggested by the MP Committee.</td>
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<tr>
<td>3</td>
<td>4</td>
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<td>06/17</td>
<td>Open</td>
<td>To report status of Motion 4h to the San Diego Chapter and publish on the website.</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 4b to the National Capital Chapter and publish on the website.</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 4j to the San Jose Chapter and publish on the website.</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 4d to the Central Indiana Chapter from the MP Committee and publish on the website (see also AI 13 from SA Committee).</td>
</tr>
<tr>
<td>7</td>
<td>5</td>
<td>Student Activities Staff Liaison</td>
<td>06/17</td>
<td>Open</td>
<td>To implement the process that addresses the membership application for student branch advisors.</td>
</tr>
<tr>
<td>8</td>
<td>5</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 4m to the Argentina Chapter from the MP Committee and publish on the website (see also AI 14 from SA Committee).</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td>Student Activities Staff Liaison</td>
<td>06/17</td>
<td>Open</td>
<td>To explore sponsorship options available for the Science Olympiad.</td>
</tr>
<tr>
<td>10</td>
<td>6</td>
<td>Student Activities Staff Liaison</td>
<td>06/17</td>
<td>Open</td>
<td>To explore and the cost involved and budget available for translating ASHRAE student documents.</td>
</tr>
<tr>
<td>11</td>
<td>6</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 4n to the Argentina Chapter and publish on the website.</td>
</tr>
<tr>
<td>12</td>
<td>6</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To request further information from the Chennai Chapter concerning Motion 4q because the intent is not clear.</td>
</tr>
<tr>
<td>13</td>
<td>7</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 4d to the Central Indiana Chapter from the SA Committee and publish on the website (see also AI 6 from MP Committee).</td>
</tr>
</tbody>
</table>
| 14  | 7   | Staff        | 06/17| Open   | To report results of Motion 4m to the
<table>
<thead>
<tr>
<th>AI#</th>
<th>PG#</th>
<th>DUTY</th>
<th>DUE DATE</th>
<th>STATUS</th>
<th>ACTION ITEMS – CONFERENCE CALL – 02/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>10</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To send Motion 1 to the Society Rules Committee for review before recommending to the Board of Directors.</td>
</tr>
<tr>
<td>16</td>
<td>10</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 17 to the Central Oklahoma Chapter and publish on the website.</td>
</tr>
<tr>
<td>17</td>
<td>11</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 20b to the Central Oklahoma Chapter and publish on the website.</td>
</tr>
<tr>
<td>18</td>
<td>11</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 20c to the Oregon Chapter and publish on the website.</td>
</tr>
<tr>
<td>19</td>
<td>11</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 7e to the Tucson Chapter and publish on the website.</td>
</tr>
<tr>
<td>20</td>
<td>11</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 7f to the Hong Kong Chapter and publish on the website.</td>
</tr>
<tr>
<td>21</td>
<td>11</td>
<td>Staff</td>
<td>06/17</td>
<td>Open</td>
<td>To report results of Motion 7h to the Southwest Florida Chapter and publish on the website.</td>
</tr>
<tr>
<td>22</td>
<td>12</td>
<td>Manual Subcommittee</td>
<td>06/17</td>
<td>Open</td>
<td>To review the Manual for Chapter Operations and determine items that can be addressed to attract millennials by using 3-5 minute short script videos on where to find information in the MCO. Refer to Publishing and Education Council after items are identified.</td>
</tr>
</tbody>
</table>
1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The conference call of Members Council was called to order by Bjarne Olesen, Members Council Chair at 12:00pm. Those on the call are included in the above list.

2. REVIEW OF AGENDA

No new items were added to the agenda.
3.  MEMBERS COUNCIL STANDING COMMITTEE REPORTS

A.  RP Committee Report (Attachment A)

The following was reported by Darcy Carbone, RP Committee Chair.

1.  During the Las Vegas conference, the RP year-to-date contributions were -4.3% behind goal compared to this same time last year.

2.  Jacob Perkins (1766-1849), was selected for the 2016-17 RP Campaign “Giant in HVAC&R” coin. Perkins is credited for the first patent on the vapor-compression refrigeration cycle.

3.  The RP centralized training schedules for 2017-18 were approved by the committee. Region XIII and the Region-At-Large will continue to have RP training during their respective CRCs.

B.  Chapter Technology Transfer Committee Report (Attachment B)

The following was reported by Andy Cochrane, Chapter Technology Transfer Committee Chair.

- Members Council Referred Motion

1.  **Spacecoast Chapter – Motion 7k (10/14/2016):**
   That ASHRAE budget and allocate one Distinguished Lecturer visit per year to each ASHRAE section sponsored by a region, beginning January 2017.

   Status: This motion was referred to the DL Subcommittee. (open)

   AI 1  Staff to report status of Motion 7k to the Spacecoast Chapter and publish on website.

2.  The free annual CTTC Webcast, “Take Control: Using Analytics to Drive Building Performance,” will broadcast live April 20, 2017 from 1-4 pm EDT. This year’s webcast presenters are Mark Gallagher, Srinivas Katipamula, and Jim Meacham. Three Professional Development Hours (PDHs), three AIA Health, Safety, Welfare Learning Units (LU/HSW), and three GBCI Continuing Education Hours (CEs) may be awarded to participants who complete the online Participant Reaction Form by May 5, 2017. Chapters may earn 100 PAOE points by hosting the webcast.

   The pre-taped presentation segments will include opening remarks by ASHRAE President Tim Wentz. The live webcast will originate from the studios of Encompass Digital Media in Atlanta. Viewers unable to participate in the live webcast on April 20, 2017 may register to view the On Demand program that will be available online until May 5, 2017. During the Las Vegas meeting, a conscious effort was made to promote On Demand viewing with the ASHRAE Associate Society Alliance (AASA).

3.  Currently, 184 of the 195 allocated DL visits have been confirmed. The Chapters still have 11 common pool visits at their disposal, which are available on a first come, first served basis. An additional 52 non-allocated visits have also been scheduled and confirmed. Eight of the 70 lecturers participating in the DL program this year are from
countries outside of the U.S. and Canada – Argentina, Denmark, Malaysia, Mexico, Thailand, Sri Lanka, United Kingdom, and India. Ten lecturers speak and can present approved DL topics in a language other than English.

4. CTTC reviewed 10 DL nominees as well as the performance of all current lecturers during the Las Vegas meeting. CTTC approved 74 DLs for the 2017-18 Society year. Six new DLs will begin two-year terms in July 2017. The DL Review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by the Chapters.

C. Conferences and Expositions Committee Report (Attachment C)

The following was reported by Jon Cohen, Conferences and Expositions Committee Chair.

1. The 2017 ASHRAE Winter Conference technical program featured 22 conference paper sessions (81 conference papers presented), 1 poster session with 30 technical papers presented, 75 seminars, 7 workshops, 3 forums and 1 panel discussion. A bias disclosure statement for authors and presenters was implemented for the first time with this conference.

2. The following registration fees were approved for the 2018 Winter Conference in Chicago and the 2018 Annual Conference in Houston:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Pre-Registration</td>
<td>$535</td>
</tr>
<tr>
<td>Member Onsite</td>
<td>$695</td>
</tr>
<tr>
<td>Non Member Pre-Registration</td>
<td>$745</td>
</tr>
<tr>
<td>Non Member Onsite</td>
<td>$900</td>
</tr>
<tr>
<td>Member One Day</td>
<td>$270</td>
</tr>
<tr>
<td>Non Member One Day</td>
<td>$320</td>
</tr>
<tr>
<td>Speaker</td>
<td>$135</td>
</tr>
</tbody>
</table>

3. A student paper recognition program was launched at the 2017 Winter Conference. Certificates were presented to a top undergraduate student and graduate student and an honorable mention in each category. The program will be continued for the 2017 Annual Conference.

4. The following specialty conferences took place between July 2016 and January 2017:

   - ASHRAE and IBPSA-USA 2016: Building Performance Modeling Conference, August 8-12, 2016, Salt Lake City, Utah. The conference was co-organized with IBPSA-USA for the second time. The conference was attended by 246 registrants and ASHRAE had a profit of $26,647.

   - IAQ 2016 Defining Indoor Air Quality: Policy, Standards and Best Practices Conference, September 12-14, 2016, Alexandria, Virginia. The conference was co-organized with AVIC. This was the first time ASHRAE organized a conference with AIVC. The conference was attended by 178 registrants and ASHRAE had a profit of $30,673.
International Conference on Efficient Building Design, September 22-23, 2016, Beirut Lebanon. The conference was organized with the Munib and Angela Masri Institute of Energy and Natural Resources (MI) at AUB, The Department of Mechanical Engineering, AUB and the Lebanese ASHRAE Chapter for a second time. The conference was attended by 233 registrants. ASHRAE received $10,000 to cover the cost of staff time, the conference exchange system and paper prep.

5. The following are future ASHRAE annual and winter conference sites:
   a. Annual, June 2017 – Long Beach
   b. Winter, January 2018 – Chicago
   c. Annual, June 2018 – Houston
   d. Winter, January 2019 – Atlanta
   e. Annual, June 2019 – Kansas City
   f. Winter, February 2020 – Orlando
   g. Annual, June 2020 – Austin
   h. Winter, January 2021 – Chicago
   i. Annual, June 2021 – Phoenix
   j. Winter, January 2022 – Las Vegas
   k. Annual, June 2022 – Toronto
   l. Winter, February 2023 – Atlanta

D. Membership Promotion Committee Report (Attachment D)

The following was reported by Jason Alphonso, Membership Promotion Committee Chair.

- Members Council Referred Motions

  1. **San Diego Chapter – Motion 4h (10/14/2016):**
     That automatic renewal is an option on society’s website when renewing one’s membership.
     
     Status: The MP Committee likes the idea, but currently the database system cannot handle the storage of credit card numbers and remain PCI compliant. Motion needs to go to Finance since MP does not agree with the fiscal impact. The fiscal impact was reported by the chapter as “$0, website adjustment can be performed by staff.”
     
     A1 2 Staff to send Motion 4h to the Finance Committee as suggested by the MP Committee.
     
     A1 3 Staff to report status of Motion 4h to the San Diego Chapter and publish on the website.

  2. **National Capital Chapter – Motion 4b (10/14/2016):**
     That ASHRAE develop and maintain a Women in ASHRAE (WiA) subcommittee to the Society Membership Promotion Committee focused on both the promotion and retention of women in ASHRAE related industries.
     
     Answer: The MP Committee was not in favor of this motion because the committee has already assigned the mission and vision reported in the Women in ASHRAE final ad hoc report to an
existing subcommittee and is developing and implementing initiatives to follow the mission and vision as stated.

AI 4  Staff to report the results of Motion 4b to the National Capital Chapter and publish on the website.

3. **San Jose Chapter – Motion 4j (10/14/2016):**
   That an alert icon pops up when a member renews their membership that they are eligible for member advancement from Associate to Member at no extra cost.

   Answer: The MP Committee agrees with the intent of the motion and has asked staff to take an action item to create a pop up during renewal to alert Associate Members they may be eligible for advancement with a link to the criteria for advancement from Associate grade to Member grade and instructions on how to update their bio.

AI 5  Staff to report results of Motion 4j to the San Jose Chapter and publish on the website.

4. **Central Indiana Chapter – Motion 4d (10/14/2016):**
   That the SmartStart Program be expanded to all postsecondary graduates within one year of their graduation.

   Answer: The MP Committee spoke with YEA and SA and do not agree with this motion as it goes against the original intent of SmartStart as a transition program from Student to Associate membership. The Affiliate membership is available to those younger members that were not student members. *(See also, SA Committee response to same motion on p.7)*

AI 6  Staff to report results of Motion 4d to the Central Indiana Chapter and publish on the website.

5. **Argentina Chapter – Motion 4m (10/14/2016):**
   That Members Council addresses the membership application process for Student Branch Advisors, beginning July 1, 2017.

   **AI 7** Answer: The MP Committee agrees and directed staff to quickly implement this. The Student Activities Staff Liaison will have this completed after the 2017 Winter Conference. *(See also, SA Committee response to same motion on p.7)*

AI 8  Staff to report results of Motion 4m to the Argentina Chapter and publish on the website.

6. Membership retention as of December 31 compared to this same time last year:

<table>
<thead>
<tr>
<th>As of Dec 31st</th>
<th>Total</th>
<th>Members Paid</th>
<th>Members Unpaid</th>
<th>Students Paid</th>
<th>Students Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>54,838</td>
<td>39,871</td>
<td>3,975</td>
<td>4,036</td>
<td>2,019</td>
</tr>
<tr>
<td>2016</td>
<td>56,435</td>
<td>36,103</td>
<td>4,072</td>
<td>5,822</td>
<td>2,424</td>
</tr>
</tbody>
</table>

7. The developing economies membership program is in its seventh year. On July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2016, there were a total of 2,255 (includes all new grades that were added) members participating.
8. Society will be adding a postcard series for new members to make sure they are aware of their benefits. A survey will be done 6 months into their membership to make sure we are meeting their needs.

9. Membership Promotion had its first Centralized Training for 2016-17 in St. Louis with 28 MP chapter chairs present. The fall Centralized Training was held in Atlanta on September 10 with 39 MP chapter chairs present. The International Centralized Training was at the Region XIII and Region-At-Large Mega CRC with 19 MP chapter chairs present. The Membership Promotion Committee had a set goal to train 110 MP chapter chairs in St. Louis, Atlanta and Bangkok but were 52 short of making goal.

E. Student Activities Committee Report (Attachment E)

The following was reported by Russell Marcks, Student Activities Committee Chair.

- Members Council Referred Motions
  
  1. **Wichita Chapter – Motion 4g (10/14/2016):**
     That ASHRAE Society explore options to become a national sponsor of Science Olympiad.

  **AI 9 Answer:** The SA Committee supports the motion and has asked staff to explore the sponsorship options available.

  2. **Argentina Chapter – Motion 4n (10/14/2016):**
     That the Student Activities Committee translate the (1) student branch manual for operation, (2) instructions how to become a student branch advisor (SBA), (3) instructions about how to fill out the forms and apply to become an SBA, (4) “what supporting documentation is required to be produced and sent with the application,” into the Spanish and Portuguese languages, and posted on the ASHRAE website, beginning July 1, 2017.

  **AI 10 Answer:** The SA Committee supports this motion and understands the need for the documentation to be translated. It was discussed that this could not be achieved before July 1 but that staff would explore the costs involved and the budget available.

  **AI 11 Staff to report results of Motion 4n to the Argentina Chapter and publish on the website.**

  3. **Chennai Chapter – Motion 4q (10/14/2016):**
     That Society apportions a specific part of the Student Project and Scholarship fund to the Student chapters of RAL.

  **AI 12 Status:** The SA Committee needs further information regarding this motion. As it’s currently written, the intent is not clear. The committee would like the Chennai chapter to reword the motion using the ASHRAE verbiage to clearly state what student project means, what apportion of it should be allocated to RAL, and what role the DRC and student branches would have.

  4. **Central Indiana Chapter – Motion 4d (10/14/2016):**
     That the SmartStart Program be expanded to all postsecondary graduates within one
year of their graduation.

Answer: The Student Activities Committee does not recommend expanding the SmartStart program to recent graduates who were not Student Members of ASHRAE. The SmartStart program is an incentive to students to join ASHRAE prior to graduation & encourages their membership. Expanding the program to those who were never student members would eliminate this incentive.

The SA Committee does, however, acknowledge that this is not the first time a motion requesting this expansion has come to Members Council. There are many members of our industry who do not learn about ASHRAE until after they have graduated college and want the opportunity to participate in SmartStart while they are still a recent graduate & struggling to pay full member dues. Affiliate membership does not give them the opportunity to volunteer or receive the Handbook and these members are disadvantaged relative to their peers who had awareness of ASHRAE in college. It is our recommendation that the YEA Committee explore options to address the needs of these young members outside of modifying membership grades and options. (See also, MP Committee response to same motion on p.5)

AI 13 Staff to report results of Motion 4d to the Central Indiana Chapter and publish on the website.

5. Argentina Chapter – Motion 4m (10/14/2016):
   That Members Council addresses the membership application process for Student Branch Advisors, beginning July 1, 2017.

Answer: The SA Committee proposed that a solution to this motion would be to utilize FormSite to create a SBA membership application similar to the process for SmartStart membership. An action item was assigned to staff and this should be complete by July 1, 2017. (See also, MP Committee response to same motion on p.5)

AI 14 Staff to report results of Motion 4m to the Argentina Chapter and publish on the website.

6. ASHRAE student membership increased 12.8%; as of December 31 the total number of student members was 8,246 compared to this same time for the years as shown below which reflect active student members and student members in grace:

   - December 31, 2015: 7,312
   - December 31, 2014: 6,072
   - December 31, 2013: 6,271
   - December 31, 2012: 6,143
   - December 31, 2011: 6,482
   - December 31, 2010: 6,315

7. The budget for this year’s grant program is $128,000 of which the top two schools’ travel expenses are included. There were 46 grant applications submitted with 5 judges scoring the applications. 26 schools out of the 46 will receive a grant not exceeding $5,000 for a total of $118,200; $201,508 was requested for the 46 applicants. The top 2 schools (Ryerson University and Oklahoma State University) will be invited to the next winter conference to give a presentation to the students.
8. The Youth Outreach Award needs to be promoted by the regional vice chairs (RVCs) to ensure one nomination per region next year. There were no nominations for the Student Activities Achievement Award which should also be promoted by the RVCs.

9. 200 students registered for the Design Competition (this is up from 120 last year). There were approximately 140 schools represented. The 14 winning teams attended the meeting in Las Vegas to accept the awards.

F. Young Engineers in ASHRAE Committee Report (Attachment F)

The following was reported by Caleb Haynes, Young Engineers in ASHRAE Committee Chair.

- Members Council Action Items

1. Action Item 1 (06/16): YEA Staff Liaison to up with CEC’s recommendation to include mentoring for the SmartStart Program (SSP) so that these members are encouraged to stay active within ASHRAE (see Motion 9 06/28/2016),

   Answer: YEA supports the motion to extend discount registration to members of the SmartStart program and takes it under advisement to develop a forum for mentoring opportunities both internal and external to this program. (Complete)

2. Action Item 2 (06/16): YEA Staff Liaison to follow up with CEC’s recommendation for SSP and work with Chapters to guide new members in finding fiscally responsible ways to attend the conferences (see Motion 9 06/28/2016).

   Answer: YEA supports the motion to extend discount registration to members of the SmartStart program and takes it under advisement to develop a forum for collaboration for cost sharing opportunities between members. (Complete)

3. The 2016 YEA Leadership International event was held September 9-11 in Athens, Greece which was the first time the YEA event has been held in Europe. This is the first time that YLI has sold out; registration was closed at 20 attendees. The Hellenic Chapter assisted with the planning of YLI.

4. The 2017 YEA Technical Weekend is March 24-26 and will be held in Atlanta, Georgia. The technical topic for the event will be energy management; the speaker has not been finalized.

5. The 2017 YEA Leadership Weekend is March 3-5 and will be held in Denver, Colorado. Registration is closed, the event is full.

6. The 2017 YEA Leadership Weekend 2.0 is May 5-7 and will be held outside of San Francisco, California. Registration is closed, the event is full.

G. Grassroots Government Advocacy Committee Report (Attachment G)

The following was reported by Tom Phoenix, Grassroots Government Advocacy Committee Chair.
1. Advocacy documents were created over the past year including a general promotional brochure for chapter GGA chairs to use in legislature. GGAC brochures that are specific to Region XIII and the Region-At-Large were revised with general information from the GGAC brochure on Certification was distributed to committee members. A GGAC brochure is planned for Region XII.

2. Four days on the Hill are planned in various legislatures (Georgia, North Carolina, Oklahoma and Texas), and the first International Day on the Hill for a province in India. Training was held in Las Vegas, a promotional video will be developed, posted on the website and will be sent to the chapter GGA chairs.

3. ASHRAE Chapters in Indiana have been active in their efforts to update the statewide energy code which is currently an ANSI/ASHRAE/IES Standard 90.1-2007. Conference calls are being held to assist in this effort.

4. ASHRAE is part of a larger effort in New Jersey with the Licensing that Works Task Force to defeat efforts that would increase the state’s educational requirement for licensure from a baccalaureate degree to a master’s degree.

Mr. Phoenix added during the meeting in Las Vegas, an ad hoc committee was appointed to review the structure of GGAC. The committee is only two years old and merging the Grassroots Government Activities and Advocacy Committees together, we need to determine the committee's effectiveness. A recommendation will be made in Long Beach to determine if the structure should change and to make the GGAC operations as efficient as possible.

H. Honors and Awards Committee Report (Attachment H)

The following was reported by Rennie Tisdale, Honors and Awards Committee Chair.

It was moved by Mr. Ellis

(1) Honors and Awards Committee recommends to Members Council that the changes to the Rules of the Board section 2.411.003.7 as noted below, be approved.

2.411.003.7 Award Qualifications (99-06-23-09/06-01-25-08/12-01-25-13)

A. It is the policy of the Society not to consider for approval any Society honors or awards submitted posthumously, other than the Hall of Fame and Pioneers of the Industry.

1. If the nominee’s death occurs after the nomination was submitted to the H&A Committee, it will be awarded posthumously if approved. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

2. If the nominee is known to be deceased before the nomination is submitted to the H&A Committee or if the H&A Committee learns that the nominee’s death preceded the submission of the nomination prior to the Board and/or Members Council voting on the award, the nomination will
be rejected with an appropriate explanation of the reason in the notification to the nominee’s sponsor.

1. If the nominee is known to be deceased before being voted on by the H&A Committee, the nomination will be rejected with an appropriate explanation of the reason in the notification to the nominee’s sponsor.

2. If the H&A Committee learns of the nominee’s death after recommending approval to the Board but before the Board has voted, the recommendation will be withdrawn.

3. If the H&A Committee learns of the nominee’s death occurring before the nomination was submitted but after the Board and/or Members Council has voted approval, it will be awarded posthumously. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

Background: A review of which awards are presented posthumously and how a member’s passing during the H&A process was requested in a referred CRC motion. The Committee agreed with the motion and felt that if a nomination is submitted while a member is alive, their death should not “disqualify” them from consideration.

Fiscal Impact: None. Included in H&A budget.

**MOTION 1 PASSED.** (unanimous voice vote, chair not voting)

AI 15 Staff to send Motion 1 to the Society Rules Committee for review before recommending to the Board of Directors.

- Members Council Referred Motions

1. Central Oklahoma Chapter – Motion 17 (06/28/2016): That the Honors and Awards Committee review the qualifications for all current H&As to determine a list of awards that may be acceptable for award posthumously and if a nomination for an award from that list has been submitted to ASHRAE in the current H&A cycle, but not yet awarded, and the nominee were to pass away, that the process for considering the nominee to receive the award continue and the award still be awarded, if appropriate, to the nominee posthumously.

AI 16 Complete, see approved Motion 1 above. Staff to report the results of Motion 17 to the Central Oklahoma Chapter and publish on the website.

2. Central Oklahoma Chapter – Motion 20b (06/28/2016): That Honors and Awards review the current recognition lapel pins to develop a consistency of design, size, significance relationship and graphics to preserve the prestige of the organization and levels of recognition.

Answer: The Committee plans to redesign the current lapel pins for the Distinguished Service Award, Exceptional Service Award, and Fellow grade to more closely resemble the design of the pins prior to January 2012. The new lapel pins will feature the new ASHRAE logo.
AI 17 Staff to report results of Motion 20b to the Central Oklahoma Chapter and publish on the website.

3. Oregon Chapter – Motion 20c (06/28/2016):
That the Distinguished Service Award/Exceptional Service Award application and associated points tally form to reassign the Region Members Council Representative (RMCR) from the general Members Council line item (Category B) to a new discrete line item under Category A. Point assignment to be revised to 2 points per year.

Answer: The Honors and Awards Committee will include the Region Members Council Representative to the DSA/ESA Point Tally Form under Category A: Society Officers/Board of Directors/Regional Positions /Chapter Officers/Chapter Board of Governors/Other Listed Chapter Positions receiving one point per Society year.

AI 18 Staff to report results of Motion 20c to the Oregon Chapter and publish on the website.

4. Tucson Chapter – Motion 7e (10/14/2016):
That a new Exceptional Chapter Service (or other suitable named) award be created at the Society level, to become effective before the 2017-2018 Society year. This will allow for those individuals who have volunteered above and beyond the current Chapter Service Award level to be recognized for their continued hard work and dedication at the chapter level.

Answer: The Honors and Awards Committee felt that creating a new Society level award was not appropriate at this time.

AI 19 Staff to report results of Motion 7e to the Tucson Chapter and publish on the website.

5. Hong Kong Chapter – Motion 7f (10/14/2016):
That Society recognize Chapters’ committee members in Region XIII for continuous support in Chapter and Regional ASHRAE activities.

Answer: The Honors and Awards Committee felt that current awards adequately recognize members for their participation in Chapter and Regional level activities. Creating a new Society level award was not appropriate at this time.

AI 20 Staff to report results of Motion 7f to the Hong Kong Chapter and publish on the website.

6. Southwest Florida Chapter – Motion 7h (10/14/2016):
That the Honors and Awards Committee make changes to their rules such that, candidates for the Distinguished Fifty-Year Member Award should be considered and approved during their 49th year of membership so they can receive the award at the Annual Meeting of their 50th year, beginning July 1, 2017.

AI 21 Answer: The Honors and Awards Committee was in favor of this motion. Staff to report results to the Southwest Florida Chapter and publish on the website.

7. The Honors and Awards Committee has created a PowerPoint presentation to help members wanting to nominate a deserving member for elevation to the grade of Fellow successfully complete the nomination process. The presentation has been reviewed by
members of the College of Fellows and will be made available on the ASHRAE Honors and Awards webpage and will also be distributed to Regional leaders prior to CRCs.

4. SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report (Attachment I)

The status of the Planning Subcommittee MBOs were reported by Walter Law, Chair and are listed in the attachment.

B. Region Operations Subcommittee Report (Attachment J)

The status of the Region Operations Subcommittee MBOs were reported by Nohad Boudani, Chair and are listed in the attachment.

AI 22 Region Operations Manual Subcommittee to review the Manual for Chapter Operations and determine items that can be addressed to attract millennials by using 3-5 minute short script videos on where to find information in the MCO. Refer to Publishing and Education Council after items are identified.

5. NEW BUSINESS

A. During the Las Vegas conference, President Tim Wentz requested an informal, anonymous "straw poll" using Poll Everywhere and the results were 13-4-6 with 5 BOD members not responding.

6. NEXT MEETING

A. June 27, 2017 – Long Beach, California (8:15am – 12:00pm)

12. ADJOURNMENT

Mr. Olesen adjourned the Members Council conference call at 1:28pm.

Attachments:
A: RP Committee Report
B: Chapter Technology Transfer Committee Report
C: Conferences and Expositions Committee Report
D: Membership Promotion Committee Report
E: Student Activities Committee Report
F: Young Engineers in ASHRAE Committee Report
G: Grassroots Government Advocacy Committee Report
H: Honors and Awards Committee Report
I: Planning Subcommittee Report
J: Region Operations Subcommittee Report
RP Committee  
Report to Members Council  
From Meeting of January 28, 2017

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
<th>Guests</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darcy Carbone, Chair</td>
<td>Andrew Farrish, IX</td>
<td>Jim Fields</td>
<td>Patricia Adelmann</td>
</tr>
<tr>
<td>Derek Crowe, Vice Chair</td>
<td></td>
<td>John Harrod</td>
<td>Megan Gotzmer</td>
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<tr>
<td>Rhamy Morrison, Vice Chair</td>
<td></td>
<td>Rick Zbin</td>
<td>Meredith Gunter</td>
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<tr>
<td>Scott Martin, Vice Chair</td>
<td></td>
<td>Dan Rogers</td>
<td></td>
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<tr>
<td>Andy Manos, I</td>
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<td>Kathi Newton</td>
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<td>Anthony Jonkov, II</td>
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<td>Jack Zarour</td>
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<td>JD Karnik, III</td>
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<td>Dean Borges</td>
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<td>John Rieke</td>
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<td>Jack Kibort, V</td>
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<td>Keith Yelton</td>
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<td>Glenda Ama, VI</td>
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<td>Natasha Skea</td>
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<td>Scott Peach, VII</td>
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<td>Mike Donovan, VIII</td>
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<td>Zberri Alvi, X</td>
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<td>Ruth Armstrong, XI</td>
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<td>Jason Hardman, XII</td>
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<td></td>
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<tr>
<td>Ching Loon, XIII</td>
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<td></td>
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<td>Mahmoud Fouad, RAL</td>
<td></td>
<td></td>
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<tr>
<td>Tiffany Bates Abruzzo, Consultant</td>
<td></td>
<td></td>
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<tr>
<td>Darryl Boyce, ARC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dennis Knight, BOD ExO</td>
<td></td>
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Information Items

1. The RP Committee approves the proposed “Gifts of Foreign Currency” portion of the proposed ASHRAE Gift Acceptance Policies & Procedures. The acceptance and recognition of Canadian Dollars was of great importance to the Committee and this proposed policy would maintain the historical policy ($1Cnd = $1 US) of how Canadian Dollars are recognized.

2. The RP Committee has selected Jacob Perkins (1766-1849) for the 2016-17 RP Campaign “Giant in HVAC&R” coin. Perkins is credited for the first patent on the vapor-compression refrigeration cycle.

3. PAOE Recommendations: The RP Committee made their 2017-18 PAOE recommendations to the PAOE Subcommittee and recommends the following attached changes. (Attachment A/A).

4. Goal: $2,350,000
<table>
<thead>
<tr>
<th>Region</th>
<th>YTD Results</th>
<th>Last Year This Month</th>
<th>% Ahead / Behind</th>
<th>Total Regional Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$69,587</td>
<td>$81,259</td>
<td>-14.4%</td>
<td>$188,000</td>
</tr>
<tr>
<td>II</td>
<td>$46,601</td>
<td>$44,744</td>
<td>4.2%</td>
<td>$170,000</td>
</tr>
<tr>
<td>III</td>
<td>$76,202</td>
<td>$78,016</td>
<td>-2.3%</td>
<td>$187,200</td>
</tr>
<tr>
<td>IV</td>
<td>$58,179</td>
<td>$61,882</td>
<td>-6.0%</td>
<td>$175,000</td>
</tr>
<tr>
<td>V</td>
<td>$45,166</td>
<td>$51,014</td>
<td>-11.5%</td>
<td>$125,000</td>
</tr>
<tr>
<td>VI</td>
<td>$34,401</td>
<td>$43,794</td>
<td>-21.4%</td>
<td>$175,000</td>
</tr>
<tr>
<td>VII</td>
<td>$21,808</td>
<td>$24,767</td>
<td>-11.9%</td>
<td>$128,000</td>
</tr>
<tr>
<td>VIII</td>
<td>$113,455</td>
<td>$131,202</td>
<td>-13.5%</td>
<td>$399,000</td>
</tr>
<tr>
<td>IX</td>
<td>$39,271</td>
<td>$39,970</td>
<td>-1.7%</td>
<td>$235,000</td>
</tr>
<tr>
<td>X</td>
<td>$53,988</td>
<td>$48,453</td>
<td>11.4%</td>
<td>$184,400</td>
</tr>
<tr>
<td>XI</td>
<td>$29,826</td>
<td>$29,792</td>
<td>0.1%</td>
<td>$170,000</td>
</tr>
<tr>
<td>XII</td>
<td>$50,806</td>
<td>$48,845</td>
<td>4.0%</td>
<td>$147,000</td>
</tr>
<tr>
<td>XIII</td>
<td>$28,580</td>
<td>$17,350</td>
<td>64.7%</td>
<td>$44,013</td>
</tr>
<tr>
<td>RAL</td>
<td>$13,385</td>
<td>$10,869</td>
<td>23.1%</td>
<td>$33,165</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$681,255</strong></td>
<td><strong>$711,957</strong></td>
<td><strong>-4.3%</strong></td>
<td><strong>$2,350,000</strong></td>
</tr>
</tbody>
</table>

5. The RP Committee discussed and approved the attached 2017-2018 Centralized Training Plan. This includes supporting Region XIII and RAL by conducting staff led Training at these Regions’ CRC. This is in continued support of the Strategic Plan for RP's advancements in these two Regions (Attachment A/B)

**MBO Update**
Attachment A/C

**Attachments**

Attachment A: 2017-18 requested PAOE changes
Attachment B: Centralized Training schedule
Attachment C: MBO Update

Respectfully submitted,

Darcy Carbone
2016-17 RP Chair
### 2016-2017 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

#### ATTACHMENT A/A

<table>
<thead>
<tr>
<th>RP CATEGORY (STAFF ASSIGNS POINTS)</th>
<th>PAR: 1050 POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MINIMUM: 800 POINTS</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Efficient use of volunteers’ time:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 points</td>
<td>For CRC attendance at a minimum 2 hour RP workshop by current RP chair at the CRC (Note: These points only apply when the same RP Chair also attends an approved RP Training workshop. Since the RAL and Region XIII Centralized Training take place at the CRC, they are not eligible for the 100 points awarded for attending the CRC Session, and only eligible for the 100 points awarded for attending the Centralized Training Session.)</td>
</tr>
</tbody>
</table>

**GOAL:** Contributions considered towards a chapter **Goal** include gifts to ASHRAE, YEA ASHRAE Learning Institute, ASHRAE Research, and Scholarships held by the ASHRAE Foundation.

**EXCEPTIONS:** Foundation gifts made as part of routine ongoing Foundation Solicitations.

A chapter’s **Goal** shall be set by each Region’s DRC.

**Option 1:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 points</td>
<td>Earned by a chapter for each 1% of <strong>Goal</strong> attained – (100% of <strong>Goal</strong>) OR</td>
</tr>
</tbody>
</table>

**Option 2:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 points</td>
<td>Earned for each dollar per area assigned member attained</td>
</tr>
<tr>
<td>20 additional points (3000 points maximum)</td>
<td>For each dollar per area assigned member collected above the Society dollar per member <strong>Goal</strong> of $75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 points</td>
<td>For reaching Challenge Goal (105% of <strong>High Five</strong> or 120% Goal)</td>
</tr>
<tr>
<td>250 points</td>
<td>For each new Golden Circle level or higher investment acquired and credited to the chapter (as determined by the RVC &amp; RP ExCom rules). An additional <strong>500 bonus points</strong> for any new Golden Circle level or higher investment acquired specifically from manufacturing companies of HVAC&amp;R equipment.</td>
</tr>
<tr>
<td>200 points</td>
<td>Apex Award</td>
</tr>
<tr>
<td>150 points</td>
<td>For each renewed Golden Circle Investor credit divided by number of chapters recognized in accordance with RP ExCom guidelines</td>
</tr>
<tr>
<td>100 points</td>
<td>For new <strong>High Five</strong> level of contributions</td>
</tr>
<tr>
<td><strong>400 points 500 points</strong></td>
<td>For chapters who have reached goal (based on receipts at headquarters) by June 15</td>
</tr>
<tr>
<td>100 points</td>
<td>For workshop attendance by current RP chair at an RP Committee approved RP training workshop</td>
</tr>
<tr>
<td>100 points</td>
<td>For attendance by the current RP Chair at the CRCs minimum 2 hour RP workshop</td>
</tr>
<tr>
<td>100 points</td>
<td>For Chapter Full Circle Award (by November 15)</td>
</tr>
<tr>
<td>50 points</td>
<td>For achieving of 30 percent of goal by December 31</td>
</tr>
<tr>
<td>50 points</td>
<td>For each endowed honor roll level contribution ($1,000 minimum) that is an addition to the donor’s current fiscal year honor roll level contribution</td>
</tr>
<tr>
<td>50 points</td>
<td>For meeting or exceeding scholarship goal (by November 15)</td>
</tr>
<tr>
<td>50 points</td>
<td>Per Special Event held July 1 – Dec 31 by a Chapter where over 75% of profits are donated to the RP Campaign. <em>(To qualify as a Special Event profits must meet or exceed $500.)</em></td>
</tr>
<tr>
<td>50 points</td>
<td>Per Special Event held Jan 1 – June 30 by a Chapter where over 75% of profits are donated to the RP Campaign. <em>(To qualify as a Special Event profits must meet or exceed $500.)</em></td>
</tr>
<tr>
<td>25 points</td>
<td>For formal recognition of all Honor Roll level contributors from the prior year’s campaign before December 31 <em>(Note: Recognition certificates must be ordered from headquarters by October 15 to qualify)</em></td>
</tr>
<tr>
<td>25 points; (50 points maximum)</td>
<td>For the Research Promotion Night RP promotional chapter meeting held after December 31</td>
</tr>
<tr>
<td>15 points</td>
<td>For Volunteer Committee Worksheet completed by October 15 and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee</td>
</tr>
<tr>
<td>10 points</td>
<td>Per $ per/member for chapters who meet or exceed $50 per/member and reach or exceed Goal</td>
</tr>
<tr>
<td>10 points</td>
<td>Per Chapter BOG member who contributes at the Honor Roll level by November 15, helping the Chapter achieve “Full Circle Plus.” These points are only given if the Chapter completes the Chapter Full Circle.</td>
</tr>
</tbody>
</table>
RP 2017-18 Centralized Training Schedule

Regions & Dates:

Regions: VIII, IX, X, XII
July 21-22: Houston (Marriott attached to George Bush airport)

Regions: I, V, VI, XI
September 8-9: Hyatt Rosemont (O'Hare area)

Regions: II, III, IV, VII
September 15 – 16: Hilton O'Hare (attached to O'Hare)

Region XIII & RAL  at their CRCs
ATTACHMENT A/C

RESEARCH PROMOTION 2016-17 MBO

**GOAL:** $2,350,000 FOR 2016-17 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2016-17 campaign:

1. **Chapter Workshop attendance**  
   Goal 65%  
   Results: 51% (95)  
   **Note:** 8 fewer (8 vs 16) RAL RP Chairs attended the Joint CRC vs 2015-16 CRC  
   Last three years: 2015-16: 57% (104 Chapters) 2014-15: 63% 2013-14: 59%

2. **Chapters attaining Full Circle**  
   Goal 75%  
   Results: 68%  
   Last three years: 2015-16: 65% 2014-15: 75% 2013-14: 76%

3. **Chapters reaching 30% of goals by Dec 31**  
   Goal 50%  
   Results: 46% (86)  
   Last three years: 2015-16: 45% 2014-15: 44% 2013-14: 37%

4. **Chapters reaching 100% of Goal by June 15th:**  
   Goal 40%  
   Results:  
   Last three years: 2015-16: 31% 2014-15: 33% 2013-14: 36.5%

5. Develop solicitation materials specific for RAL through the coordinated efforts of RP Consultant and RAL-RP RVC.

6. Develop support materials to aid in the education of RP Chairs and Chapters on the benefits of ASHRAE Foundation supported activities; (Chapter Managed Scholarships, Endowed Scholarships, Research Endowments, YEA, ALI).

7. Develop support materials for TC members to encourage financial support in addition to their ongoing TC activities.

8. Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.  

9. Assist RP Staff to ensure twice monthly social media posts promoting the RP Campaign and various funds and programs supported by the RP Campaign. **See attached**

10. Focus on increasing the support of two of the Fund that are part of the RP Campaign due to special requests by ASHRAE and the affiliated Committees:  
    - Chapter Annual Scholarship Contributions - $25,000  
      **(YTD: $46,485)**  
    - YEA Annual Contributions - $25,000  
      **(YTD: $7,373)**
CHAPTER TECHNOLOGY TRANSFER COMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETING OF JANUARY 27-28, 2017

Members Present
Andrew Cochrane
Leslie Jonsson
Farhan Mehboob
Christopher Phelan
Daniel Robert
Tracey Jumper
Harris Sheinman
James Arnold
Maggie Moninski
Michael Cooper
Joseph Sanders
Michael Heinrich
Andrew Reilman
Heric Holmes
John Constantinide
Bing-Chwen Yang
Mohammad Al Tassi
Thursten Simonsen
Nathan Hart
Blake Ellis

Members Absent
Bjarne Olesen

Guests
Charles Hon
Nirmal Ram
Steve Piccolo
Christopher Mathis
David Eldridge
Ken Cooper
Michael Woodford
Douglas Zentz
Scott Wayland
Corey Metzger
Camine Saliba
William Dempsey
David Ballard
Farooq Mehboob
Cindy Callaway
Steven Faulkner
Samir Smeth
Audrey Dupuis

Staff
Chandrias Jacobs
Joyce Abrams

INFORMATION ITEMS

1. In response to referred Members Council Motion Spacecoast Chapter – Motion 7k (10/14/2016): That ASHRAE budget and allocate one Distinguished Lecturer visit per year to each ASHRAE section sponsored by region, beginning January 2017.

   Referred to the DL Subcommittee

2. The free annual CTTC Webcast, “Take Control: Using Analytics to Drive Building Performance.” Is scheduled to broadcast live on April 20, 2017 from 1-4 pm EDT. This year’s Webcast presenters are Mark Gallagher, Srinivas Katipamula, and Jim Meacham. Three Professional Development Hours (PDHs), three AIA Health, Safety, Welfare Learning Units (LU/HSW), and three GBCI Continuing Education Hours (CEs) may be awarded to participants who complete the online Participant Reaction Form by May 5, 2017. Chapters may earn 100 PAOE points by hosting the webcast.

   The pre-taped presentation segments will include opening remarks by ASHRAE President Tim Wentz. The live webcast will originate from the studios of Encompass Digital Media in Atlanta.

3. Viewers unable to participate in the live Webcast on April 20, 2017 may register to
view the On Demand program that will be available online until May 5, 2017. A conscious effort was made this year to promote the On Demand viewing of the Webcast with Members, Chapters, Regions, and other associations outside of the Eastern Time Zone, and therefore, cannot conveniently view the live broadcast. One way this was done was promoting the Webcast and the On Demand viewing with AASA at this meeting.

4. Mailings, articles, news releases, ads, brochures, and flyers have been prepared to promote the Webcast to ASHRAE Chapters, Members, past Webcast participants, and industry organizations. A free cell phone charging station was located outside of Registration at the Las Vegas meeting. The charging station featured a customized logo wrap, access to the ASHRAE Webcast page, the ASHRAE Membership video, as well as a link to other ASHRAE pages.

Details regarding registration, the presenters, the program, and a promotional media kit are available at [www.ashrae.org/webcast](http://www.ashrae.org/webcast). CTTC is requesting that Chapters use the materials in the media kit to promote the Webcast to Members and local industry organizations.

“Myths about Energy Efficiency” will be the subject of the April 2018 Webcast. The Webcast program title, format, and presenters will be selected by the 2017-18 Webcast Ad Hoc Subcommittee.

5. This year, because of an approved budget increase, the DL program was able to provide 195 allocated visits to the Chapters. Currently, 184 of the 195 allocated visits have been confirmed. The Chapters still have 11 common pool visits at their disposal, which are available on a first come, first served basis. An additional 52 non-allocated visits have also been scheduled and confirmed.

Eight of the 70 lecturers participating in the DL program this year are from countries outside of the U.S. and Canada – Argentina, Denmark, Malaysia, Mexico, Thailand, Sri Lanka, United Kingdom, and India. Ten lecturers speak and can present approved DL topics in a language other than English.

6. CTTC reviewed 10 DL nominees as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 74 DLs for the 2017-18 Society year. Six new DLs will begin two-year terms in July 2017. The DL Review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by the Chapters.

7. A DL “mixer” was held on Friday evening at the Las Vegas meeting. This event is the first of its kind and is the first time the DLs have been invited to come together for training, recognition, and interaction. CTTC is very excited that close to 30 DLs participated in this year’s mixer. The Committee plans to make this an ongoing event, to be held each year at the Society Winter Conference.
8. Forty-three Technology Award entries were submitted to this year’s Society-level competition. The Judging Panel selected seventeen projects for awards: seven first place, three second place, and seven honorable mention. First place entrants and building owner representatives were recognized at the Las Vegas meeting’s Plenary. Winning projects will be featured in the ASHRAE Journal and High Performing Buildings during 2017.

Attachments

Attachment B/A – Updated CTTC MBOs for 2016-17
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<thead>
<tr>
<th>MBO</th>
<th>Status</th>
<th>Due Date</th>
<th>Assigned To</th>
<th>MBO Comments</th>
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</thead>
<tbody>
<tr>
<td>1. Conduct a minimum of five encounters with a local chapter or a local event of Indoor Air Quality Association (IAQA)</td>
<td>Open</td>
<td>June 2017</td>
<td>All RVCs</td>
<td>Five encounters will increase our effort to foster collaboration with IAQA. This supports Strategic Plan 2.C: align with existing organizations. The Puget Sound Chapter and Southwest Florida Chapter have fostered collaboration with IAQA. Chair will send RVCs a request to track what collaboration efforts have been successful or conducted during the Fall to encourage Chapter Program Opportunities in the Spring. Region XI RVC to become liaison to IAQA as other RVCs are assigned to TCs.</td>
</tr>
<tr>
<td>2. Conduct a minimum of five encounters with a local chapter or a local event of Association for Facilities Engineering (AFE)</td>
<td>Open</td>
<td>June 2017</td>
<td>All RVCs</td>
<td>With several AFE Chapters in each ASHRAE Region, five encounters is a reasonable effort to foster collaboration. ASHRAE recently signed an MOU with AFE. This supports Strategic Plan 2.C: align with existing organizations. RVCs to review MOU in an effort to identify how to approach AFE Chapters in ASHRAE.</td>
</tr>
<tr>
<td>3. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region XII (South America), Region XIII, as well as, Region-at-Large</td>
<td>Closed</td>
<td>June 2017</td>
<td>All RVCs</td>
<td>Recent changes in the Tech Awards Judging Panel Criteria will insure international representation, but submissions will help us better understand how to better serve the global community with this program. This supports Strategic Plan Initiative 4: ASHRAE’s Role in the Global Community. A combined total of five Technology Award entries were received from Region XII and Region XIII.</td>
</tr>
<tr>
<td></td>
<td>Improve the effectiveness of preparing a Regional Speakers List and distributing it at CRCs to each CTT Chair in preparation for annual program planning</td>
<td>Open</td>
<td>June 2017</td>
<td>Member Services</td>
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<td></td>
<td>Right now this activity seems to be random in implementation. In the past, funding ...and a host of other concerns have kept us from implementing an online tool. It’s time to take fresh look at what could be a very valuable tool for Chapters. This supports Strategic Plan 3.D. develop a comprehensive portfolio of practical applications courses intended to be delivered through our grass roots organization.</td>
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<tr>
<td></td>
<td>Staff will request regional speaker and topic list from CEC meetings of current year in an effort to find more speakers or topics for the Chapters.</td>
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<tr>
<td></td>
<td>Obtain a minimum of one sponsor for the 2017 “Integrating Control Technology and Analytics for Optimal Building Performance” Webcast.</td>
<td>Open</td>
<td>March 2017</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td>Sponsorships offset the cost of developing and hosting the annual Webcast. Sponsors can reach engineering leaders and highlight their dedication to High Performing Buildings. The annual Webcast supports Initiative 3.A. to deliver technology to members in effective and meaningful ways.</td>
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</tr>
<tr>
<td></td>
<td>Communication made with sponsors will be followed up on by the Committee to retrieve background regarding how to approach sponsors in the future.</td>
<td></td>
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</tr>
</tbody>
</table>
ATTACHMENT C

CONFERENCES AND EXPOSITIONS COMMITTEE
Report to Members Council
From the Meeting of January 28, 2017

Members Present
Jon Cohen, Chair
David Claridge, Vice Chair
Dennis Alejandro
Vikrant Ante
Chris Balbach
Dimitris Charalambopoulos
Carrie Anne Crawford
Chuck Culin
Gary Debes
Jason DeGraw
Melanie Derby
Joe Firrantello
Jennifer Leach
Leticia Neves
James Liston
Kevin Marple
Cynthia Moreno
Corey Metzger
Alan Neely
Ann Peratt
Kimberly Pierson
Ashish Rakheja
Frank Schambach
Leon Shapiro
Sarah Maston, Consultant
Bill Klock, BOD ExO

Members Absent
Rocky Alazazi
Michael Collarini

Guests
Dave Fagotti
Karine Leblanc
Bill Harrison
Max Sherman
Theresa Weston
Mike Bilderbeck
Doug Cochrane

Staff
Tiffany Cox
Vicky Ruth
Tony Giometti

Members Present
Jon Cohen, Chair
David Claridge, Vice Chair
Dennis Alejandro
Vikrant Ante
Chris Balbach
Dimitris Charalambopoulos
Carrie Anne Crawford
Chuck Culin
Gary Debes
Jason DeGraw
Melanie Derby
Joe Firrantello
Jennifer Leach
Leticia Neves
James Liston
Kevin Marple
Cynthia Moreno
Corey Metzger
Alan Neely
Ann Peratt
Kimberly Pierson
Ashish Rakheja
Frank Schambach
Leon Shapiro
Sarah Maston, Consultant
Bill Klock, BOD ExO

Information Items
1. The 2017 ASHRAE Winter Conference technical program featured 22 conference paper sessions (81 conference papers presented), 1 poster session with 30 technical papers presented, 75 seminars, 7 workshops, 3 forums and 1 panel discussion. A bias disclosure statement for authors and presenters was implemented for the first time with this conference.

2. CEC approved the registration rates for the 2018 Winter Conference in Chicago and the 2018 Annual Conference in Houston as follows:
   - Member Pre-Registration: $535
   - Member Onsite: $695
   - Non Member Pre-Registration: $745
   - Non Member Onsite: $900
   - Member One Day: $270
   - Non Member One Day: $320
   - Speaker: $135

3. A student paper recognition program was launched at the 2017 Winter Conference. Certificates were presented to a top undergraduate student and graduate student and an honorable mention in each category. The program will be continued for the 2017 Annual Conference.
4. The following conferences took place between July 2016 and January 2017:
   - ASHRAE and IBPSA-USA 2016: Building Performance Modeling Conference, August 8-12, 2016, Salt Lake City, Utah. The conference was co-organized with IBPSA-USA for the second time. The conference was attended by 246 registrants and ASHRAE had a profit of $26,647.
   - IAQ 2016 Defining Indoor Air Quality: Policy, Standards and Best Practices Conference, September 12-14, 2016, Alexandria, Virginia. The conference was co-organized with AVIC. This was the first time ASHRAE organized a conference with AIVC. The conference was attended by 178 registrants and ASHRAE had a profit of $30,673.
   - International Conference on Efficient Building Design, September 22-23, 2016, Beirut, Lebanon. The conference was organized with the Munib and Angela Masri Institute of Energy and Natural Resources (MI) at AUB, The Department of Mechanical Engineering, AUB and the Lebanese ASHRAE Chapter for a second time. The conference was attended by 233 registrants. ASHRAE received $10,000 to cover the cost of staff time, the conference exchange system and paper prep.

5. The following specialty conferences are in process:
   - Second International Conference on Energy and Indoor Environment for the Hot Climates takes place February 26-27, 2017 in Doha, Qatar. It is being co-organized by ASHRAE, the Qatar Oryx Chapter and Qatar University for a second time. The conference theme is “Outdoor Cooling Technologies, Challenges, and Opportunities for the Hot Climates.” An attendance of 150 is anticipated.
   - Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors Conference takes place April 6-8, 2017 in Bangkok, Thailand. The conference is being co-organized by ASHRAE-IIR-UNEP-UNIDO. This is the first time ASHRAE has organized a conference with these organizations. The conference is being financially supported by UNEP. Registration is being capped at 250.
   - ASHRAE Building Performance Analysis Conference takes place Sept. 27-29, 2017, in Atlanta, Ga. It is formerly known as the ASHRAE Energy Modeling Conference, and includes expanded subject matter on non-energy building performance analysis and simulation to appeal to designers and architects. Currently, a call for presenters is open as well as the sign up for teams for the ASHRAE LowDown Showdown modeling competition – the third year of the event.
   - Second Developing Economies Conference takes place Nov. 10 and 11, 2017, in Delhi, India. The conference theme is “Trends, Opportunities and Challenges for the Built Environment in Developing Economies.” The conference is co-organized by ASHRAE, the ASHRAE India Chapter and ISHRAE. This is the first time ASHRAE has organized a conference with these organizations. A call for presenters is currently open.

6. The following specialty conferences are under consideration:
   a. Buildings Envelope Conference, December 2019, in Clearwater, FL. This has been a U.S. DOE supported and organized conference in the past. ASHRAE and Oak Ridge National Laboratory would be co-organizers with DOE intending to provide financial support.
   b. 2018 Joint ASHRAE and IBPSA-USA Conference.

7. Future Annual and Winter Conference Sites
   a. Annual, June 2017 – Long Beach
   b. Winter, January 2018 – Chicago
   c. Annual, June 2018 – Houston
   d. Winter, January 2019 – Atlanta
   e. Annual, June 2019 – Kansas City
   f. Winter, February 2020 – Orlando
   g. Annual, June 2020 – Austin
h. Winter, January 2021 – Chicago
i. Annual, June 2021 -- Phoenix
j. Winter, January 2022 – Las Vegas
k. Annual, June 2022 -- Toronto
l. Winter, February 2023 – Atlanta

MBO Update
Attachments
Attachment C/A (CEC MBOs for 2016-2017)

Respectfully submitted,

Jon Cohen, Chair
Conferences and Expositions Committee
Committee Objectives
Committee: Conferences and Expositions Committee
Year: 2016 - 2017
Chair: Jon Cohen
Vice Chair: David Claridge

<table>
<thead>
<tr>
<th>Objective</th>
<th>Planned Completion Date</th>
<th>Fiscal Impact</th>
<th>Responsible Party</th>
<th>Cost Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete work on Committee Guidance Documents and New Member Handbook.</td>
<td>June 2017</td>
<td>None</td>
<td>CEC Chair, Vice Chair, Past Technical Chairs &amp; Staff</td>
<td>None</td>
</tr>
<tr>
<td>2. Create and implement an Annual and Winter Conference Speakers list for the CTTC.</td>
<td>June 2017</td>
<td>None</td>
<td>CEC and Staff</td>
<td>None</td>
</tr>
<tr>
<td>3. Develop engagement data and develop ways to increase TC engagement.</td>
<td>June 2017</td>
<td>None</td>
<td>ExCom and Staff</td>
<td>None</td>
</tr>
<tr>
<td>4. Implement Basecamp as a communication tool for ExCom and CEC.</td>
<td>January 2017</td>
<td>None</td>
<td>ExCom and Staff</td>
<td>None</td>
</tr>
<tr>
<td>5. Develop and implement a grassroots strategy for the technical program to increase attendance at conferences and provide value to members.</td>
<td>6/1/2017</td>
<td>None</td>
<td>CEC and Staff</td>
<td>None</td>
</tr>
</tbody>
</table>
MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council

From the meeting of Saturday, January 28, 2017, Las Vegas, Nevada

Members
Jason Alphonso
Devin Abellon
Michelle Swanson
Lee Feigenbaum - Absent
Mark Lawrence
Robert Finkboner
Samir Sheth
Adam Dubblestein
Brandon James - Absent
Carrie Kelty
Chad Smith
Jonathan Smith
Erik Sanchez
Greg Fluter
Paula Hernandez
Wei-Dong Wang
Naseer Ahmed - Absent
Dennis Knight

Guests
Doug Fick
Bryan Holcomb
Drayton Stott
Mark Miller
Karine LaBlanc
Joyce Abrams
Audrey Dupuis
Marites Calad
Annie Smith
Kevin Baldwin
Mohamed Nabl

Staff
Daniel Gurley
Kristin Gokce

REFFERED MOTIONS:

San Diego Chapter – Motion 4h (10/14/2016):
That automatic renewal is an option on society’s website when renewing one’s membership.

Background: Membership delinquency is an ongoing and common problem. This will allow members to have their membership automatically renew when their membership is set to expire. By having this as an option it makes being a member easier as you no longer have to remember to renew your membership.

Fiscal Impact: $0 Website adjustment that can be performed by staff.

MP Committee Vote: 12-0-0 CNV, 4 absent

Motion Passes

Committee response: The MP Committee likes the idea, but currently the database system cannot handle the storage of credit card numbers and remain PCI compliance. Motion needs to go to Finance since MP does not agree with the fiscal impact.

National Capital Chapter – Motion 4b (10/14/2016):
That ASHRAE develop and maintain a Women in ASHRAE (WiA) subcommittee to the Society Membership Promotion Committee focused on both the promotion and retention of women in ASHRAE
related industries.

Background: The Women in ASHRAE affinity group was started in the Baltimore Chapter in 2012 in order to promote the retention of women in the building industry and increase membership retention within ASHRAE. Since then, the National Capital and Baltimore Chapters have hosted events which have proven effective in building relationships between ASHRAE members, promoting synergies with ASHRAE partnering organizations, increasing member activity within the chapter and promoting change within local companies. The National Capital Chapter saw an increase in membership during 2016 and of 43 members, 22 (51%) of those new members being women. Another measurable success for WiA programming in 2016 came from a local Virginia consulting engineering firm that revised and improved their maternity and paternity leave policy to foster employee retention. The lack of clarity from Society has left the responsibilities of this group up to the individual chapters and committee chairs, resulting in inconsistent agendas across chapters and minimal structure and support for those coming into the role.

Fiscal Impact: Maintaining WiA within an existing committee like Membership Promotion seems like an ideal way to move forward quickly with limited fiscal impact. Creation of materials for distribution, maintaining website content and additional staff resources are estimated at $3,300 for the initial inception and $1,800 per year thereafter.

Note from Members Council Staff: This motion was referred to MP to ensure awareness of these issues.

MP Committee vote: 0-11-1 CNV, 4 absent

Motion Failed

MP Committee Response: The MP Committee has already assigned the mission and vision reported in the Women in ASHRAE final ad hoc report to an existing subcommittee and is developing and implementing initiatives to follow the mission and vision as stated.

San Jose Chapter – Motion 4j (10/14/2016):
That an alert icon pops up when a member renews their membership that they are eligible for member advancement from Associate to Member at no extra cost.

Background: One of Membership Promotion focus is MEMBERSHIP ADVANCEMENT. Majority of the time, the member isn’t aware that they are eligible for membership advancement at no cost. The Membership Promotion (MP) Chair has to reach out to the member encouraging them to advance, then the member has to put effort to advance to full member. MP chair time can be more utilized to focus on retention or membership growth.

Fiscal Impact: $0 Website adjustment that can be performed by staff.

Note from Members Council Staff: This motion was referred to MP to determine if this is feasible. There have been ongoing issues with updating bios since it is self-reporting and would depend on the member’s input.

MP Committee Vote: 1-10-1 CNV, 4 absent

Motion Failed
MP Response: MP Committee agrees with the intent and has asked staff to take an action item to create a pop up during renewal to alert Associate members they may be eligible for advancement with a link to the criteria for advancement from associate to member and instructions how to update your bio.

Central Indiana Chapter – Motion 4d (10/14/2016):  
That the SmartStart Program be expanded to all postsecondary graduates within one year of their graduation.

Background: The goal is to entice new graduates to join ASHRAE and become lifelong members.

Fiscal Impact: Estimating 500 new members would join per year which would provide approximately $101,000 of additional membership revenue per year once they are paying the regular Associate Membership dues. There are approximately 5,000 student members. We estimate we could obtain 10% in new SmartStart members.

Note from Members Council Staff: It was noted that students tend not to join ASHRAE after graduation. Perhaps by offering the SmartStart Program, ASHRAE could possibly maintain a student’s membership for life.

MP Vote: 0-12-0 CNV, 4 absent

Motion Failed

MP Response: MP spoke with YEA and SA and do not agree with this motion as it goes against the original intent of SmartStart as a transition program from Student to Associate membership. The Affiliate membership is available to those younger members that were not student members.

Argentina Chapter – Motion 4m (10/14/2016):  
That Members Council addresses the membership application process for Student Branch Advisors, beginning July 1, 2017.

Background: This motion will use the existing membership application that is already available in multi-language format, and adds an SBA option. It will make it easier for SBA’s to apply for their position; the SBA will need to fill out this application; provide the required documentation; and mail or email to HQ for approval. This motion is intended to simplify the process.

It should be noted that the existing process is not working; especially when SBA’s are not already ASHRAE members. It is difficult and time consuming for prospective SBA’s to make international telephone calls, especially when they are “out-of-country” and non-native English speaking to make arrangements to start a student branch. One thing we forget sitting in the USA that when we leave the borders of the USA, an international phone call, even if we use a toll free number can cost a member up to $1-2.00 per minute; when you are a prospective SBA, that can be an obstacle. This motion will streamline our procedures and allow the process to work better.

Fiscal Impact: None.

Note from Members Council Staff: The online application has the SBA checkbox but the application is not in Spanish.
ATTACHMENT D

MP Vote: 0-12-0 CNV, 4 absent

MP Response: MP Committee agrees, and directed staff to quickly implement this. Student Activity staff will complete after the 2017 Winter Conference.

INFORMATION ITEMS:

1. Retention:

<table>
<thead>
<tr>
<th>As of December 31st</th>
<th>Total</th>
<th>Members Paid</th>
<th>Members Unpaid</th>
<th>Students Paid</th>
<th>Students Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>54,838</td>
<td>39,871</td>
<td>3,975</td>
<td>4,036</td>
<td>2,019</td>
</tr>
<tr>
<td>2017</td>
<td>56,435</td>
<td>36,103</td>
<td>4,072</td>
<td>5,822</td>
<td>2,424</td>
</tr>
</tbody>
</table>

a) The December 31, 2016 membership dashboard serves as ATTACHMENT D/B.
b) The developing economies membership program is in its seventh year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2016, there were a total of 2,255 (includes all new grades that were added) members participating.
c) The Retention Subcommittee is working has identified 3 regions that need a little assistance. Analysis will be performed, as well as talking with the DRCs to see what help can be provided. Society will be adding a new postcard series to new members to make sure they are aware of their benefits and will survey them 6 months into their membership to make sure we are meeting their needs.
d) The subcommittee is working in tandem with Recruitment to get the word out about #myashrae
e) Several membership recruitment initiatives with Marketing.

2. Chapter Chair Training & Development:
   a) MP had its first Centralized Training for 2016-2017 in Saint Louis with 28 chairs. The fall Centralized Training was in Atlanta on September 10 with 39 MP Chairs and the third International CT was at the MegaCRC in Bangkok with 19 MP Chairs.
   b) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE’s growth goal.
   c) Set a goal to obtain 172 MP Chairs identified on the CIQ by pushing the chapters early to get those positions filled.
   d) Set a goal to train a total of 110 MP Chairs at the Atlanta, Bangkok, and Long Beach CTs, about 52 short.

3. Recruitment:
   a) Identified top 10 performing chapters to find out their best practices and offer assistance to continue growth.
   b) Use this information to share with other chapters best practices they can utilize.

4. Member Communication:
   a. Assigned the Women in ASHRAE initiative to explore ways to expand diversity.
b. RVCs will share a regional highlights article in KeyNotes newsletter.
c. Investigate use of an App for membership/chapter purposes.

MBO Update:

The 2016-2017 MBO Document is Attachment D/C

Attachments:

Attachment A is the proposed RVC Visit Checklist (Report to Members Council – Las Vegas)
Attachment D/B is the December 31st Dashboard
Attachment D/C is the 2016-2017 MBO Update
### Membership Dashboard Legend

<p>| A   | The total number of all member grades, both paid and unpaid (Member, Associate, Affiliate, Student, Retired, Life, Developing Economy Member &amp; Associate, Developing Economy Affiliate, Developing Economy Retired, and Developing Economy Student) for the last three years by month |
| B   | The total number of paid and unpaid members in the $204 dues category (Member &amp; Associate) for the last three years by month |
| C   | The total number of paid members in each dues category for this month, last month, one year ago, and as a 12-month average, to include overall delinquents |
| D   | Net growth: the total number of members compared to last month to include new members and cancellations |
| E   | The total number of paid and unpaid members and students in each region, to include largest regional percentage and number growth |
| F   | The total number of paid and unpaid members in each industry area |
| G   | Total membership comparison of North America versus international |
| H   | Top membership countries in ASHRAE to include the total number of paid and unpaid members and students outside the USA |
| *   | Comparing delinquent numbers from month to month, an increase, yielding a positive value (example: current month 3,000, previous month 2,500) is not a “good” change. Growth in paid totals as a positive value is good. Growth in delinquent totals as a positive value is seen as negative. |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>Who</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Achieve membership net growth of 5% over 5Yrs per Startegic Plan - 2015-2020</td>
<td>ALL</td>
<td>AC 2020</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Increase retention of transitioning student to YEA members to 5%</td>
<td>5.98% MP R&amp;R, SA, YEA</td>
<td>AC 2017</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Maintain annual retention rate above 90%</td>
<td>92% MP R&amp;R, Staff</td>
<td>AC 2017</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Set specific net growth goals for each region and chapter</td>
<td>MP Leadership, RVCs, Staff</td>
<td>Aug 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Monitor growth against goal quarterly for each region and chapter</td>
<td>MP Leadership, RVCs, Staff</td>
<td>Quarterly</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Increase international growth by 2% of previous year</td>
<td>2.10% MP Leadership, RVCs, Staff, BOD</td>
<td>AC 2017</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Maintain North American membership growth of at least 1% through greater visibility with industry leaders &amp; companies.</td>
<td>1.30% MP Leadership, RVCs, Staff, BOD</td>
<td>AC 2017</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

2. Expand Training to equip MP chairs to meet net growth target

<table>
<thead>
<tr>
<th>Description</th>
<th>Who</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention</td>
<td>MP T&amp;D, Staff</td>
<td>AC 2017</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Plan Centralized Training in Atlanta in September 2016</td>
<td>MP Leadership, T&amp;D, Staff</td>
<td>Aug 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Train 35 MP Chairs in Atlanta in September 2016</td>
<td>39 MP Leadership, T&amp;D, Staff</td>
<td>Sept 2015</td>
<td>Complete</td>
</tr>
<tr>
<td>Train 15 MP Chairs at CRC in Bangkok in August 2016</td>
<td>19 MP Leadership, T&amp;D, Staff</td>
<td>Aug 2016</td>
<td>Complete</td>
</tr>
<tr>
<td>Plan Centralized Training at 2017 annual conference - Long Beach</td>
<td>MP Leadership, T&amp;D, Staff</td>
<td>WC 2016</td>
<td>D3, S3 &amp; S4</td>
</tr>
<tr>
<td>Train 75 MP Chairs at 20117 annual conference</td>
<td>MP Leadership, T&amp;D, Staff</td>
<td>AC 2017</td>
<td>D3, S3 &amp; S4</td>
</tr>
<tr>
<td>Maintain MP chairs at a level of 90% or above (173 out of 181)</td>
<td>95% MP R&amp;R, RVC's</td>
<td>AC 2016</td>
<td>D3, S3 &amp; S4</td>
</tr>
</tbody>
</table>

- Make use of returning chairs' experience to strengthen knowledge base of best practices at each Centralized Training meeting
  - MP, Staff
  - AC 2017
  - Ongoing
  - D3, S3 & S4

**MP Leadership = MP Chair, Vice Chairs**

**MP R&R = Recruitment & Retention Subcommittees**

**MP T&D = Chapter Chair Training & Development Subcommittee**
# Student Activities Report to Members Council

From the meeting of January 28, 2017, Las Vegas, NV

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Guest</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Marcks, Chair</td>
<td>Stephanie Mages</td>
<td>Katie Thomson</td>
</tr>
<tr>
<td>Bill Simpson, Vice Chair</td>
<td>Chris Reilly</td>
<td></td>
</tr>
<tr>
<td>Steve Sill, Region I</td>
<td>Kevin Summers</td>
<td></td>
</tr>
<tr>
<td>Ben Oliver, Region II</td>
<td>Adam Parker</td>
<td></td>
</tr>
<tr>
<td>James Piscopo, Region III</td>
<td>Allison Kwok</td>
<td></td>
</tr>
<tr>
<td>Megan Tosh, Region IV</td>
<td>Samad Gharehdaghi</td>
<td></td>
</tr>
<tr>
<td>Janice Means, Region V</td>
<td>Mitesh Kumar</td>
<td></td>
</tr>
<tr>
<td>Eric Sturm, Region VI</td>
<td>Carrie Kelty</td>
<td></td>
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<tr>
<td>Vaughn Nichols, Region VII</td>
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<tr>
<td>Chris Ahne, Region VIII</td>
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<tr>
<td>Kevin Ainsworth, Region IX</td>
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<tr>
<td>Adam Davis, Region X</td>
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<tr>
<td>Jared Larson, Region XI</td>
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<tr>
<td>Florentino Roson Rodriguez, Region XII</td>
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<tr>
<td>Sam Hui, Region XIII</td>
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</tr>
<tr>
<td>Michel Hayek, R-A-L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Brandemuehl, ABET BOD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mansour Zenouzi, ABET ETAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robin Bryant, SAC Consultant</td>
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<td></td>
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<tr>
<td>Joe Chin, SAC Consultant</td>
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<tr>
<td>Mr. Erich Binder, BOD, ExO</td>
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</tbody>
</table>
Referred Motions

**Wichita Chapter – Motion 4g (10/14/2016):**
That ASHRAE Society explore options to become a national sponsor of Science Olympiad.

Background: Science Olympiad is a K-12 Science competition that was founded in 1982 in Delaware & Michigan and has grown to become the largest Science Competition in the United States with over 7,500 competing schools in all 50 states. Competitions begin with local invitational then begin in earnest at regional events before moving to State Tournaments and culminate in the top 60 teams competing in the National Tournament which is held at rotating Universities throughout the country.

Competitions consist of over 46 events in each tournament covering subjects such as engineering, robotics, physics, biology, chemistry, geology, etc. Many participants go on to careers in Engineering and other science related fields. Establishing the ASHRAE brand at K-12 level helps grow awareness of our industry in students who are already interested in science related activities and should help in getting a number of them to pursue the HVAC industry in college and beyond. Awareness is key at this age. With ASHRAE trying to expand its brand and be involved in STEM education this is a great program to become involved in. Sponsorships usually are made based on monetary donations but can also be made with partnership pledges of support such as volunteers. With the large base of ASHRAE members across the country the latter should be an easy way to help. Current National sponsors include: Lockheed Martin, DuPont, Texas Instruments and other companies like Ace Hardware and even organizations like the National Marine Society. There are many levels of sponsorships down to specific event sponsorships or even donations of prizes or scholarships.

Jennifer Kopach is a contact with the organization which is headquartered near Chicago, IL. Sean Miller of the Wichita Chapter has been involved in the regional, state and national levels of competitions for over 20 years and can help provide introductions to the National office if needed.

Fiscal Impact: Depends on level of sponsorship that ASHRAE is comfortable with after discussion with Science Olympiad.

Note from Members Council Staff: According to the website, the Science Olympiad is U.S. only and is run state-by-state or region-by-region: [https://www.soinc.org/background](https://www.soinc.org/background). Apparently Science Olympiad is just starting to reach out for support and seems to be doing so at the local level, mostly with Science Olympiad alumni: [https://www.soinc.org/support_so](https://www.soinc.org/support_so). Perhaps ASHRAE Chapters could become involved at the local level. It may be possible for chapters to use the Chapter Opportunity Fund for this type activity.

Response to Members Council: **MOTION Passed 15-0-0, CNV**

Committee Response: The sub-committee endorses the motion and has asked staff to explore the sponsorship options available.

**Argentina Chapter – Motion 4n (10/14/2016):**
That the Student Activities Committee translate the (1) student branch manual for operation, (2) instructions how to become a student branch advisor (SBA), (3) instructions about how to fill out the
forms and apply to become an SBA, (4) “what supporting documentation is required to be produced and sent with the application,” into the Spanish and Portuguese languages, and posted on the ASHRAE website, beginning July 1, 2017.

Background: We are a global society and we need to continue to serve the needs to our global community and make it easier to communicate to our prospective members. Student members are our future. Our growth is very big in the Latin American demographic so we need to make it easier to SBA’s to apply and understand their job description. This makes it easier for SBA’s in South America and Europe that speak Spanish and Portuguese who are not fluent in English and/or to apply for their position, especially when they are not already ASHRAE members.

Fiscal Impact: Cost of translation estimated at $5,000.

Response to Members Council: MOTION Passed 15-0-0, CNV

Committee Response: The sub-committee endorses the motion and understands the need for the documentation to be translated. It was discussed that this could not be achieved before July 1 but that staff would explore the costs involved and the budget available.

**Chennai Chapter – Motion 4q (10/14/2016):**
That Society apportions a specific part of the Student Project and Scholarship fund to the Student chapters of RAL.

Background: ASHRAE spends a significant amount for Student projects and scholarships. RAL has the highest growing student community in ASHRAE.

The Academic year in most of the countries of RAL are slightly different from that of the USA. Hence the timelines and also the criteria specified are not suitable for the students in these countries. Hence the move to apportion a specific part of the grant to students of RAL. Criteria suitable to student chapters of RAL to be framed and decided by DRC and his/her team. This will benefit a large student community of RAL which would not only popularize & HVAC & R but also help the industry to attract best students to join.

Fiscal Impact: Nil.

Committee Response: The committee needs further information regarding this motion. As it’s currently written the intent is not clear. The committee would like the Chennai chapter to reword the motion using the ASHRAE verbiage to clearly state what student project means, what apportion of it should be allocated to RAL, and what role the DRC and student branches would have.

**Central Indiana Chapter – Motion 4d (10/14/2016):**
That the SmartStart Program be expanded to all postsecondary graduates within one year of their graduation.

Background: The goal is to entice new graduates to join ASHRAE and become lifelong members.
Fiscal Impact: Estimating 500 new members would join per year which would provide approximately $101,000 of additional membership revenue per year once they are paying the regular Associate Membership dues. There are approximately 5,000 student members. We estimate we could obtain 10% in new SmartStart members.

Note from Members Council Staff: It was noted that students tend not to join ASHRAE after graduation. Perhaps by offering the SmartStart Program, ASHRAE could possibly maintain a student’s membership for life.

Response to Members Council: MOTION Defeated 17-0-0, CNV

Committee Response: The Student Activities Committee does not recommend expanding the SmartStart program to recent graduates who were not Student Members of ASHRAE. The SmartStart program is an incentive to students to join ASHRAE prior to graduation & encourages their membership. Expanding the program to those who were never student members would eliminate this incentive.

This committee does, however, acknowledge that this is the not the first time a motion requesting this expansion has come to Members Council. There are many members of our industry who do not learn about ASHRAE until after they have graduated college and want the opportunity to participate in SmartStart while they are still a recent graduate & struggling to pay full member dues. Affiliate membership does not give them the opportunity to volunteer or receive the Handbook and these members are disadvantaged relative to their peers who had awareness of ASHRAE in college. It is our recommendation that the YEA Committee explore options to address the needs of these young members outside of modifying membership grades and options.

Argentina Chapter – Motion 4m (10/14/2016):
That Members Council addresses the membership application process for Student Branch Advisors, beginning July 1, 2017.

Background: This motion will use the existing membership application that is already available in multi-language format, and adds an SBA option. It will make it easier for SBA’s to apply for their position; the SBA will need to fill out this application; provide the required documentation; and mail or email to HQ for approval. This motion is intended to simplify the process.

It should be noted that the existing process is not working; especially when SBA’s are not already ASHRAE members. It is difficult and time consuming for prospective SBA’s to make international telephone calls, especially when they are “out-of-country” and non-native English speaking to make arrangements to start a student branch. One thing we forget sitting in the USA that when we leave the borders of the USA, an international phone call, even if we use a toll free number can cost a member up to $1-2.00 per minute; when you are a prospective SBA, that can be an obstacle. This motion will streamline our procedures and allow the process to work better.

Fiscal Impact: None.

Note from Members Council Staff: The online application has the SBA checkbox but the application is not in Spanish.
Response to Members Council: **MOTION Passed 15-0-0, CNV**

Response to Members Council: The post-high subcommittee proposed that a solution to this motion would be to utilize FormSite to create a SBA membership application similar to the process for SmartStart membership. An action item was assigned to staff and this should be complete by July 1, 2017.

### Action Item Summary

#### EXCOM Action Items:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person(s) Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start looking for successors in subcommittee chair positions and send the names to Russ</td>
<td>Committee Chairs</td>
<td>June 2017</td>
</tr>
<tr>
<td>Develop RVC SA training and CRC training</td>
<td>Centralized Training Subcommittee/Joe Chin</td>
<td>June 2017</td>
</tr>
</tbody>
</table>

#### Grants Action Items:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person(s) Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review application form and scoring rubric guidelines</td>
<td>Grants Subcommittee/Staff</td>
<td>June 2017</td>
</tr>
<tr>
<td>Develop guidelines for application and scoring rubric to provide clarity</td>
<td>Student Activities Committee/Staff</td>
<td>December 2017</td>
</tr>
</tbody>
</table>
### ABET Action Item

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person(s) Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the ASHRAE body to approve proposed updates to program criteria</td>
<td>Brandemuehl and Binder</td>
<td>June 2017</td>
</tr>
<tr>
<td>Identify ASHRAE student branches affiliated with academic programs for which ASHRAE has ABET program responsibility</td>
<td>Zenouzi and Thomson</td>
<td>June 2017</td>
</tr>
<tr>
<td>Develop a Forum for the Long Beach meeting program to solicit Society input and to explore the broader issues of accreditation in the HVAC industry</td>
<td>Brandemuehl</td>
<td>June 2017</td>
</tr>
<tr>
<td>Explore an article in Insights or the Journal to solicit Society input.</td>
<td>Brandemuehl</td>
<td>June 2017</td>
</tr>
</tbody>
</table>

### K-12/STEM Action Items:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person(s) Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote STEM kits to Chapters</td>
<td>K-12/STEM Subcommittee</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Make improvements to Student Zone</td>
<td>K-12/STEM Subcommittee/Staff</td>
<td>June 2017</td>
</tr>
<tr>
<td>Raise awareness of ASHRAE’s K-12/STEM activities and encourage chapters to complete activity report</td>
<td>Student Activities Committee/Staff</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Continue to explore gamification</td>
<td>Chris Ahne/Staff</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
Post High Action Items:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person(s) Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deactivate branches that do not submit annual report</td>
<td>Staff</td>
<td>June 2017</td>
</tr>
<tr>
<td>Develop an online SBA membership application form via FormSite</td>
<td>Staff</td>
<td>June 2017</td>
</tr>
<tr>
<td>Explore options for translating student branch material</td>
<td>Staff</td>
<td>June 2017</td>
</tr>
<tr>
<td>Review post high material/website and make improvements</td>
<td>Post-High subcommittee/Staff</td>
<td>June 2017</td>
</tr>
</tbody>
</table>

Design Competition Action Items:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person(s) Responsible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalize 2018 Design Competitions</td>
<td>Design Competition Subcommittee</td>
<td>May 2017</td>
</tr>
<tr>
<td>Ensure the 2018 competition information (drawings and OPR) is uploaded to the website by July 1st.</td>
<td>RVCs/Staff</td>
<td>July 2017</td>
</tr>
<tr>
<td>Release the 2019 design competition information early to allow southern hemisphere schools to compete</td>
<td>Design Competition Subcommittee and Student Activities Consultant</td>
<td>January 2019</td>
</tr>
</tbody>
</table>

1) **Subcommittee Reports**
   a) Executive Committee:
      Student Members
      - The total number of student members as of December 31, 2016 is 8,246. (12.8% increase)
        - December 31, 2015 is 7,312
- December 31, 2014 is 6,072
- December 31, 2013 is 6,271
- December 31, 2012 is 6,143
- December 31, 2011 is 6,482
- December 31, 2010 is 6,315

*These numbers are of active students and students in grace*

- Centralized training will be held at the same location as MP CT on the Sunday of the Annual Meeting.
- RVC training material is being developed along with CT and CRC materials.

b) Grants Subcommittee

- 46 applications have been submitted.
- Budget for this year is $128,000. In that budget the top 2 schools travel expenses must be included.
- 5 Judges scored the applications, the top 26 schools out of 46 will receive a grant not exceeding $5,000 for a total of $118,200 out of $201,508 requested from the 46 applicants.
- Some applications had questionable expenses so staff will ask for clarification. If they cannot make the project work with the cut backs, then then an alternate from a list of reserves will be chosen.
- The grants will be announced in February and the subcommittee agreed to invite the two top schools (Ryerson University and Oklahoma State University) to the next winter meeting to give presentations to the students attending.
- Continuous improvement of the scoring rubric for grants and application form
- Implement strategies for raising the profile of grants, increasing the number of applications.
- Develop guidelines for application and scoring rubric to provide clarity on what is allowed and how to evaluate the applications.

c) ABET Subcommittee Report

- The subcommittee has been tasked with developing updates to the ASHRAE program criteria for “Air Conditioning, Refrigerating, Heating and Ventilating Engineering Technology and Similarly Named Programs”, which have not been revised in the memory of anyone associated with the subcommittee.
- Mansour Zenouzi and David Cassel reported on their activities in the past year.

d) K-12/STEM Subcommittee Report

- The K-12/STEM Subcommittee recommended to Honors and Awards that the Youth Outreach Award be given to James Martin. The award needs to be promoted by RVCs to ensure one nomination per region next year.
• Honorary Student Membership Cards are being developed for volunteers to leave with students after a school visit.
• Discussed website improvements for the Student Zone for ASHRAE members and K-12 students.
• Continuous improvement to promoting K-12/STEM activities at Regional and Chapter levels.
• Remind chapters to use STEM Champion that is indicated on CIQ (MBO Item)
• RVCs from RAL, Region XII, and Region XIII to poll chapter SACs to ask the following questions.
• Continue to explore gamification by scheduling a web meeting with Stride Academy, Erich Binder, Steve Comstock, and Joyce Abrams. The meeting would have a demo of the software, expectations by both parties, and next steps.

E. Post High Subcommittee Report

• The Student Program for the Winter Meeting is Attachment A.
• There were zero nominations for the Student Activities Achievement Award. RVCs need to promote the award more next year.
• Student branch status and financial reports which are deemed mandatory for a branch to be considered “active” will be enforced again this year. This will improve the information of active/inactive branches.
• BEQ course has been developed and RVCs should recommend Student Branches who could pilot the course at their university.

Student Membership

a. Total Numbers – 8,246 (includes students in grace) as of December 31, 2016
b. Branches – 31 New Branches

<table>
<thead>
<tr>
<th>Region</th>
<th>Student Branch</th>
<th>Location</th>
<th>Sponsor Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAL</td>
<td>Marathwada Mitra Mandal's College of Engineering (MMCOE), Pune</td>
<td>Pune, India</td>
<td>Pune</td>
</tr>
<tr>
<td>XII</td>
<td>Belo Horizonte</td>
<td>Belo Horizonte, Minas Gerais, Brazil</td>
<td>Brasil</td>
</tr>
<tr>
<td>XII</td>
<td>AR ASH SUSTENABLE</td>
<td>Chicago, IL</td>
<td>Argentina</td>
</tr>
<tr>
<td>VI</td>
<td>Illinois Institute of Technology</td>
<td></td>
<td>Illinois</td>
</tr>
<tr>
<td>RAL</td>
<td>Annamalai University</td>
<td>Chidambaram, India</td>
<td>Chennai</td>
</tr>
<tr>
<td>XII</td>
<td>LEED 1</td>
<td>Buenos Aires, Argentina</td>
<td>Argentina</td>
</tr>
<tr>
<td>RAL</td>
<td>Institution Name</td>
<td>Location</td>
<td>Country</td>
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</tr>
<tr>
<td>RAL</td>
<td>University College of Engineering, Nagercoil</td>
<td>Nagercoil, India</td>
<td>Chennai</td>
</tr>
<tr>
<td>RAL</td>
<td>University of Bahrain</td>
<td>Essa Town, Bahrain</td>
<td>Bahrain</td>
</tr>
<tr>
<td>RAL</td>
<td>Heriot-Watt University Dubai</td>
<td>Dubai, UAE</td>
<td>ASHRAE Falcon</td>
</tr>
<tr>
<td>X</td>
<td>University of California, Davis</td>
<td>Davis, CA</td>
<td>Sacramento Valley</td>
</tr>
<tr>
<td>XII</td>
<td>Universidad Nacional de Avellaneda (UNDAV)</td>
<td>Buenos Aires, Argentina</td>
<td>Argentina</td>
</tr>
<tr>
<td>RAL</td>
<td>Amity University Dubai</td>
<td>Dubai, UAE</td>
<td>ASHRAE Falcon</td>
</tr>
<tr>
<td>I</td>
<td>Binghamton University</td>
<td>Binghamton, NY</td>
<td>Twin Tiers</td>
</tr>
<tr>
<td>XIII</td>
<td>Technological and Higher Education Institute of Hong Kong (THEi)</td>
<td>Hong Kong, China</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>XIII</td>
<td>Far Eastern University (FEU) Institute of Technology</td>
<td>Manila, Philippines</td>
<td>Philippines</td>
</tr>
<tr>
<td>IX</td>
<td>Ozarks</td>
<td>Springfield, MO</td>
<td>Ozarks</td>
</tr>
<tr>
<td>RAL</td>
<td>Rajagiri School of Engineering and Technology</td>
<td>Chittethukara, India</td>
<td>Chennai</td>
</tr>
<tr>
<td>XIII</td>
<td>Technological Institute of the Philippines-Quezon City</td>
<td>Manila, Philippines</td>
<td>Philippines</td>
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<tr>
<td>XII</td>
<td>Porto Alegre</td>
<td>Porto Alegre, Brasil</td>
<td>Brasil</td>
</tr>
<tr>
<td>V</td>
<td>Indiana university - Purdue University, Indianapolis (IUPUI)</td>
<td>Indianapolis, Indiana</td>
<td>Central Indiana</td>
</tr>
<tr>
<td>RAL</td>
<td>Manipal University Jaipur</td>
<td>Jaipur, India</td>
<td>India</td>
</tr>
<tr>
<td>XII</td>
<td>Valencia College</td>
<td>Orlando, FL</td>
<td>Central Florida</td>
</tr>
<tr>
<td>VI</td>
<td>College of Dupage (COD)</td>
<td>Glenn Ellyn, IL</td>
<td>Illinois</td>
</tr>
<tr>
<td>RAL</td>
<td>Government College of Technology (GCT) Swabi</td>
<td>Swabi, Pakistan</td>
<td>Northern Pakistan</td>
</tr>
<tr>
<td>RAL</td>
<td>Karunya University</td>
<td>Tamil Nadu, India</td>
<td>Chennai</td>
</tr>
<tr>
<td>RAL</td>
<td>Faiz-ul-Islam Training Institute Faizabad</td>
<td>Rawalpindi, Pakistan</td>
<td>Northern Pakistan</td>
</tr>
</tbody>
</table>
### Design Competition Subcommittee Report

- 200 students have registered for the Design Competition (Up from 120 at this time last year)
- Approximately 140 schools are represented.
- Representatives from the 14 winning teams attended the 2017 Winter Meeting Student Program to accept awards.
- The sub-committee reviewed the current progress of the writing of the 2018 Design Competition. Dates were set by the subcommittee to ensure the submissions are uploaded on the website by July 1st.
- The sub-committee will explore incorporating developing economies into the AEC.
- The sub-committee will attempt to release the 2019 design competition information early enough (by January 1) to allow southern hemisphere schools to compete.

### Other Business

A. The Chair reviewed the status of this year’s MBO’s (attachment B).
B. The 2017-18 PAOE points were discussed by the committee and revisions are in attachment C.
Get the 2017 ASHRAE Winter Conference App

#myashrae

Share what your ASHRAE life is like with #myashrae. Whether you're at the meeting, out with friends, or home on the couch, snap a pic and show us your #myashrae.

Questions?
Katie Thomson
Assistant Manager of Student Activities
kthomson@ashrae.org

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**Saturday, January 28**

1:30 – 2:00 Student Welcome & Orientation

Ashgabat C1/F

Hazel Hambright and Megan Ivan will explain what to expect while at the conference, and break down the technical sessions available to you, which will help you find your area of interest.

2:10 – 5:30 Plenary Sessions

Palace E/F/G

Award-winning rockstar Assistant AIA President will speak about the power of design and the importance of fostering a culture of collaboration, innovation, and people who can think outside the box. AIA President will then comport with data analytics and address the implications of the above.

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**Sunday, January 29**

9:00 – 11:30 Student Program

Milton E/F

9:00 – 9:15 Student Program Overview

9:15 – 10:00 Welcome from Society President Tim Wynn

9:45 – 10:15 Professional Networking Sessions

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**Monday, January 30**

**Recommended Technical Sessions**

8:00 – 9:30

• Session 20: Green Tips: On-Demand Automation & Session 51: The TEA Debate

9:45 – 11:00

• Session 21: Zero-Net Energy Buildings: Model and Predict

11:00 – 12:30

• Conference Paper Session 1: B-HQ in The Automobile Industry

12:30 – 2:15

• Session 22: Fire and Safety Engineers Have Learned Since The NSA Branch Punched Las Vegas And What Are They Preparing For Fire and Life Safety Codes and Applications

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**Tuesday, January 31**

**Student Branch Activities**

10:00 – 12:30 Student Welcome

12:30 – 2:15

• Session 23: Fire Protection of Cold-Formed Steel..."A Must-Attend" Seminar!

2:15 – 3:30

• Session 24: Code of the Century: Visit the Las Vegas Convention Center to Attend the "Code of the Century" Seminar

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**Student Branch Activities**

1:30 – 3:00

• Session 25: Special Session: The Art and Science of Designing a Building With Sustainability in Mind

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**Student Branch Activities**

10:00 – 12:30 Student Welcome

12:30 – 2:15

• Session 26: Code of the Century: Visit the Las Vegas Convention Center to Attend the "Code of the Century" Seminar

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**Student Branch Activities**

1:30 – 3:00

• Session 27: Special Session: The Art and Science of Designing a Building With Sustainability in Mind

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**Student Branch Activities**

10:00 – 12:30 Student Welcome

12:30 – 2:15

• Session 28: Code of the Century: Visit the Las Vegas Convention Center to Attend the "Code of the Century" Seminar

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**Student Branch Activities**

1:30 – 3:00

• Session 29: Special Session: The Art and Science of Designing a Building With Sustainability in Mind
## 2016-2017 MBO’s Student Activities Committee
**Russell Marcks, Chair**

<table>
<thead>
<tr>
<th>MBO #</th>
<th>Description</th>
<th>Who</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Review Design Competition</strong></td>
<td>Student Design</td>
<td>Winter Meeting 2017</td>
</tr>
<tr>
<td></td>
<td>a. Develop new Applied Engineering Challenge project and incorporate the Presidential Theme.</td>
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<tr>
<td></td>
<td>b. Review / Modify the ‘Openness’ of the AEC</td>
<td></td>
<td>Winter Meeting 2017</td>
</tr>
<tr>
<td></td>
<td>c. Determine a general judging process for the AEC</td>
<td></td>
<td>Summer Meeting 2017</td>
</tr>
<tr>
<td>2</td>
<td><strong>Increase the number of K-12 school visits</strong></td>
<td>K-12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Promote the STEM Champion chapter position in the student activity team through RVC (at CRC)</td>
<td></td>
<td>Continuing</td>
</tr>
<tr>
<td></td>
<td>b. Continue the promotion of classroom visitations through the RVC (at CRCs) and local chapter SA Chairs to general membership. Illustrate to membership how important and easy it is to conduct a K-12 classroom visit by performing a hands-on activity</td>
<td></td>
<td>Continuing</td>
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<tr>
<td></td>
<td>c. Continue development of STEM Activity kits</td>
<td></td>
<td>Continuing</td>
</tr>
<tr>
<td></td>
<td>d. Clarify relationship with STEM Scouts and develop relationship if appropriate</td>
<td></td>
<td>Deactivated</td>
</tr>
<tr>
<td></td>
<td>e. Make connections with at least one other organization with STEM related activities in each Region to create a partnership and combined effort</td>
<td></td>
<td>Continuing</td>
</tr>
<tr>
<td></td>
<td>Improve Senior Undergraduate Project Grant Program visibility amongst all members</td>
<td>Grants</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>a. Highlight and promote the Grants program by inviting two grant recipients to present at the Winter Conference Student Program</td>
<td>Winter Meeting 2017</td>
<td></td>
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<tr>
<td></td>
<td>b. Identify and test new, creative ways to increase student contact of Grant program</td>
<td>Continuing through 2016-2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Concentrate on promoting the grants program to two-year schools</td>
<td>Winter Meeting 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Increase number of new student branches with a goal of one new or reactivated branch per region</strong></td>
<td>All</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>a. Provide RVC’s with information regarding student branches that have disbanded in the past 5 years so that they can encourage chapter follow up for reinstatement.</td>
<td>September 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Review the current materials available to SA chairs to help with establishing new branches. Discuss with chairs that have recently established branches and have them provide feedback on any additional materials or information that may be required</td>
<td>Winter Meeting 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Increase Student retention to 7.5%</strong></td>
<td>Post High</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>a. Work with MP to determine tracking process with SmartStart (i.e.: Exit Interview) to help define the number of students that transfers vs. graduates.</td>
<td>Post High with MP</td>
<td>Summer Meeting 2017</td>
</tr>
<tr>
<td></td>
<td>b. Continue to collaborate with YEA and MP. Communication and coordination through conference calls and face to face meetings at the winter and annual meeting with YEA and membership committee</td>
<td>Continuing through 2016-2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Review current promotional material (including posters and video) and develop new material that will be attractive to students.</td>
<td>Post High K12</td>
<td>Winter Meeting 2017</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td><strong>Student Activities Committee General</strong></td>
<td>Committee</td>
</tr>
<tr>
<td>---</td>
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<td>------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>a.</td>
<td>Each member (RVCs and Vice Chair) shall complete MBOs and then measure against their MBO at the winter meeting and by continuing reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Ensure current branches submit their reports</td>
<td></td>
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</tr>
<tr>
<td>c.</td>
<td>Modify K-12 Subcommittee name including various awards, etc.</td>
<td>K-12</td>
<td>Winter</td>
</tr>
<tr>
<td>d.</td>
<td>Work with ABET subcommittee to better integrate them into SAC and to recruit more ASHRAE PEVs</td>
<td>SAC Post High ABET</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Promote ASHRAE to other degree programs such as Architectural, Arch Eng, Civil, Construction Mgt, Energy, etc.</td>
<td>Post High</td>
<td>Continuous</td>
</tr>
<tr>
<td>f.</td>
<td>Promote HVAC industry and better support Community College and Technical school involvement</td>
<td>Post High K-12</td>
<td>Continuous</td>
</tr>
<tr>
<td>g.</td>
<td>Promoting BEQ throughout colleges &amp; universities via Design Competitions, etc.</td>
<td>Post High Dsgn Comp</td>
<td>Continuous</td>
</tr>
<tr>
<td>h.</td>
<td>Promote all SA Awards to Chapters through RVC (at CRC). Concentrate on K-12/STEM Leadership Award and Youth Outreach Award and raise the level of awareness</td>
<td>All</td>
<td>Continuing</td>
</tr>
<tr>
<td>i.</td>
<td>Complete the Student Branch Advisor / Student Branch Officer Best Practices guide</td>
<td>Post High</td>
<td>Winter Meeting 2017</td>
</tr>
<tr>
<td>j.</td>
<td>Review and develop new program criteria for college level HVAC programs</td>
<td>ABET</td>
<td>Winter Meeting 2018</td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td>Excom</td>
<td>Summer meeting</td>
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<td>---</td>
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<tr>
<td>7</td>
<td>a. Review the effectiveness of the newly developed SA centralized training. Modify the presentation and training as required</td>
<td></td>
<td>Continuous</td>
</tr>
<tr>
<td></td>
<td>b. Consider two tracks for CT (New vs. Returning)</td>
<td></td>
<td>Winter Meeting 2017</td>
</tr>
<tr>
<td></td>
<td>c. Increase the attendance at SA Centralized training by 30%. This will require support from the DRCs &amp; RVCs to stress the importance of the training the SA Chair</td>
<td></td>
<td>Summer Meeting</td>
</tr>
<tr>
<td></td>
<td>d. Redefine the CRC training to have a more hands on and applied format customize to each region.</td>
<td></td>
<td>Consultant assigned to review</td>
</tr>
</tbody>
</table>

**Attachment C: PAOE Recommendations**

- 50 points for conducting a joint K-12 STEM activity with representatives of other societies. (50 points per joint activity, 300 points maximum)
- 50 points for sponsoring a student member to attend the ASHRAE Winter Meeting (300 point maximum)
- Add STEM to the K-12 category
- Provide description of the K-12/STEM Leadership Award: * This is a pass through award presented at the CRC by the RVC-SA. Criteria for the award is for all Chapter Officers plus the K-12/STEM Champion to attend and participate in at least one K-12/STEM event. If the chapter does not have a K-12/STEM Champion, then the SAC chair must attend.
YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE
Report to Members Council
From Meeting of January 28, 2017, Las Vegas, Nevada

Members Present
Caleb Haynes, Chair
Jake Kopocis, Vice Chair
Chonghui (CL) Liu, Region I
Audrey Dupuis, Region II
Stephanie Kunkel, Region III
Lee Huffines, Region IV
Jake Taylor, Region V
Shona O’Dea, Region VI
Andrew Myers, Region VII
Vanessa Freidberg, Region VIII
Heather Schopplein, Region X
Jake Kopocis, Region IX
Greg Jernstrom, Region XI
Kathleen Simpson, Region XII
Rupesh Iyengar, Region XIII
Ioanna Deligkiozi, RAL
Chris Gray, Consultant
Bill Simpson, SA Liaison
Devin Abellon, MP Liaison
Erich Binder, BOD Ex-Officio
Mich Swedler, Director At-Large

Members Absent
Rhiannon Masterson, Staff
Rob Hoadley (YEA LU)
Petros Dalavouras
Mitesh Kumar
Lindsey King
Doug Cochrane
Carine Saliba
Kit Fransen
Adam Parker
Annie Smith
Kevin Summers
Emilia Targonska
Samir Sawya
Anoop Peediayarkan
Kris Tan (YEA LU)
Will Mak
Vinicius Fiabani

Guests
Ashley Hernandez
Joyce Abrams, Staff
Daniel Gurley, Staff

Staff

Motion

None

Summary of Activities

- Open Action Items
  - CEC’s recommendation to provide mentoring to SmartStart participants
    - YEA supports the motion to extend discount registration to members of the SmartStart program and takes it under advisement to develop a forum for mentoring opportunities both internal and external to this program.
  - CEC’s recommendation to work with Chapters to guide new members in finding fiscally responsible ways to attend conferences
    - YEA supports the motion to extend discount registration to members of the SmartStart program and takes it under advisement to develop a forum for collaboration for cost sharing opportunities between members.
- PAOE recommendations for 2017-18 – YEA Committee recommends

<table>
<thead>
<tr>
<th>Chapter Operations</th>
<th>For one Young Engineers in ASHRAE (YEA) member assigned to a committee to provide YEA ideas and participation. (Maximum 50 points per committee)</th>
<th>50</th>
<th>250</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTTC</td>
<td>For each Technology Award entry into Chapter competition (Points doubled if submitted by a YEA member)</td>
<td>25</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>CTTC</td>
<td>For each chapter presentation (minimum 15 minutes) by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of TC or TG efforts (Research activities, Standards activities, Handbook activities, etc.) Points doubled if the presenter is part of the Refrigeration Committee or a YEA member (200 points maximum)</td>
<td>200</td>
<td>25</td>
<td>50</td>
</tr>
</tbody>
</table>

- 2016 YEA Leadership International
  - Event was held September 9-11, 2016 in Athens, Greece
  - First time the event will be held in Europe
  - First time the YLI event has sold out (closed registration at 20 attendees)
  - Thanks to the ASHRAE Hellenic Chapter for their assistance with planning
- ASHRAE Webinars
  - Looking at ways to increase YEA participation in technical content/programs already developed and available in ASHRAE
- YEA Technical Weekend
  - Scheduled for March 24-26, 2017 in Atlanta, GA
  - The technical topic for the event will be energy management. A speaker has not yet been finalized.
  - We will use the same logistics as the first event, with the even being held in Atlanta and ASHRAE Headquarters.
- YEA Leadership Weekend
  - March 3-5th in Denver, CO
  - Registration is closed (full, 17 members on waiting list)
- YEA Leadership Weekend 2.0
  - May 5-7th outside San Francisco, CA
  - Registration is closed (full)
- YEA In TCs
  - Meeting with TC to brainstorm ideas to increase involvement
    - Mentorship
    - Communication
    - Metrics

**MBO Update**
A presentation of the 2016-17 MBOs are included in attachments.

**Attachments**
Attachment A – YEA Committee Meeting Minutes – Las Vegas – January 28th, 2017
Attachment B – 2016-17 YEA MBO document
Attachment C – Outreach Subcommittee Report
Attachment D – Personal Development Subcommittee Report
Attachment E – Professional Development Subcommittee Report
ATTACHMENT F/A

Young Engineers in ASHRAE Committee Agenda
2017 Winter Conference, Las Vegas, NV
Saturday, 1/28/2017, 8:00 am – 3:00 pm
Caesars Palace

AGENDA

I. Call to Order (Haynes) – 8:00 am

II. Tim Dwyer (CIBSE) spoke with the YEA Committee about the CIBSE ASHRAE Technical Symposium 2017 event and asked us to promote the event. – 8:08 am

III. Introductions (Haynes) – 8:10 am

IV. Approval of Minutes from the St. Louis Meeting (Haynes) – 8:20 am – ATTACHMENT F/A
   a. Motion to approve by Chong (CL) Liu, seconded by Stephanie Kunkel 13-0-0, 1 absent.

V. Chair’s Report (Haynes) – 8:23 am
   a. Update of 2016-2017 MBOs – ATTACHMENT F/B

VI. Subcommittee Reports – 9:00 am
   a. Outreach Development (Dupuis) – ATTACHMENT F/C
      i. Rupesh is organizing the next YLI event. They are looking at Macau and Manilla and comparing both costs, YEA members in the area, and travel logistics.
      ii. The YLI in Athens meet the registration goals, however a couple of attendees were not able to make it due to complications with visas.
      iii. The subcommittee reports a direct relationship to participant involvement in ASHRAE.
      iv. The subcommittee is looking to select future locations and dates for YLI. The subcommittee is going to look into creating a selection process that will include participant commitment and local contact.
   v. RAL & Reg XIII Outreach:
      • Reg XIII was not able to start LeaDRS
      • RAL does have a LeaDRS participant from the Falcon Chapter
   vi. YEA/YEN Development:
      • Audrey is working with YEN and has made a contact with YEN.
   vii. Student Retention
      • Audrey is reaching out to the YRC and YCC’s about promoting the Smart Start program.
   viii. Committee Liaisons:
      • The subcommittee members are going to go speak with each of the membership committees to discuss collaborations.
   ix. YEA Webcast
      • The subcommittee is developing a plan for a YEA Webcast. Future discussion in new business.

   b. Break – 9:18 am

   c. Personal Development (Kunkel) – ATTACHMENT F/D
      i. Fall YLW 2016
• Jake and Andy attended with Michael Collarin
• Event went off very well.
• There were complaints about the ASHRAE presentation. The subcommittee is looking into options and updates to the presentation.
• Jake Taylor is going to send the mind map out to the committee.

ii. Spring YLW 2017
• Location: Denver, CO
• Rachel Romero is to help organize the event
• The subcommittee is going to update the presentation prior to the event
• Hotel and Ralph are both confirmed
• Dinner and event reservations are being coordinated right now
• The event is fully booked

iii. YLW 2.0
• Location: San Fransisco, CA
• Hotel and Ralph are booked
• The event is fully booked
• The subcommittee will be finalizing the presentation with ralph in the next couple of months.

iv. Fall YLW 2017
• Currently narrowing down locations
• Working with Ralph on dates

v. First time at ASHRAE seminar
• Chris and Frank to give the presentation
• Sunday morning at 9:45a

vi. Winter Networking Event
• Happy Hour Sunday evening Florentine 3 & 4

vii. YEA Student Mixer
• Today from 5:00 - 6:30p

viii. CRC PowerPoint
• The subcommittee is in the process of updating the CRC PowerPoint.

d. Professional Development (Schopplein) – ATTACHMENT F/E
i. YEA Technical Weekend (Hufflines)
• March 25-26 (Atlanta, GA)
• Topic: Energy Management in new and existing buildings (ALI Course)
• The tour is still being organized
• There is a form that can be tailored to specific employers for justification

ii. Developing Leader Award (Schopplein)
• Awards Committee is voting on the award tomorrow.

iii. Leadership U – the programs are continuing as previously.

iv. HVAC Design Training
• The new applicant selection process is working successfully.

v. Technical Committees (Schopplein)
• Meeting 5:00 - 6:30p between TAC and YEA on how to improve YEA involvement.
• TC reports are to have birthdays included so the committees know who is YEA.

VII. Updates from SA & MP Liaisons –
a. Devin Abellon – MP – 10:00am
i. Discussed how we can collaborate to improve the SmartStart Program as well as improve retention for new members.
ii. The MP committee wants to work with YEA to improve the involvement of YEA on a technical side.
iii. Improve documentation and material to help show employers the benefit of paying the ASHRAE memberships.

VIII. Erich Binder (Board Ex Officio) 10:25 am
   a. Discussed with the committee the currently large projects ASHRAE is undertaking.
   b. Requested ideas for nominating members for standing committees.
   c. The board and especially Bjarne Olesen would like to look at new opportunities for global outreach.
   d. Gave an update on ASHRAE’s global efforts to update refrigerant standards.
   e. Erich is to send Caleb the presentation to forward to the committee.

IX. Open Discussion – 11:00 am
   a. How chapters used the chapter opportunity fund.
   b. Smart Start Outreach Weekend in Region I (April 2017)

X. Break for lunch – 11:30 -12:30 pm

XI. YRC Regional updates – 12:30 am
   a. Review of any specific issues
      i. LeaDRS: Jake Taylor opened discussion about LeaDRS applications and selection processes.
      ii. LeaDRS: The outreach subcommittee is to create a kick off meeting for LeaDRS to provide DRC’s and participants to give a single location for meeting at the society meeting.
      iii. Develop a PAOE item for YEA Community Outreach program that is sponsored by YEA
           • The committee agrees that the existing community outreach item as well as the YEA participant on a committee items covers this motion.
      iv. CEC Motion: Rachel Romero put forward a motion to create a resource for YEA members to lower the cost of attending a conference, seconded by Lee Huffines. 14-0-0
           • Outreach Committee to set up a network within YEA to set up resources for YEA resources page to lower the cost of attending a conference.

XII. Involvement with YEN – 1:00 pm
   a. Emelia Targonska (CIBSE) is to help us develop a conversation to discuss mutually beneficial plan to share resources.
   b. The committee is requesting that CIBSE provides an official contact person for YEA to reach out too.

XIII. Rupesh Iyengar asked that we offer similar resources to ISHRAE for YLI as we offer for CIBSE. The committee will offer the same resources to other partner groups based on the society level relationship between the society’s.

XIV. New Business
   a. Smart Start Conference Registration
      i. The action items listed below came from CEC when they approved the motion recommending that Smart Start participants receive discounted conference registration. We need to review the action items and provide a response during our Members Council report.
      ii. “To follow-up with CEC’s recommendation to include mentoring for the SmartStart Program so that these members are encouraged to stay active within ASHRAE.”
      iii. “To follow-up with CEC’s recommendation for the SmartStart Program to work with Chapters to guide new members in finding fiscally responsible ways to attend the conferences.”
      iv. YEA to make a recommendation to MP with our suggestions. Once YEA receives a request from MP our committee will have a call to make those recommendations in the next
couple of months.

b. Transition To Grassroots – 2:30pm
   i. Caleb gave a background on YEA
   ii. Erich Binder and Caleb Haynes are discussing ways to go Grassroots
   iii. CRC Reimbursement for YCCs
   iv. An Ad hoc committee has been formed to discuss the YEA Committee structure
      • Vanessa Freidberg
      • Jake Taylor
      • Greg Jernstrom
      • Ioanna Deligkiozi
      • Rupesh Iyengar

c. PAOE recommendations for the 2017-18 Society year – 1:10 pm
   i. TC Participation
   ii. Grassroots Government
      • A motion was made by Vanessa Freidberg to have Grassroots includes an item for
        a YEA participation in PAOE. The motion was seconded by Rupesh Iyengar. The
        results of a vote are 13-0-0, 1 absent.
      • Jake Kopocis is to suggest that Grassroots includes an item for a YEA participation
        in PAOE be brought back.
   iii. Research Promotion
      • A motion was made to have Ioanna to draft a motion to have PAOE points
        awarded for RP fundraising dollars raised for YEA.
      • Motion made by Vanessa, seconded by Rachel Romero. Vote 13-0-0, 1 absent

d. Mentoring – 1:48 pm
   i. TC’s
      • YEA Mentoring Guidelines
      • TC – YEA Matching
      • TC Mentor Registry
      • Mentoring Pilot Program
      • TAC Action for Supporting YEA Members
   ii. Life Member
   iii. Fellows
   iv. The outreach subcommittee is to create a proposal for system of connecting mentors and
       mentees and present it to the YEA committee in Long Beach, CA.

e. Pub Ed – 10:30 am
   i. Mick came into discuss creating educational materials for young engineers – 9:34 am
      • Pub Ed is requesting feedback and coordination from YEA to create a program and
        system.
      • YEA Committee formed an Adhoc Committee to work with Pub Ed
         • Jacob Kopocis
         • Heather Schopplein
         • Stephanie Kunkel
         • Lindsay King
         • CL Liu
   ii. How do YEA members use ASHRAE information?
   iii. How do we change the way resources are available and used?

XV. Adjournment (Haynes) – 3:05 pm
## 2016-2017 YEA MBOs

<table>
<thead>
<tr>
<th>Item #</th>
<th>MBO</th>
<th>Status</th>
<th>Date Due</th>
<th>Assigned To</th>
<th>MBO Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Increase communication with employers/YEA program brochure for employers</td>
<td>In progress</td>
<td>6/30/2017</td>
<td>YEA Committee</td>
<td>Develop and implement an employer visit report form</td>
</tr>
<tr>
<td>2</td>
<td>Increase YEA membership by 15% (9,426 to 10,840)</td>
<td>As of 10/1/16, 9,690 YEA members and 2.8% increase</td>
<td>6/30/2017</td>
<td>YEA Committee</td>
<td>Continue to grow the YEA demographic and encourage involvement</td>
</tr>
<tr>
<td>3</td>
<td>Develop ASHRAE Developing Leader Track</td>
<td>Will be submitted to H&amp;A in Las Vegas</td>
<td>6/30/2017</td>
<td>Professional Development Subcommittee</td>
<td>Roadmap for involvement of young ASHRAE members</td>
</tr>
<tr>
<td>4</td>
<td>Increase number of YEA members participating on TCs by 15% (524 to 603)</td>
<td>As of 10/25/16, 500 YEA members and 4.6% decrease</td>
<td>6/30/2017</td>
<td>Professional Development Subcommittee</td>
<td>We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide.</td>
</tr>
<tr>
<td>5</td>
<td>Increase number of YEA Chapter Chairs (YCCs) by 5% (140 to 147)</td>
<td>Complete: 152 YCCs as of 10/25/16</td>
<td>6/30/2017</td>
<td>YEA Committee</td>
<td>YRCs are communicating importance of YEA contact at chapter level. It is difficult to get a YCC if the chapter is extremely small and has a hard time filling other chapter positions.</td>
</tr>
<tr>
<td>6</td>
<td>Full Circle for entire YEA Committee</td>
<td>13 out of 17 committee members qualify for Full Circle</td>
<td>9/30/2016</td>
<td>YEA Committee</td>
<td>To encourage all YEA members to donate, the committee wants to lead by example</td>
</tr>
<tr>
<td>7</td>
<td>Assign a YEA liaison to each Members Council committee</td>
<td>In progress</td>
<td>6/30/2017</td>
<td>Outreach Development Subcommittee</td>
<td>To encourage communication and better integrate between committees</td>
</tr>
<tr>
<td>8</td>
<td>Develop YEA webinars</td>
<td>In progress</td>
<td>6/30/2017</td>
<td>Outreach Development Subcommittee</td>
<td>Provide educational resources for international YEA members who might not be able to attend existing YEA programs.</td>
</tr>
<tr>
<td>9</td>
<td>Develop pilot community service activity</td>
<td>In progress</td>
<td>6/30/2017</td>
<td>YEA Committee</td>
<td>Provide a way for YEA members to give back to the community while at an ASHRAE conference.</td>
</tr>
</tbody>
</table>
Outreach Development Subcommittee Conference Call
Wednesday, November 9, 2017 at 10:00am Eastern

Attendees:
Audrey Dupuis, Rupesh Iyengar, Ioanna Deligkiozi, Shona O’Dea, Caleb Haynes, Jake Kopocis, Rhiannon Masterson

Minutes:
I. 2016 YEA Leadership International
   a. Overview of 2016 event in Athens, Greece
   b. Event was well received by attendees; we reached our goal of 20 attendees, but multiple attendees had to cancel due to visa issues; awareness for the event has helped to increased participation and enthusiasm; Tricia was good as always; there were participants from RAL and R13; The local Hellenic Chapter provided a lot of support; Ioanna saw seven of the attendees at the RAL/R13 CRC who are wanting to get/stay involved
   c. Topics to look into:
      i. Visa letters: many attendees asked for a letter of invitation from ASHRAE and a letter from the local ASHRAE Chapter; should we create these and automatically supply them to attendees when they register?
      ii. Shipping – this is the 2nd YLI event where FedEx has not successfully delivered the boxes for the event; should we ship to a local YEA member instead of the hotel?; are we able to carry the supplies with us as opposed to shipping them?; Rhiannon plans on using a different shipping company for the next event

II. 2017 YEA Leadership International
   a. We would like to have a date and location selected as soon as possible.
   b. Dates:
      i. The available date range for YLI is September 8 – November 12, 2017.
      ii. Rhiannon has emailed Tricia and the weekends below do not work for her.
         1. September 15-17, September 22-24, October 13-15
      iii. In the spring we will poll this subcommittee to see what dates work best for everyone.
   c. Locations:
      i. Past events have been held in Sri Lanka, UAE, Malaysia, India, and Greece.
      ii. Since we have only been to Region XIII once, should we plan to go back for 2017?
         1. Recommended locations for R13: Hong Kong and Singapore would be great, but are likely too expensive; Macau and Manila would likely be both affordable and easy for attendees to get to
         2. Jake Kopocis will created an updated Excel document that shows the distribution of YEA members by country/Region.
      iii. It was mentioned at the recent Members Council meeting that maybe YEA should look into hosting a YLW/YLI event in Mexico or Central America. Instead of creating a new event, perhaps we offer a Developing Economy or discounted rate for attendees from those countries to attend one of the North America YLW events?
      iv. This subcommittee will come to the YEA Committee meeting is Las Vegas with recommendations for locations for next two years.

III. RAL/RXIII Outreach
a. Rupesh: At the recent RAL/R13 CRC, R13 tried to establish regional fund and they are looking at funding the LeaDRS program (potential to begin during the 17-18 SY)

b. Ioanna: RAL established reduced registration fees for YEA members to attend the CRC; they had 2 LeaDRS last year, and are planning on two more this year

IV. YEA/YEN Development

a. CIBSE’s Graduate of the Year is Antoni Sapina Grau. Antoni has been invited to all YEA-related events at the 2017 ASHRAE Winter Conference in Las Vegas.
   i. CIBSE’s Graduate of the Year is invited to attend the YLI event. The last two Graduates of the Year have been able to attend the event (Emilia attended the 2015 event in India and Ryan attended the 2016 event in Greece). Antoni will be invited to attend the 2017 event.

b. To encourage collaboration between YEA and YEN, the idea of an exchange program was discussed when CIBSE staff visited ASHRAE Headquarters in September. A YEA Committee member could attend the YEN planning session and annual ball, and a YEN Committee member could attend the YEA Committee meeting and events held at the ASHRAE Conference. This has the potential to lead to more collaborative efforts since those active on each respective committee would be the individuals attending the meetings/events.
   i. Ioanna will contact Carla Bartholomew with YEN to see about how to move forward with a potential exchange program

c. How do we get more YEN attendees to YLI? In the past, the only YEN attendees we’ve had was the CIBSE Graduate of the Year. Is the issue that we current only allow ASHRAE members to attend, so the cost of membership and registration is prohibitive for YEN?
   i. Should we look at holding a certain number of spots at YLI for non-members? Would this help encourage participation from associations like CIBSE and ISHRAE?

V. New Faces of Engineering

a. Applications are open for the ASHRAE 2017 New Face of Engineering until November 18th. At that time, ASHRAE Staff and the YEA Executive Committee will review the applicants and submit the top three to DiscoverE for review and final selection.

b. The recipient will attend the 2017 CIBSE Technical Symposium in England and be featured in DiscoverE and ASHRAE publications/promotions. We will know the winner in February, but they won’t be publicly announced until early April.

VI. Student Retention

a. As of October 25, 2016, there have been 102 student transfers. Compared to data from the same timeframe for last year, that is a 19% decrease in transfers. The same marketing efforts have been used as last year. Any ideas on how to boost transfers?
   i. Maybe have chapters or SBAs reach out to their students each month who are either scheduled to graduate or whose membership is about to expire?
   ii. Look at having the YCC reach out to them to let them know about YEA opportunities available to them after the transfer

VII. Liaison Coordination

a. No liaison assignments right now; Audrey will research liaisons for SA, MP and RP.

VIII. Develop YEA Webcast

a. We need to brainstorm on how this needs to be developed (What topics would work? Should we create new content or broadcast existing content? Timeframe?)
Personal Development Subcommittee Conference Call
Wednesday, November 9, 2017 at 1:00pm Eastern

Attendees:
Stephanie Kunkel, Vanessa Maryott, Jake Taylor, Andrew Myers, Rachel Romero, Caleb Haynes, Rhiannon Masterson

Minutes:
1. Fall 2016 YEA Leadership Weekend
   a. Held November 4-6, 2016 in Charlotte, NC
      i. Subcommittee members attended: Jake Taylor, Andrew Myers, CL Liu (attending as YLW attendee), Michael Collarin – former subcommittee member
   b. Overview of event from attending subcommittee members
      i. Great participation from attendees; everyone seemed to come out of their shell; attendees looked forward to taking home what they had learned; Charlotte location was great;
      ii. The participant review forms showed that everyone loved Ralph. The most room for improvement involves the Friday afternoon schedule and the ASHRAE presentation. We have previously discussed updating/reformatting the ASHRAE presentation. Maybe we look at alternatives for the next YLW.
      1. Rhiannon will include the ASHRAE acronym list in attendee folders.
      iii. General feedback from attendees:
         1. ASHRAE communication – room for improvement; website not user friendly and it is difficult to location information
         2. Are YCCs able to access the PAOE system and enter points? Rhiannon checked with ASHRAE staff, and YCCs should have access to the PAOE system. If they don’t, they can contact tcatchings@ashre.org and request to be granted access.

2. Spring 2017 YEA Leadership Weekend
   a. Scheduled for March 3-5, 2017 in Denver, CO
   b. Subcommittee members attending:
      i. Steph Kunkel
      ii. Vanessa Maryott
      iii. Rachel Romero
      iv. Andrew Myers or CL Liu
   c. Hotel has been finalized and contract signed (Renaissance Denver Downtown City Center Hotel). Registration opened this week, and Rhiannon will coordinate marketing efforts.
   d. Ralph is confirmed
   e. Need to select dinners. Since Rachel is local, Rhiannon is working with her on selecting dinner options.

3. YEA Leadership Weekend 2.0
   a. Scheduled for May 5-7, 2017 just outside of San Francisco, CA
   b. Subcommittee members attending:
      i. Steph Kunkel
      ii. Vanessa Maryott
      iii. Jake Taylor
      iv. Andrew Myers or CL Liu
      v. Rhiannon Masterson
   c. Hotel has been finalized and contract signed (The Lodge at Tiburon). Registration will open on Monday 11/14 at 11am Eastern, and all eligible participants received an email from Rhiannon.
   d. Ralph is confirmed.
   e. Dinners will be at the hotel.
f. We will schedule a conference call in March or April 2017 with Ralph and the attending subcommittee members to review the plan and program prior to the event.

4. Fall 2017 YEA Leadership Weekend
   a. We would like to select date and location as soon as possible
   b. Dates:
      i. Ralph is scheduled to have a busy year in 2017, and the only two weekends that would work for him are October 13-15 and October 20-22, 2017. He has these two weekends on hold for YLW.
      ii. In the spring, we will poll the subcommittee members to check availability to determine which weekend works best.
   c. Location:
      i. This event will be held on the east coast. Previous locations include Charlotte, Montreal, Washington DC, and Atlanta. Any ideas or recommendations on location?
         1. NYC, Boston, Miami, Philly, Baltimore, Detroit
         2. We will research these location options more thoroughly in the spring

5. First Time at ASHRAE Seminar
   a. This seminar started last year (speakers were Frank Rivera and Chris Gray). The seminar received positive reviews, so it was decided to continue the seminar at Winter Conferences. On the schedule for the Winter Conference in Las Vegas. The presentation is currently being reviewed by Rachel and Steph. Next year, Rachel and Vanessa will be the speakers.

6. Annual/Winter Networking Event
   a. The YEA Hospitality Suite is scheduled for Sunday, January 29th during the Winter Conference in Las Vegas, from 4-6pm. We will have an outside sponsorship that was sold by ASHRAE’s sales team.
   b. There will also be a YEA/Student mixer scheduled for Saturday, January 28th from 5-6:30pm during the Las Vegas Winter Conference.

7. CRC PowerPoint
   a. Stephanie recommended that we add the new developing economy pricing for the SmartStart program on to the existing SmartStart slide. Rhiannon has made this update, and will distribute prior to the spring 2017 CRCs.
Professional Development Subcommittee Conference Call
Tuesday, November 8, 2016 at 1:00pm Eastern

Attendees:
Heather Schopplein, Lee Huffines, Greg Jernstrom, Caleb Haynes, Jake Kopocis, Rhiannon Masterson

Minutes:
I. YEA Technical Weekend (Champion – Lee)
   a. Scheduled for March 24-26, 2017 in Atlanta, GA. Hotel will be the Embassy Suites Buckhead (same hotel as last time), and ASHRAE will reserve rooms for Friday and Saturday night (subcommittee members and attendees do not need to contact hotel unless they need additional nights). We are planning on 20 attendees, but have a goal of 30 attendees.
   b. Schedule:
      i. Friday arrive by noon
      ii. Friday afternoon tech session
      iii. Saturday morning tech session
      iv. Saturday afternoon tour
      v. Sunday morning recap
      vi. Sunday leave afternoon
   c. Registration: $450 includes hotel, meals, and training. Registration will open once speaker is secured, and will close on February 10, 2017.
   d. Topic: Energy Management (rather than two separate presenters, we want to use one presenter for both sessions). Lee reached out to Karen Murray on 11/8/16 to see if “Commercial Energy Audits” Presenter will be available.
   e. To do:
      i. Speaker selection and contract
      ii. Flyers
      iii. Restaurant selections: we’d like to use the same restaurants as last time. Rhiannon will reserve the restaurants for both nights.
      iv. Tour selection:
         1. Possible tour at new Atlanta Falcons stadium; John Williams (Schematic Design Engineer); Jake Kopocis can make contact with John if this subcommittee would like more information
         2. Lee reached out to the Atlanta Chapter on 11/10/16 for ideas on contacts for tour options
         3. Keep the ASHRAE HQ tour on Sunday afternoon
   v. Are we using the same van rental process? Since we might only need one van instead of two, we’ll wait to reserve the vans until registration closes to see how many attendees we get.
   vi. Rhiannon/ASHRAE staff will coordinate lunches at HQ.
   vii. Rhiannon has reserved the ASHRAE HQ tour for Sunday from 1-2pm.

II. Developing Leader Award (Champion – Heather)
   a. Ready to submit to Honors & Awards

III. Leadership U (Champion – Kathleen)
   a. Applications closed on October 31st and we received 42 applications. Thank you to everyone for taking the time to review all of the applications. The top four applicants were contacted on
11/8/16, and as of 11/11/16 three have confirmed their participation (the 4th has contacted Rhiannon and is finalizing his schedule before confirming his participation).

b. If available, subcommittee members are asked to attend:
   i. LU meet-and-greet meeting, which is scheduled for the Friday of the conference 6-6:30pm. This is a casual meeting that allows the LU participants and VPs to meet one another. We like to have subcommittee members present to represent the YEA Committee, introduce yourselves, and be available for any questions.
      1. Since Rhiannon will not be in attendance at this conference, we need to confirm that at least two YEA Committee representatives will be present at this meet-and-greet. Heather, Greg (based on flight), and Lee (if in town).
   ii. LU wrap-up breakfast, scheduled for Wednesday at 9:30am. Only the four LU participants attend and the goal is to get their honest and immediate feedback regarding the program and their experience. Heather and Jake will attend.

c. Rhiannon will look at updating wording on LU webpage and application to better explain what is expected of applicants in regards to ASHRAE involvement. She will also better define ASHRAE Society involvement (like we did with the HVAC scholarship application) on the application.

IV. LeaDRS (Champion – Kathleen)
   a. Regional-run program, so this subcommittee does not have a direct role in the selection of participants. Your role would be if any coordination was needed between participants and the YEA Committee.

V. HVAC Design Training (Champion – Greg)
   a. We’ve had three scholarship opportunities so far this Society year:
      i. August 2016 – Indonesia
         1. We received two applications
      ii. August 2016 – Singapore
         1. We received 9 applications
      iii. November 2016 – Dubai
         1. We received 80 applications
   b. Moving forward we will no longer open applications for each individual training; instead we will have two applications round per Society year. During each of those applications rounds, five scholarship recipients will be selected and they can select which training they would like to attend within the next six months.
      i. Would a certain number of scholarships be reserved for international members? We will wait until we have our first round of applicants and separate them by domestic vs. international. Based on applications and training locations, we can determine how to “distribute among members”.
      ii. Scheduling for two rounds of applications:
         1. Open in November and close December 31st, allowing applicants to choose a training between January – June.
         2. Open in May and close June 30, allowing applicants to choose a training between July – December.

VI. Technical Committees (Champion – Heather)
   a. Meeting with TAC on Friday, Jan 27, 2-4 PM in Member’s Lounge
   b. How to increase YEA participation in TC’s?
   c. TC Roster’s do not show if members are YEA...
   d. Previous feedback, TC’s are intimidating and slightly different “rules”.
   e. How do we make TC’s more inviting?
f. YEA drive for TC involvement

g. How are YEA members being counted? Provisional corresponding members are part of YEA count, what happens after they roll off after 2 years.

h. Update the TC brochure

i. Action Item Responses: How do we make this happen? A couple of ideas per person
   
i. I’m not a member of a TC, so here’s what input I have.
      1. I know there is info on the ASHRAE website about TCs, but it may get overwhelming to some? Possibly a “TC for Dummies”?
      2. Unfortunately, I do not have a good reason for never joining a TC except for the idea that it is for more “seasoned” ASHRAE members. The only people from my chapter that have any involved in TCs (that I know of) are members that have been in the chapter for many years. I’m not sure how to motivate younger/more members to get interested. Possibly explain in simple terms the commitment vs benefits?

ii. Regarding TC involvement; looking online there seems to be sufficient information available to get involved. Here are a few items that could make them even more accessible:
   1. More clearly outline the TC’s basic information in the conference program.
   2. Last year the YEA committee did a ‘First Time at ASHRAE’ session; it would be good to highlight TC’s in this presentation.
   3. Have the individual committees advertise their ‘action items’. Many consultants do a little of everything, so it is difficult to pick one specialty.
   4. Pull in company or chapter involvement to the TCs to increase overall involvement.
   5. Mentorship program with established TC leadership and YEA members.
GRASSROOTS GOVERNMENT ADVOCACY COMMITTEE
Report to Members Council
From Meeting of January 30, 2017

Members Present

Tom Phoenix, Chair
Jim Wolf
Chad Moore
Isabelle Lavoie
Bill McQuade
Ken Fulk
Eduardo Conghos
Dick Hayter
Randy Jones
David Underwood
Rich Vehlow
Ron Gagnon
Mike Witkowski
Jeff Vestal
Sonya Pounyc
Chad Powell
Art Hallstrom
Dan Merkel
Mike Mueller
Dave Paity
Jeff Hurd
Nate Boyd
Vorasen Leewattanakit
Vikram Murthy
Jaap Hogeling
Sheila Hayter
Bill Klock

Members Absent

Bjarne Olesen
Maged Hashem
Cole Stanton
Ryan Williams
Larry Spielvogel
Doug Cochrane
Tarina Pouncy
Chris Mathis
Rob Craddock
Jeremy Stockmans
Atilla Biyikoglu
Natasha Skea
Keith Yelton
Matthew Delighani
Doug Fick
Adam Doubblestein
Chad Smith
Dieter Bartel
David Edenburn
Ioanna Deligkiozi

Guests

Cole Stanton
Ryan Williams
Lauren Walters
Jim Scarborough

Staff

Jim Scarborough
Lauren Walters

Motions

There were no motions from the Grassroots Government Advocacy Committee.

Information Items

1. Advocacy documents created over the past year including a general promotional brochure for Chapter GGACs to use in legislatures, GGAC brochures specific to Region XIII and the Region-at-Large and a revision of the general information GGAC brochure on each ASHRAE Certification have been distributed to committee members. A GGAC brochure is planned for the Region XII. These documents are available through the ASHRAE web site.

2. Four Days on the Hill are planned in various legislatures (Georgia North Carolina, Oklahoma, Texas) and the first international Day on the Hill in a province of India. Several more are being considered. A promotional video is being created from these events and the training that was held in Las Vegas which will be posted online and sent out to all Chapter GGAC Chairs.

3. The Indiana Chapters are active in efforts to update the statewide energy code in that state, which currently is ANSI/ASHRAE/IES Standard 90.1-2007. Regular conference calls are being held to assist in that effort.

4. ASHRAE is part of a larger effort in New Jersey with the Licensing that Works Task Force to defeat efforts that would increase the state’s educational requirement for licensure from a baccalaureate degree to a master’s degree.

5. An Ad Hoc Committee is being appointed to consider the structure of the Committee.
### Objectives

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Responsibility</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop and implement a program for Training of, and providing resources and assistance for, Chapter Chairs</td>
<td>Active Outreach Subcommittee</td>
<td>Jan 2017</td>
<td>11-1-2016 Mr. Wolf reported this is completed now that the Super CRC has been held. Training is also being held at the Winter Meeting 2017 in Las Vegas.</td>
</tr>
<tr>
<td>2. Develop and implement programs to promote awareness and use of Building EQ</td>
<td>Responsive Engagement Subcommittee + Boyd, Co-Chair</td>
<td>June 2017</td>
<td>10-14-2016 Mr. Moore, Mr. Boyd and Mr. Scarborough held first conversation and this will be on RE Subcommittee agenda for next conference call.</td>
</tr>
<tr>
<td>3. Develop and implement a program for promoting ASHRAE in Residential Codes and Construction</td>
<td>McQuade, Chair Conghos Hallstrom Jones Underwood</td>
<td>Draft Jan 2017 Final June 2017</td>
<td>10-17-2016 Subcommittee holds its first conference call. Several assignments are made. Representatives from the RBC are invited to</td>
</tr>
<tr>
<td>Date</td>
<td>Action</td>
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<tr>
<td><strong>11-29-2016</strong></td>
<td>This Ad Hoc Committee meets weekly via conference call and will have a preliminary report prepared in time for Las Vegas.</td>
<td></td>
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<tr>
<td><strong>1-27-2017</strong></td>
<td>The interim draft report was provided to the Committee and also sent to the RBC for review and comment.</td>
<td></td>
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<tr>
<td><strong>9-22-2016</strong></td>
<td>A list of items that fall under public safety was discussed during RE Subcommittee conference call. Chair will be developing bullet points to distribute to the subcommittee prior to the next meeting.</td>
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<tr>
<td><strong>11-1-2016</strong></td>
<td>Mr. Moore has prepared a draft of a report which</td>
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4. Develop and implement a program to emphasize awareness of Public Safety issues

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>Jan 2017</td>
<td>Responsive Engagement Subcommittee</td>
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ATTACHMENT G/A
lists all of ASHRAE’s Standards and Product regarding building resiliency. That has been sent out to this Ad Hoc Committee.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>1-26-2017</td>
<td>A list of ASHRAE standards and products relative to this MBO was distributed to the Subcommittee for review.</td>
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<tr>
<td>5.</td>
<td>Review the Report of the 2015-16 MBO 6 Subcommittee about Global issues, and develop a plan to implement the Report recommendations</td>
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<td></td>
<td>Active Outreach Subcommittee</td>
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<tr>
<td></td>
<td>June 2017</td>
</tr>
<tr>
<td>11-1-2016</td>
<td>This will be discussed on the next AO Subcommittee call.</td>
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<tr>
<td>12-2-2016</td>
<td>Mr. Wolf plans to have a block of time set aside at the Winter Meeting in Las Vegas to discuss this.</td>
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<tr>
<td>1-26-2017</td>
<td>The Subcommittee is preparing final recommendations to be ready for the Annual Meeting in Long Beach.</td>
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<td>6. Formalize Reporting Process for status of implementing Policy Priorities</td>
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<td>7. Review Subcommittee Titles and Assignments, and Recommend Changes as Necessary</td>
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**Attachments**

Attachment G/A updated status of MBOs
MOTIONS

Motion 1: Honors and Awards Committee recommends to Members Council that the changes to the Rules of the Board section 2.411.003.7 as noted below, be approved.

2.411.003.7 Award Qualifications (99-06-23-09/06-01-25-08/12-01-25-13)

A. It is the policy of the Society not to consider for approval any Society honors or awards submitted posthumously, other than the Hall of Fame and Pioneers of the Industry.

1. If the nominee’s death occurs after the nomination was submitted to the H&A Committee, it will be awarded posthumously if approved. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

2. If the nominee is known to be deceased before the nomination is submitted to the H&A Committee or if the H&A Committee learns that the nominee’s death preceded the submission of the nomination prior to the Board and/or Members Council voting on the award, the nomination will be rejected with an appropriate explanation of the reason in the notification to the nominee’s sponsor.

3. If the H&A Committee learns of the nominee’s death after recommending approval to the Board but before the Board has voted, the recommendation will be withdrawn.

4. If the H&A Committee learns of the nominee’s death occurring before the nomination was submitted but after the Board and/or Members Council has voted approval, it will be awarded
posthumously. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

Background: A review of which awards are presented posthumously and how a member’s passing during the H&A process was requested in a referred CRC motion. The Committee agreed with the motion and felt that if a nomination is submitted while a member is alive, their death should not “disqualify” them from consideration.

Fiscal Impact: None. Included in H&A budget.

Vote: 11:0:0 CV

**INFORMATION ITEMS**

1. In response to referred Members Council Motion 17 (6/28/2016): That the Honors and Awards Committee review the qualifications for all current H&As to determine a list of awards that may be acceptable for award posthumously and if a nomination for an award from that list has been submitted to ASHRAE in the current H&A cycle, but not yet awarded, and the nominee were to pass away, that the process for considering the nominee to receive the award continue and the award still be awarded, if appropriate, to the nominee posthumously.

   The Committee voted 11:0:0 CV in favor of the motion.

   The Committee has submitted a motion to Members Council to update ROB section 2.411.003.7 so that nominations for honors and awards submitted while the member is still living be considered for approval. Meaning that if a member passes away after a nomination has been submitted for an honor or award, but before final approval, their death does not “disqualify” them from consideration.

   The only two Society level awards where nominations are accepted for deceased individuals is the ASHRAE Hall of Fame and the Pioneers of the Industry Award. Nominations for all other Society level honors and awards must be submitted for living members.

2. In response to referred Members Council Motion Central Oklahoma Chapter - 20b (6/28/2016): That Honors and Awards review the current recognition lapel pins to develop a consistency of design, size, significance relationship and graphics to preserve the prestige of the organization and levels of recognition.

   The Committee voted 11:0:0 CV in favor of the motion.

   The Committee plans to redesign the current lapel pins for the Distinguished Service Award, Exceptional Service Award, and Fellow grade to more closely resemble the design of the pins prior to January 2012. The new lapel pins will feature the new ASHRAE logo.

   A motion to increase the 2017-18 H&A budget to accommodate this redesign was brought forward at the Las Vegas meeting and was approved by Members Council and the BOD.

3. In response to referred Members Council Motion Oregon Chapter – 20c (6/28/2016): That the Distinguished Service Award/Exceptional Service Award application and associated points tally form to reassign the Region Members Council Representative (RMCR) from the general Members Council line item (Category B) to a new discrete line item under Category A. Point assignment to be revised to 2 points per year.
The Committee voted 11:0:0 CV in favor of the motion.

The Committee decided that serving as RMCR will be added to the DSA/ESA Point Tally Form under Category A - Society Officers/Board Of Directors/ Regional Positions/Chapter Officers/ Chapter Board Of Governors/ Other Listed Chapter Positions – receiving one (1) point per Society year.

This addition will be made immediately and staff will make the necessary updates to the Point Tally Form and webpage.

4. In response to referred Members Council Motion Tucson Chapter – 7e (10/14/2016): That a new Exceptional Chapter Service (or other suitable named) award be created at the Society level, to become effective before the 2017-2018 Society year. This will allow for those individuals who have volunteered above and beyond the current Chapter Service Award level to be recognized for their continued hard work and dedication at the chapter level.

The Committee voted 11:0:0 CV to defeat this motion.

The Committee felt that creating a new Society level award was not appropriate at this time.

5. The response to referred Members Council Motion Hong Kong Chapter – 7f (10/14/2016): That Society recognize Chapters’ committee members in Region XIII for continuous support in Chapter and Regional ASHRAE activities.

The Committee voted 11:0:0 CV to defeat this motion.

The Committee felt that current awards adequately recognize members for their participation in Chapter and Regional level activities. And that creating a new Society level award was not appropriate at this time.

6. In response to referred Members Council Motion Southwest Florida Chapter – 7h (10/14/2016): That the Honors and Awards Committee make changes to their rules such that, candidates for the Distinguished Fifty-Year Member Award should be considered and approved during their 49th year of membership so they can receive the award at the Annual Meeting of their 50th year, beginning July 1, 2017.

The Committee voted 11:0:0 CV in favor of the motion.

7. The Honors and Awards Committee has created a PowerPoint presentation to help members wanting to nominate a deserving member for elevation to the grade of Fellow successfully complete the nomination process.

The presentation has been reviewed by members of the College of Fellows and will be made available on the ASHRAE Honors and Awards webpage and will also be distributed to Regional leaders prior to CRCs.
Attachments
Attachment A – Updated 2016-17 MBOs
<table>
<thead>
<tr>
<th>MBO</th>
<th>Status</th>
<th>Due Date</th>
<th>Assigned To</th>
<th>MBO Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td></td>
<td>December 1, 2016 and May 1, 2017</td>
<td>Personal Awards Subcommittee</td>
<td></td>
</tr>
<tr>
<td>2. Provide global awareness of H&amp;A awards via ASHRAE Insights and Key Notes, and targeted communication to Chapter leaders</td>
<td></td>
<td>June 30, 2017</td>
<td>Media Subcommittee</td>
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<tr>
<td>3. Update H&amp;A PowerPoint Presentation and distribute to Nominating Committee members</td>
<td></td>
<td>March and July 2017</td>
<td>Staff</td>
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<tr>
<td>4. Prepare a PowerPoint presentation at CRCs to increase submissions and improve documentation for Fellow grade</td>
<td></td>
<td>July 2016 and February 2017</td>
<td>Personal Awards Subcommittee</td>
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</tbody>
</table>
PLANNING SUBCOMMITTEE
INFORMATION ITEMS
REPORT TO MEMBERS COUNCIL
FROM MEETING OF JANUARY 28, 2017

Members:    Guests:    Staff:
Walter Law, Chair   Dennis Knight   Vickie Grant
Joe Furman   Cheng Leong   Joyce Abrams
Doug Zentz   Victor Goldschmidt
Steve Marek   Douglas Fick
Russell Lavitt   Kevin Baldwin, LeaDRS
Dustan Macauley   Billy Austin
Erich Binder   Marites Calad
Karine Leblanc
Blake Ellis

1. 2016-17 MBO Status

Action Item 28 (10/16): MBO #1 (Assigned to full subcommittee; Walter Law-Chair): Optimize the meeting schedule for Members Council at the society meetings and between the society meetings. [Due date: 2017 Annual Conference]

Action Item 29 (10/16): MBO #3 (Joe Furman-Chair, Erich Binder, Doug Zentz, Walter Law, and Dunstan Macauley): Create paths for the creation of sister Chapters or sister Student Branches. [Due date: 2017 Annual Conference] See email report from Joe Furman. (Attachment I/A)

Action Item 30 (10/16): MBO #4 (Dunstan Macauley-Chair, Russell Lavitt, Steve Marek, Blake Ellis, and Karine Leblanc): Outline an implementable diversity initiative. [Due date: 2017 Annual Conference] (Attachment I/B)

2. MCO Manual

Action Item: Region Operations Manual Subcommittee to review the Manual for Chapter Operations and determine items that can be addressed to attract millennials by using 3-5 minute short script videos on where to find information in the MCO.
REPORT TO PLANNING SUBCOMMITTEE

From: Committee to Create paths for the Creation of Sister Chapters or Sister Student Branches

Meetings of Saturday, January 28, 2016

Members: Joe Furman, Chair
          Erich Binder
          Doug Zentz
          Walter Law
          Dunstan Macauley

Information Items: January 28, 2017

1. Draft was sent on Saturday January 28, 2017 to review the scope and mission objectives.

2. Topic of Draft:
   a. How to develop Sister Chapters / Student Chapters within ASHRAE
   b. Prerequisites for developing Sister Chapters
   c. Key elements describing potential guidelines and benefits

3. Action Item(s):
   a. Create Implementation Model for next meeting TBD after Winter Conference
   b. Review Strategic Plan for complimentary synergistic efforts for this task.

January 28, 2018

Joseph L. Furman, Chair
REPORT TO MEMBERS COUNCIL

MBO #4: Outline an implementable diversity initiative.

Background

Over the past several years, Society and Members Council have received recommendations from various committees, subcommittees, and ad hoc committees related to increasing ASHRAE’s diversity both in membership and in participation in all aspects of Society (including technical activities) and making Society more inclusive. Identified target audiences include young engineers, women, and professionals from all geographic areas outside the U.S. and Canada (particularly from Developing Economy countries). Instead of focusing on how Society can address specific target groups, the Council should take a more holistic approach to encouraging diversity.

Overview

Diversity and Inclusion is critical to the growth of organization such as ASHRAE. Studies have shown that participation from individuals from a wide array of backgrounds generally provide unique perspectives that shape, blend, and influence how to advance an organization’s mission and foster innovation.

We have reviewed policies from similar organizations such as:

- AIA
- ASME
- Royal Academy of Engineering (United Kingdom).

While several similar organizations have very proactive diversity programs, ASHRAE implicitly address diversity with our discrimination policy. ASME and the Royal Academy of Engineering have detailed diversity and inclusion policies, while AIA has a Diversity Committee and Demographic Data Task Force to address diversity in the architecture profession. Both AIA and the Royal Academy of Engineering have also conducted detailed member surveys on diversity and inclusion in their respective organization, as well as opportunities for advancement in the workplace.

Recommendations

As stated previously, diversity and Inclusion is critical to the growth of the Society. Our preliminary recommendations are:

- The Society shall include Diversity as one of the pillars of the Society’s core values.
- The Society shall update the Rules of the Board to include a detail Diversity and Inclusion Policy.
- The Society shall develop and maintain a database on race, gender, etc. to allow the Society to generate the necessary metrics on diversity and inclusion in ASHRAE.

END OF REPORT
I. PREFACE

A. By-Law B5.3.2.10 states in part, "The Diversity and Inclusion Strategy Committee, under the direction of the Public Affairs and Outreach Council, shall provide insight and advice into promoting diversity within ASME and mechanical engineering."

B. Society Policy P-4.1, Agreements of Cooperation and Affiliation between ASME and Other Organizations Based Outside the United States, states, "the agreement must ensure that all ASME members are treated alike, independent of sex, race, national origin, citizenship, religious or political belief," and "The agreement shall endorse the principle of unrestricted participation of citizens of all nations at international conferences. ASME may decline to participate in an international meeting if it considers any restrictions on the attendance of participants as too inhibiting."

C. Society Policy P-4.3, Qualifications of ASME Elected Officers and Requirements of Office, states that selection of ASME officers is based on the candidates’ qualifications and abilities.

D. Society Policy P-4.4, Appointment of ASME Volunteer Personnel to Non-Elected Positions, states that recruitment, selection, nomination, and appointment decisions are based on the candidates’ qualifications and abilities.

E. Society Policy P-4.14, Society-wide Affiliations between ASME and Other Societies and Organizations, states "The affiliation document shall include the following provisions: All ASME members shall be treated alike, independent of gender, ethnicity, national origin, citizenship, religious or political belief…"

F. Society Policy P-4.16, Selection, Nomination and Appointment of Senior Vice Presidents, states that the selection of ASME Senior Vice Presidents is based on the candidates’ qualifications and abilities.

G. Society Policy P-12.1, Business Practices of Conferences and Events, states, “conducting, permitting, or participating in an exposition, or other similar activity, the Society shall require high ethical standards by those with whom it is associated, and shall not permit practices to be conducted that are inimical or contrary to the aims and objectives of the Society.”

H. Society Policy P-15.9, Policy Against Discrimination (Including Discriminatory Harassment) – Members, states that discrimination based on race, color, religion, sex, national origin, age, citizenship status, disability, covered veteran or military status or
any other characteristic protected by state or local equal opportunity laws shall not be tolerated.

I. ASME is committed to a diverse and inclusive membership.

J. The continued success and growth of ASME depends on a talented, well-motivated volunteer leadership drawn from diverse backgrounds.

II. PURPOSE

A. This policy is intended to establish a framework that reflects the Society’s commitment to a diverse and inclusive membership as defined below.

B. This policy is intended to direct ASME units to raise awareness and gain an understanding of diversity and inclusion as outlined in Section III.

C. This policy is intended to direct ASME units to ensure that their decision making addresses diversity and inclusion as outlined in Section III.

III. POLICY

ASME is committed to making its leaders, members, stakeholders, suppliers and service providers aware of ASME Core Values on diversity and inclusion. This will be accomplished through training, written and verbal communications and explicit statements, as appropriate.

IV. PROCEDURE

ASME shall dedicate time and resources to ensure the active participation as well as leadership opportunities of talented individuals from all segments of society. ASME-sponsored events and practices shall enable inclusion, diversity of thought, innovation, and sustainable achievement. ASME units shall design product offerings and services with an understanding of the preferences and needs of its diverse members and customers. ASME suppliers and service providers shall be aware of and demonstrate respect for the ASME Core Values.

ASME shall encourage its Sectors and units to discuss policies that reflect and embrace diversity and inclusion.

V. CORE VALUES

In performing its mission, ASME adheres to these Core Values. The ASME Core Values are intended to guide leadership and membership towards conscious behavior, and are important to upholding and maintaining the integrity of the profession as described in this Policy.
ASME Core Values:
- Embrace integrity and ethical conduct
- Embrace diversity and respect the dignity and culture of all people
- Nurture and treasure the environment and our natural and man-made resources
- Facilitate the development, dissemination and application of engineering knowledge
- Promote the benefits of continuing education and of engineering education
- Respect and document engineering history while continually embracing change
- Promote the technical and societal contribution of engineers

VI. ASME SUPPORTS THE FOLLOWING DEFINITIONS

A. Diversity is “the ways in which we differ as individuals or organizations, and the commonalities and similarities that justify and motivate all people and entities to work collaboratively together in order to achieve mutually beneficial outcomes.” It includes differences such as age, gender, ethnicity, physical appearance, thought styles, religion, nationality, socio-economic status, belief systems, sexual orientation and education. Diversity that is recognized, valued and most importantly, strategically managed within and without an organization can drive successful outcomes and business results.

B. Inclusion is creation of opportunities and the elimination of barriers to allow all people to participate in and contribute to ideation, planning, projects, programs, processes, teams, organizations, social activities, fun or any other meaningful opportunity, that helps achieve successful outcomes.

C. Strategic Diversity is the effective deployment of strategies that leverage the strengths of all people and/or of an organization in order to operate successfully within a diverse marketplace or within a uniquely different society, institution, partnership or similar entity.

D. Managing Diversity is the ability to effectively inspire and enable all people to

1) align to a common vision
2) communicate effectively and assure understanding
3) know and accept what is of value to others
4) leverage the strengths of others and trust their commitment to deliver as agreed, and
5) appropriately recognize and celebrate successes often.

Responsibility: Diversity and Inclusion Strategy Committee
Reassigned from Centers Board of Directors/Center on Leadership and Diversity 6/2012
Reassigned from Council on Public Affairs/Board on Diversity and Outreach 6/12/05

Adopted: June 14, 1995

Revised:
September 12, 1999
June 12, 2005
April 23, 2009
(Unit Reassignment Due to Reorganization 6/2012)
EQUALITY, DIVERSITY AND INCLUSION POLICY

Policy Statement

At the Academy, we value diversity and the different perspectives people from different backgrounds bring to their work and to the engineering profession. It is the Academy’s policy to ensure that no Fellow or candidate for Fellowship, award or grant applicant or recipient, job applicant or employee, visitor or event participant is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or marriage and civil partnership.

Everyone at the Academy has a role to play in ensuring individuals are valued, treated with dignity and respect and that discrimination does not occur. Every member of staff is responsible for ensuring they read and implement relevant policies, objectives and working practices linked to equality of opportunity and diversity to ensure that all Fellows, candidates for Fellowship, award or grant applicants or recipients, job applicants and employees, visitors and event participants are accorded equality of opportunity at all stages of engagement with the Academy.

The Academy will provide training and guidance to all staff and to Fellows on committees to ensure adherence to this policy. It will tackle barriers to participation and create a culture in which equality of opportunity is a priority for all Fellows, staff, applicants for grants and awards and others who engage with the Academy.

Aims of this Policy

The Royal Academy of Engineering recognises and values people’s differences and will assist them to use their talents to reach their full potential.

The Academy will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. It will also ensure that the best candidates are nominated to the Fellowship, and that awards and grants are allocated on the basis of clear and transparent criteria - regardless of personal characteristics or background.

This policy is designed to ensure that the Academy complies with its obligations under equality legislation and demonstrates commitment to treating people fairly by identifying and removing any unnecessary barriers to participation.

The Academy is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership,
pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics in the Equality Act 2010).

Using fair and objective selection, recruitment and employment practices, the Academy aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees, Fellows, grant and award applicants and recipients have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or Fellows or by people (third parties) who are not employees or Fellows of the Academy, such as delivery partners.
- All employees, Fellows, grant and award recipients have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees, Fellows, grant and award recipients have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Definitions of discrimination and other terminology in this policy can be found in Appendix A – Glossary of Terms.

**Scope of the Policy**

The policy applies to

- Fellows
- Candidates for Fellowship
- Award/grant applicants
- Award/grant recipients
- Job applicants
- Employees
- Volunteers
- Visitors
- Alumni
- Event applicants/participants
- Agency temps
- Students on work experience or placements
- Delivery Partners

The policy applies to all stages of employment, including recruitment and selection, promotion and training. It also applies all stages of award/grant application, event registration and nomination processes and throughout the period of the award/grant.
Responsibilities

Employees and Fellows of the Royal Academy of Engineering have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Chief Executive of the Academy.

Breaches of the Equality and Diversity Policy by employees
Breaches of this policy by employees will be dealt with under the Academy’s disciplinary procedures.

Breaches of the Equality and Diversity Policy by Fellows, grant and award recipients
It is essential that Fellows, grant and award recipients conduct themselves in a way that enhances the Academy’s reputation. Breaches of this policy by Fellows will be addressed in line with the Disciplinary Procedures and Code of Conduct for Fellows. Breaches by grant and award holders will be dealt in line with procedures for breaches by Fellows.

Employees, trustees, fellows and others are also personally liable under equality legislation for any act of unlawful discrimination.

Equality and diversity in practice

In implementing the policy, the Academy will carry out the following actions:

- Provide access to training and guidance for staff and Fellows on the implementation of this policy
- Use of selection criteria that does not unlawfully discriminate in recruitment and promotion procedures or unfairly disadvantage candidates for Academy Fellowship, awards and grants
- Require entry to employment and the Fellowship, and the allocation of awards/grants to be based on merit - with action taken to promote inclusive practices
- Not discriminating in opportunities for recruitment, training, promotion, nominations to the Fellowship, award or grant allocation.
- Ensure that every job applicant/employee is only assessed according to his or her personal capability to carry out a given job/role
- Ensure that every candidate for Fellowship is assessed fairly and on merit
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to employment opportunities, grants, awards and nomination to the Fellowship.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.
Implementation of the policy

All staff and Fellows will be involved in creating an environment that values equality and diversity.

Communication
Communication of the policy to job applicants and employees through:
- Making available a copy of the policy to prospective applicants
- Ensuring all new starters have the opportunity to discuss the policy with line managers/colleagues
- Making use of team meetings to discuss the policy and defining areas where practice could be improved
- Providing non-discrimination selection training for managers who are recruiting
- Providing Equality and Diversity training and guidance to staff and Fellows
- Including reference to abiding by the policy in staff terms and conditions/volunteer agreements
- Incorporating specific responsibilities into job/role descriptions

Communication of the policy to Fellows through:
- New Fellows briefing
- Fellows intranet site
- Providing Equality and Diversity briefings training and guidance to all staff and Fellows

Working with partners
In selecting our partners we will consider their commitment to Equality and Diversity by:
- Asking to see their policy
- Asking what they do in practice, including the monitoring of their policy

Monitoring the policy
This policy will be monitored to judge to what extent it is working and identify areas for improvement. Anonymised diversity data will be collected in relation to the following groups:
- Fellows
- Candidates for Fellowship
- Award/grant applicants
- Award/grant recipients
- Job applicants
- Employees
- Event applicants/participants

Relevant teams across the Academy will regularly review and analyse monitoring data and take appropriate action, where necessary, to ensure the Academy achieves the aims of this policy.

Reporting discrimination/potential discrimination

Employees who feel that they have suffered any form of discrimination should raise the issue with their line manager in the first instance. If this is not
appropriate or does not resolve the matter, all employees can use the Academy’s Grievance Procedures to address issues relating to equality and diversity.

Fellows (or candidates for Fellowship), grant and award applicants and recipients who feel that they have suffered any form of discrimination should raise the issue with the member of Academy staff responsible for overseeing the particular area of work or activity.

Fellows and employees should also use the approach above if they feel they have been the subject of harassment from someone who is not an employee or Fellow of the Academy. The Academy will not tolerate any harassment from third parties towards its employees or Fellows and will take appropriate action to prevent it happening again.

If an employee or Fellow witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

Review

This policy will be regularly reviewed every three years by Academy HR, in consultation with the Diversity Team, to ensure it remains up to date and reflects the needs and practices of the Academy.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

June 2015
# Appendix A – Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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</table>
| **Equality Act 2010 and ‘Protected Characteristics’** | The Equality Act 2010 describes ‘protected characteristics’ as:  
1. Age: young through to old people;  
2. Disability: including long term health conditions that impact on the capacity to work;  
3. Ethnicity/race: for example black, Asian and minority ethnic groups;  
4. Gender reassignment: people transitioning from one sex to another;  
5. Pregnancy and maternity/paternity: ensuring appropriate treatment for women returning to work, or for men wanting to take paternity leave;  
6. Marital or civil partnership status;  
7. Religion and belief: including people who have no religion or belief;  
8. Sex: women, men and transgender people; and  
9. Sexual orientation: Lesbian, Gay, Bi-sexual or Straight |
| **Direct discrimination**                            | This is when an employee or applicant is treated less favourably than someone else because of their:  
- sex  
- marriage or civil partnership  
- gender reassignment  
- pregnancy and maternity leave  
- sexual orientation  
- disability  
- race  
- religion or belief  
- age  
and that there is no genuine occupation requirement for it.  
People also must not be discriminated against because they are on a part time or fixed term contract |
<p>| <strong>Indirect discrimination</strong>                          | This is where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally indirect |</p>
<table>
<thead>
<tr>
<th>Discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.</th>
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</thead>
<tbody>
<tr>
<td><strong>Genuine occupation requirement/qualification</strong></td>
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<tr>
<td><strong>Discrimination arising from disability</strong></td>
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<tr>
<td><strong>Associative Discrimination</strong></td>
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<tr>
<td><strong>Perceptive Discrimination</strong></td>
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<td><strong>Third Party Harassment</strong></td>
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</tbody>
</table>
1. **2016-17 MBO Status**

**Action Item 51 (10/16):** MBO #2 (Dennis Knight-Chair, Nohad Boudani, Robin Bryant, Cheng Wee Leong and Jon Symko): Look at the existing Regions and evaluate if more efficient divisions are possible or desired. [Due date: 2017 Annual Conference]

**Action Item 52 (10/16):** MBO #5 (Bill Klock-Chair, Trent Hunt, John Rieke, Nohad Boudani, Jack Zarour and Isabelle Lavoie): Define rules for joint/combined “mega” CRCs. [Due date: 2017 Annual Conference]

2. **Centralized Training**

**Action Item 44 (06/16):** Rieke-Chair, Bryant, Hunt, and Klock to review results from the Centralized Training Ad Hoc Committee to further investigate the training of RP and Membership Promotion chapter chairs. *(Attachment J/A)*
Action Item #44 Sub-Committee Report
January 29, 2017

Sub-Committee Members:

John Rieke, Chair  
RMCR Region VI
Bill Klock  
DRC Region VIII
Trent Hunt  
RMCR Region IX
Robin Bryant  
RMCR Region XII

Sub-Committee Action:

1) The Sub-Committee was established to review the results from the Centralized Training Ad Hoc Committee to further investigate the training of RP and Membership Promotion Chapter Chairs.

2) A conference call was conducted on December 1, 2016 with Bill Klock, Trent Hunt and John Rieke participating.

3) The following discussion occurred on the call:
   - The Report to the BOD from the Ad Hoc CT/CRC Committee was reviewed prior to the call and the content was the basis of the items discussed.
   - The Report’s conclusions and recommendations regarding the effects of centralized training on CRC attendance were stated as inclusive.
   - Is training, whether centralized or at the CRC, the only factor related to performance, or does personal desire to achieve goals also have an effect?
   - Centralized training is more focused and provides information on concurrent staff involvement.
   - Are Chapters emphasizing to Chapter Volunteers the expectation of fulfilling their responsibilities in a satisfactory manner?
   - Personal time away and costs are major issues when it comes to attending both centralized training and the CRC.
   - The qualifications of the trainers need to meet the requirements of the task. The trainers need to be engaging.
   - CRC training materials need to allow for interaction among participants.
   - Future conversations with ASHRAE Staff that typically attend CRCs should include the possibility of greater involvement in training sessions such as Student Activities and Membership Promotion.

4) Responses from Operations Sub-Committee Chair noted in bold below:
   - Personal time away and costs are major issues when it comes to attending both centralized training and the CRC. **If we give the chairs the choice to attend one reimbursed meeting: centralized or the CRC training i.e. if you don’t attend the CT you are eligible to be reimbursed for travel if you attend the CRC, in this case you will have more flexibility with your time and your budget as a chair.**
• The qualifications of the trainers need to meet the requirements of the task. The trainers need to be engaging. Is a more intense RVC training needed? Is it feasible that the RVC training for each grassroots committee is to be conducted not only by the Chair or the Vice-Chair but also with a help from the staff? Is it available for all Committees? I know about Patricia (RP staff) and I often see her during the centralized training of the RP, she practically runs the show, but what about the other committees? Is it the same for the MP?
• CRC training materials need to allow for interaction among participants. Can we set a guideline or example? Like giving another chapter chair your data and ask him to prepare an action plan and then compare it with your plan?
• Future conversations with ASHRAE Staff that typically attend CRCs should include the possibility of greater involvement in training sessions such as Student Activities and Membership Promotion. Good point.

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action Item</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Rieke</td>
<td>Prepare Meeting Notes</td>
<td>Dec. 7, 2016</td>
<td>Completed</td>
</tr>
<tr>
<td>John Rieke</td>
<td>Update Nohad Boudani, Operations Sub-Committee Chair</td>
<td>Dec. 14, 2016</td>
<td>Completed</td>
</tr>
<tr>
<td>John Rieke</td>
<td>Report to Operations Committee at 2017 Winter Conference</td>
<td>Jan. 29, 2017</td>
<td></td>
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