



MINUTES

MEMBERS COUNCIL LONG BEACH, CALIFORNIA JUNE 27, 2017

These minutes were approved by Members Council November 3, 2017.

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MO# PG# PRINCIPAL MOTIONS – LONG BEACH, CALIFORNIA – JUNE 27, 2017

- 2B 3 That the name of the new Region approved by Society's Board of Directors June 25, 2017 and to be effective July 1, 2017, be Region XIV.
- 3B 3 That RAL Sub Region A and Sub Region C be renamed Sub Region I and Sub Region II, respectively, effective July 1, 2017.
- 4 4 That the charter of the UK Midlands Chapter of ASHRAE, whose headquarters will be in the city of Loughborough, in Leicestershire, and whose geographic area of activity will be Norfolk, Cambridgeshire, Yorkshire, Northamptonshire, Leicestershire, Nottinghamshire, Derbyshire, Bedfordshire, Lincolnshire, Warwickshire, Staffordshire, West Midlands, Huntingdonshire and Rutland be approved.
- 5 4 That the charter of the UK London and South East Chapter of ASHRAE, whose headquarters will be in the city of London, England, and whose geographic area of activity will be in the Greater London area and the South East of England be approved.
- 6 4 That the charter of the Irish Chapter, located in Cork, Ireland whose boundaries will cover Ireland be approved.
- 7A 6 That the following consent motions be approved:
- a. That the charter of the Wake Technical Community College (Wake Tech) Student Branch, located in Raleigh, North Carolina and sponsored by the Triangle Chapter be approved. (Region IV)
 - b. That the charter of the Ball State University Student Branch, located in Muncie, Indiana and sponsored by the Central Indiana Chapter be approved. (Region V)
 - c. That the charter of the Marshall University Student Branch, located in Huntington, West Virginia and sponsored by the West Virginia Chapter be approved. (Region VII)
 - d. That the charter of the Lamar University Student Branch, located in Beaumont, Texas and sponsored by the Houston Chapter be approved. (Region VIII)
 - e. That the charter of the Universidad Santo Tomas Student Branch, located in Bogota, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
 - f. That the charter of the Universidad del Atlantico Student Branch, located in Barranquilla, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
 - h. That the charter of the Nicaragua (Universidad Nacional de Ingenieria & Universidad Centroamericana) Student Branch, located in Managua, Nicaragua and sponsored by Region XII be approved. (Region XII)

- i. That the charter of the Singapore Polytechnic Student Branch, located in Singapore, Singapore and sponsored by the Singapore Chapter be approved. (Region XIII)
- j. That the charter of the Pamantasan Ng Lungsod Ng Maynila (PLM) Student Branch, located in Metro Manila, National Capital Region, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
- k. That the charter of the University of Girona Student Branch, located in Girona, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
- l. That the charter of the UK Midlands Student Branch, located in Loughborough, UK and sponsored by Sub Region B be approved. (Region XIV)
- m. That the charter of the Shri Ram College of Engineering & Management (SRCM), Palwal Student Branch, located in Palwal, Haryana, India and sponsored by the India Chapter be approved. (Region-At-Large)
- n. That the charter of the Pusa Institute of Technology Student Branch, located in New Delhi, India and sponsored by the India Chapter be approved. (Region-At-Large)
- o. That the charter of the Budapest University of Technology and Economics (BME) Student Branch, located in Budapest, Hungary and sponsored by the Danube Chapter be approved. (Region-At-Large)
- p. That the charter of the SOS Technical Training Institute Student Branch, located in Rawalpindi, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- q. That the charter of the Government College of Technology Rawalpindi Student Branch, located in Rawalpindi, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- r. That the Swedish College of Engineering and Technology Wah Cantt, located in Wah Cantt, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- s. That the charter of the Mehran UET SZAB Student Branch, located in Sindh, Pakistan and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
- t. That the charter of the University of Management & Technology (UMT) Lahore Student Branch, located in Lahore, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
- u. That the charter of the Université Libanaise, Faculté de génie II (ULFG2) Student Branch, located in Roumieh, Lebanon and sponsored by the Lebanese Chapter be approved. (Region-At-Large)

MO# PG# PRINCIPAL MOTIONS – LONG BEACH, CALIFORNIA – JUNE 27, 2017

- 8B 8 That the charter of the ~~Schneider Electric Alliance~~ (Universidad de Buenos Aires) Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
- 9B 9 That Society provide to the Conferences and Expositions Committee funding and resources to include the Women in ASHRAE (WiA) Breakfast at the Society Winter Meeting as a recurring social event.
- 10B 9 That Society provide to the Conferences and Expositions Committee funding and resources to include the Women in ASHRAE (WiA) Happy Hour at the Society Annual Meeting as a recurring social event.
- 12 10 That the 2017-18 RP goals as shown below be approved.

Region	2017-2018 Regional Goal
I	\$201,500
II	\$176,000
III	\$189,700
IV	\$180,000
V	\$130,000
VI	\$175,000
VII	\$140,000
VIII	\$420,000
IX	\$247,000
X	187,000
XI	\$171,000
XII	\$150,000
XIII	\$46,300
XIV	\$3,500
RAL	\$33,000
Total	\$2,450,000

- 13 15 Honors and Awards Committee recommends to Members Council that the following changes to the Rules of the Board sections 2.411.003.3, 2.411.003.4, and 2.411.003.5 be approved as follows:

2.411.003.3 Board-Approved Awards Named for Individuals

Board approves the establishment of the Dan Mills ~~Chapter Program Technical Award~~ to recognize a chapter CTTC chair or vice chair who excels in promoting technical and energy activities of the CTT Committee meeting-CTTC goals in technical, energy and government activities.

2.411.003.4 Board-Approved Awards Not Named for Individuals

~~L.—The Chapter Program Star Award is established to recognize excellence in chapter program endeavors.~~

2.411.003.5 Award Programs

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

<u>Award</u>	<u>Recommending Committee</u>
Lincoln Bouillon Membership Award	Membership Promotion
William J. Collins, Jr. RP Award	Research Promotion
Homer Addams Award	Research Administration
John F. James International Award	Members Council
Ralph G. Nevins Physiology and Human Environment Award	TC 2.1, Physiology and Human Environment
E.K. Campbell Award of Merit	Life Members Club
Milton W. Garland Commemorative Refrigeration Award for Project Excellence	Refrigeration Publications
Journal Paper Award	Grassroots Government
Government Activities Award	
Advocacy	
Standards Achievement Award	Standards
Poster Presentation Award	Conferences and Expositions
Dan Mills Chapter Program Technical Award	Chapter Technology Transfer
Student Activities Achievement Award	Student Activities
Chapter Program Star Award	Chapter Technology Transfer

14 16 Honors and Awards Committee recommends to Members Council that the following changes be approved to the Honors and Awards MOP, section 8.1 as follows:

8.1 All deliberations of the committee including all actions, discussions, voting, and correspondence shall be held in the strictest confidence by its members. All exchanges of correspondence concerning candidates for awards shall be marked "Confidential." All voting members or the committee shall sign a Confidential Information Agreement prior to entering into any discussions or voting upon any honors and awards. Minutes of this committee are confidential and shall be distributed as directed by the Chair.

16 17 That Members Council and ASHRAE publish the slate of nominees for Society Office on the website for members two weeks after the BOD Winter meeting. ~~during the Winter Meeting and to have it released as a meeting update to members via email.~~

21 21 That ASHRAE staff investigate possible methods to leverage buying power to reduce A/V costs for CRC.

22 22 That the revisions as shown below be included as part of Appendix CA, Hotel Negotiating of the CRC Manual.

Questions to ask your AV company when organizing your CRC:

- This proposal is out of my budget range, is there anything you can do to bring the cost down?
- Will a smaller screen still accommodate the number of anticipated attendees?

(Check the size of screens listed in your proposal. Larger screens are more expensive but are sometimes needed depending on the number of anticipated attendees.)

- Is all of the labor needed as indicated on the proposal?
- If there is a service charge, what is included in that fee?
- Are wired microphones available?

(Usually wired microphones are cheaper than wireless.)

Tips when working with any AV Company

- Ask questions if you are unclear about proposed line item expenses
- If the proposal is out of your budget, or higher than expected, share that concern with your contact and ask if they can help in any way.
- When contracting with the hotel, ask if they would be willing to add an AV discount as a concession if you agree to use the in-house AV company.
- Always be professional, don't demand discounts.

Society Support

ASHRAE Meetings Staff would be happy to review your AV proposal and offer feedback if applicable, similar to hotel contracts. Contact meetings@ashrae.org if you would like your proposal reviewed. Please allow 3 business days for review.

23 23 That ROB 3.300.003 Members Council Elections be revised as shown below.

3.300.003 MEMBERS COUNCIL ELECTIONS (12-06-27-12)
3.300.003.1 Region Members Council Representative – The selection procedure for a Region Members Council Representative (RMCR) is as follows:

- A. The Chapters Regional Committee of each region, in Executive Session, shall select three candidates for Region Members Council Representative. The candidates shall be listed in priority order and the list shall be sent to the Director and Regional Chair. Before submitting its list, the committee shall determine that each candidate is qualified, understands the commitment of time and personal expenses associated with the position, and is willing to serve.
- B. The Director and Regional Chair (with the advice of the outgoing Region Members Council Representative, if possible) shall review the prioritized list of candidates, rank the list as deemed necessary, and send the approved list to the chair of Members Council.
- C. The chair of Members Council shall review the prioritized list of candidates in consultation with the Director and Regional Chair and forward one name to the Board of Directors for election of a Region Members Council Representative by secret ballot at the Society Winter Meeting.
- D. If an elected Region Members Council Representative is unable to serve or complete his/her term, the Director and Regional Chair (and the preceding Region Members Council Representative, if any) shall provide a candidate to the chair of Members Council for review and recommendation to the Board of Directors for election to complete the remainder of the three-year term. The order of preference submitted by the caucus shall be considered as a factor in the selection of the candidate.

E. Council members shall be elected each year in accordance with the following term of service rotation schedule of the Director and Regional Chairs (DRCs) for a term of three (3) years commencing with the Annual Meeting of the Society.

<u>YEAR OF ELECTION</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>RMCR Regions IV, V, VI, XII, XIII</u>			<u>X</u>
<u>RMCR Regions VII, VIII, IX, X, European Region</u>			<u>X</u>
<u>RMCR Regions I, II, III, XI, RAL</u>			<u>X</u>

30 27 That Section 2.10, Honors and Awards Committee of the Manual for Chapter Operations be revised as shown below.

2.10 Honors and Awards Committee

2.10.1 Maintaining Chapter Awards Electronically

Many chapters archive their chapter awards in storage facilities, home, office, etc., and over time the awards get lost. One way to keep your chapter awards (PAOE, Chapter Service Award, Regional Award of Merit, Certificate of Appreciation, etc.), in the forefront is to store them electronically on the chapter's website. By following a few instructions, this could save the chapter time, hassle and storage fees of these well-deserved earned awards. ASHRAE Headquarters does not currently provide electronic copies of awards; however chapters are encouraged to take digital photos of their awards. Digital photos are simple to take with a digital camera, tablet, or phone, and may be stored electronically in a manner keeping with the chapter's existing filing and storage practices for electronic documents. Digital photos may also be posted to the chapter's website in a way pleasing to the chapter, including posting on the homepage, or creating a separate "Awards" page on which the digital photos are displayed.

31 28 That Section 9.2, Protocol, of the Manual for Chapter Operations be revised as shown below and that **Attachment N** be included as an appendix of the MCO.

9.2 Protocol

Society and regional officers making scheduled visits to the chapter should be treated as honored guests. The chapter should contact the visiting officer to determine if assistance with travel arrangements is desired. If the officer is flying, the chapter should offer to pick the officer up at the airport and to drop him or her back at the airport at the end of the visit.

The chapter should check with the visiting officer to see if he or she wants to address the chapter or schedule any special meetings with chapter officers and committees. If the meeting is a dinner meeting, the chapter should furnish the meal for the visiting officer. Optionally, chapters may furnish overnight accommodations for visiting officers.

Chapters to use the Visits to chapter by society and regional officers checklist located in Appendix ## to ensure chapters are aware of their responsibilities when hosting a Society or Regional visit and that use of volunteer's time is used at its

best. It is suggested that chapters fill in the form prior to the visit and send it to the visitor.

33 30 That Section A, Chapters Regional Conference Organization of the CRC Manual be revised as shown below.

Chapters Regional Conference

The term Chapters Regional Conference (“**CRC**”) defines a meeting of all the chapters of the region. The DRC conducts (chairs) the Chapter’s Regional Committee including orientation session and business meetings. The Region’s Nominating Member conducts (chairs) the Chapter Regional Committee caucus and executive sessions. The conference also includes workshops, technical sessions, technical tours, addresses by Society officers, Society staff, regional award presentations and offers opportunities for regional fellowship.

Combined CRCs

A location for a Combined CRC should be set based upon its ease to get to from all Regions involved. The financial costs should be a key factor in setting the location.

Prior to the decision of having a Combined CRC, the Regional Leadership of each Region should reach the conclusion that a Combined CRC is in the best interest of its Region and ASHRAE. A vote of the delegates of each chapter within the region should be taken and a super majority (recommend 2/3 majority) should be in favor of the Combined CRC.

The organizing committee of the Combined CRC should include the host committee as well as a regional representative of each Region included in the Combined CRC (recommend the RMCR for this duty). The interests/requirements of all Regions need to be represented. The costs for the regional representative to participate in the organizing committee should be determined and the Regions shall agree on how to share these costs. The organizing committee shall be responsible for identifying requirements for CRC promotion, sleeping room, meeting rooms, food and other hotel requirements, treatment of VIPs, airport pickup, tours, companion programs and the development of the fee structure for attendees. To simplify the registration process it is recommended that the same fee structure be used for all Regions and that a single website be used for registration. Refer to Appendix D, Transportation Reimbursement Policy for Regions of the Regions Operations Manual for transportation reimbursement policy for Combined CRCs.

Prior to committing to the hotel requirements, the Director and Regional Chairs and RMCRs shall agree to how the income and expenses will be shared amongst the Regions involved. This needs to include room guarantee shortfall, food and beverage shortfall and any other costs.

The following events should be held with all Regions welcome/represented:

- All General Parties
- Group Activities (Golf etc.)
- President’s Luncheon/Dinner

- Technical Sessions
- Chapter Chair Workshops

The following events should be held separately

- Business Meeting(s)
- Caucus Session
- Awards Luncheon/Dinner
- CRC Review

Great care needs to be taken in the selection of the hotel to ensure that there are enough meeting rooms of appropriate size to meet the requirements. Each CRC needs to follow similar schedules so full participation at each event can be allowed.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – LONG BEACH, CA – 06/17
1	8	Student Activities Committee	11/17	Complete	To follow up with the University de Buenos Aires Student Branch to let them know that the name “Schneider Electric Alliance” is too commercial and to let Members Council know their new name during the council’s fall meeting.
2	10	Staff	11/17	Open	To refer Motions 9B and 10B to the Conferences and Expositions Committee for implementation with copy to the Membership Promotion Committee.
3	11	Staff	11/17	Open	To report results of Motion 7k to the Spacecoast Chapter and publish on the website.
4	16	Staff	11/17	Open	To refer Motion 13 to the Society Rules Committee for review before sending to the Board of Directors.
5	18	Staff	11/17	Open	To refer Motion 15 to the Finance Committee and Membership Promotion Committee to determine current statistics and feasibility.
6	18	Staff	11/17	Open	To report status of Motion 15 to the Monterrey Chapter and publish on the website.
7	18	Staff	11/17	Open	To refer Motion 16 to ASHRAE’s Nomination Committee for implementation.
8	18	Staff	11/17	Open	To report results of Motion 16 to the Fort Worth Chapter and publish on the website.
9	19	Staff	11/17	Open	To report results of Motion 17 to the Fort Worth Chapter and publish on the website.
10	19	Staff	11/17	Open	To report results of Motion 18 to the Northern Alberta Chapter and publish on the website.
11	20	Staff	11/17	Open	To report results of Motion 19 to Dallas Chapter, include responses from IT and MP staff and publish on the website.
12	21	Members Council Chair	11/17	Open	To assign ad hoc for Motion 20 consisting of Members Council, ECC and Finance Committee members to determine the merits and feasibility of the motion.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – LONG BEACH, CA – 06/17
13	21	Staff	11/17	Open	To report status of Motion 20 to the Tennessee Valley Chapter and publish on the website.
14	22	Staff	11/17	Open	To report the results of Motions 21 and 22 to the Memphis Chapter and publish on the website.
15	22	Staff	11/17	Open	To revise the CRC Manual, Appendix CA, Hotel Negotiating as indicated in Motion 22.
16	24	Staff	11/17	Open	To send Motion 23 to the Society Rules Committee for review before sending to the Board of Directors.
17	24	Planning Subcommittee	06/18	Open	To determine next steps of 2016-17 MBOs 1, 3 and 4 and determine implementation plan for these objectives.
18	25	Staff	11/17	Open	To refer Motion 25 to Student Activities Committee for consideration.
19	26	Staff	11/17	Open	To report status of Motion 25 to the Illinois Chapter and publish on the website.
20	26	Staff	11/17	Open	To report results of Motion 26 to the Illinois Chapter and publish on the website.
21	26	Staff	11/17	Open	To refer Motion 27 to the Standards Committee (w/copy to Technology Council), for consideration.
22	27	Staff	11/17	Open	To report status of Motion 27 to the Monterrey Chapter and publish on the website.
23	27	Staff	11/17	Open	To report results of Motion 28 to the Central Oklahoma Chapter and publish on the website.
24	27	Staff	11/17	Open	To report results of Motion 29 to the Regina Chapter and publish on the website.
25	28	Staff	11/17	Open	To revise the MCO, Section 2.10, Honors and Awards Committee as indicated in Motion 30.
26	28	Staff	11/17	Open	To report results of Motion 30 to the Dallas Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – LONG BEACH, CA – 06/17
27	29	Staff	11/17	Open	To revise the MCO, Section 9.2, Protocol as indicated in Motion 31 and include Attachment N as an appendix in the manual.
28	29	Staff	11/17	Open	To refer Motion 31 to the YEA Committee for consideration and development.
29	29	Region Operations Subcommittee	06/18	Open	To determine next steps of 2016-17 MBOs 2 and 5 and determine implementation plan for these objectives.
30	31	Staff	11/17	Open	To revise Section A, Chapters Regional Conference Organization of the CRC Manual as indicated in Motion 33.



**MINUTES
MEMBERS COUNCIL MEETING
JUNE 27, 2017**

MEMBERS PRESENT: Bjarne W. Olesen, Chair
 Sheila J. Hayter, Vice-Chair

Erich Binder, ExO
Blake E. Ellis, ExO
William K. Klock, ExO
Malcom D. Knight, ExO
Karine Leblanc, ExO
Joseph L. Furman, Region I RMCR
Isabelle Lavoie, Region II RMCR
Dustan L. Macauley, Region III RMCR
Steven A. Marek, Region IV RMCR
Douglas F. Zentz, Region V RMCR

John A. Rieke, Region VI RMCR
Walter W. Law, Region VII RMCR
Jonathan I. Symko, Region VIII RMCR
Trenton S. Hunt, Region IX RMCR
Jack H. Zarour, Region X RMCR
Russell J. Lavitt, Region XI RMCR
Robin Bryant, Region XII RMCR
Cheng Wee Leong, Region XIII RMCR
Nohad I. Boudani, Region-At-Large RMCR

NON-VOTING MEMBERS PRESENT:
Andrew L. Cochrane, CTTC Chair
Jon J. Cohen, CEC Chair
Thomas H. Phoenix, GGAC Chair
Rennison W. Tisdale, H&A Chair
Jason Z. Alphonso, MPC Chair
Darcy A. Carbone, RPC Chair
Russell K. Marcks, SAC Chair
Caleb Haynes, YEA Chair
Oswaldo D.S. Bueno, Consultant

GUESTS PRESENT (CONT'D):
David Underwood, Presidential Member

GUESTS PRESENT:
*Dimitris Charalambopoulos, RMCR Region XIV
*Jacob Kopocis, YEA Chair
Michelle Swanson, MPC Vice Chair
*Charlie Henck, H&A Chair
*David Claridge, CEC Vice Chair
Dan Rogers, DRC Region XII
*Scott Wayland, RMCR Region X
*Devin Abellon, MPC Chair
Bruno Martinez, LeaDRS Region XII
Ng Yong Kong, DRC Region XIII
*Richie Mittal, RMCR Region-At-Large
Doug Fick, DRC Region V
*Essam E. Khalil, ExO
*Chris Gray, RMCR Region VII
Jim Butler, LeaDRS Region IX
*Leslie Jonsson, CTTC Chair
*Tyler Glesne, RMCR Region IX
*Jim Wolf, GGAC Chair
Gerardo Alfonso, RVC SAC Region XII
*Darryl Boyce, MC Vice Chair

STAFF PRESENT:
Joyce Abrams
Vickie Grant
Candace Pettigrew
Chandrias Jacobs
Rhiannon Masterson
Jim Scarborough
Katie Thomson
Julia Mumford
Daniel Gurley
Jim Scarborough
Megan Gotzmer
Tony Giometti

* = incoming Members Council member



1. CALL TO ORDER AND INTRODUCTIONS

The 2017 Annual Meeting of Members Council was called to order by Sheila Hayter, Vice Chair, on Tuesday, June 27, 2017 at 8:15a.m. in Beacon B (4) of the Hyatt Regency Long Beach Hotel. Introductions of the Members Council members, guests in the audience and staff were made. Those in attendance are included in the list above.

2. CODE OF ETHICS COMMITMENT

Mr. Olesen explained that each ASHRAE group who meets during the ASHRAE conferences will start their meeting reciting the Code of Ethics. Mr. Olesen read the following statement into the record:

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

3. REVIEW OF AGENDA

There were no revisions to the agenda.

4. APPROVAL OF DRAFT MINUTES

It was moved and seconded

- (1) That the following consent motions be approved.
 - a. That the draft minutes from the January 31, 2017 winter meeting of Members Council be approved.
 - b. That the draft minutes from the February 9, 2017 web conference of Members Council be approved.

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

5. NEW REGION, CHAPTER AND STUDENT BRANCH CHARTERS

It was moved and seconded

- (2) That the name of the new Region approved by Society’s Board of Directors May 1, 2017 and to be effective July 1, 2017, be Region XIV.

Background: The current Region naming protocol is to use Roman numerals rather than a descriptive title. The current Regions are named I through XIII plus Region-At-Large, the latter serving as an umbrella term to include additional Chapters outside North America and Asia. When a new Region was formed to include members and chapters in Asia, it was named “Region XIII.” Breaking from the established protocol to use a descriptive name – “European Region,” for example – might create confusion and might set a precedent for other Regions’ wanting to have descriptive names. Although a descriptive name for the current new Region

might be both accurate and concise, existing Regions and future new Regions might not lend themselves to equally accurate and concise descriptive names.

Fiscal Impact: The staff time to reprogram Society's database and to change relevant references on ASHRAE.org and in various materials, documents, etc. will be the same, regardless of the name of the new Region.

Mr. Ellis asked that Motion 2 be amended by replacing the date May 1 with June 25. It was moved by Mr. Ellis and seconded

- (2A) That the name of the new Region approved by Society's Board of Directors ~~May 1~~ June 25, 2017 and to be effective July 1, 2017, be Region XIV.

MOTION 2A (TO AMEND) PASSED. (unanimous voice vote, chair not voting)

- (2B) That the name of the new Region approved by Society's Board of Directors June 25, 2017 and to be effective July 1, 2017, be Region XIV.

AMENDED MOTION 2B PASSED. (unanimous voice vote, chair not voting)

It was moved and seconded

- (3) That RAL Sub Region A and Sub Region B be renamed Sub Region I [or 1] and Sub Region II [or 2], respectively, effective July 1, 2017.

Background: Society's Board of Directors has approved the creation of a new European Region that is, in essence, the geographic region formerly known as RAL Sub Region B. Instead of having the remaining RAL Sub Regions retain their current names – Sub Region A and Sub Region C, which seem awkward without a Sub Region B – changing their names would be logical and would reduce confusion.

Fiscal Impact: Staff time to reprogram Society's database and ensure members' records are changed accordingly and to change all other references on ASHRAE.org and in various materials, documents, etc.

Mr. Boudani asked that Motion 3 be amended by striking "B" (in Sub Region B) and changing it to read "C." He also asked that the brackets indicating "or 1" and "or 2" be removed from the motion. It was moved by Mr. Boudani and seconded

- (3A) That RAL Sub Region A and Sub Region ~~B~~ C be renamed Sub Region I ~~[or 1]~~ and Sub Region II ~~[or 2]~~, respectively, effective July 1, 2017.

MOTION 3A (TO AMEND) PASSED. (unanimous voice vote, chair not voting)

- (3B) That RAL Sub Region A and Sub Region C be renamed Sub Region I and Sub Region II, respectively, effective July 1, 2017.

AMENDED MOTION 3B PASSED. (unanimous voice vote, chair not voting)

It was moved and seconded

- (4) That the charter of the UK Midlands Chapter of ASHRAE, whose headquarters will be in the city of Loughborough, in Leicestershire, and whose geographic area of activity will be Norfolk, Cambridgeshire, Yorkshire, Northamptonshire, Leicestershire, Nottinghamshire, Derbyshire, Bedfordshire, Lincolnshire, Warwickshire, Staffordshire, West Midlands, Huntingdonshire and Rutland be approved.

Background: Forming the UK Midlands Chapter is a natural evolution of the UK Midlands Section, which was chartered four years ago. Creating a Chapter will leverage the momentum that the Section has gained and will allow ASHRAE to better serve the ASHRAE Members in the UK Midlands, to attract new members, and to actively engage in the new European Region and the Society.

MOTION 4 PASSED. (unanimous voice vote, chair not voting)

It was moved and seconded

- (5) That the charter of the UK London and South East Chapter of ASHRAE, whose headquarters will be in the city of London, England, and whose geographic area of activity will be in the Greater London area and the South East of England be approved.

Background: To form a new UK London and South East Chapter. Creating a Chapter will allow ASHRAE to better serve the ASHRAE Members in the UK London and South East region of England, to attract new members, and to actively engage in the new European Region XIV and the Society.

MOTION 5 PASSED. (unanimous voice vote, chair not voting)

It was moved and seconded

- (6) That the charter of the Irish Chapter, located in Cork, Ireland whose boundaries will cover Ireland be approved.

Background: Forming the Irish Chapter is a natural evolution of the Ireland Section, which was chartered two years ago. Creating a Chapter will leverage the momentum that the Section has gained and will allow ASHRAE to better serve the ASHRAE Members in Ireland, to attract new members, and to actively engage in the new European Region and the Society. Ken Goodman, Sub Region B Chair, successfully secured 40 signatures of ASHRAE members in good standing on the petition to form the Irish Chapter.

MOTION 6 PASSED. (unanimous voice vote, chair not voting)

It was moved and seconded

- (7) That consent motions a. through u. as shown below be approved.
- a. That the charter of the Wake Technical Community College (Wake Tech) Student Branch, located in Raleigh, North Carolina and sponsored by the Triangle Chapter be approved. (Region IV)
 - b. That the charter of the Ball State University Student Branch, located in Muncie, Indiana and sponsored by the Central Indiana Chapter be approved. (Region V)

- c. That the charter of the Marshall University Student Branch, located in Huntington, West Virginia and sponsored by the West Virginia Chapter be approved. (Region VII)
- d. That the charter of the Lamar University Student Branch, located in Beaumont, Texas and sponsored by the Houston Chapter be approved. (Region VIII)
- e. That the charter of the Universidad Santo Tomas Student Branch, located in Bogota, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
- f. That the charter of the Universidad del Atlantico Student Branch, located in Barranquilla, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
- g. That the charter of the Schneider Electric Alliance (Universidad de Buenos Aires) Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
- h. That the charter of the Nicaragua (Universidad Nacional de Ingenieria & Universidad Centroamericana) Student Branch, located in Managua, Nicaragua and sponsored by Region XII be approved. (Region XII)
- i. That the charter of the Singapore Polytechnic Student Branch, located in Singapore, Singapore and sponsored by the Singapore Chapter be approved. (Region XIII)
- j. That the charter of the Pamantasan Ng Lungsod Ng Maynila (PLM) Student Branch, located in Metro Manila, National Capital Region, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
- k. That the charter of the University of Girona Student Branch, located in Girona, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
- l. That the charter of the UK Midlands Student Branch, located in Loughborough, UK and sponsored by Sub Region B be approved. (Region XIV)
- m. That the charter of the Shri Ram College of Engineering & Management (SRCEM), Palwal Student Branch, located in Palwal, Haryana, India and sponsored by the India Chapter be approved. (Region-At-Large)
- n. That the charter of the Pusa Institute of Technology Student Branch, located in New Delhi, India and sponsored by the India Chapter be approved. (Region-At-Large)
- o. That the charter of the Budapest University of Technology and Economics (BME) Student Branch, located in Budapest, Hungary and sponsored by the Danube Chapter be approved. (Region-At-Large)
- p. That the charter of the SOS Technical Training Institute Student Branch, located in Rawalpindi, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)



approved. (Region-At-Large)

- q. That the charter of the Government College of Technology Rawalpindi Student Branch, located in Rawalpindi, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- r. That the Swedish College of Engineering and Technology Wah Cantt, located in Wah Cantt, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- s. That the charter of the Mehran UET SZAB Student Branch, located in Sindh, Pakistan and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
- t. That the charter of the University of Management & Technology (UMT) Lahore Student Branch, located in Lahore, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
- u. That the charter of the Université Libanaise, Faculté de génie II (ULFG2) Student Branch, located in Roumieh, Lebanon and sponsored by the Lebanese Chapter be approved. (Region-At-Large)

Mr. Lavitt asked that item g. be removed for a separate vote.

(7A) That the following consent motions be approved:

- a. That the charter of the Wake Technical Community College (Wake Tech) Student Branch, located in Raleigh, North Carolina and sponsored by the Triangle Chapter be approved. (Region IV)
- b. That the charter of the Ball State University Student Branch, located in Muncie, Indiana and sponsored by the Central Indiana Chapter be approved. (Region V)
- c. That the charter of the Marshall University Student Branch, located in Huntington, West Virginia and sponsored by the West Virginia Chapter be approved. (Region VII)
- d. That the charter of the Lamar University Student Branch, located in Beaumont, Texas and sponsored by the Houston Chapter be approved. (Region VIII)
- e. That the charter of the Universidad Santo Tomas Student Branch, located in Bogota, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
- f. That the charter of the Universidad del Atlantico Student Branch, located in Barranquilla, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
- h. That the charter of the Nicaragua (Universidad Nacional de Ingenieria & Universidad Centroamericana) Student Branch, located in Managua, Nicaragua and sponsored by Region XII be approved. (Region XII)

- i. That the charter of the Singapore Polytechnic Student Branch, located in Singapore, Singapore and sponsored by the Singapore Chapter be approved. (Region XIII)
- j. That the charter of the Pamantasan Ng Lungsod Ng Maynila (PLM) Student Branch, located in Metro Manila, National Capital Region, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
- k. That the charter of the University of Girona Student Branch, located in Girona, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
- l. That the charter of the UK Midlands Student Branch, located in Loughborough, UK and sponsored by Sub Region B be approved. (Region XIV)
- m. That the charter of the Shri Ram College of Engineering & Management (SRCEM), Palwal Student Branch, located in Palwal, Haryana, India and sponsored by the India Chapter be approved. (Region-At-Large)
- n. That the charter of the Pusa Institute of Technology Student Branch, located in New Delhi, India and sponsored by the India Chapter be approved. (Region-At-Large)
- o. That the charter of the Budapest University of Technology and Economics (BME) Student Branch, located in Budapest, Hungary and sponsored by the Danube Chapter be approved. (Region-At-Large)
- p. That the charter of the SOS Technical Training Institute Student Branch, located in Rawalpindi, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- q. That the charter of the Government College of Technology Rawalpindi Student Branch, located in Rawalpindi, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- r. That the Swedish College of Engineering and Technology Wah Cantt, located in Wah Cantt, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- s. That the charter of the Mehran UET SZAB Student Branch, located in Sindh, Pakistan and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
- t. That the charter of the University of Management & Technology (UMT) Lahore Student Branch, located in Lahore, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
- u. That the charter of the Université Libanaise, Faculté de génie II (ULFG2) Student Branch, located in Roumieh, Lebanon and sponsored by the Lebanese Chapter be approved. (Region-At-Large)

MOTION 7A PASSED. (unanimous voice vote, chair not voting)



It was moved and seconded

- (8) That the charter of the Schneider Electric Alliance (Universidad de Buenos Aires) Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)

Mr. Lavitt commented that the name of the school appears commercial.

It was moved by Mr. Knight and seconded

- (8A) That Motion 8 be amended by removing the name “Schneider Electric Alliance.”

MOTION 8A (TO AMEND) PASSED. (unanimous voice vote, chair not voting)

- (8B) That the charter of the ~~Schneider Electric Alliance~~ (Universidad de Buenos Aires) Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)

AMENDED MOTION 8B PASSED. (unanimous voice vote, chair not voting)

- AI 1 Student Activities Committee to follow up with the university to let them know they need to change their name so that it does not appear commercial and report back to Members Council with the new name during the council’s fall meeting.

6. MEMBERS COUNCIL STANDING COMMITTEE REPORTS

A. Membership Promotion Committee Report (Attachment A)

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

It was moved by Mr. Knight

- (9) That Society provide to the Membership Promotion Committee funding and resources to include the Women in ASHRAE (WiA) Breakfast at the Society Winter Meeting as a recurring social event.

Background: A WiA Breakfast has been provided at previous society winter meetings and has been at full capacity indicating that it's an improved experience for meeting attendees. The last breakfast had 156 registered attendees. In the past, the event has been free of charge, sponsored and occurred on Monday morning from 7 to 8. The sponsorship has not covered all cost. The remaining costs were picked up by ASHRAE. A speaker presents on a topic that promotes inclusiveness in the HVAC&R industry. This meeting has experienced short comings fiscally and venue logistics; to allow this event to prosper it should be included in as an executable program to evaluate fiscal viability and venue logistics.

Fiscal Impact: \$7,500 (without sponsorship or registration fees)

MOTION 9 PASSED. (17-0-2-1, chair not voting)

It was moved by Mr. Knight

- (10) That Society provide to the Membership Promotion Committee funding and resources to include the Women in ASHRAE (WiA) Happy Hour at the Society Annual Meeting as a recurring social event.

Background: A WiA Happy Hour has been provided at previous annual meetings and has been a well-received event indicating that it's an improved experience for meeting attendees. In the past, this has been a charged event of \$20/person and occurred on Monday night. This event promotes welcoming inclusiveness in ASHRAE and has formerly been funded and organized by the host chapter. This meeting has experienced short comings fiscally and venue logistics; to allow this event to prosper it should be included in as an executable program. Society is currently not offering financial support for this event.

Fiscal Impact: \$3,000 (in addition to per person charge)

There was discussion that since this is a planned event with the host committee the Conferences and Expositions Committee should take the lead in planning and that the Membership Promotion Committee should liaise with CEC. There was also concern with the budget, that although some of the events are sponsored, the rest of the financial commitment falls on the region. It was suggested that CEC should plan both the WiA Breakfast and Happy Hour at the meetings.

It was moved by Mr. Knight and seconded

- (10A) That Society provide to the ~~Membership Promotion Committee~~ Conferences and Expositions Committee funding and resources to include the Women in ASHRAE (WiA) Happy Hour at the Society Annual Meeting as a recurring social event.

MOTION 10A (TO AMEND) PASSED. (unanimous voice vote, chair not voting)

- (10B) That Society provide to the Conferences and Expositions Committee funding and resources to include the Women in ASHRAE (WiA) Happy Hour at the Society Annual Meeting as a recurring social event.

AMENDED MOTION 10B PASSED. (17-1-1-1, chair not voting)

It was moved by Mr. Knight and seconded

- (11) That Motion 9 be reintroduced and amended to reflect the Conferences and Expositions Committee.

MOTION 11 PASSED. (19-0-0-1, chair not voting)

- (9A) That Society provide to the ~~Membership Promotion Committee~~ Conferences and Expositions Committee funding and resources to include the Women in ASHRAE (WiA) Breakfast at the Society Winter Meeting as a recurring social event.

MOTION 9A (TO AMEND) PASSED. (unanimous voice vote, chair not voting)

- (9B) That Society provide to the Conferences and Expositions Committee funding and resources to include the Women in ASHRAE (WiA) Breakfast at the Society Winter Meeting as a recurring social event.



AMENDED MOTION 9B PASSED. (unanimous voice vote, chair not voting)

AI 2 Staff to refer Motion 9B and Motion 10B to the Conferences and Expositions Committee for implementation with copy to the Membership Promotion Committee.

B. RP Committee Report (Attachment B)

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

It was moved by Mr. Knight

(12) That the 2017-18 RP goals as shown below be approved.

Region	2017-2018 Regional Goal
I	\$201,500
II	\$176,000
III	\$189,700
IV	\$180,000
V	\$130,000
VI	\$175,000
VII	\$140,000
VIII	\$420,000
IX	\$247,000
X	187,000
XI	\$171,000
XII	\$150,000
XIII	\$46,300
XIV	\$3,500
RAL	\$33,000
Total	\$2,450,000

Background: The above figures are based upon current and prior years' results. RVCs were asked to speak with their DRCs prior to this meeting and receive their support and approval since goals are regional business.

Fiscal Impact: None.

MOTION 12 PASSED. (unanimous voice vote, chair not voting)

Information Item:

1. Ms. Carbone reported due to the resignation of RP's incoming chair in May, recent and past RP Chair John Rieke was appointed to fill the position for the 2017-18 campaign.
2. The Research Promotion Committee campaign reached a new high for 2016-17. The total raised during the campaign was \$2,691,673 which was 4.6% higher than last year and surpassed their 2016-17 goal of \$2,350,000. A total of 118 chapters either met or exceeded their goals for 2016-17.

C. Chapter Technology Transfer Committee Report (Attachment C)

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

Information Items:

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

The Committee voted to defeat this motion 0:11:0 CNV. The Committee felt, as worded, that this motion would diminish RVC discretion to allocate visits among the chapters, sections, and student Branches in his/her Region. However, the Committee understood the intent behind the motion and has developed an ad hoc to review the current DL allocation formula to determine if sections should be included in the formula and/or if any other adjustments are appropriate.

- AI 3 Staff to report results of Motion 7k to the Spacecoast Chapter and publish on the website.
2. In response to assigned Members Council Action Item 17 (01/17): Ways to disseminate and market available O&M training and other educational materials to this audience. The Committee created an ad hoc to discuss and compile a list of suggestions. The Ad Hoc includes a past member and past Chair of TC 7.3 as well as a member of RAL.
 3. The April 20, 2017 CTTC Webcast, "Take Control: Using Analytics to Drive Building Performance," featured presenters Mark Gallagher, Srinivas Katipamula and Jim Meacham. This year's program had an estimated 8,842 viewers worldwide. A total of 502 sites registered and accounted for an estimated 3,219 viewers. A total of 2,263 viewers completed the online Participant Reaction Form and of those viewers, 99% indicated they would participate in another ASHRAE webcast. The on-demand replay of the webcast was available for two weeks following the live webcast and was viewed by an estimated 256 people.
 4. "Myths about Energy Efficiency" is the subject of the April 19, 2018 Webcast. Tom Durkin, Mark Frankel, and Chris Mathis have been selected by CTTC as presenters. The Webcast will focus on the common myths related to energy performance. The presenters will discuss the ability of commercial and high-rise residential buildings in North America and developing economies to effectively achieve optimum energy performance and describe how there is not a "one size fits all" design for buildings. Viewers will learn how best to design buildings to achieve optimal energy performance in varying climate zones and economic conditions. The 2017-18 Webcast Ad Hoc Subcommittee will develop the program content, title, and format at a planning meeting scheduled for August 15th. Details regarding registration, the presenters, and the program are available at www.ashrae.org/webcast.
 5. CTTC requests the assistance of DRCs and RMCRs to communicate the importance of treating Distinguished Lecturers as VIPs to the Chapters. DLs donate a tremendous amount of time and effort to ASHRAE and the program and should be treated accordingly. This includes, arranging transportation to/from the meeting location,

communicating expectations well in advance, and reimbursing local travel expenses (in accordance with the DL Reimbursement Policy).

D. Conferences and Expositions Committee Report (Attachment D)

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

Information Items:

1. The 2017 ASHRAE Annual Conference technical program featured 20 conference paper sessions (71 conference papers presented), 6 technical paper sessions (19 technical papers presented), 61 seminars, 9 workshops, 4 forums, 3 debates and 2 panel discussions. A student paper recognition program that was launched at the 2017 Winter Conference was continued at the 2017 Annual Conference. Certificates were presented to a top undergraduate student and graduate student and an honorable mention in each category.
2. The following conferences took place between January 2017 and June 2017:
 - Second International Conference on Energy and Indoor Environment for the Hot Climates took place February 26-27, 2017 in Doha, Qatar. It was 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.” There were 28 conference papers presented, including 5 via Skype. The conference was attended by 150 registrants. The chapter handled all of the onsite logistics.
 - Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors Conference took place April 6-8, 2017 in Bangkok, Thailand. The conference was co-organized by ASHRAE-IIR-UNEP-UNIDO. This was the first time ASHRAE has organized a conference with these organizations. The conference was financially supported by UNEP. The conference was attended by 150 registrants.
3. The following specialty conferences are in process:
 - 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. The third annual ASHRAE LowDown Showdown modeling competition will take place during the conference.
 - 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.
 - 2018 Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA.
4. CEC provided the Technical Activities Committee with 10 years of data on the ratings

and attendance at seminars and conference paper as well as technical committee program submissions. To improve communications with TCs and make better use of face-to-face time at the TC section breakfasts, CEC distributed its “breakfast notes” in advance of the conference. Also, CEC invited TAC to participate in the review of programs submitted for the 2018 Winter Conference and will update the CEC Web site at TAC’s request to make it easier for TCs to find resources related to technical program submissions.

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

E. Student Activities Committee Report (Attachment E)

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

Information Items:

1. As of May 31, 2017 ASHRAE had 8,093 paid and unpaid student members, a 12% increase since May 31, 2016. The number of student members at this same time in previous years is shown below.
 - May 31, 2016 is 7,213
 - May 31, 2015 is 6,324
 - May 31, 2014 is 5,868
 - May 31, 2013 is 6,247
 - May 31, 2012 is 6,452
 - May31, 2011 is 6,415
2. There were 65 Design Competition projects submitted this year, of which: 19-Design Calculations; 16-System Selection; 24-ISBD; and 6-Applied Engineering Challenge. 34 Design Competition submissions were judged at Society-level with four considered as Rising Stars. The Winners were:
 - Design Calculations
 - First Place – San Jose State University
 - Second Place – King Fahd University of Petroleum and Minerals
 - Third Place – Lakehead University
 - Rising Star – Texas A&M College Station
 - System Selection
 - First Place – Warsaw University of Technology
 - Second Place – The Pennsylvania State University
 - Third Place – University of Nebraska - Lincoln Team 1

- o Rising Star – The University of Texas at Arlington
 - o Integrated Sustainable Building Design
 - First Place – University of Central Florida
 - Second Place – The Catholic University of America
 - Third Place – Montana State University Team 1
 - Rising Star - None
 - o Applied Engineering Challenge
 - First Place – Cal Poly San Luis Obispo
 - Second Place – Bandung Institute of Technology
 - Third Place – University of Nebraska - Lincoln
 - Rising Star – None
3. SAC reports that information for the 2018 Design Competition has been published on the website and the AEC will be finalized in July. The goal is to release the 2019 Design Competition information in January 2018 to allow southern hemisphere schools to compete.

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

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

1. The 2017 YEA Leadership International event is scheduled for December 8-10 in Hong Kong. YEA has been in contact with the Hong Kong Chapter and Region XIII and hope to have registration open in July or August. Tricia Evans will return as the facilitator for this event.
2. The 2017 Fall YEA Leadership Weekend is scheduled October 13-15 in Baltimore, Maryland. Registration will be open until September 1, 2017 or until registration is full. YEA Leadership Weekend 2.0 was held May 5-7 just outside San Francisco in Tiburon, CA.
3. The YEA Technical Weekend was held March 2017 in Atlanta, Georgia. There were 8 attendees. While there was positive feedback from attendees, the low attendance for the past two events has led the YEA Executive Committee decision to no longer host the event.
4. Two YEA Committee representatives (Ioanna Deligkiozi and Caleb Haynes) attended the recent CIBSE Young Engineers Network (YEN) Conference in Manchester, UK, May 2017. Both representatives provided positive feedback from attending this event. There were previous efforts to organize a joint YEA/YEN event and this meeting allowed both groups to review collaboration efforts moving forward.
5. The following 4 Leadership U participants attended the 2017 ASHRAE Annual Conference and shadowed Society Vice Presidents:
 - Joe Chin, San Jose Chapter
 - Tiffany Biagini, Illinois Chapter
 - Akshay Bhargava, Central Indiana Chapter
 - James Gallick, Columbus Chapter

G. Grassroots Government Advocacy Committee Report (Attachment G)

In the absence of Tom Phoenix, GGAC Chair, the following was reported by Jim Wolf, GGAC Vice Chair.

1. GGAC voted to change the names of its two standing subcommittees for clarity. The subcommittees were previously named Active Outreach and Responsive Engagement. They will now be called Policy and Programs Subcommittee and Member Mobilization Subcommittee, respectively.
2. One of the highlights of the year for GGAC is the Day on the Hill visits held in eight state legislatures (Arkansas, Georgia, North Carolina, South Carolina, New Mexico, Tennessee and Texas) and one Parliament (Canada-Ottawa). The visits, conducted by ASHRAE members and assisted by ASHRAE Government Affairs Office staff, are raising the level of awareness of ASHRAE and its standards, products and services, with elected leaders. More are planned for the future.
3. GGAC is starting a pilot project with an interactive map highlighting Regions, Chapters, Chapter Officers and Chapter Priorities. Four Regions will be part of this pilot project that will assist members in identifying Chapter members needed for engagement with Day on the Hill visits and other advocacy activities.
4. GGAC continues to monitor legislative efforts in several states that would increase the educational requirement for engineer licensure from a bachelor's degree to a master's degree or equivalent. For example in New Jersey, the efforts of ASHRAE and fraternal organizations such as ASME working in collaboration have helped to prevent the introduction of legislation that would change licensure requirements.

H. Honors and Awards Committee Report (Attachment H)

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

It was moved by Ms. Leblanc

- (13) Honors and Awards Committee recommends to Members Council that the following changes to the Rules of the Board sections 2.411.003.3, 2.411.003.4, and 2.411.003.5 be approved as follows:

2.411.003.3 Board-Approved Awards Named for Individuals

Board approves the establishment of the Dan Mills ~~Chapter Program Technical~~ Award to recognize a chapter CTTC chair or vice chair who excels in promoting technical and energy activities of the CTT Committee meeting CTTC goals in technical, energy and government activities.

2.411.003.4 Board-Approved Awards Not Named for Individuals

~~L. The Chapter Program Star Award is established to recognize excellence in chapter program endeavors.~~

2.411.003.5 Award Programs

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

<u>Award</u>	<u>Recommending Committee</u>
Lincoln Bouillon Membership Award	Membership Promotion
William J. Collins, Jr. RP Award	Research Promotion
Homer Addams Award	Research Administration
John F. James International Award	Members Council
Ralph G. Nevins Physiology and Human Environment Award	TC 2.1, Physiology and Human Environment
E.K. Campbell Award of Merit	Life Members Club
Milton W. Garland Commemorative Refrigeration Award for Project Excellence	Refrigeration
Journal Paper Award	Publications
Government Activities Award	Grassroots Government Advocacy
Standards Achievement Award	Standards
Poster Presentation Award	Conferences and Expositions
Dan Mills Chapter Program Technical Award	Chapter Technology Transfer
Student Activities Achievement Award	Student Activities
Chapter Program Star Award	Chapter Technology Transfer

Background: The CTT Committee feels these revisions will encourage greater participation and will streamline the pass through award process. The current Dan Mills Technical Award and the Chapter Program Star Award will be combined, using the Chapter Program Star Award as the base template and incorporating technical activities into the scope of the award. The name of the award has been changed to maintain the legacy of Dan Mills.

Fiscal Impact: None.

MOTION 13 PASSED. (unanimous voice vote, chair not voting)

AI 4 Staff to refer Motion 13 to the Society Rules Committee for review before sending to the Board of Directors.

It was moved by Ms. Leblanc

(14) Honors and Awards Committee recommends to Members Council that the following

changes be approved to the Honors and Awards MOP, section 8.1 as follows:

- 8.1 All deliberations of the committee including all actions, discussions, voting, and correspondence shall be held in the strictest confidence by its members. All exchanges of correspondence concerning candidates for awards shall be marked “Confidential.” All voting members or the committee shall sign a Confidential Information Agreement prior to entering into any discussions or voting upon any honors and awards. Minutes of this committee are confidential and shall be distributed as directed by the Chair.

Background: The Committee feels that this confidentiality agreement will reinforce the importance of maintaining confidentiality during the Honors and Awards nomination process.

Fiscal Impact: None.

MOTION 14 PASSED. (19-1-0, chair not voting)

Executive Session:

Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council.

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

The following was reported by Walter Law, Planning Subcommittee Chair.

• **2017 Spring CRC Motions**

It was moved by Mr. Law

Region VIII (Monterrey Chapter):

- (15) That ASHRAE extend membership for low income countries to upper middle income countries as defined by the World Bank.

Background: In Monterrey, Mexico we have many members who make less than \$13,000 USD/yr. (high end of the starting salary range for engineers here in Mexico.) And, as a result, the existing cost of membership (\$204) is beyond the reach of these low income engineers. If we were able to reduce membership costs for these engineers, it is in our estimation that we could increase our membership base by 20%.

As with low income countries, the handbook would only be available electronically. ASHRAE’s access for low income engineers in these upper middle income countries would assist them in increasing their skillsets so that they could earn more income and allow them to evolve into regular full paying members.

Fiscal Impact: There would be a net positive financial impact to ASHRAE, as the cost savings of the handbook plus postage (Society has been sending this Federal Express) would be greater than the anticipated membership discount provided. It is felt that providing this discount would allow ASHRAE to increase the membership base in upper middle income countries resulting in future increased revenues as these members become regular full paying members.



It was moved by Mr. Law and seconded

(15A) That Motion 15 be referred to the Finance Committee and Membership Promotion Committee to determine the current statistics and if it is feasible to so.

MOTION 15A (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 5 Staff to refer Motion 15 to the Finance Committee and Membership Promotion Committee to determine current statistics and feasibility.

AI 6 Staff to report status of Motion 15 to the Monterrey Chapter and publish on the website.

It was moved by Mr. Law

Region VIII (Fort Worth Chapter):

(16) That Members Council and ASHRAE publish the slate of nominees for Society Office on the website ~~for members two weeks after the BOD Winter meeting, during the Winter Meeting and to have it released as a meeting update to members via email.~~

Background: Nominees to Society Office should be readily shared with the membership in a timely manner and in a method that allows wide distribution to the membership. Per the Bylaws, members, via petition, have the right to suggest other names for the official ballot 120 days prior to the election. Currently most members do not know who was nominated until the ballot is received (about 60 days prior) and are thus not able to effectively exercise the right to suggest other names via petition.

Fiscal Impact: None.

MOTION 16 PASSED. (19-0-1, chair not voting)

AI 7 Staff to refer Motion 16 to ASHRAE's Nomination Committee for consideration.

AI 8 Staff to report results of Motion 16 to the Fort Worth Chapter and publish on the website.

It was moved by Mr. Law

Region VIII (Fort Worth Chapter):

(17) That the Draft Minutes of meetings (open session) of ExCom, BOD and Councils be published online via the website 30 days after the meeting. Also, the Meeting Agendas shall be posted prior to scheduled meetings. If no open minutes are available due to executive session only then the notice shall state an executive meeting was held with date, time, location, conference call, etc.

Background: Membership should be informed in a timely manner the actions, directions and positions that the Society is considering, taking or acting upon them to provide effective input to the members that serve on said bodies.

Fiscal Impact: None.

MOTION 17 FAILED. MINUTES FROM THE BOD, COUNCILS AND COMMITTEES ARE NOT POSTED UNTIL THEY HAVE BEEN APPROVED BY THE RESPECTIVE BODY AT THEIR

NEXT MEETING. ALSO, AGENDAS CAN CHANGE UP UNTIL THE DATE OF A MEETING.
(1-19-0, chair not voting)

AI 9 Staff to report results of Motion 17 to the Fort Worth Chapter and publish on the website.

It was moved by Mr. Law

Region XI (Northern Alberta Chapter):

(18) That the Society establish a section within each member profile on the Society website where Chapter members can pay their local chapter dues independently of Society dues. As an associated feature of this proposed change, a report of chapter dues paid through the Society website should be available to the chapters for record keeping purposes.

Background: Currently, a member can only pay their local dues on the Society website only when they pay their Society dues. It is very time consuming to keep track of payment at a local level as it involves cross-referencing the Society reports to avoid confusion or double payment.

Fiscal Impact: Not known.

MOTION 18 FAILED. CHAPTERS CAN ELECT TO GO THROUGH THE ASHRAE CHAPTER DUES PROGRAM AND HAVE DONE WHAT THE CHAPTER IS ASKING FOR IN THEIR MOTION. (unanimous voice vote, chair not voting)

AI 10 Staff to report results of Motion 18 to the Northern Alberta Chapter and publish on the website.

- **Referred CRC Motions**

It was moved by Mr. Law

Dallas Chapter Motion 20a (06/28/2016) – Referred to IT & MP Staff:

(19) That Society include communication preferences options under bio options, effective, January 1, 2017 to determine preferences for mailings (handbooks, ASHRAE Journal, letters, tax information, etc.), email correspondence, and committee contact information.

Background: Many members include both their work and home address in their ASHRAE bio. Currently, you can only designate one primary address. The primary address is used for all mailings and committee correspondence. Some members have expressed that this is undesirable because some correspondence such as updated voting lists could get lost. Additionally, members may choose to receive the ASHRAE Journal at their office and handbook and all other correspondence to their home address.

Fiscal Impact: ASHRAE staff has indicated that the software appears to be doable but the estimated expense needs to be determined.

MOTION 19 FAILED. (unanimous voice vote, chair not voting)

Mr. Law reported the following from IT and MP staff for Motion 19-Dallas Chapter:

Response from MP & IT Staff (03/21/17): Making the changes requested would complicate ASHRAE's computer systems tremendously. Imagine if someone is allowed to set up 2-3 addresses and then 2-3 email addresses, then go into the e-web profile and set preferences on which type of communication gets sent to each one. First of all – reports. How many reports would have to change to make sure they were pulling the correct version of the person's address? Also, imagine how much effort would go into Real Magnet changes. Are you opting out your 2nd email? Your 3rd? When automated messaging gets sent out there would have to be logic to dictate the delivery based on user preferences.

There are probably other factors such as journal processing, handbook processing, etc. where we have all these systems in place that would have to now have extra logic added to go make sure it is being directed to the right area. So in summary, it's doable but has a very high cost. It wouldn't be too hard to setup the interface online to allow members to specify the process. The big challenge would be the many, many places that would complicate and introduce potential for things to go wrong. IT Staff questions how important these changes would be versus the risk and the effort there would be in undertaking it.

AI 11 Staff to report results of Motion 19 to Dallas Chapter, include responses from IT and MP staff and publish on the website.

It was moved by Mr. Law

Tennessee Valley Chapter Motion 4e (10/142016) - Referred to ECC:

(20) That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A.

Background: ASHRAE Society can become a more efficient organization with the use of a software program to provide a streamline and polished chapter operations as well as provide a database of information to be utilized by ASHRAE Society. The software program should have the capability to run off the ASHRAE website and/or a cloud based app interfaced to NetForum. The program would have the following minimal attributes to streamline chapter operations for chapter programs.

- Input for ASHRAE Chapter Name and Number
- Input for monthly chapter program title, program speaker, date, time, and location. This information can be exported as a separate file to be used on the Chapter Website.
- Process meeting/events registrations.
- Member ID input (potentially a barcode added to ASHRAE membership card) also can look up member from name. This is to be utilized at the entry of the chapter program. A notification shall be provided for members who are shown as delinquent members or non-paying chapter due members.
- Non-Member information Input (minimum input of name and contact information) This is to be utilized at the entry of the chapter program.
- Process meeting/event payment.
- Link to renew membership or become a member of ASHRAE.
- Chapter Program questionnaire. Provide an input to be filled out by the chapter CTTC chair on comments from the program attendees. Information on this questionnaire shall

- be similar to DL program questionnaire.
- Manage chapter mailing lists (include members and any non-member who have attended chapter programs) and newsletter distributions.

A software program of this caliber would allow for ASHRAE to track its current members, track potential members, highlight chapter programs that are well attended, and aid in updating chapter website information. Furthermore, this program would be in line with the ASHRAE Strategic Plan, Initiative 1B and Initiative 2A. Some chapters are currently using Star Chapter Program to achieve the above listed tasks. An advised alternate to finding a software program would be that Star Chapter Program be provided to all society chapters and include the attributes listed within the background of this motion.

Fiscal Impact: Approximately \$100,000 (\$1.78 per ASHRAE member). Saves Volunteer Time (Potential Increase Chapter Volunteers), & Increase Membership and Professionalism.

Response from ECC (02/02/2017): A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. The initial action from ECC was for Members Council to consider the fiscal impact from ECC. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use.

It was moved by Mr. Law and seconded

- (20A) That Motion 20 be referred to Members Council to assign an ad hoc consisting of Members Council, ECC and Finance to determine the merits and what is feasible.

MOTION 20A (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 12 Members Council Chair to assign an ad hoc for Motion 20 consisting of Members Council, ECC and Finance Committee members to determine the merits of the motion and what would be feasible to do.

AI 13 Staff to report status of Motion 20 to the Tennessee Valley Chapter and publish on the website.

It was moved by Mr. Law

Memphis Chapter Motion 4f (10/14/2016) – Referred to Manager of Conference Services:

- (21) That ASHRAE staff investigate possible methods to leverage buying power to reduce A/V costs for CRC.

Background: The costs for minimal A/V for the last 2 Region VII CRCs approached \$6,000. The vendor for each CRC was the same vendor Society normally uses for winter and annual meetings.

Fiscal Impact: Uncertain.

MOTION 21 PASSED. (unanimous voice vote, chair not voting)

It was moved by Mr. Law

- (22) That the revisions as shown below be included as part of Appendix CA, Hotel Negotiating of the CRC Manual.

Questions to ask your AV company when organizing your CRC:

- This proposal is out of my budget range, is there anything you can do to bring the cost down?
- Will a smaller screen still accommodate the number of anticipated attendees? (Check the size of screens listed in your proposal. Larger screens are more expensive but are sometimes needed depending on the number of anticipated attendees.)
- Is all of the labor needed as indicated on the proposal?
- If there is a service charge, what is included in that fee?
- Are wired microphones available?
(Usually wired microphones are cheaper than wireless.)

Tips when working with any AV Company

- Ask questions if you are unclear about proposed line item expenses
- If the proposal is out of your budget, or higher than expected, share that concern with your contact and ask if they can help in any way.
- When contracting with the hotel, ask if they would be willing to add an AV discount as a concession if you agree to use the in-house AV company.
- Always be professional, don't demand discounts.

Society Support

ASHRAE Meetings Staff would be happy to review your AV proposal and offer feedback if applicable, similar to hotel contracts. Contact meetings@ashrae.org if you would like your proposal reviewed. Please allow 3 business days for review.

Background: In response to Motion 4f (10/14/2016) from the Memphis Chapter as shown above and referred to the ASHRAE Conference Manager, chapters are provided a list of best practices and options concerning A/V costs. See staff comments in **Attachment I**.

Fiscal Impact: None.

MOTION 22 PASSED. (unanimous voice vote, chair not voting)

- AI 14 Staff to report the results of Motions 21 and 22 to the Memphis Chapter and publish on the website.
- AI 15 Staff to revise the CRC Manual, Appendix CA, Hotel Negotiating as indicated in Motion 22.
- **RMCR Regional Rotation**

It was moved by Mr. Law

- (23) That ROB 3.300.003 Members Council Elections be revised as shown below.

3.300.003 MEMBERS COUNCIL ELECTIONS (12-06-27-12)

3.300.003.1 Region Members Council Representative – The selection procedure for a Region Members Council Representative (RMCR) is as follows:

- A. The Chapters Regional Committee of each region, in Executive Session, shall select three candidates for Region Members Council Representative. The candidates shall be listed in priority order and the list shall be sent to the Director and Regional Chair. Before submitting its list, the committee shall determine that each candidate is qualified, understands the commitment of time and personal expenses associated with the position, and is willing to serve.
- B. The Director and Regional Chair (with the advice of the outgoing Region Members Council Representative, if possible) shall review the prioritized list of candidates, rank the list as deemed necessary, and send the approved list to the chair of Members Council.
- C. The chair of Members Council shall review the prioritized list of candidates in consultation with the Director and Regional Chair and forward one name to the Board of Directors for election of a Region Members Council Representative by secret ballot at the Society Winter Meeting.
- D. If an elected Region Members Council Representative is unable to serve or complete his/her term, the Director and Regional Chair (and the preceding Region Members Council Representative, if any) shall provide a candidate to the chair of Members Council for review and recommendation to the Board of Directors for election to complete the remainder of the three-year term. The order of preference submitted by the caucus shall be considered as a factor in the selection of the candidate.
- E. Council members shall be elected each year in accordance with the following term of service rotation schedule of the Director and Regional Chairs (DRCs) for a term of three (3) years commencing with the Annual Meeting of the Society.

<u>YEAR OF ELECTION</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>RMCR Regions IV, V, VI, XII, XIII</u>			<u>X</u>
<u>RMCR Regions VII, VIII, IX, X, European Region</u>			<u>X</u>
<u>RMCR Regions I, II, III, XI, RAL</u>			<u>X</u>

Background: The term of service for each RMCR should be the same as the term of service for that Region’s DRC, regardless of what “rotation” that term of service is. The requested revision focuses the Rule of the Board on the fact that the terms of service for the two positions should be tied together rather than on the specific term or rotation. In addition, the revision will allow changes to the regional rotation of RMCRs to be made without having to update ROB Section 3.300.003 in each instance.

Fiscal Impact: Staff time to update the Rules of the Board (ROB).

MOTION 23 PASSED. (unanimous voice vote, chair not voting)

AI 16 Staff to send Motion 23 to the Society Rules Committee for review before it goes to the Board of Directors for approval.

- **Regional Dues**

It was moved by Mr. Law

(24) That ASHRAE Society shall provide each Region \$5/year/area assigned member.

Background: Regional Dues are currently paid by the Chapters. Chapters rely on Chapter Dues collected by Society, however and unfortunately there is an opt out option for members when they renew each year. The exact numbers of “opt outs” are not available but we believe this number to be in the 50% range. This puts the burden of funding Regional Activities on ~50% of the Chapter members who pay dues and reduces the opportunity of Chapters to fund Local Activities. Providing the \$5/member will lessen the stress on Chapters and keep them from increasing Chapter Dues to support the Region. All members benefit from Regional Activities and should contribute to the fund. Just last year three Chapters from three different Regions brought forward similar motions.

Fiscal Impact: ~53,000 x \$5/member = ~\$265,000 plus Programming Costs and Staff time.

MOTION 24 FAILED. NUMBERS ARE BASED ON AREA ASSIGNED MEMBERS AND NOT CHAPTER DUES PAID MEMBERS; CHAPTERS MEMBERS SHOULD BE INVOLVED IN THE PROCESS. (1-17-2, chair not voting)

- **2016-17 MBO Final Reports**

AI 17 Mr. Law reported the following 2016-17 MBOs as complete. Members Council will need to determine the next steps and determine an implementation plan for these objectives.

- A. 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] **(Attachment J)**
- B. 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] **(Attachment K)**
- C. 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 L)**

Information Items

1. Region XI (Inland Empire Chapter) – Motion 10, “That the Mid-Columbia Chapter be dissolved based on the results of a grassroots consultation by Special Meeting and Proxy Vote, with the following exception to the MCO 11.9:

- a. That the financial assets of the Mid-Columbia Chapter be directly transferred to the Inland Empire Chapter with the intent that these funds will be accessible to a future Mid-Columbia Section sponsored by the Inland Empire Chapter. The responsibility for the student branch of Wenatchee College will be reassigned to the Inland Empire Chapter,” will be postponed until the 2017 Fall Meeting of Members Council.
2. The Planning Subcommittee recommended a candidate to the Honors and Awards Committee for the John F. James International Award which will be presented during the ASHRAE 2018 Winter Conference.
3. Action Item 17 (01/17): CTTC & Planning Subcommittee to review Operations and Maintenance (O&M) initiative #2 from Publishing and Education Council and make recommendation in Long Beach. **(Attachment M)**
4. The Planning Subcommittee supports the initiative as shown in Attachment M and recommends that CTTC investigate it further. PAOE Points could be assigned to the Chapters at the local level. The subcommittee is asking CTTC to come up with an activity in PAOE for the 2018-19 Society year. Also, if still available, the Chapter Opportunity Fund could be used.

B. Region Operations Subcommittee

The following was reported by Nohad Boudani, Region Operations Subcommittee Chair.

- **2017 Spring CRC Motions**

It was moved by Mr. Boudani

Region VI (Illinois Chapter):

- (25) That Society Student Activities Committee research annual grade school or high school competitions that inspire and attract students to the art and science of HVAC&R and select one to partner with as a Society.

Background: ASHRAE has already invested money in organizations such as Solar Decathlon and DiscoverE, which serve a similar purpose but are oriented towards STEM in general. In an effort to more strongly champion HVAC&R and encourage the development of more student branches, the desire is for ASHRAE to bring HVAC&R specifically to the forefront through partnering with such groups. Awards could include scholarships or sponsorship to conferences funded at a regional or society level, and competitions judged by volunteers from the Society. The awards would be presented during National Engineers Week.

Fiscal Impact: \$7,500 for marketing material, prizes, and plaques/trophies/ribbons.

It was moved by Mr. Boudani and seconded

- (25A) That Motion 25 be referred to the Student Activities Committee for consideration.

MOTION 25A (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 18 Staff to refer Motion 25 to the Student Activities Committee for consideration.



AI 19 Staff to report status of Motion 25 to the Illinois Chapter and publish on the website.

It was moved by Mr. Boudani

Region VI (Illinois Chapter):

(26) That the Society Student Activities Committee develop a toolkit for chapters to provide best practice instruction on how to sponsor local events that promote STEM activities.

Background: ASHRAE currently has STEM kits that are distributed to chapters for use in the classroom to support STEM. This motion would provide an additional step to become more involved in local events and encourage participation from students that our Student Activities Committee is reaching.

Fiscal Impact: \$1,000 for development and materials.

MOTION 26 FAILED. THIS INFORMATION ALREADY EXISTS ON THE STUDENT ZONE WEBSITE. (unanimous voice vote, chair not voting)

AI 20 Staff to report results of Motion 26 to the Illinois Chapter and publish on the website.

It was moved by Mr. Boudani

Region VIII (Monterrey Chapter):

(27) That ASHRAE Standard 180 include a recommendation to determine the condition of compressor oils to assure proper system operation.

Background: Oil is a critical component of refrigeration systems that must be monitored and replaced when required to assure proper compressor performance. ASHRAE Standard 180 "Standard Practice for Inspection and Maintenance of Commercial Building" indicates that the compressor oil level is the only item related to oil that must be monitored. However, the standard does not provide any guidelines as to when the oil should be changed. This standard should be revised to give clear guidance as to when refrigeration oil should be replaced. The recommendation should include oil quality wear, dirt and water by using analyses, such as Total Acid Number, PQ index and Spectrochemical analysis of elements based on a standard test for refrigeration systems.

Fiscal Impact: The cost to provide research and publication of this information is unknown but the additional information in the standard would enhance the standard and make it more relevant and improving the Standard. In addition, it could potentially increase sales of ASHRAE Standard 180 which could offset any additional costs in making this change.

It was moved by Mr. Boudani and seconded

(27A) That Motion 27 be referred to the Standards Committee for consideration with copy to Technology Council.

MOTION 27A (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 21 Staff to refer Motion 27 to the Standards Committee (w/copy to Technology Council), for consideration.

AI 22 Staff to report status of Motion 27 to the Monterrey Chapter and publish on the website.

It was moved by Mr. Boudani

Region VIII (Central Oklahoma Chapter):

(28) That the Research Promotion Online Contribution Form link be moved to the homepage of www.ashrae.org.

Background: When people contribute to Research Promotion and try navigating the RP Online Contribution Form, they find that it takes numerous clicks to reach the information and it is not intuitive. It is felt that if there was a link on the ASHRAE homepage (www.ashrae.org), it would be easier for people to find and donate, making it much more convenient.

Fiscal Impact: The cost would be some software changes but, it is felt that more donations would more than offset any additional costs.

MOTION 28 FAILED. THIS IS ALREADY BEING DONE BY THE WEB DESIGN TEAM.
(unanimous voice vote, chair not voting)

AI 23 Staff to report results of Motion 28 to the Central Oklahoma Chapter and publish on the website.

It was moved by Mr. Boudani

Region XI – (Regina Chapter):

(29) That ASHRAE join the Canadian Energy Efficiency Alliance, effective 01 July 2017.

Background: With ASHRAE becoming more involved in the Government Advocacy role outside of the United States, the Society needs to join some of the Alliances in other countries similar to the ones that ASHRAE is currently involved with in the United States. As ASHRAE has no Canadian advocacy staff compliment, the Canadian Energy Efficiency Alliance (CEEA) could assist ASHRAE in providing a voice at the Federal level of the Canadian government.

Fiscal Impact: CDN \$5,000 per year.

MOTION 29 FAILED. THIS IS ALREADY BEING PURSUED BY THE ASHRAE CHAPTERS IN CANADA. (unanimous voice vote, chair not voting)

AI 24 Staff to report results of Motion 29 to the Regina Chapter and publish on the website.

- **Manual Subcommittee Recommendations**

It was moved by Mr. Boudani

(30) That Section 2.10, Honors and Awards Committee of the Manual for Chapter Operations be revised as shown below.

2.10 Honors and Awards Committee

[2.10.1 Maintaining Chapter Awards Electronically](#)
[Many chapters archive their chapter awards in storage facilities, home, office, etc., and](#)

over time the awards get lost. One way to keep your chapter awards (PAOE, Chapter Service Award, Regional Award of Merit, Certificate of Appreciation, etc.), in the forefront is to store them electronically on the chapter's website. By following a few instructions, this could save the chapter time, hassle and storage fees of these well-deserved earned awards. ASHRAE Headquarters does not currently provide electronic copies of awards; however chapters are encouraged to take digital photos of their awards. Digital photos are simple to take with a digital camera, tablet, or phone, and may be stored electronically in a manner keeping with the chapter's existing filing and storage practices for electronic documents. Digital photos may also be posted to the chapter's website in a way pleasing to the chapter, including posting on the homepage, or creating a separate "Awards" page on which the digital photos are displayed.

Background: This is in response to Dallas Chapter – Motion 21 (06/28/2016): "That Society include an option for chapters to receive any chapter awards in electronic format, effective July 1, 2017," approved by Members Council at the 2016 Annual Meeting and Action Item 18 (06/16) assigned to staff: Develop a system to create an electronic format for chapter awards as an option for chapters to use.

MOTION 30 PASSED. (unanimous voice vote, chair not voting)

AI 25 Staff to revise the MCO, Section 2.10, Honors and Awards Committee as indicated in Motion 30.

AI 26 Staff to report results of Motion 30 to the Dallas Chapter and publish on the website.

It was moved by Mr. Boudani

(31) That Section 9.2, Protocol, of the Manual for Chapter Operations be revised as shown below and that **Attachment N** be included as an appendix of the MCO.

9.2 Protocol

Society and regional officers making scheduled visits to the chapter should be treated as honored guests. The chapter should contact the visiting officer to determine if assistance with travel arrangements is desired. If the officer is flying, the chapter should offer to pick the officer up at the airport and to drop him or her back at the airport at the end of the visit.

The chapter should check with the visiting officer to see if he or she wants to address the chapter or schedule any special meetings with chapter officers and committees. If the meeting is a dinner meeting, the chapter should furnish the meal for the visiting officer. Optionally, chapters may furnish overnight accommodations for visiting officers.

Chapters to use the Visits to chapter by society and regional officers checklist located in Appendix ## to ensure chapters are aware of their responsibilities when hosting a Society or Regional visit and that use of volunteer's time is used at its best. It is suggested that chapters fill in the form prior to the visit and send it to the visitor.

Background: This motion is in response to a request from the Membership Promotion Committee and Action Item 3 (01/17): Manual Subcommittee to review template of chapter visit form to include DRCs, RMCRs and RVCs and make recommendation in Long Beach.

MOTION 31 PASSED. (unanimous voice vote, chair not voting)

AI 27 Staff to revise the MCO Manual, Section 9.2, Protocol as indicated in Motion 31 and include Attachment N as an appendix in the manual.

It was moved by Mr. Boudani

(32) That the list of items selected from the MCO (to attract millennials), as shown below be referred to the YEA Committee for consideration and development.

1. SECTION 2 CHAPTER COMMITTEES
(Emphasis on committees that could interest Millennials such as):
Student Activities Committee
2.11 Membership Promotion Committee
2.15 Reception Committee: *(This committee sees a lot of people)*
2.18 Special Events Committee
2.19 Young Engineers in ASHRAE (YEA) Committee
2.20 Electronics Communications Committee and/or Chapter Webmaster
2.21 Sustainability Committee
2. Appendix 5E: Ideas for Chapter Programs
3. SECTION 8 MANAGEMENT BY OBJECTIVES
4. Appendix 10D: Ideas for Special Projects and Programs for Student Branches
5. SECTION 13 MENTORING

If prioritized, recommendations would be in this order: 4, 5, 2, 1, 3

Background: This addresses Action Item 22 (02/17): 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 videos on where to find information in the MCO.

Fiscal Impact: Unknown.

MOTION 32 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 28 Staff to refer Motion 31 to the YEA Committee for consideration and development.

- **2016-17 MBO Final Reports**

AI 29 Mr. Boudani reported the following 2016-17 MBOs as complete. Members Council will need to determine the next steps and determine an implementation plan for these objectives.

- A. 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] and Action Item 18 (01/17): To include “How to balance international growth with meeting the needs of US/Canadian members” with MBO #2. **(Attachment O)**

- B. 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] (**Attachment P, see Motion 33 below.**)

It was moved by Mr. Boudani

- (33) That Section A, Chapters Regional Conference Organization of the CRC Manual be revised as shown below.

Chapters Regional Conference

The term Chapters Regional Conference (“**CRC**”) defines a meeting of all the chapters of the region. The DRC conducts (chairs) the Chapter’s Regional Committee including orientation session and business meetings. The Region’s Nominating Member conducts (chairs) the Chapter Regional Committee caucus and executive sessions. The conference also includes workshops, technical sessions, technical tours, addresses by Society officers, Society staff, regional award presentations and offers opportunities for regional fellowship.

Combined CRCs

A location for a Combined CRC should be set based upon its ease to get to from all Regions involved. The financial costs should be a key factor in setting the location.

Prior to the decision of having a Combined CRC, the Regional Leadership of each Region should reach the conclusion that a Combined CRC is in the best interest of its Region and ASHRAE. A vote of the delegates of each chapter within the region should be taken and a super majority (recommend 2/3 majority) should be in favor of the Combined CRC.

The organizing committee of the Combined CRC should include the host committee as well as a regional representative of each Region included in the Combined CRC (recommend the RMCR for this duty). The interests/requirements of all Regions need to be represented. The costs for the regional representative to participate in the organizing committee should be determined and the Regions shall agree on how to share these costs. The organizing committee shall be responsible for identifying requirements for CRC promotion, sleeping room, meeting rooms, food and other hotel requirements, treatment of VIPs, airport pickup, tours, companion programs and the development of the fee structure for attendees. To simplify the registration process it is recommended that the same fee structure be used for all Regions and that a single website be used for registration.

Refer to Appendix D, Transportation Reimbursement Policy for Regions of the Regions Operations Manual for transportation reimbursement policy for Combined CRCs.

Prior to committing to the hotel requirements, the Director and Regional Chairs and RMCRs shall agree to how the income and expenses will be shared amongst the Regions involved. This needs to include room guarantee shortfall, food and beverage shortfall and any other costs.

The following events should be held with all Regions welcome/represented:

- All General Parties

- [Group Activities \(Golf etc.\)](#)
- [President's Luncheon/Dinner](#)
- [Technical Sessions](#)
- [Chapter Chair Workshops](#)

[The following events should be held separately](#)

- [Business Meeting\(s\)](#)
- [Caucus Session](#)
- [Awards Luncheon/Dinner](#)
- [CRC Review](#)

[Great care needs to be taken in the selection of the hotel to ensure that there are enough meeting rooms of appropriate size to meet the requirements. Each CRC needs to follow similar schedules so full participation at each event can be allowed.](#)

MOTION 33 PASSED. (unanimous voice vote, chair not voting)

AI 30 Staff to revise Section A, Chapters Regional Conference Organization of the CRC Manual as indicated in Motion 33.

- **Centralized Training**

Mr. Boudani reported the following action item as complete:

Action Item 44 (06/16): John Rieke-Chair, Robin Bryant, Trent Hunt, and Bill Klock to review results from the Centralized Training Ad Hoc Committee to further investigate the training of RP and Membership Promotion chapter chairs. **(Attachment Q)**

8. OLD BUSINESS

A. Status of Referrals from Members Council (Attachment R)

The following referred motions were reported as open:

Motion 19h (10/3/2014) – Hellenic Chapter (Technology Council)
Motion 13o (11/5/2015) – Thailand Chapter (Technology Council)
Motion 4a (10/14/16) – London Chapter (Development Committee, Comptroller and IT Staff)
Motion 4e (10/14/16) – Tennessee Valley Chapter (Members Council Ad Hoc)
Motion 4l (10/14/16) – Brasil Chapter (GGAC)
Motion 4q (10/14/16) – Chennai Chapter (referred back to chapter for clarification)
Motion 7l (10/14/16) – Bangladesh Chapter (Technical Activities Committee)

B. Review of Carryover Action Items (Attachment S)

C. CRC Schedules (Attachment T, send updates to vgrant@ashrae.org)

Ms. Bryant announced a joint CRC for Regions IV and XII, August 9-11, 2018.



9. OTHER BUSINESS

A. Presentation: Certificates of Appreciation

Mr. Olesen presented certificates of appreciation to the outgoing RMCRs, outgoing committee chairs, and those who chaired subcommittee and ad hoc committees. He thanked them for their support and service on Members Council.

B. Passing of Gavel to Sheila Hayter

At this time Ms. Hayter presented the following items to Members Council.

10. NEW BUSINESS

A. 2017-18 Members Council Subcommittee Appointments (Attachment U**)**

B. Members Council 2017-18 Draft MBOs

Ms. Hayter announced that the 2017-18 MBOs will be presented during the Members Council conference call following the Long Beach meeting.

C. Members Council Fall Meeting – Atlanta Headquarters

- Friday, November 3 (1:00pm – 5:00pm) and
- Saturday, November 4 (8:00am – Noon)

D. Strategic Planning/Strategy Session (1 hour) – Knight/Boyce

Ms. Hayter announced that Dennis Knight and Darryl Boyce will chair the strategy sessions immediately following the Members Council meeting. Because of prior commitments in Long Beach, Bjarne Olesen, Sheila Hayter and Karine Leblanc were scheduled to be in PEAC.

12. Adjournment

The 2017 Annual Meeting of Members Council adjourned and the strategy session started at 12:19pm.

Attachments:

- A – Membership Promotion Committee Report
- B – RP Committee Report
- C – Chapter Technology Transfer Committee Report
- D – Conferences and Expositions 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 – Staff Comments on A/V Costs
- J – MBO #1 Report: Optimize Meeting Schedule
- K – MBO #3 Report: Creating Sister Chapters or Student Branches
- L – MBO #4 Report: Diversity Initiatives
- M – Operations and Maintenance (O&M) Initiative #2 from Publishing and Education Council

- N – Revisions for Section 9.2, Protocol of the Manual for Chapter Operations
- O – MBO #2 Report: Evaluate Existing Regions
- P – MBO #5 Report: Mega CRCs
- Q – Action Item 44: Centralized Training
- R – Status of Referrals from Members Council
- S – Review of Carryover Action Items
- T – Review of CRC Schedules
- U – 2017-18 Members Council Subcommittee Appointments

MEMBERSHIP PROMOTION COMMITTEE

Report to Members Council

From the meeting of Saturday, June 24, 2017, Long Beach, California

ATTACHMENT A

Members

Jason Alphonso
Devin Abellon
Michelle Swanson
Lee Feigenbaum - Absent
Mark Lawrence
Robert Finkboner
Samir Sheth
Adam Doubblestein
Will Mak
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
Jason Urso
Mark Miller
Enrica Galasso
Matt Clark
Adam Davis
Keith Yelton
Joe Chin

Staff

Daniel Gurley
Rupert Schutz

Incoming RVCs

Genevieve Lussier
Patrick Marks
Jack Griffith
Alan Neely - Absent
Florentino Rodriguez
Wimalachandra Jaykody
Jose Sedano - Absent

MOTIONS:

- 1. Society provide to the Membership Promotion Committee funding and resources to include the Women In ASHRAE (WIA) Breakfast at the Society Winter Meeting as a recurring social event.**

Background: A WIA Breakfast has been provided at previous society winter meetings and has been at full capacity indicating that it's an improved experience for meeting attendees. The last breakfast had 156 registered attendees. In the past, the event has been free of charge, sponsored and occurred on Monday morning from 7 to 8. The sponsorship has not covered all cost. The remaining costs were picked up by ASHRAE. A speaker presents on a topic that promotes inclusiveness in the HVAC&R industry. This meeting has experienced short comings fiscally and venue logistics; to allow this event to prosper it should be included in as an executable program to evaluate fiscal viability and venue logistics.

Fiscal Impact: \$7,500 (without sponsorship or registration fees)

Vote: 12-0-0, CNV

Motion Passes

2. **Society provide to the Membership Promotion Committee funding and resources to include the Women In ASHRAE (WIA) Happy Hour at the Society Annual Meeting as a recurring social event.**

Background: A WIA Happy Hour has been provided at previous annual meetings and has been a well received event indicating that it's an improved experience for meeting attendees. In the past, this has been a charged event of \$20/person and occurred on Monday night. This event promotes welcoming inclusiveness in ASHRAE and has formerly been funded and organized by the host chapter. This meeting has experienced short comings fiscally and venue logistics; to allow this event to prosper it should be included in as an executable program. Society is currently not offering financial support for this event.

Fiscal Impact: \$3,000 (in addition to per person charge)

Vote: 13-0-0, CNV

INFORMATION ITEMS:

1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2016	54,838	39,871	3,975	4,036	2,019
2017	56,629	39,722	4,119	5,761	2,332

- a) The May 31, 2017 membership dashboard serves as **ATTACHMENT A**.
 - b) The developing economies membership program is in its eighth year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2017, there were a total of 2,270 (includes all new grades that were added) members participating.
 - c) The Retention Subcommittee had identified 3 regions that need a little assistance. Analysis was performed, as well as, discussions with the DRCs to see what help can be provided. Society added 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.

ATTACHMENT A

- 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 12 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.

MBO Update:

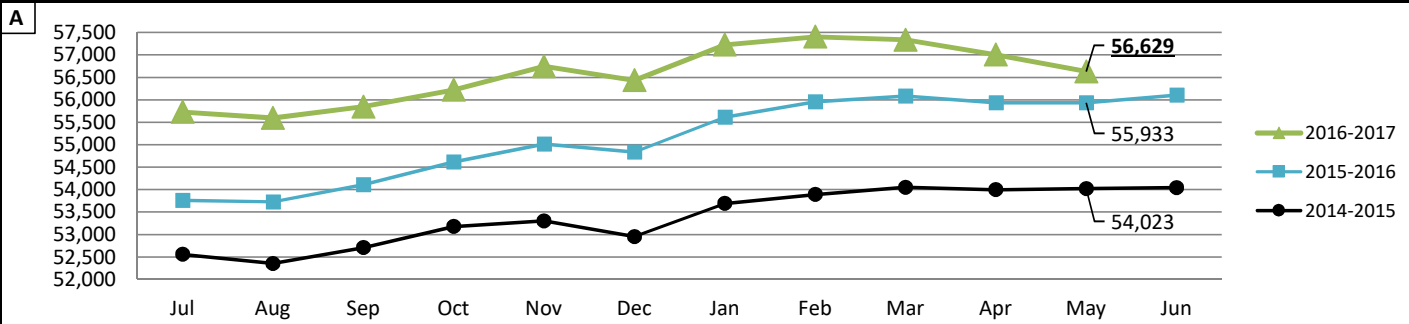
The 2016-2017 MBO Document is Attachment B
The 2017-2018 MBO Document is Attachment C

Attachments:

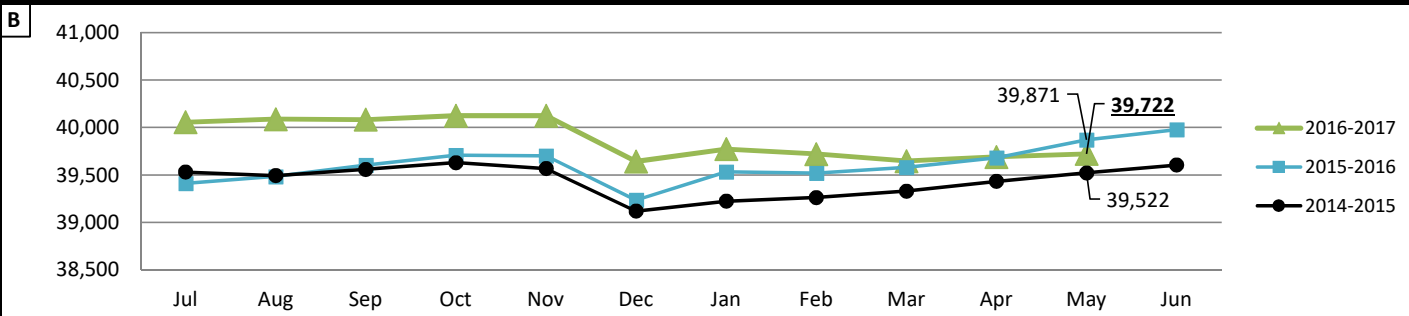
Attachment A is the May 31st Dashboard
Attachment B is the 2016-2017 MBO Document
Attachment C is the 2017-2018 MBO Document

May Membership Dashboard (5/31/2017 Data)

Total Membership (Paid & Unpaid): 2015, 2016, 2017



Total \$204 Members & Associates (Paid & Unpaid): 2015, 2016, 2017



C

	Current Month	Previous Month	Delta	Year Ago	Delta	12 Month Average	Delta	Dues Income
Member (\$204)	20,124	20,023	101	20,572	(448)	20,090	34	\$4,105,296.00
Associate (\$204)	15,969	15,844	125	15,801	168	15,669	300	\$3,257,676.00
Member/Assoc. Dev. Economy (\$102)	989	985	4	1,071	(82)	997	(8)	\$100,878.00
Affiliate (avg. \$77)	1,127	1,120	7	1,349	(222)	1,137	(10)	\$86,779.00
Affiliate Dev. Economy (avg. \$39)	21	21	0	0	21	10	11	\$819.00
Student (\$20)	4,507	4,539	(32)	4,036	471	4,392	115	\$90,140.00
Student Dev. Economy (\$10)	1,254	1,324	(70)	1,158	96	1,297	(43)	\$12,540.00
Retired (\$31)	259	249	10	260	(1)	238	21	\$8,029.00
Retired Dev. Economy (\$16)	6	6	0	0	6	5	1	\$96.00
Life (\$0)	5,922	5,941	(19)	5,692	230	5,759	163	\$0.00
Current Members	50,178	50,052	126	49,939	239	49,594	584	\$7,662,253.00
Delinquent Members*	4,119	4,354	(235)	3,975	144	4,696	(577)	
Delinquent Students*	2,332	2,597	(265)	2,019	313	2,233	99	
Total Members	56,629	57,003	(374)	55,933	696	56,523	106	

D	At A Glance...	E	Total Region Members	F	Industry Classification		
TOTAL MEMBERS: 56,629 Membership Growth: 644 Cancelled Members: (441) Cancelled Students: (577) Net Change: (374)	Region I	5,870	Region IX	3,659	Consulting Engineer	18,364	
	Region II	3,713	Region X	4,601	Students	6,962	
	Region III	4,658	Region XI	3,985	Contractors	5,042	
	Region IV	2,660	Region XII	2,858	Manufacturers	4,925	
Previous Month: 57,003	Region V	3,127	Region XIII	3,583	Manufacturer's Rep	3,690	
	Region VI	4,694	RAL	6,892	Other	3,198	
	Region VII	2,105	Other	76	Design Build	2,813	
	Region VIII	4,148	Total	56,629	Gov't, Health, Education	2,802	
		Top Regions		Architectural/AE		2,757	
		% Gain YTD: Region VIII = 0.22%		Educational Institution		900	
		# Gain YTD: Region VIII = 9		Sales Engineering		889	
G	Geographic Distribution	H	Top Countries (total mem paid and unpaid)	Industrial Facility		782	
	U.S./Can 44,748 79%	Canada	5128/585	Mexico	292/112	Property Managers	746
	Global 11,881 21%	India	1261/389	Singapore	335/45	Commercial Facility	682
		Hong Kong	735/54	Philippines	280/21	Utility	675
		Pakistan	566/164	Brazil	247/44	Distributor	672
		UK	601/46	Indonesia	129/159	Association	435
		UAE	499/97	Lebanon	275/12	Research Institution	286
		Malaysia	344/113	Qatar	184/90	Library	9
		Australia	388/30	Taiwan	196/49	TOTAL	56,629

Membership Dashboard Legend

ATTACHMENT A

A	The total number of all member grades, both paid and unpaid (Member, Associate, Affiliate, Student, Retired, Life, Developing Economy Member & 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 & 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 <u>delinquent</u> 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.



ATTACHMENT A

<u>Description</u>		<u>Who</u>	<u>Due</u>	<u>Status</u>	<u>ASHRAE Strategic Planning</u>
1					
Achieve membership net growth of 5% over 5Yrs per Startegic Plan - 2015-2020		ALL	AC 2020	Ongoing	
Increase retention of transitioning student to YEA members to 5%	3.80%	MP R&R, SA, YEA	AC 2017	Ongoing	D3, S3 & S4
Maintain annual retention rate above 90%	89%	MP R&R, Staff	AC 2017	Ongoing	D3, S3.1
Set specific net growth goals for each region and chapter		MP Leadership, RVCs, Staff	Aug 2016	Complete	D3, S3 & S4
Monitor growth against goal quarterly for each region and chapter		MP Leadership, RVCs, Staff	Quarterly	Ongoing	D3, S3 & S4
Increase international growth by 2% of previous year	2.10%	MP Leadership, RVCs, Staff, BOD	AC 2017	Ongoing	D3, S3 & S4
Maintain North American membership growth of at least 1% through greater visibity with industry leaders & companies.	1.10%	MP Leadership, RVCs, Staff, BOD	AC 2017	Ongoing	D3, S3 & S4

2					
Expand Training to equip MP chairs to meet net growth target					
Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention		MP T&D, Staff	AC 2017	Ongoing	D3, S3 & S4
Plan Centralized Training in Atlanta in September 2016		MP Leadership, T&D, Staff	Aug 2016	Complete	D3, S3 & S4
Train 35 MP Chairs in Atlanta in September 2016	39	MP Leadership, T&D, Staff	Sept 2015	Complete	D3, S3 & S4
Train 15 MP Chairs at CRC in Bangkok in August 2016	19	MP Leadership, T&D, Staff	Aug 2016	Complete	D3, S3 & S4
Plan Centralized Training at 2017 annual conference - Long Beach		MP Leadership, T&D, Staff	WC 2016	Complete	D3, S3 & S4
Train 75 MP Chairs at 2017 annual conference	38	MP Leadership, T&D, Staff	AC 2017	Complete	D3, S3 & S4
Maintain MP chairs at a level of 90% or above (173 out of 181)	95%	MP R&R, RVC's	AC 2016	Complete	D3, S3 & S4
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



ATTACHMENT A

<u>Description</u>	<u>Who</u>	<u>Due</u>	<u>Status</u>	<u>ASHRAE Strategic Planning</u>
1				
Achieve membership net growth of 5% over 5Yrs per Strategic Plan - 2015-2020	ALL	AC 2020	Ongoing	
Increase retention of transitioning student to YEA members to 5%	MP R&R, SA, YEA	AC 2018	Ongoing	D3, S3 & S4
Maintain annual retention rate above 90%	MP R&R, Staff	AC 2018	Ongoing	D3, S3.1
Set specific net growth goals for each region and chapter	MP Leadership, RVCs, Staff	Aug 2017	Ongoing	D3, S3 & S4
Monitor growth against goal quarterly for each region and chapter	MP Leadership, RVCs, Staff	Quarterly	Ongoing	D3, S3 & S4
Increase international growth by 2% of previous year	MP Leadership, RVCs, Staff, BOD	AC 2018	Ongoing	D3, S3 & S4
Maintain North American membership growth of at least 1% through greater visibility with industry leaders & companies.	MP Leadership, RVCs, Staff, BOD	AC 2018	Ongoing	D3, S3 & S4

2				
Expand Training to equip MP chairs to meet net growth target				
Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention	MP T&D, Staff	AC 2018	Ongoing	D3, S3 & S4
Plan Centralized Training in Atlanta in September 2017	MP Leadership, T&D, Staff	Aug 2017	Ongoing	D3, S3 & S4
Train 35 MP Chairs in Atlanta in September 2017	MP Leadership, T&D, Staff	Sept 2017	Ongoing	D3, S3 & S4
Train 15 MP Chairs at CRC in Singapore in August 2017	MP Leadership, T&D, Staff	Aug 2017	Ongoing	D3, S3 & S4
Plan Centralized Training at 2018 annual conference - Houston	MP Leadership, T&D, Staff	WC 2018	Ongoing	D3, S3 & S4
Train 60 MP Chairs at 2018 Annual Conference	MP Leadership, T&D, Staff	AC 2018	Ongoing	D3, S3 & S4
Maintain MP chairs at a level of 90% or above (173 out of 181)	MP R&R, RVC's	AC 2018	Ongoing	D3, S3 & S4
Establish chapter guidelines for Women in ASHRAE (WiA) event	MP,Comm, Staff	WC 2018	Ongoing	D3, S3 & S4

MP Leadership = MP Chair, Vice Chairs

MP R&R = Recruitment & Retention Subcommittees

MP T&D = Chapter Chair Training & Development Subcommittee

RP COMMITTEE
 Report to Members Council
 From Meeting of June 24, 2017

ATTACHMENT B

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Darcy Carbone, Chair	Andrew Farrish, IX	Doug Cochrane	Julia Mumford
Derek Crowe, Vice Chair	Zberri Alvi, X	John Harrod	Megan Gotzmer
Scott Martin, Vice Chair	Mahmoud Fouad, RAL	Keith Yelton	
Andrew Manos, I		Mark Miller	
Anthony Jonkov, II	<u>Incoming RVCs Absent</u>	Mike Hart	
JD Karnik, III	Mark Lawrence, II	Nicolas Lemire	
Matt Rowe, IV	Duane Rothstein, VI	Jim Fields	
Jack Kibort, V			
Glenda Ama, VI	<u>Incoming RVCs</u>		
Scott Peach, VII	Cory Law, IX		
Mike Donovan, VIII	Karine LeBlanc, X		
Cory Law, IX	Liviu Drughean, XII		
Karine LeBlanc, X	Aakash Patel, RAL		
Ruth Armstrong, XI			
Jason Hardman, XII	<u>Incoming Chair</u>		
Ching Loon Ong, XIII	John Rieke		
Liviu Drughean, XIV			
Aakash Patel, RAL			
Tiffany Bates Abruzzo, Consultant			
Dennis Knight, Board Ex-Officio			

Motions

- 1. RP Committee recommends to Members Council that the attached Region Goals be approved (Attachment A)**

BACKGROUND: These figures are based upon current and prior years' results. RVCs were asked to speak with their DRCs prior to this meeting and receive their support and approval since goals are regional business.

FISCAL IMPACT: None

Information Items (as of June 24, 2017)

ATTACHMENT B

1. Goal: \$2,350,000

Region	YTD Results	Last Year This Month	% Ahead/Behind	Total Regional Goal	% Regional Goal
I	\$187,134	\$178,888	4.6%	\$188,000	99.5%
II	\$157,248	\$133,784	17.5%	\$170,000	92.5%
III	\$221,086	\$183,906	20.2%	\$187,200	118.1%
IV	\$129,904	\$173,260	-25.0%	\$175,000	74.2%
V	\$104,918	\$106,518	-1.5%	\$125,000	83.9%
VI	\$109,475	\$147,660	-25.9%	\$175,000	62.6%
VII	\$100,379	\$109,146	-8.0%	\$128,000	78.4%
VIII	\$468,814	\$435,051	7.8%	\$399,000	117.5%
IX	\$239,702	\$219,318	9.3%	\$235,000	102.0%
X	\$169,572	\$162,350	4.4%	\$184,400	92.0%
XI	\$110,363	\$127,798	-13.6%	\$170,000	64.9%
XII	\$119,333	\$160,304	-25.6%	\$147,000	81.2%
XIII	\$46,532	\$43,681	6.5%	\$44,013	105.7%
XIV	\$20,983	\$18,149	15.6%	\$33,165	63.3%
TOTALS:	\$2,185,443	\$2,199,813	-0.7%	\$2,350,000	93.0%
				(Campaign Goal)	

2. Due to resignation of RP's incoming chair in May, recent past chair John Rieke was appointed to fill the position for the 2017-18 campaign.

MBO Update

Please see attached updated 2016-17 MBO (Attachment B) and 2017-18 MBO (Attachment C)

Attachments

- Attachment A 2017-18 Regional Goals
- Attachment B 2016-17 MBO
- Attachment C 2017-18 MBO

Respectfully submitted,

Darcy Carbone
2016-17 RP Chair

ATTACHMENT A

ATTACHMENT B

RP COMMITTEE

Report to Members Council
From Meeting of June 24, 2017

Regional Goals for RP 2017-18

Region	Goal
I	\$201,500
II	\$176,000
III	\$189,700
IV	\$180,000
V	\$130,000
VI	\$175,000
VII	\$140,000
VIII	\$420,000
IX	\$247,000
X	187,000
XI	\$171,000
XII	\$150,000
XIII	\$46,300
XIV	\$3,500
RAL	\$33,000
Total	\$2,450,000

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: 36.6% (67)
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.
Last three years: 2015-16: \$484,622 2014-15: \$416,669 2013-14: \$322,000
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.
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: \$157,203.25)
 YEA Annual Contributions - \$25,000 (YTD: \$14,323.24)

RESEARCH PROMOTION 2017-18 MBO

GOAL: \$2,450,000 FOR 2017-18 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2017-18 campaign.

1. **Chapter centralized/enhanced training attendance** Goal 70% Results:
Last three years: 2016-17: 56% 2015-16: 57% 2014-15: 63%
2. **Chapters attaining Full Circle** Goal 80% Results:
Last three years: 2016-17: %69 2015-16: 65% 2014-15: 75%
3. **Chapters reaching 30% of goals by Dec 31** Goal 50% Results:
Last three years: 2016-17: 44% 2015-16: 45% 2014-15: 44%
4. **Chapters reaching 100% of Goal by June 15th:** Goal 40% Results:
Last three years: 2015-16: 38% 2015-16: 31% 2014-15: 33%
5. Develop solicitation materials specific for non-English speaking Regions/Chapters 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.
Last three years:* 2015-16: \$484,622 2014-15: \$416,669 2013-14: \$322,000
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.
10. Focus on increasing the support of two of the Funds that are part of the RP Campaign due to special requests by ASHRAE and the affiliated Committees:
Chapter Annual Scholarship Contributions - \$25,000
YEA Annual Contributions - \$20,000

**Figures will be updated when Foundation results are published after June 30, 2016.*

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

REPORT TO MEMBERS COUNCIL
FROM MEETING OF JUNE 23-24, 2017

ATTACHMENT C

MEMBERS PRESENT

Andrew Cochrane, Chair
Leslie Jonsson
Farhan Mehboob
Christopher Phelan
Daniel Robert
Tracey Jumper
James Arnold
Maggie Moninski
Joseph Sanders
Michael Heinrich
Andrew Reilman
Heric Holmes
John Constantidine
Bing-Chwen Yang
Thursten Simonsen
Nathan Hart
Blake Ellis

MEMBERS ABSENT/GUESTS

Harris Sheinman
Michael Cooper
Mohammad Al Tassi

VISITORS

Christopher Adams
Somasundaram Natarajan
Andrew Babler
David Ballard
Seafin Grana
Stephen Piccolo
Georgi Kazachki
Charles Hon
Tim Dwyer
Ken Cooper
Christopher Mathis
Richard Rose
James Butler
Keith Yelton
David Burchfield
Farooq Mehboob
Akbar Zaheer
Ashish Rakheja
Corey Metzger
Samir Sheth
Mark Miller
Ken Shifflet

STAFF

Candace Pettigrew
Chandrias Jacobs
Joyce Abrams
Eunice Njeru

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

The Committee felt, as worded, that this motion would diminish RVC discretion to allocate visits among the chapters, sections, and student Branches in his/her Region. However, the Committee understood the intent behind the motion and has developed an ad hoc to review the current DL allocation formula to determine if sections should be included in the formula and/or if any other adjustments are appropriate.

2. In response to assigned Members Council Action Item 17 (01/17): Ways to disseminate and market available O&M training and other educational materials to this audience. The Committee created an ad hoc to discuss and compile a list of suggestions. The Ad Hoc includes a past member and past Chair of TC 7.3 as well as a member of RAL.

ATTACHMENT C

3. The April 20, 2017 CTTC Webcast, “Take Control: Using Analytics to Drive Building Performance,” featured presenters Mark Gallagher, Srinivas Katipamula, and Jim Meacham. This year’s program had an estimated 8,842 viewers worldwide. A total of 502 sites registered and accounted for an estimated 3,219 viewers. A total of 2,263 viewers completed the online Participant Reaction Form, and of those viewers, 99% indicated they would participate in another ASHRAE Webcast. The on demand replay of the Webcast was available for two weeks following the live webcast and was viewed by an estimated 256 people.

4. “Myths about Energy Efficiency” is the subject of the April 19, 2018 Webcast. Tom Durkin, Mark Frankel, and Chris Mathis have been selected by CTTC as presenters. The Webcast will focus on the common myths related to energy performance. Presenters will discuss the ability of commercial and high rise residential buildings in North America and developing economies to effectively achieve optimum energy performance and describe how there is not a “one size fits all” design for buildings. Viewers will learn how best to design buildings to achieve optimal energy performance in varying climate zones and economic conditions.

The program content, title, and format will be developed by the 2017-18 Webcast Ad Hoc Subcommittee at a planning meeting scheduled for August 15th. Details regarding registration, the presenters, and the program are available at www.ashrae.org/webcast.

5. The 2016-17 ASHRAE Distinguished Lecturers Program completed a total of 269 visits. This total includes 189 budgeted visits, plus an additional 80 non-budgeted visits.

This year’s roster included 70 lecturers, representing 12 countries – Argentina, Canada, Denmark, Egypt, Malaysia, Mexico, Singapore, Thailand, Sri Lanka, United Kingdom, Indonesia, and the United States; and 11 languages – English, Arabic, Chinese, Danish, French, German, Hindi, Marathi, Spanish, Thai, and Punjabi.

6. The 2017-18 DL Program will provide 195 budgeted visits. CTTC has approved a roster of 74 lecturers. Six new DLs will begin two year terms in July 2017.

A 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 Chapters and attendance for DL visits exceeds average chapter meeting attendance.

7. CTTC requests the assistance of DRCs and RMCRs to communicate the importance of treating Distinguished Lecturers as VIPs to the Chapters. DLs donate a tremendous amount of time and effort to ASHRAE and the program and should be treated accordingly. This includes, arranging transportation to/from the meeting location, communicating expectations well in advance, and reimbursing local travel expenses (in accordance with the DL Reimbursement Policy).

ATTACHMENTS

Attachment A – Updated 2016-17 MBOs

Attachment B – 2017-18 MBOs

ATTACHMENT A

MANAGEMENT BY OBJECTIVES

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

ASHRAE SOCIETY YEAR 2016-17

ANDY COCHRANE, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Conduct a minimum of five encounters with a local chapter or a local event of Indoor Air Quality Association (IAQA)	Closed	June 2017	All RVCs	<p>Five encounters will increase our effort to foster collaboration with IAQA. This supports Strategic Plan 2.C: align with existing organizations.</p> <p>A total of eight encounters were conducted with local IAQA Chapters.</p>
2. Conduct a minimum of five encounters with a local chapter or a local event of Association for Facilities Engineering (AFE)	Ongoing	June 2017	All RVCs	<p>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.</p> <p>This has not gained traction thus far.</p>
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	Ongoing	June 2017	All RVCs	<p>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</p> <p>Three submissions from Region XIII.</p>

ATTACHMENT C

<p>4. Improve the effectiveness of Preparing a Regional Speakers List and distributing it at CRCs to each CTT Chair in preparation for annual program planning</p>	<p>Closed</p>	<p>June 2017</p>	<p>Member Services</p>	<p>Right now this activity seems to be random in implementation. This MBO supports Strategic Plan 3.D. develop a comprehensive portfolio of practical applications courses intended to be delivered through our grass roots organization.</p> <p>A new list coordinated with CEC from conferences will become a tool for RVCs that is organized and partially vetted to share with the Chapters.</p>
<p>5. Obtain a minimum of one sponsor for the 2017 “Integrating Control Technology and Analytics for Optimal Building Performance” Webcast.</p>	<p>Closed</p>	<p>March 2017</p>	<p>Operations</p>	<p>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.</p> <p>In an effort to avoid commercialism or any perceived bias and to better utilize Committee member’s time, we will no longer be actively seeking sponsors. Any offset costs from previous sponsors represented a very small portion of our overall budget.</p>

ATTACHMENT B

MANAGEMENT BY OBJECTIVES

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

ASHRAE SOCIETY YEAR 2017-18

LESLIE JONSSON, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Conduct a minimum of five encounters with a local chapter or a local event of American Institute of Architects (AIA)	Open	June 2018	All RVCs	Five encounters will increase our effort to foster collaboration with AIA. This supports Strategic Plan 2.C: align with existing organizations.
2. Conduct a minimum of five chapter meetings with a residential theme in collaboration with local Green Building Council	Open	June 2018	All RVCs	With several Green Building Council Chapters in each ASHRAE Region, five encounters is a reasonable effort to foster collaboration. ASHRAE has a long lasting relationship with USGBC. This supports Strategic Plan 2.C and 5.A: align with existing organizations and collaborate with key organizations in the residential sector.
3. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large	Open	June 2018	All RVCs	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
4. Submit 3 Applications for each of the Dan Mills Technical Award, Donald A.	Open	November	All RVCs	The ASHRAE Awards program recognizes excellence in chapter endeavors and identifies future leaders in ASHRAE. Many CRCs

ATTACHMENT C

<p>Siller Refrigeration Award, and the Chapter Programs Star Award</p>				<p>have similar awards in alignment with the three awards programs. RVCs to work with CRC award recipients to submit for Society Awards.</p>
<p>5. Develop and implement a Distinguished Lecturer training video for incoming DL's.</p>	<p>Open</p>	<p>June 2018</p>	<p>Staff, DL Subcommittee</p>	<p>Currently there is no official training program implemented for the Distinguished Lecturer Program. A Distinguished Lecturer Training Video could disseminate important guidelines, recommendations and procedures that could help reduce the number of complaints received by the DL Subcommittee, and clearly communicate the procedures to the DL's.</p>
<p>6. Conduct a minimum of eight encounters with employers to discover what programs would generate their support and interest.</p>	<p>Open</p>	<p>June 2018</p>	<p>All RVCs</p>	<p>In order to grow ASHRAE membership it is imperative to reach out to employers in the communities to discover the resources and programs would generate their support and interest. This supports Strategic Plan 1.A to meet with employers to gain continued time and financial support of ASHRAE volunteers.</p>

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of June 24, 2017

Members Present

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

Members Absent

Rocky Alazazi
Kimberly Pierson

Guests

Bill Harrison
Theresa Weston
Doug Cochrane
Daniel Rogers
Ashu Gupta
Christine Reinders-Caron
Will Mak
Chad Powell
Kristin Schaefer
Maggie Moninski
Bruno Martinez
Rick Hermans

Staff

Tiffany Cox
Tony Giometti

Information Items

1. The 2017 ASHRAE Annual Conference technical program featured 20 conference paper sessions (71 conference papers presented), 6 technical paper sessions (19 technical papers presented), 61 seminars, 9 workshops, 4 forums, 3 debates and 2 panel discussions.
2. A student paper recognition program that was launched at the 2017 Winter Conference was continued at the 2017 Annual Conference. Certificates were presented to a top undergraduate student and graduate student and an honorable mention in each category.
3. The following conferences took place between January 2017 and June 2017:
 - Second International Conference on Energy and Indoor Environment for the Hot Climates took place February 26-27, 2017 in Doha, Qatar. It was 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.” There were 28 conference papers presented, including 5 via Skype. The conference was attended by 150 registrants. The chapter handled all of the onsite logistics.
 - Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors Conference took place April 6-8, 2017 in Bangkok, Thailand. The conference was co-organized by ASHRAE-IIR-UNEP-UNIDO. This was the first time ASHRAE has organized a conference with these

organizations. The conference is being financially supported by UNEP. The conference was attended by 150 registrants.

4. The following specialty conferences are in process:
 - 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. The third annual ASHRAE LowDown Showdown modeling competition will take place during the conference.
 - 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.
 - 2018 Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA.

5. The following specialty conferences are under consideration:
 - a. Third International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies, October 3-4, 2018, Beirut, Lebanon
 - b. IAQ 2019
 - c. 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.

6. CEC provided the Technical Activities Committee with 10 years’ of data on the ratings and attendance at seminars and conference paper as well as technical committee program submissions. To improve communications with TCs and make better use of face-to-face time at the TC section breakfasts, CEC distributed its “breakfast notes” in advance of the conference. Also, CEC invited TAC to participate in the review of programs submitted for the 2018 Winter Conference and will update the CEC Web site at TAC’s request to make it easier for TCs to find resources related to technical program submissions.

7. CEC is working in conjunction with Science and Technology for the Built Environment to organize the Research Summit track for the 2018 Annual Conference. This relationship seeks to increase the number of papers and authors at the winter and annual conferences and to raise the visibility of STBE.

8. ASHRAE staff is looking at different software to replace the existing abstract management software for reviewing abstracts, papers and program proposals to make it easier for authors, reviewers, speakers and CEC to interact with these conference-related components.

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

MBO Update

Attachments

Attachment A (CEC MBOs for 2016-2017)

Attachment B (CEC MBOs for 2017-2018)

Respectfully submitted,

Jon Cohen, Chair
Conferences and Expositions Committee

ATTACHMENT A

Committee Objectives

Committee: Conferences and Expositions Committee

Year: 2016 - 2017

Chair: Jon Cohen

Vice Chair: David Claridge

ATTACHMENT D

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

ATTACHMENT B

Committee Objectives

Committee: Conferences and Expositions Committee

Year: 2017 - 2018

Chair: David Claridge

Vice Chair: Jennifer Leach

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents and New Member Handbook.	4/30/2018	None	Claridge, Leach, Cohen, Maston and Staff	None
2. Revise MOP to include current CEC practices and procedures.	1/31/2018	None	Claridge, Leach, Cohen, Maston and Staff	None
3. Revise Sustainability Project guideline documents	12/31/2017	None	Claridge and Moreno	None
4. Improve communication between CEC and TC's. Better availability of information on CEC and conference websites.	6/30/2018	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
5. Revise structure of Specialty Conference Subcommittee and develop/implement a succession plan.	8/31/2017	None	Claridge, Leach, Cohen and Staff	None

**Student Activities Report to Members Council
From the meeting of June 24, 2017, Long Beach, CA**

Members Present

Russell Marcks, Chair
William Simpson, Vice - Chair
Ben Oliver, Reg II
James Piscopo, Reg III
Megan Tosh, Reg IV
Janice Means, Reg V
Eric Sturm, Reg VI
Vaughn Nichols, Reg VII
Chris Ahne, Reg VIII
Adam Davis, Reg X
Jared Larson, Reg XI
Sam Hui, Reg XIII
Michel Hayek, RAL
Michael Brandemuehl, ABET BoD
David Cassel, ABET EAC
Mansour Zenouzi, ABET ETAC
Joe Chin, Consultant
Robin Bryant, Consultant
Erich Binder, BoD Ex-O

Guest

Adam Parker
Kevin Amende
Buzz Wright
Gerardo Alfonso
Manuel Belino
Ioan Dobosi
Carrie Kelty
Stephanie Mages
Rachel Romero
Keith Yelton
Jim Butler
Matt Clarke
Enrica Galasso

Staff

Katie Thomson

ATTACHMENT E

Action Item Summary

EXCOM Action Items:

Action Item	Person(s) Responsible	Due Date
Subcommittee assignments and conference call times	Bill/Subcommittee Chairs	July 2017
New Chair MBO's	Bill	Ongoing
Update the Student Zone	Subcommittees	Ongoing

Grants Action Items:

Action Item	Person(s) Responsible	Due Date
Improve Undergraduate Program Equipment Grant visibility amongst all members	Grants Subcommittee	Ongoing for 2017-18 round
Clarify the intention of the grant program by improving the website verbiage	Grants subcommittee	August 2017
Investigate potential for additional grants or an opportunity fund	Grants subcommittee	Ongoing

ABET Action Item:

Action Item	Person(s) Responsible	Due Date
Review outcome of Long Beach Forum and accreditation criteria of HVAC&R engineering programs	ABET Subcommittee/staff	January 2018
Explore current and possible ABET Evaluators	Staff	Ongoing

ATTACHMENT E

K-12/STEM Action Items:

Action Item	Person(s) Responsible	Due Date
Finalized gamification STEM kit	K-12/STEM Subcommittee	January 2018
Increase the number of K-12 school visits	K-12/STEM Subcommittee	Ongoing
Promote STEM champion role and STEM awards to Chapters	K-12/STEM Subcommittee	Ongoing
Encourage SA Chairs to complete online STEM activity report	RVCs	Ongoing

Post High Action Items:

Action Item	Person(s) Responsible	Due Date
Provide RVC's with information regarding inactive student branches so that they can encourage chapter follow up for reinstatement	Post High Subcommittee/Staff	January 2018
Review current promotional items and marketing material	Post High Subcommittee/Staff	Ongoing
Finalize schedule for Chicago student program	Post High Subcommittee/Staff	July 2017
Work with CEC to introduce badge scanning for Chicago student program	Post High Subcommittee/Staff	December 2017
Modify student orientation to Chicago to a webinar a few weeks prior to the Winter Conference	Post High Subcommittee/Staff	December 2017
Finalize best practices guide for Student Branches	Post High Subcommittee/Staff	September 2017

ATTACHMENT E

Encourage collaboration between SMACNA and ASHRAE student branches	Post High Subcommittee/Staff	ongoing
Continuously improve marketing material for student members	Post High Subcommittee/Staff	ongoing

Design Competition Action Items:

Action Item	Person(s) Responsible	Due Date
Finalize 2018 Applied Engineering Challenge and post to website	Design Competition Subcommittee/Chris Ahne/Staff	July 2017
Release 2019 Design Competition Details early	Design Competition Subcommittee/Staff	January 2018
Modify judging rubric to include additional clarification on scoring	Design Competition Subcommittee	April 2017

Centralized Training Action Items:

Action Item	Person(s) Responsible	Due Date
Review format and increase attendance for 2018	Centralized Training Subcommittee/Staff	June 2018

1) Subcommittee Reports

a) Executive Committee:

Student Members

- The total number of student members as of May 31, 2017 is 8,093
 - May 31, 2016 is 7,213.
 - May 31, 2015 is 6,324
 - May 31, 2014 is 5,868.
 - May 31, 2013 is 6,247
 - May 31, 2012 is 6,452
 - May31, 2011 is 6,415
- Review of all subcommittees were made.

ATTACHMENT E

- The Chair reviewed the status of this year's MBOs – see attachment A.
- b) Grants Subcommittee
- Subcommittee reviewed application form and judging criteria
 - The Grants description on the website has been updated and is on Basecamp awaiting ASHRAE IT to implement
 - The subcommittee updated the scoring rubric to include more detailed directions for judges
 - Russ gave the subcommittee examples of successful Grant funds usage and the subcommittee would like them uploaded to the website
 - The Grants subcommittee plans to investigate new Grant opportunities
- c) ABET Subcommittee Report
- David Cassel provided an update on the Engineering Accreditation Commission and Mansour Zenouzi provided an update on the Engineering Technology Accreditation Commission
 - Mike Brandemuehl informed the subcommittee of the Program Criteria Update and the Forum at the Conference, Accreditation for HVAC&R Engineering Programs – Who Cares?
 - Katie Thomson will reach out to all SBAs to identify which student branches are from Engineering Technology programs
- d) K-12/STEM Subcommittee Report
- Staff provided an update on the activity report, kit requests, and K-12/STEM Chapter Leadership Awards
 - Involvement with STEM Scouts will necessitate development of HVAC related STEM Kits “modules” for as part of curriculum
 - The subcommittee approved the Honorary Student Membership card
 - Chris Ahne introduced the Gamification STEM kit draft which will be finalized by the K-12/STEM Subcommittee
 - The subcommittee discussed the development of additional kits while also continuing to focus on promoting youth outreach to regions/chapters
 - The K-12/Subcommittee will assign a volunteer to evaluate the Student Zone website to cater to K-12 students and their parents/teachers
- e) Post High Subcommittee Report
- Most student branch status reports have been submitted and RVC's will reach out to branches that have not submitted.
 - Two nominations were reviewed for the SBA of the Year Award. The committee voted unanimously for King Yeong Jin from the UTAR Student Branch in Malaysia.
 - Subcommittee will review and update marketing material and promotional items.
 - A best practices guide for Student Branch officers has been finalized and will be sent to marketing.

ATTACHMENT E

- The subcommittee discussed the production of an ethics plaque to provide to new student branches in their welcome pack. Staff will look into associated costs.
- The Race to Zero Competition was discussed and there was unanimous support to continue sponsorship in 2018 with a maximum commitment of \$5,000. This funding will come out of the 2017-18 Student Activities budget.
- Student Membership
 - The total number of student members as of May 31, 2017 is 8,093 (12% increase from May 2016)
 - Branches – 21 pending branches bringing the 2016-2017 total to 52 new branches

Region	Student Branch	Location	Sponsor Chapter
RAL	Shri Ram College of Engineering & Management (SRCEM), Palwal	Palwal, Haryana, India	India
RAL	UK Midlands	Loughborough, UK	Sub-Region B
XIII	Singapore Polytechnic	Singapore	Singapore
RAL	Budapest University of Technology and Economics (BME)	Budapest, Hungary	Danube
VIII	Lamar University	Beaumont, Texas	Houston
RAL	Pusa Institute of Technology	New Delhi, India	India
RAL	SOS Technical Training Institute	Rawalpindi, Pakistan	Northern Pakistan
RAL	Government College of Technology Rawalpindi	Rawalpindi, Pakistan	Northern Pakistan
V	Ball State University	Muncie, IN	Central Indiana
VII	Marshall University	Huntington, WV	West Virginia
RAL	Mehran UET SZAB	Sindh, Pakistan	Pakistan
IV	Wake Technical Community College (Wake Tech)	Raleigh, NC	Triangle
RAL	University of Management & Technology (UMT) Lahore	Lahore, Pakistan	Central Pakistan
RAL	Université Libanaise, Faculté de génie II (ULFG2)	Roumieh, Lebanon	Lebanese
XII	Universidad Santo Tomas	Bogota, Colombia	Colombia

RAL	Swedish College of Engineering and Technology Wah Cantt	Wah Cantt, Pakistan	Northern Pakistan
XII	Nicaragua (Universidad Nacional de Ingenieria & Universidad Centroamericana)	Managua, Nicaragua	Central and South America
RAL	University of Girona	Girona, Spain	Spain
XII	Schneider Electric Alliance	Buenos Aires, Argentina	Argentina
XII	Universidad del Atlantico	Barranquilla, Colombia	Colombia

Design Competition Subcommittee Report

- 65 Design Competition projects were submitted this year.
 - Design Calculations – 19
 - System Selection – 16
 - ISBD – 24
 - Applied Engineering Challenge - 6
- 34 Design Competition submissions were judged at Society Level with four considered as Rising Stars. The Winners of each category are:
 - Design Calculations
 - First Place - San Jose State University
 - Second Place - King Fahd University of Petroleum and Minerals
 - Third Place - Lakehead University
 - Rising Star - Texas A&M College Station
 - System Selection
 - First Place -Warsaw University of Technology
 - Second Place - The Pennsylvania State University
 - Third Place - University of Nebraska - Lincoln Team 1
 - Rising Star - The University of Texas at Arlington
 - Integrated Sustainable Building Design
 - First Place - University of Central Florida
 - Second Place - The Catholic University of America
 - Third Place - Montana State University Team 1
 - Rising Star - None
 - Applied Engineering Challenge
 - First Place - Cal Poly San Luis Obispo
 - Second Place - Bandung Institute of Technology

- Third Place - University of Nebraska - Lincoln
 - Rising Star -None
- Information for the 2018 Design Competition has been published on the website and the AEC will be finalized in July. The goal is to release the 2019 Design Competition information in January 2018 to allow southern hemisphere schools to compete.

Attachment A

2016-2017 MBO's Student Activities Committee			
Russell Marcks, Chair			
MBO #	Description	Who	Due
1	Review Design Competition	Design Comp	
	a. Develop new Applied Engineering Challenge project and incorporate the Presidential Theme.		Winter Meeting 2017 <i>Complete</i>
	b. Review / Modify the 'Openness' of the AEC		Winter Meeting 2017 <i>Complete</i>
	c. Determine a general judging process for the AEC		Summer Meeting 2017 <i>Ongoing</i>
2	Increase the number of K-12 school visits	K-12	
	a. Promote the STEM Champion chapter position in the student activity team through RVC (at CRC)		Continuing <i>Ongoing</i>
	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		Continuing <i>Ongoing</i>
	c. Continue development of STEM Activity kits		Continuing <i>Ongoing</i>
	d. Clarify relationship with STEM Scouts and develop relationship if appropriate		Added <i>Ongoing</i>
	e. Make connections with at least one other organization with STEM related activities in each Region to create a partnership and combined effort		Continuing <i>Ongoing</i>
3	Improve visibility of the Undergraduate Program Equipment Grant Program among all members	Grants	
	a. Highlight and promote the Grants program by inviting two grant recipients to present at the Winter Conference Student Program		Winter Meeting 2017 <i>Complete</i>
	b. Identify and test new, creative ways to increase student contact of Grant program		Continuing through 2016-2017 <i>Ongoing</i>
	c. Concentrate on promoting the grants program to two-year schools <i>Grant applications have increased. Chair emphasized the necessity to promote the grants to 2 year programs.</i>		Winter Meeting 2017 <i>Ongoing</i>

ATTACHMENT E

4	Increase number of new student branches with a goal of one new or reactivated branch per region	All	Ongoing <i>Significant progress outside of the US</i>
	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.		September 2016 <i>Complete</i>
	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		Winter Meeting 2017 <i>Complete</i>
5	Increase Student retention to 7.5%	Post High	Ongoing <i>Staff to report to committee</i>
	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.	Post High with MP	Summer Meeting 2017 <i>Ongoing</i>
	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		Continuing through 2016-2017 <i>Ongoing</i>
	c. Review current promotional material (including posters and video) and develop new material that will be attractive to students.	Post High K12	Winter Meeting 2017 <i>Complete</i>
	d. Along with MP and YEA, complete the "Developing Leader Path" to assist young and new members with their involvement in ASHRAE		Continuing through 2016-2017 <i>Ongoing with YEA</i>
6	Student Activities Committee General	All	Ongoing
	a. Each member (RVCs and Vice Chair) shall complete MBOs and then measure against their MBO at the winter meeting and by continuing reports		August 2016 <i>Delinquent.</i>
	b. Ensure current branches submit their reports		May 2017 <i>Complete</i>
	c. Modify K-12 Subcommittee name including various awards, etc.	K-12	Winter <i>Under consideration</i>
	d. Work with ABET subcommittee to better integrate them into SAC and to recruit more ASHRAE PEVs	SAC Post High ABET	<i>Ongoing. Some improvement noted.</i>

ATTACHMENT E

	e. Promote ASHRAE to other degree programs such as Architectural, Arch Eng, Civil, Construction Mgt, Energy, etc.	Post High	Continuous <i>Ongoing</i>
	f. Promote HVAC industry and better support Community College and Technical school involvement	Post High K-12	Continuous <i>Ongoing</i>
	g. Promoting BEQ throughout colleges & universities via Design Competitions, etc. <i>Mike Brandemuehl reported on the progress of the Adapt bEQ ad hoc committee. A full 3 credit college course has been developed. The student activities committee is being engaged to work with student branches along with APPA. Mike reported that resources are on the Student Zone and that full course content will be available in approximately one month. Mike will report at the Student and SBA congresses. Mike also encouraged RVCs to target student branches for pilot campuses. The ad hoc committee has not determined how the course content will be released to university faculty.</i>	Post High Design Comp	Continuous
	h. 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	All	Continuing <i>Ongoing</i>
	i. Complete the Student Branch Advisor / Student Branch Officer Best Practices guide	Post High	Winter Meeting 2017 <i>In progress</i>
	j. Review and develop new program criteria for college level HVAC programs	ABET	Winter Meeting 2018 <i>Under review</i>
7	Training	ExCom	Summer meeting
	a. Review the effectiveness of the newly developed SA centralized training. Modify the presentation and training as required		Continuous <i>Complete</i>
	b. Consider two tracks for CT (New vs. Returning)		Winter Meeting 2017 <i>Premature - Defer to future years.</i>
	c. Increase the attendance at SA Centralized training by 30%. This will require support from the DRCs & RVCs to stress the importance of the training the SA Chair		Summer Meeting <i>Did not attain</i>
	d. Redefine the CRC training to have a more hands on and applied format customize to each region.		Consultant assigned to review <i>Complete</i>

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council

From Meeting of June 24, 2017, Long Beach, CA

Members Present

Caleb Haynes, Chair
 Jake Kopocis, Vice Chair
 Chonghui (CL) Liu, Region I
 Audrey Dupuis, Region II
 Stephanie Kunkel, Region III
 Jake Taylor, Region V
 Shona O'Dea, Region VI
 Vanessa Maryott, Region VIII
 Heather Schopplein, Region X
 Rachel Romero, Region IX
 Greg Jernstrom, Region XI
 Kathleen Simpson, Region XII
 Rupesh Iyengar, Region XIII
 Ioanna Deligkiozi, RAL
 Chris Gray, Consultant
 Adam Davis, SA Liaison
 Devin Abellon, MP Liaison
 Erich Binder, BOD Ex-Officio
 Alexis Gagnon, Region I*
 Lindsey King, Region III*
 Jackson Willis, Region IV*
 Stephen Wren, Region VII*
 Aleksandar Andjelkovic, Region XIV*

Members Absent

Lee Huffines, Region IV
 Andrew Myers, Region VII
 Emilia Targonska, CIBSE
 Bjarne Olesen, CO
 Alyse Falconer, Region X*
 Tracy Pang, Region XIII*
 Muhammad Khan, RAL*

Guests

Anoop Peediyakkan
 Melissa Angulo
 Enrica Galasso
 Matt Clark
 Mitesh Kumar
 Kris Tan
 Doug Cochran
 Aaron Besseling
 Farooq Mehboob
 Akbar Zaheer
 Joe Chin
 James Gallick
 Tiffany Biagini
 Akshay Bhargava
 Keith Reihl
 Doug Zentz
 Matt Rowe
 Bruno Martinez

Staff

Rhiannon Masterson

*Incoming YRCs

Summary of Activities

- 2016-2017 MBO Successes
 - Increased YEA membership by 12.5%, up to 10,608 YEA members
 - Increased number of YEA members participating on TCs by 10.7%
 - Increased number of YEA Chapter Chairs by 7%
- YEA Leadership Weekend 2.0
 - Inaugural event held in May 2017 in Tiburon, CA.
 - Sold out in 48 hours and had a waiting list.
 - Positive feedback and already planning for next event in 2018.
- Upcoming YEA Events
 - Fall 2017 YEA Leadership Weekend, scheduled for October 13-15 in Baltimore
 - 2017 YEA Leadership International, scheduled for December 8-10 in Hong Kong

MBO Update

A presentation of the 2016-17 and 2017-2018 MBOs are included.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment B is the 2016-17 YEA MBO document

Attachment C is the 2017-18 YEA MBO document

ATTACHMENT A**Information Items**

- 1) Outreach Development Subcommittee
 - a. 2017 YEA Leadership International
 - i. Event is scheduled for December 8-10, 2017 in Hong Kong. We have been in contact with the Hong Kong Chapter and Region XIII. We hope to have registration open in July or August. Tricia Evans will return as our facilitator.
 - b. YEA/YEN Development
 - i. Two YEA Committee representatives (Ioanna Deligkiozi and Caleb Haynes) attended the recent YEN Conference in London in May 2017. Both Ioanna and Caleb provided positive feedback from attending the event. There have been previous efforts to organize a joint event, and this meeting allowed both groups to review collaboration efforts moving forward.
 - c. New Faces of Engineering
 - i. The 2017 ASHRAE New Face is Alyse Falconer from the Golden Gate Chapter. Alyse will attend the Build2Perform CIBSE conference in November 2017.
 - ii. Applications for the 2018 New Face program will open in fall 2017.
 - d. Develop YEA Webcast
 - i. Following discussions in Las Vegas, it was decided that YEA will not create their own webcast series, but will better promote the existing ASHRAE webcast.
- 2) Personal Development Subcommittee
 - a. Fall 2017 YEA Leadership Weekend
 - i. Scheduled for October 13-15 in Baltimore, MD.
 - ii. Registration is open until September 1, 2017 or once registration fills up.
 - iii. We will offer an optional technical tour on Friday morning.
 - b. YEA Leadership Weekend 2.0
 - i. Held May 5-7, 2017 just outside of San Francisco, CA (in Tiburon)
 - ii. Overall, the event went well and we received positive feedback.
 - c. First Time at ASHRAE Seminar
 - i. We plan on submitting for the 2018 Winter Conference in Chicago
 - d. Annual/Winter Networking Event
 - i. The YEA Hospitality Suite for Long Beach is scheduled for Sunday, June 25th from 4-6pm. If any YEA Award winners are attending, they will be presented with their plaques.
- 3) Professional Development Subcommittee
 - a. YEA Technical Weekend
 - i. Event was held in March 2017 in Atlanta, GA. We had 8 attendees. While we received positive feedback from attendees, the low attendance for the past two events has led the YEA Executive Committee to decide to no longer host this event. We will direct YEA members to other ASHRAE opportunities already available.
 - b. Leadership U
 - i. The participants for this Annual Conference are:
 1. Joe Chin, San Jose Chapter

2. Tiffany Biagini, Illinois Chapter
 3. Akshay Bhargava, Central Indiana Chapter
 4. James Gallick, Columbus Chapter
- c. HVAC Design Training
- i. New application process went well and we will continue with two applications periods per year (December and June).
 - ii. We had 16 applicants from December 2016.
 - iii. Applications are now open until June 30th for the next round, and the 5 winners will be able to attend trainings schedule between July-December 2017.
- d. LeaDRS
- i. 8 Regions will have a LeaDRS participant in Long Beach.
 - ii. Kathleen will reach out to the new Region XIV YRC (Aleksandar Andjelkovic) to let him know about the LeaDRS program.
- e. Developing Leader Award
- i. Approved by H&A and Members Council in Las Vegas. Will be reviewed by SRC and the Board in Long Beach since a change to the ROB is required.
 - ii. It will be another year before we can accept nominations for the award because of the application period
- f. Technical Committees
- i. Heather met with TAC in Las Vegas about how to get YEA members involved. One issue is that YEA members are not specified on TC rosters, so we are trying to get that corrected.

ATTACHMENT B

2016-2017 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase communication with employers/YEA program brochure for employers	In progress	6/30/2017	YEA Committee	Develop and implement an employer visit report form
2	Increase YEA membership by 15% (9,426 to 10,840)	As of 6/1/17, 10,608 YEA members and 12.5% increase	6/30/2017	YEA Committee	Continue to grow the YEA demographic and encourage involvement
3	Develop ASHRAE Developing Leader Track	Submitted to H&A in Las Vegas	6/30/2017	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
4	Increase number of YEA members participating on TCs by 15% (524 to 603)	As of 6/13/17, 580 YEA members and 10.7% increase	6/30/2017	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide.
5	Increase number of YEA Chapter Chairs (YCCs) by 5% (140 to 147)	Complete: 150 YCCs as of 6/13/17 and 7% increase	6/30/2017	YEA Committee	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.
6	Full Circle for entire YEA Committee	13 out of 17 committee members qualify for Full Circle	9/30/2016	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
7	Assign a YEA liaison to each Members Council committee	In progress	6/30/2017	Outreach Development Subcommittee	To encourage communication and better integrate between committees
8	Develop YEA webinars	In progress	6/30/2017	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
9	Develop pilot community service activity	In progress	6/30/2017	YEA Committee	Provide a way for YEA members to give back to the community while at an ASHRAE conference.

ATTACHMENT F

ATTACHMENT C

2017-2018 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase communication with employers/YEA program brochure for employers		6/30/2018	YEA Committee	Develop and implement an employer visit report form
2	Increase YEA membership by 15%		6/30/2018	YEA Committee	Continue to grow the YEA demographic and encourage involvement
3	Implement ASHRAE Developing Leader Track		6/30/2018	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
4	Increase number of YEA members participating on TCs by 15%		6/30/2018	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide
5	Increase number of YEA Chapter Chairs (YCC's) by 5%		6/30/2018	YEA Committee	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.
6	Full Circle for entire YEA Committee		9/30/2017	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
7	Assign a YEA liaison to each Members Council committee		6/30/2018	Outreach Development Subcommittee	To encourage communication and better integrate between committees
8	Develop a plan to promote educational resources for international YEA members		6/30/2018	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
9	Implement YEA Communications Procedure		6/30/2018	YEA Committee	Approve communication plan for YRC's to use to connection YEA Members and YEA Committee
10	Chapter/Member Outreach		6/30/2018	Personal Development Subcommittee	Continue/increase the communication between YRC's and YCC's so that membership is informed of programs and events
11	PDC/YEA Training Products		6/30/2018	Outreach Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA

GRASSROOTS GOVERNMENT ADVOCACY COMMITTEE

Report to Members Council
From Meeting of June 23-24, 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
Jeff Vestal
Sonya Pouncy
Chad Powell
Art Hallstrom
Dan Merkel
Mike Mueller
Dave Palty
Jeff Hurd
Nate Boyd
Vorasen Leewattanakit
Vikram Murthy
Jaap Hogeling
Bill Klock
Sheila Hayter

Members Absent

Mike Witkowski
Maged Hashem
Bjarne Olesen

Guests

Rob Craddock
Ryan Williams
Andy Manos
Doug Cochrane
Tim Ashby
Jim Arnold
Mike Wolf
Nanette Lockwood
Mo Hosni
Rob Risley
Larry Spielvogel
Robin Bryant
Ng Yong Kong
Aaron Besseling
Atul Bagai
Ayman Eltalouny
Stephanie Mage
Chad Smith

Staff

Jim Scarborough
Alice Yates
Anne Wilson

Motions

There are no motions from GGAC to come before Members Council.

Information Items

1. GGAC voted to change the names of their two standing subcommittees for clarity. The subcommittees were named Active Outreach and Responsive Engagement. They will now be called, respectively, Policy and Programs Subcommittee and Member Mobilization Subcommittee.
2. Nanette Lockwood, Global Director of Policy and Advocacy with Ingersoll Rand, presented to GGAC on A2L Refrigerants.
3. One of the highlights of the year for GGAC is the Day on the Hill visits held in eight state legislatures (AR, GA, NC, NM, SC, TN, TX) and one Parliament (Canada-Ottawa). The visits, conducted by ASHRAE members and assisted by ASHRAE Government Affairs Office staff, are raising the level of awareness of ASHRAE and its standards, products and services, with elected leaders. More are planned for the future.
4. During this past year, GGAC has updated its web site, *Government Affairs Update*, created four new brochures on various topics for use with government officials, created two new toolkits (legionella and the Weatherization Assistance Program) that are posted for use by members, updated two toolkits for presentations, and created six new advocacy focused posters and five new print pieces for use with government officials.
5. GGAC is starting a pilot project with an interactive map highlighting Regions, Chapters, Chapter Officers and Chapter Priorities. Four Regions will be part of this pilot project that will

- assist members in identifying Chapter members needed for engagement with Day on the Hill visits and other advocacy activities.
6. GGAC continues to be monitor legislative efforts in several states that would increase the educational requirement for engineer licensure from a bachelor's degree to a master's degree of equivalent. For example in NJ, the efforts of ASHRAE and fraternal organizations such as ASME working in collaboration have helped to prevent the introduction of legislation that would change licensure requirements.

MBO Update

Grassroots Government Advocacy Committee

2016-17 MBOs

Tom Phoenix, Chair

Objectives	Responsibility	Due Date	Status
<p>1. Develop and implement a program for Training of, and providing resources and assistance for, Chapter Chairs.</p> <p>THIS MBO IS COMPLETE THOUGH NEW TRAINING DOCUMENTS AND RESOURCES CONTINUE TO BE DEVELOPED</p>	<p>Active Outreach Subcommittee</p>	<p>Jan 2017</p>	<p>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.</p>
<p>2. Develop and implement programs to promote awareness and use of Building EQ</p>	<p>Responsive Engagement Subcommittee + Boyd, Co-Chair</p>	<p>June 2017</p>	<p>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. 4-30-2017 This continues to be discussed on all GGAC RE calls and this MBO will be continued to Society</p>

Objectives	Responsibility	Due Date	Status
			Year 2017-18 to allow for the new online portal for Building EQ
<p>3. Develop and implement a program for promoting ASHRAE in Residential Codes and Construction</p> <p>THIS MBO IS COMPLETE</p>	<p>McQuade, Chair Conghos Hallstrom Jones Underwood</p>	<p>Draft Jan 2017 Final June 2017</p>	<p>10-17-2016 Subcommittee holds its first conference call. Several assignments are made. Representatives from the RBC are invited to attend next call to help coordinate work.</p> <p>11-29-2016 This Ad Hoc Committee meets weekly via conference call and will have a preliminary report prepared in time for Las Vegas.</p> <p>1-27-2017 The interim draft report was provided to the Committee and also sent to the RBC for review and comment.</p> <p>3-31-2017 No</p>

ATTACHMENT G

Objectives	Responsibility	Due Date	Status
			additional comments were received from the Residential Construction Committee so the Report has been forwarded to the GGAC Executive Subcommittee
<p>4. Develop and implement a program to emphasize awareness of Public Safety issues</p> <p>THIS MBO IS COMPLETE BUT WILL ALSO BE ONGOING WORK AS NEW PRODUCTS ARE DEVELOPED.</p>	Responsive Engagement Subcommittee	Jan 2017	<p>9-22-2016 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.</p> <p>11-1-2016 Mr. Moore has prepared a draft of a report which lists all of ASHRAE's Standards and Product regarding building resiliency. That has been sent out to this Ad Hoc</p>

ATTACHMENT G

Objectives	Responsibility	Due Date	Status
			Committee. 1-26-2017 A list of ASHRAE standards and products relative to this MBO was distributed to the Subcommittee for review. 3-16-2017 This document is on hold pending appointment of the Resiliency Committee.
5. Review the Report of the 2015-16 MBO 6 Subcommittee about Global issues, and develop a plan to implement the Report recommendations THIS MBO WIL BE CARRIED OVER UNTIL NEXT YEAR.	Active Outreach Subcommittee	June 2017	11-1-2016 This will be discussed on the next AO Subcommittee call. 12-2-2016 Mr. Wolf plans to have a block of time set aside at the Winter Meeting in Las Vegas to discuss this. 1-26-2017 The Subcommittee is preparing final recommendations to be ready for the Annual

ATTACHMENT G

Objectives	Responsibility	Due Date	Status
			Meeting in Long Beach. 4-23-2017 The various aspects of the report from last year will be divided and tasks be assigned.
<p>6. Formalize Reporting Process for status of implementing Policy Priorities</p> <p>THIS MBO IS COMPLETE</p>	<p>D. Hayter, Chair, Fulk Lavoie McQuade</p>	<p>June 2017</p>	<p>10-24-2016 First conference held on this MBO. Another conference call of this Ad Hoc Committee is set for early December. 1-27-2017 A draft form with process is being considered by this Ad Hoc Committee. 4-12-2017 The GGAC Executive Subcommittee accepted the report and recommendations from this MBO Ad Hoc.</p>
<p>7. Review Subcommittee Titles and Assignments, and Recommend Changes as Necessary</p> <p>THIS MBO IS COMPLETE AS</p>	<p>Wolf, Chair Hogeling Lavoie Moore Underwood</p>	<p>Draft Jan 2017 Final April 2017</p>	<p>11-28-2016 A conference call meeting will be held sometime during early</p>

ATTACHMENT G

Objectives	Responsibility	Due Date	Status
THE WORK WAS REASSIGNED TO THE AD HOC COMMITTEE ON GGAC STRUCTURE			December. 1-27-2017 This Ad Hoc Committee finished its work and the recommendations will be forwarded to a new Ad Hoc Committee looking at overall GGAC structure. 3-8-2017 This work was reassigned to a new Ad Hoc Committee.

Attachments

There are no attachments.

HONORS AND AWARDS COMMITTEE

REPORT TO MEMBERS COUNCIL
FROM MEETING OF JUNE 25-26, 2017

MEMBERS PRESENT

Renison Tisdale, Chair
Charles Henck
Tiffany Bates Abruzzo
David Arnold
Donald Colliver
Jorge Eduardo Donoso
Pamela Immekus
Nicolas Lemire
Spencer Morasch
Paul Petrilli
Samir Traboulsi
Karine Leblanc

MEMBERS ABSENT

GUESTS

Rob Craddock
Stephen Duda
John Harrod
Eileen Jensen

STAFF

Candace Pettigrew
Chandrias Jacobs
Joyce Abrams

MOTIONS

Motion 1: The Honors and Awards Committee recommends to Members Council that the following changes to the Rules of the Board sections 2.411.003.3, 2.411.003.4, and 2.411.003.5 be approved as follows:

2.411.003.3 Board-Approved Awards Named for Individuals

13. The Board approves the establishment of the Dan Mills Chapter Program Technical Award to recognize a chapter CTTC chair or vice chair who excels in promoting technical and energy activities of the CTT Committee meeting CTTC goals in technical, energy and government activities.

2.411.003.4 Board-Approved Awards Not Named for Individuals

~~L. The Chapter Program Star Award is established to recognize excellence in chapter program endeavors.~~

2.411.003.5 Award Programs

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

Award

Recommending Committee

Lincoln Bouillon Membership Award

Membership Promotion

William J. Collins, Jr. RP Award

Research Promotion

Homer Addams Award

Research Administration

John F. James International Award

Members Council

Ralph G. Nevins Physiology and Human Environment Award

TC 2.1, Physiology and Human Environment

ATTACHMENT H

E.K. Campbell Award of Merit	Life Members Club Milton W.
Garland Commemorative Refrigeration Award for Project Excellence	Refrigeration
Journal Paper Award	Publications
Government Activities Award	Grassroots Government Advocacy
Standards Achievement Award	Standards
Poster Presentation Award	Conferences and Expositions
Dan Mills Chapter Program Technical Award	Chapter Technology Transfer
Student Activities Achievement Award	Student Activities
Chapter Program Star Award	Chapter Technology Transfer

Background: The CTT Committee feels these revisions will encourage greater participation and will streamline the pass through award process. The current Dan Mills Technical Award and the Chapter Program Star Award will be combined, using the Chapter Program Star Award as the base template and incorporating technical activities into the scope of the award. The name of the award has been changed to maintain the legacy of Dan Mills.

Fiscal Impact: None.

Motion 2: The Honors and Awards Committee recommends to Members Council that the following changes to the Honors and Awards MOP, section 8.1 as follows:

- 8.1 All deliberations of the committee including all actions, discussions, voting, and correspondence shall be held in the strictest confidence by its members. All exchanges of correspondence concerning candidates for awards shall be marked "Confidential." All voting members or the committee shall sign a Confidential Information Agreement prior to entering into any discussions or voting upon any honors and awards. Minutes of this committee are confidential and shall be distributed as directed by the Chair.

Background: The Committee feels that this confidentiality agreement will reinforce the importance of maintaining confidentiality during the Honors and Awards nomination process.

Fiscal Impact: None.

INFORMATION ITEMS

1. The H&A Committee, with input from the College of Fellows, created an informational PowerPoint on the Fellow Nomination process. The PowerPoint is currently posted on the H&A webpage and will be distributed to Chapter and Regional leaders prior to the CRCs.
2. The Committee is currently working with ASHRAE Marketing Staff to create a series of informational videos. The videos will be posted on the H&A webpage as well as the ASHRAE YouTube Channel. The purpose of the videos is to help Members navigate the nomination process and recognize deserving members.

EXECUTIVE SESSION MOTIONS

Motion 1

Attachments

Attachment A – Executive Session

Attachment B – Updated 2016-17 MBOs

Attachment C – 2017-18 MBOs

**ATTACHMENT B
MANAGEMENT BY OBJECTIVES**

HONORS AND AWARDS COMMITTEE
ASHRAE SOCIETY YEAR 2016-17
RENNIE TISDALE, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Closed	December 1, 2016 and May 1, 2017	Personal Awards Subcommittee	Nominations were received for all significant personal awards with the exception of the Distinguished Public Service Award and Honorary Member. Several Committee members are investigating deserving candidates for these awards to be submitted next Society year.
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Closed	June 30, 2017	Media Subcommittee	Articles submitted to ASHRAE staff.
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members	Closed	March and July 2017	Staff	Distributed before Spring and Fall CRCs.
4. Prepare a PowerPoint presentation to present at CRCs to increase submissions and improve documentation for Fellow grade.	Closed	July 2016 and February 2017	Personal Awards Subcommittee	PowerPoint presentation is posted on the H&A webpage and was distributed to Chapter and Regional leaders prior to the CRCs.

ATTACHMENT C
MANAGEMENT BY OBJECTIVES
 HONORS AND AWARDS COMMITTEE
 ASHRAE SOCIETY YEAR 2017-18
 CHARLIE HENCK, CHAIR

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

STAFF COMMENTS – ATTACHMENT I

Response to Members Council Referred Motion - AV Costs for CRCs

Memphis Chapter – Motion 4f (10/14/2016):

That ASHRAE staff investigate possible methods to leverage buying power to reduce A/V costs for CRC.

Background: The costs for minimal A/V for the last 2 Region VII CRCs approached \$6,000. The vendor for each CRC was the same vendor Society normally uses for winter and annual meetings.

Fiscal Impact: Uncertain.

ASHRAE Staff Response to Motion 4f:

Unfortunately, Audio Visual prices can be high and it's something that Society also has to deal with when ordering AV for the winter and annual Conferences as well as other Society meetings.

PSAV, the company specified in the motion, is the in-house Audio Visual provider in many, but not all, of the major hotel brands, conference centers and convention centers. The majority of the time, ASHRAE uses the in-house AV provider to service audio visual needs for the winter and annual Conferences, Specialty Conferences and other Society meetings and events.

ASHRAE Meetings Staff approached PSAV about having a national account created and representative assigned for ASHRAE for various reasons. One of the reasons being that any business generated for PSAV by an ASHRAE CRC could be included under the umbrella of ASHRAE events and therefore potentially extended a discount on equipment.

PSAV offered the services of a national account representative for ASHRAE, if ASHRAE would sign an exclusivity agreement with PSAV stating that PSAV would be the sole AV provider for every ASHRAE conference, meeting or event, even if PSAV is not the in-house provider for the venue of the event. ASHRAE will not sign an exclusivity contract locking the Society into using only one AV provider for all of our meetings and events. This could create more of a headache for CRC organizers who do not have PSAV in-house at the location of their CRC.

However, ASHRAE staff can support CRC organizers in potentially reducing the cost of AV expenses by providing verbiage for the COM to help CRC organizers ask the right questions when dealing with any AV company. The ASHRAE Meetings team will also review proposals, if requested, for CRCs to make sure that organizers are getting fair and reasonable prices.

Attachment 1

Questions to ask your AV company when organizing your CRC:

- This proposal is out of my budget range, is there anything you can do to bring the cost down?
- Will a smaller screen still accommodate the number of anticipated attendees?

Check the size of screens listed in your proposal. Larger screens are more expensive but are sometimes needed depending on the number of anticipated attendees.

STAFF COMMENTS – ATTACHMENT I

- Is all of the labor needed as indicated on the proposal?
- If there is a service charge, what is included in that fee?
- Are wired microphones available?
Usually wired microphones are cheaper than wireless.

Tips when working with any AV Company

- Ask questions if you are unclear about proposed line item expenses
- If the proposal is out of your budget, or higher than expected, share that concern with your contact and ask if they can help in any way.
- When contracting with the hotel, ask if they would be willing to add an AV discount as a concession if you agree to use the in-house AV company.
- Always be professional, don't demand discounts.

Society Support

ASHRAE Meetings Staff would be happy to review your AV proposal and offer feedback if applicable, similar to hotel contracts. Contact meetings@ashrae.org if you would like your proposal reviewed. Please allow 3 business days for review.

Attachment 2

The table below shows 2017 CRC dates and locations and the AV company that each venue uses as their in-house AV provider. The locations marked with an * below are using PSAV for their 2017 CRC.

Date	Location	Region	Host Chapter	Property	Audio Visual Company
August 17-19, 2017	Garden City, NY	I	Long Island	Hyatt Regency Long Island	AVMS
August 25-27	Montreal, PQ, Canada	II	Montreal	ALT Hotel Montreal	In-house- not contracted out
August 17-19, 2017	Roanoke, VA	III	Roanoke	The Hotel Roanoke	In-house- not contracted out
August 10-12, 2017	Greensboro, NC	IV	North Piedmont	Grandover Resort	Onsite On Event Services
July 27-29, 2017	South Bend, IN	V	Northern Indiana	Double Tree in South Bend	Focus AV
April 20-22, 2017	St. Louis, MO	VI	St. Louis	Hyatt Regency Downtown St. Louis	PSAV*
April 27-29, 2017	Oklahoma City, OK	VIII	Central Oklahoma	Skirvin Hotel, Downtown Oklahoma City	PSAV*
August 3-5, 2017	Nashville, TN	VII	Nashville	Hilton Downtown Nashville	Encore
August 3-5, 2017	Kansas City, MO	IX	Kansas City	Marriott Kansas City Downtown	PSAV*

STAFF COMMENTS – ATTACHMENT I

August 17-19, 2017	Sacramento, CA	X	Sacramento Valley	Holiday Inn Sacramento Downtown	Unknown
May 18-20, 2017	Seattle, WA	XI	Puget Sound	Sheraton Bellevue Hotel	Service Solutions
August 9-12	Panama City, Panama	XII	Panama Section	Hotel El Panama	Unknown
August 25-26	Singapore	XIII	Singapore	Unknown	Unknown
September 22-24	Sharm El Sheikh, Egypt	RAL	Cairo	Unknown	Unknown

Planning Subcommittee Report on MBO 1:

Optimize the Meeting Schedule for MC at the Society Meetings and Between the Society Meetings

We understood this objective to mean, how can ASHRAE be considerate of volunteer member's time related to their Member's Council duties? We also discussed the best way to deliver training to the member volunteers. We considered the sub-committee meetings, the orientation session and the soft skills training. It was given that a face to face meeting for the full Council meeting was preferred by a majority.

The sub-committee agreed by majority, that the sub-committee business required face-to-face meetings and the present schedule seemed adequate.

The sub-committee discussed the schedule of the soft skills training on Friday afternoon (before the official start of the Conference) and the orientation for Member's Council on Tuesday afternoon, after the MC full committee meeting.

The sub-committee originally agreed by majority, that the soft skills training should be slightly later in the Conference schedule to reach the most attendees, such as Saturday or Sunday PM. We also agreed that the orientation should be *before* the full meeting such as Sunday or Monday PM. It was noted incoming Council meetings do not necessarily need to attend prior to the Annual meeting since their first deliberative meeting would be in the fall.

Since the sub-committee did not include opinions by other members, an unscientific and informal poll was provided for any to respond to. The results are included as an appendix.:

Conclusions

All who responded to the poll seemed to believe something could be done to make the meeting schedule better and not many thought the current schedule was satisfactory specifically with the soft skill and orientation schedules).

It would seem that a combination of webinars or web conferences could be used to disseminate information prior to meetings.+ This could include training opportunities for both soft skills and council orientations. Thus, the emphasis of face to face meetings would turn to motions and planning.

It is concluded that the face-to-face subcommittee meetings are favored by all but a few and that the other training meetings could be either scheduled in a way to attract more attendees (prior to the full MC meeting) or to have them presented as webinars or similar interface. No one actually questioned the actual full Council meeting although other times were suggested in order to make the meeting more efficient. It was noted that other times may not be available because of staff or officer commitments or space availability. Note that CEC was not consulted but it is suggested this report be provided to CEC as an information item.

Specific Recommendations:

1. Professionally prepared soft skill training via YouTube videos or similar format was proposed to be available for all Councils.

ATTACHMENT J

2. Follow up the video training with a questionnaire, Go-To Meeting or other methods to reinforce the subjects covered in the soft skill training.
3. Prepare similar video/web accessed training for Council orientations.
4. Until the electronic based training has been prepared, continue to hold the soft skill and council orientations in person at the meetings, using dynamic instructors in a better time slot, if available.
5. Notify and publish the schedule of these training sessions well in advance of the meeting to allow attendees to incorporate the sessions into their meeting schedule. This should be communicated at the same time as announcing the meeting schedules of the councils and sub-committees. This will respect member's time commitment and assure that travel arrangements can be made understanding the meeting times.
6. Work with CEC to determine if a more concise meeting schedule for MC can be realized, reducing volunteer time and expense for attendance.
7. Keep the face to face meetings for the Council and sub-committee meetings, but continue to hold web based meetings for preliminary discussions and dissemination of information.
8. Continue the MBO discussion past the 2016-2017 meetings to further pursue training methods and meeting schedule discussions.

ATTACHMENT J

Informal Poll Results

We had 18 responses, not counting one response with no opinion since the responder was an incoming member. It is assumed that approximately 30 persons (my guess) were sent the poll, which consisted of both members rolling off after this meeting, and incoming members.

For the question, "Do you agree the subcommittee meetings work best face-to-face prior to the Council meeting during the Annual and Winter meetings? If not, please provide your opinion for the best time, date and location." we had 18 responses with 15 for face-to-face meetings and 3 stating it was not necessary. It was noted that some business could be done prior to the face-to-face meetings.

For the question, "Are you planning on participating in the Webinar? If no, please provide reason." the responses were 13 yes and 5 no. The no answers were mostly either work conflicts or the material was already covered in past years and the respondents didn't want to participate again.

For the question, "Would you rather have the soft skills session in person? If so, what day of the conference would work best?" the responses were 9 favoring in person and 7 stating other methods were acceptable. The days suggested for the session were mostly Saturday and Sunday of the Conference.

For the question, "Would you rather have the Orientation session in person? If so, what day of the conference would work best?" the responses were slightly different, with 12 preferring in person training and 7 suggesting other methods would be acceptable. Sunday and Monday were the most popular days.

For the question, "Do you agree or disagree that certain discussions like these sessions (soft skills, orientation) are better through indirect means, such as a webinar or teleconference?", 6 agreed, 7 did not. Somewhat confusing considering the previous responses, although more persons want face to face than don't want it, as seen by the results of the last two questions.

The last question was, "Please provide your ideas for optimizing the schedule for your needs." It received various responses. Some want less time at the Conference, while others want to do what is needed to have less time spent on ASHRAE activities after the meeting. Others wondered why the schedule cannot be compressed to make the time more efficient for the volunteers.



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Joseph L. Furman
RMCR Region I

Reply to:

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joe.furman@automatedlogic.com

June 24, 2017

MBO 3 Committee:

Joe Furman-Chair, Erich Binder, Doug Zentz, Walter Law and Dunstan Macauley

RE: MBO 3 - Create paths for the creation of sister Chapters or sister Student Branches

Summary:

The task assigned was to create a model or path to establishing sister Chapters or sister Student Chapters within the organization. The global nature of our organization lends itself to these potential partnerships nicely.

The intent or initiative would be to connect to different chapters within Society to network, share ideas, examine best work practices and share culture. The ensuing collaboration will strengthen and promote our global initiatives.

To get a sense of what a 'sister' organization with international roots would or should be a definition was sought on the Sister Cities International Website.¹

Definition: "What is a Sister City?"

'A sister city, county, or state relationship is a broad-based, long-term partnership between two communities in two countries. A sister city, county, or state relationship is officially recognized after the highest elected or appointed official from both communities sign off on an agreement.'

The creation of Sister Chapters would be a grass root effort and aligns perfectly with the goals of the Strategic Plan.²

- Connect – Foster vibrant, informed and engaged ASHRAE and industry communities.
- Educate- Create learning experiences that enhance the knowledge and effectiveness of individuals who apply building sciences.
- Extend – Develop, refine and optimize methods to create awareness, adoption and application of ASHRAE's offerings.
- Adapt – Work collaboratively within the global community to increase the value, usefulness and accessibility of building sciences and technology.



Prerequisites Required to Move Forward

- Develop a structure within ASHRAE to Promote Sister City Involvement
 - Staff Liaison (Incorporate with existing duties)
 - Develop IT Resource Database for 'matching' sister chapters.
 - Criteria to be selected – Do elements exist now to filter?
- Is there a desire within the Regions to create 'Sister Chapters'?

Key Elements of the Model

- Create a Poll to determine interest.
- Delegate a staff liaison and assign a sub-committee under Membership Promotion
 - Sub-Committee would define MOP

- Potential Chapters can be regional however ideally international
- What Criteria should be used to 'match' Chapters
 - Database of Key Criteria, e.g. Chapter Size

- A sharing of the two chapters websites and other electronic communications such as:
 - Websites
 - Newsletters
 - Facebook
 - Skype – Meetings

- Each sister chapter would have a representative that would communicate with the DRC of the region and vice versa. Typically a chapter committee chair.
- Potential for members to visit sister chapter / student exchange possibility
- Coordinate international YEA Chapter events
- Sister Chapter events at the Summer and Winter Conferences to promote this activity

In Conclusion

We feel that the opportunities can grow to advance the vision; mission and values of ASHRAE by connecting like-minded members who wish to grow their experience but need a means by which to create that little impetus it may take to initiate their movement. ASHRAE can provide that vehicle to drive this effort which is already aligned with the initiatives of our Strategic Plan.²

Submitted By:

The MBO 3 Team

- 1) Sister Cities International <http://www.sister-cities.org/what-sister-cities>
- 2) ASHRAE_Strategic-Plan_Final_6-18-14_NLP (2014)

REPORT TO MEMBERS COUNCIL

June 27, 2017

MBO #4: Outline an implementable diversity initiative.

Committee Members

Blake Ellis
Russell Lavitt
Karine Leblanc
Dunstan Macauley
Steve Marek

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 organizations such as ASHRAE. Diversity and Inclusion policies help organizations identify and address systemic barriers embedded within policies, practices, programs and services that inadvertently exclude individuals and/or communities. While ASHRAE has excelled in some areas, such as the board of directors, in promoting diversity, other areas such as the chapters officers and committees do not accurately represent the demographics of our membership.

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. A well-defined Diversity and Inclusion policy will encourage a larger participation from membership with a variety of experiences which can universally shape the society polices and programs.

While several similar organizations have very proactive diversity programs, ASHRAE implicitly address diversity through our discrimination policy. The American Society of Mechanical Engineers (ASME) and the Royal Academy of Engineering in the United Kingdom have detailed diversity and inclusion policies. The American Institute of Architects (AIA) has a Diversity Committee and Demographic Data Task Force to address diversity in the architecture profession in addition to their formal diversity policy. Both AIA and the Royal Academy of Engineering conduct periodic member surveys on diversity and inclusion in their respective organization, as well as opportunities for advancement in the workplace for their members.

Recommendations

As stated previously, diversity and Inclusion is critical to the growth of the Society. To this end we recommend the following:

- That ASHRAE complete the ASHRAE hexagon by including ***Diversity*** as the sixth ASHRAE Core Values to join Excellence, Commitment, Integrity, Collaboration and Volunteerism.
- That ASHRAE Board of Directors update the Rules of the Board to include a detail Diversity and Inclusion Policy.
- That ASHRAE Board of Directors implement a Diversity and Inclusion Action Plan to promote diversity at all levels of the society, including Chapter and Regional Officers, Society Committees, Technical Committees, Councils, and Board of Directors.
- That ASHRAE staff begin collecting diversity data such as race, gender, etc., to allow the Society to generate the necessary metrics on diversity and inclusion in ASHRAE.

END OF REPORT



Diversity and inclusion statement

Leadership in design and construction requires collaboration. Architects must encourage and celebrate the contributions of those who bring diverse experiences, views, and needs into the design process.

Supporting position statements

1. Civil rights

The AIA supports the promotion of human and civil rights, the universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transactions.

Approval December 2014, through December 9, 2017

2. Diversity

The AIA recognizes that diversity is a cultural ethos – a way of thinking or acting that fosters inclusion and enhances our membership, our profession, and the quality of life in our communities. Embracing this culture of diversity, all programs and initiatives of the AIA and its members shall reflect the society that we serve, regardless of race, gender, sexual orientation, physical abilities, or religious practices. The AIA supports the development of policies and programs that endeavor to ensure equal access to professional degrees in architecture for those who are underrepresented in our profession.

Approved December 2014, through December 9, 2017



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**SOCIETY POLICY
DIVERSITY AND INCLUSION**

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

Term	Meaning
Equality Act 2010 and 'Protected Characteristics'	<p>The Equality Act 2010 describes 'protected characteristics' as:</p> <ol style="list-style-type: none"> 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	<p>This is when an employee or applicant is treated less favourably than someone else because of their:</p> <ul style="list-style-type: none"> • sex • marriage or civil partnership • gender reassignment • pregnancy and maternity leave • sexual orientation • disability • race • religion or belief • age <p>and that there is no genuine occupation requirement for it.</p> <p>People also must not be discriminated against because they are on a part time or fixed term contract</p>
Indirect discrimination	<p>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>

	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.
Genuine occupation requirement/qualification	A term used in the context of discrimination legislation relating to sex, race, religion or belief, age and sexual orientation, where an employer is allowed to discriminate in recruitment, transfers, training or dismissal, if the employer can prove that a genuine occupational requirement (GOR) or, in the case of sex or race, genuine occupational qualification (GOQ) exists.
Discrimination arising from disability	This is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.
Associative Discrimination	This is where someone is treated worse than someone else because they are associated with someone with a protected characteristic.
Perceptive Discrimination	This is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.
Third Party Harassment	This is where an employee is harassed by a third party who is not an employee eg volunteers or service users. The organisation becomes liable if it has happened on at least two occasions, that it is aware that it took place and have not taken steps to prevent it happening again.

TO: Bjarne Olesen, Members Council Chair
Joyce Abrams, Members Council Staff Liaison
FROM: Mick Schwedler, PEC Functional Planning Subcommittee Chair
DATE: December 5, 2016
SUBJECT: PEC Recommendations for O&M Initiatives to Support ASHRAE’s New Strategic Plan

PEC assigned PEC’s Functional Planning subcommittee MBO# 5, A– “Identify product needs & prepare implementation roadmap for O&M market focus.” In response, the subcommittee submitted **PEC O&M Ideas to Support ASHRAE’s New Strategic Plan** Report to the council at the 2016 ASHARE Annual Meeting in St. Louis. There were several recommendations including suggestions for groups to be responsible for implementation. The yellow highlighted groups relate to Members Council.

PEC O&M Ideas to Support ASHRAE’s New Strategic Plan

- 1. Develop an ASHRAE service (for a fee) to generate an O & M video for a specific project and keep it in the ASHRAE cloud. This project specific video, developed by engineers with ASHRAE software, would cover the basis of design, how the building is supposed to operate, the basic functions and operating parameters of the control system. If the building is remodeled, or it's intended use modified, these control strategies would need to be modified. ASHRAE could provide some system templates to help engineers create the videos. User cost needs to be low, like the YouTube model, to prevent others from offering a competing service. Benefits are ASHRAE Brand exposure and potential advertising. **(Request assign to TC 7.3, ECC)**

Comments from our working group:

- a. “The great shame, maybe disgrace, is that we design buildings that are energy efficient; maintain occupant comfort and they don’t work. Many don’t work on day 1 much less in 2-3 years. Commissioning helps (certainly on day 1) but the training of the operating personnel especially after turnover is lacking.”
- b. “In this age of computerized everything it seems like if, as a part of the "design package", ASHRAE helped create a video presentation by the engineer that showed the intent of the control sequences in plain language it would help not only the operating personnel but also the commissioning authority to make sure everything operates as intended. An additional fee would be warranted.”
- c. “It is imperative that Temperature Controls and Control Strategies that are included with plans and specs as part of the facility design. The contractor and engineer do their best to see that the operating personnel at the facility understand the "intent" of the written word. Commissioning has come a long way toward the goal of having the facility operating as originally designed and re-commissioning could help in making sure that "new" operating personnel continue to operate the facility as originally intended.”
- d. “Unfortunately, a lot of facilities do not have the luxury of getting so much attention and after a few years the operation barely resembles the original intent and results in low indoor air quality and wasted energy. In my own experience I found that if I sat down with a new operator and explained what we were trying to do, they were willing to use the tools that they were given to make it happen.”
- e. “Having worked for many automatic temperature controls companies (Johnson Controls, Honeywell, Automated Logic and Staefa) one of our biggest frustrations is that we train owner personnel on the operation of our systems and six months later, they have moved on and there is no institutional memory of their building or our systems.”
- f. “We have tried to roll training into service contracts, but it usually gets short shrift and is one of the first things to get cut when O&M budgets get tight.”

2. Another item that concerns Operating and Maintenance is the training and management of the facility operating personnel. ASHRAE has not effectively marketed our available educational materials to this audience. We could put together an "O&M Package" that could be used by our.

Chapters to invite these operating individuals to our meetings and to join our Society and join our TCs and in so doing make their service to their employers more valuable. This could lead to more formalized training and maybe certification. Approaching BOMA and other related organizations and making them partners in the educational effort would benefit all. (Request assign to TC 7.3, Members Council, CTTC)

3. ASHRAE DBOSS (Dynamic Building Optimization Systems and Service) uses software that communicates with "every item" in the building to optimize collective performance, reduce building energy and maintenance costs, and enable predictive maintenance/service. An ASHRAE app to help select DBOSS program features and/or predict savings could be of great interest to the O&M community and generate ASHRAE revenue. ASHRAE could also publish more DBOSS case studies like the ones on ASHRAE HQ.
(Request assign to TC 1.5, Publications Committee, TC 7.5)
4. Create practical guides and check lists for effective building operations geared toward operations staff.
(Request assign to TC 7.3)
 - a. Strategies to utilize fault detection diagnostic tools for building operations, to deal with the large volume of data on alarms and operations monitoring.
 - b. Research leading to a publication on best practices in effective building operations, with case studies.
 - c. Develop and publish high performance building operations specifications, guidelines for specific building types.
5. We are starting to see ASHRAE standardized sequences in consulting engineers' specifications, but it is more the exception than the rule. One possible solution would be to educate consulting/specifying engineering community on our Handbook resources. **(Request assign to TC 1.4, TC 7.3)**
 - a. This addresses the many controls companies that simply cut & paste the specified sequences of operation into their programming without much thought as to whether they work or not.
6. Expand the development and use of O&M Terminology by offering a filterable website database application of all terms and definitions tracked by TC 1.6. The cloud sourced database could be hosted in the ASHRAExCHANGE area with accessible read-only for visitors, but also read-write for commenting based access levels using ASHRAE's existing user database and/or ASHRAE Exchange. **(Request assign to TC 1.6, TC 7.3)** This effort would help ASHRAE become visible as a source for O&M Terminology.

Such a database could:

- a. Allow building owners and maintenance groups to know what ASHRAE's definitions are, reducing confusion.
- b. Bring more uniformity to ASHRAE consultants, contractors, researchers writing papers, code committees, etc. Position ASHRAE as a more authoritative source – having better definitions for O&M Terms.
- c. Reduce risk for users of standard terminology and greater harmonization to occur as committees are allowed to see other term definitions in use with the O&M community.
- d. Allow for expansion, with future efforts in graphical symbols, abbreviations, etc.
- e. An app to generate inputs for a BEQ operation submission.

ATTACHMENT M

7. An app to generate a building specific O&M manual. **(Request assign to TC 7.3, Publications Committee)**
8. Promote ideas involving big data usage and BIM.
 - a. BIM does allow us to enter this new world of big data. It seems to allow us to move into the digital age - where most other industries already operate - but not Buildings. The UK is about to press ahead with compulsory BIM for government funded projects. As a large building owner/operator the UK government has a lot of clout and interest in getting this technology adopted. They have said from 2016 all their projects have to use BIM. ASHRAE needs to promote BIM. **(Request assign to MTG BIM, TC 1.5, TC 7.3)**
9. ASHRAE creates a program to crowd source the Service Life and Maintenance Cost Database (managed by TC 7.8). This database would allow O&M to more accurately plan and budget their operations. This database should accept spreadsheet information with pull down menu's that mimic the database elements per TRP 1237 and the existing database. The goal is to seed the database adequately so that it becomes the leading open source of building operating cost and service life for the built environment. TC 7.5 and TC 7.9 have indicated they have data to input. **(Request assign to TC 7.5, TC 7.9, ASHRAE Marketing)**
10. ASHRAE should explore how the new virtual reality programs could be used to support the O&M market. **(Request assign to TC 1.5, Emerging Technologies)**

Visits to chapter by Society and Regional Officers checklist

OFFICER NAME: _____

MEETING DETAILS

Date and time: _____

Location: _____

Topic of the program/meeting: _____

Meeting cost covered by host chapter? YES / NO

Has there been time scheduled for the Visitor to speak at the meeting? YES / NO

Suggest a focus for the RVC presentation relating to your specific chapter needs:

TRANSPORTATION

Has transportation to/from the airport been arranged? YES / NO

Details: _____

ACCOMMODATIONS

Have accommodations been arranged and cost covered? YES / NO

Location: _____

OTHER MEETINGS

It is expected that the host chapter fully use the time that the Visitor has made available in your area for the benefit of your members. Additional meetings within the industry are encouraged.

Have other meetings been arranged? YES / NO

Details:

ATTACHMENT O

Report to: Members Council

From: MBO#2 Ad-Hoc Committee: Dennis Knight-Chair, Nohad Boudani, Robin Bryant, Cheng Wee Leong and Jon Symko

Date: June 12, 2017

Background:

This ad-hoc committee was appointed by the Members Council (MC) Regional Operations Subcommittee (ROS) Chair, Nohad Boudani, during the St Louis annual meeting in June 2016 to consider the MC MBO# 2 and report back to the MC with recommendations for future/next steps.

MBO#2 states: “Look at the existing Regions and evaluate if more efficient divisions are possible or desired.”

Members of this ad-hoc facilitated a brief “Question Focus” workshop during the fall 2016 ASHRAE Board of Directors (BoD) meeting in Atlanta. During that workshop members of the BoD were asked to break into groups and consider the following statement: “To truly serve a global community, to realize our vision and to fulfil our mission, ASHRAE must be positioned to provide products and services that meet the local needs of our members and the communities they serve. A more robust grassroots infrastructure should empower members to become active/engaged participants in industry activities anywhere in the world, wherever they may be.”

As part of the exercise the breakout groups were asked to generate as many questions that statement brings to mind, in the time allotted, that should be answered by ASHRAE, its Members, BoD and various committees, regions, chapters and sections, moving forward. Attachment “A” is a report of the workshop results with all questions generated by the focus groups compiled into a single document.

Report:

The charge for this ad-hoc is to answer a simple question (MBO#2 above) and, on the surface, it would seem to have a simple answer: Yes - Always. However, based on the recent experience with deciding to create a new European Region that spun-off from the existing Region At Large (RAL), the answer is far from simple. The process to create the new European Region (EuR) took nearly 10 years of study, consideration, and debate, that spanned 10 Presidential and BoD cycles to answer. The process finally culminated in a BoD letter ballot vote to approve the creation of the new region that was conducted during the month of April 2017 and the results of the vote were announced by President Tim Wentz during the spring 2017 BoD conference call held on May 1, 2017. A motion to waive ROB Section 3.920.001.1 was approved to allow the formation of the new EuR with fewer than six chapters.

During that 10-year process, most of the questions identified on Attachment “A” were discussed numerous times within the BoD and Executive Committee, and budgets and costs were analyzed by the current and nine previous BoDs. Numerous sub-committees and ad-hocs over the 10-year period were created and assigned to study the issue and thousands of volunteer-hours and staff-hours were spent. In addition, an outside consultant (MCI) was paid to study the issue, interview previous BoD and ASHRAE Members and issue a report. Most, if not all, of those studies and reports recommended the creation of the EuR would be in the best interest of ASHRAE and its Members. However, they almost all continued to ask for more time to consider and make the transition. Once the vote to create the new region was

made - though, the RAL moved at the spring 2017 BoD conference call on May 1st to immediately separate the new region from the RAL, effective July 1, 2017 so that adequate leadership could be established and voting on by the remaining chapters in the RAL at the next CRC this summer.

Much of the final debate and discussion regarding creating a new EuR was focused on the belief that the chapters that would make up the new region had not complied with the Rules of the Board (ROB), Section 3.920.001.1 in how the formation of a new region should be established. In addition, the BoD Executive Committee had considered a motion to establish a new EuR at the 2016 Winter meeting held in Orlando, FL which many people felt was not appropriate and that the establishment of a new region should be initiated from the Members who wish to establish a new region, be approved by Members Council, then submitted for BoD approval. Based on that discussion a review of the following excerpts from both the ASHRAE Bylaws and the current ROB regarding the formation and establishment of new regions may be helpful.

The ASHRAE Bylaws, Article IX, CHAPTERS AND REGIONS states: “The Board of Directors may establish chapters, sections, branches and regions, in areas having an adequate number of Society members for proper support, which shall operate under the provisions of the Certificate of Consolidation, Bylaws of the Society, and the Rules of the Board of Directors. The Board may delegate the chartering of chapters, branches and sections.”

ASHRAE ROB Section 1.100.002.2 “Bylaws” states: “The Bylaws are established to define the objectives of the Society and the manner in which it is operated. The Bylaws define such things as membership, dues and privileges, meetings, voting, the constitution of the Board of Directors and its officers, the general requirements of councils and committees, the establishment of chapters and regions, and other issues, such as amendments, petitions, funds and audits. The Bylaws govern the actions of the Board and protect the rights of the members.”

ASHRAE ROB Section 2.301.002 “RESPONSIBILITIES [of Members Council],” Subsection 2.301.002.2 “REGIONS, CHAPTERS, SECTIONS AND BRANCHES” state:

- A. This council makes recommendations to the Board of Directors concerning the policies, procedures and operations of the Society and its regions, chapters, sections and branches. (SBL 6.5)
- B. Regions and chapters of Society are grouped into geographical areas by the Board of Directors, and these areas are designated regions.
- C. Regions of the Society shall be approved by the Board of Directors. (90-02-14-13)
- D. The "Criteria for the Formation of a New Region" is approved by the Board of Directors.”

ASHRAE ROB Section 2.301.002.3 REGION-AT-LARGE (01-06-27-26/02-06-26-11/07-06-27-15) states: “A Region-at-Large is formed to replace the International Committee effective July 1, 2001. The purpose of the Region-At-Large is to provide a means to represent all ASHRAE members not represented by other regions at Members Council and the Board of Directors (the ASHRAE Associate Society Alliance shall be responsible for maintaining strong relationships with other associate societies). The Region-At-Large is divided into Sub-Regions. The number of members assigned to the Region-At-Large will determine the number of sub-regions. Each sub-region must have the potential to grow to more than 1,000 area assigned members excluding students. Regional and sub-regional boundaries are identified in the Manual for Chapter Operations.”

ASHRAE ROB Section 3.920 Criteria for the Formation of a New ASHRAE Region states:

“3.920.001 Prerequisites

3.920.001.1 A minimum of six chapters, with a minimum regional membership of 1,800, excluding students is required. All chapters must have functioned within an existing region for a minimum of three years.

3.920.001.2 Members should have an understanding of the regional/chapter structure and how it operates and have a high degree of interest to form a region.

3.920.001.3 To ensure continuity of regional leadership on an ongoing basis, a sufficient number of society members who meet the qualifications of leadership for a region is necessary. All regional leaders must speak, read and write English.

3.920.001.4 Availability of the necessary fiscal resources to allow the region to function on a normal ongoing basis. This includes chapter members paying any required regional fund dues to support regional officers' chapter visits and to fund a successful CRC on an ongoing annual basis.

3.920.001.5 Availability of the necessary experience and training skills to conduct the various training workshops for the new incoming regional and chapter officers on an annual basis to ensure a successful CRC.

3.920.001.6 Awareness of, and being able to comply with, any government regulations that may affect the normal operation of the region, i.e., conduct of regional CRCs, technology transfer, travel requirements, etc.

3.920.001.7 Assurance that the geographic area to be served by the formation of a region would best serve the interest of the members in that area, with adequate consideration for the language and ethnic differences among the various areas that comprise the new region to allow it to operate effectively.

3.920.002 Approval Process

3.920.002.1 Chapters wishing to form a region must present the following to the director and regional chair of the region to which they are presently assigned. Chapters not assigned to a region must present the following to Members Council by working with the Society Director of Member Services.

A. Written petition, signed by each chapter's officers and Board of Governors.

B. Tentative slate of regional officers.

C. Identification of regional boundaries.

D. Schedule for proposed implementation.

E. Tentative initial CRC site and date selected.

3.920.002.2 The above information must be presented to Members Council for approval. Upon approval by Members Council, the recommendation must be forwarded to the Board of Directors for final approval. (00-02-06-23)”

Based on a review of the above, maybe an additional motion to waive the requirements of ROB Section 3.920.002 should have also been made and approved during the spring 2007 BoD conference call to allow the BoD to directly approve the formation of the new EuR.

What lessons can we learn from this experience?

1. That the formation of a new region is a complex matter.
2. That the formation of a new region and the separation of chapters from an existing region is both a personal and emotional issue for many members.
3. The Bylaws clearly state that the BoD “may” establish regions.
4. The ROB clearly outline the roles and responsibilities of members, chapters, regions, Members Council and the BoD in the formation of a new region.

5. That portions of the ROB may be waived by the BoD when necessary and after considerable deliberation and proper motions and voting, when the waiver is deemed to be in the best interest of ASHRAE and its members.

Recommendations of this Ad-Hoc to Members Council and the BoD:

1. That the answer to the question posed in MBO#2 is both – Yes and “It Depends.” More efficient divisions are almost always possible. Whether they are desired or not is another matter altogether and requires planning, discussion, debate, and the following of due processes outlined the Bylaws and ROB (i.e. It Depends).
2. That either this Ad-Hoc be extended for the 2017-2018 year or another Ad-Hoc be appointed to consider and prioritize the questions generated in the fall 2016 BoD meeting “Question Focus” workshop that are listed in Attachment “A” to this report. That report should list the top five to ten questions that are the most important to be considered if and when forming a new region is deemed necessary or beneficial.
3. That this Ad-Hoc or another Ad-Hoc study the Bylaws and the ROB and make recommendations to Members Council and the BoD as to whether changes to either or both of those documents may need to be proposed to a future BoD so that the formation of new regions ~~in the~~ may follow one of several paths (to be determined), all requiring ultimate approval of the BoD if it is deemed in the best interests of ASHRAE and its members.
4. That the following be considered as immediate actions to improve the way existing regions and chapters operate and provide services to members:
 - a. Determine some benchmarks for Regional performance, number of members, number of chapters, balance between chapters in certain geographic and cultural boundaries as compared to regional leadership, etc. Note: Any consideration of metrics to be used for benchmarking and evaluating a Region’s performance should include consideration of both the objective data that can be measured as well as the subjective component of the analysis. To quote one of our subcommittee members, “as engineers, we [tend to] focus on the measurable benchmarks and forget that human reactions to change is very hard to measure [or anticipate] but needs to be considered in any proposed Regional re-alignment.”
 - b. Similar to the evaluation done by the visiting officer at the end of a Region’s CRC or similar to a society committee’s annual review by a Board ExO, create a self-evaluation form that the outgoing DRC would complete near the end of their term.
 - c. Have a Board ExO or member of the ExCom meet with both the outgoing DRC and the incoming DRC to go over the evaluation form and discuss successes and challenges facing the new regional leadership and develop a plan to continue or perpetuate the best practices with the new leaders and discuss plans to address any significant challenges such as lack of members to fill all leadership roles, CRC attendance, chapter leader training, etc.
 - d. Create a task force or subcommittee under the Regional Operations subcommittee to aggregate the results of the DRC and ExCom evaluations and transition interviews into recommendations for best practices for operating a successful region and develop as how to best disseminate the information to all Regional Leadership – either during training at CRC’s and/or summer and winter meetings.

Notes from discussions while developing these recommendations.

1. While number of people attending a CRC may be an eventual benchmark – it may not always be an indicator of a successful CRC. For example, there are successful CRCs that have small numbers in attendance and large CRCs that may not be seen as successful. Benchmarks should be developed based on what indicators tend to correlate to positive outcomes.
2. The group feels that RAL and Region 13 will continue to evolve and morph into an optimum number of regions as time goes on.
3. The group feels that our North and South American Regions deserve to be looked at carefully before deciding whether to re-structure regions in these geographic areas. It may be that new regions will need to be formed in Mexico and Latin America and restructuring of the US/Canadian regions may also need to be looked at as we grow, however there currently seems to be a lot of synergy and comradery among the regions that have chapters and members from different countries and different cultural backgrounds. This should be considered carefully before future action is taken to realign these regions. However, at the point that the grassroots members within a region feel they are ready to take the roles and responsibilities of standing up and managing a new region, the Board should work closely with that group of chapters and members to provide leadership, training and mentorship to the potential new regional leaders to ensure a smooth and successful transition while not creating a leadership void within the region where the chapters and members currently are assigned.
4. Chapters wanting to form a new Region must be ready themselves to form a Region and not be forced to do so from the top-down.
5. These Chapters should have enough capable members to fill up the Regional posts and ensure that the Region continues to grow stronger.
6. Determine what is the optimum number of Chapters for each Region to operate effectively?
7. Comment regarding ROB 3.920.001.7: I am not sure “ethnic” is the appropriate word or, if in addition to ethnic, the word culture should be added. Ethnicity relates to the race of one’s parents, where culture refers to the “shared set of beliefs, morals, values that are reflective of way of life” of a particular people.

Attachment “A”

This document is attached to and made a part of the Members Council Regional Operations Subcommittee Ad-Hoc Committee Report on MBO#2 dated June 12, 2017.

Reference: Notes from Members Council Question Focused Brainstorming Session/Workshop Regarding ASHRAE Regional Structure Held at the ASHRAE June 2017 Annual Meeting In St. Louis, Missouri

The following is a record of the questions identified by the Members Council participants during the referenced workshop:

Discussion Focus Statement: ASHRAE’s regions should be reorganized to better serve our members and the communities where they work!

Start with the Answer to Why?

To truly serve a global community, to realize our vision and to fulfil our mission, ASHRAE must be positioned to provide products and services that meet the local needs of our members and the communities they serve. A more robust grassroots infrastructure should empower members to become active/engaged participants in industry activities anywhere in the world, wherever they may be.

In response to MC 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.

Potential Discussion Questions:

1. Are more regions the best strategy for ASHRAE to satisfy the “why” statement above?
2. Should the size, geographical boundaries and makeup of all regions both in North America and outside North America be reconsidered?
3. Would more regions serving more focused groups of members/communities serve as catalysts to grow our membership and encourage the establishment of more new chapters?
4. Will more regions provide for a larger, more diverse Board of Directors that can better respond to the needs of all members?
5. Will more regions increase the number of volunteers doing the work of ASHRAE and help better use existing volunteer time?
6. Will more regions add significant additional cost to ASHRAE’s annual operating budget that cannot be offset with the potential increased revenues that may be realized from adding new regions?

7. If new regions are established, should a standing committee of volunteers be established to assist/mentor new region leadership so that we can stand these regions up as quickly and effectively as possible?
8. Will adding more regions provide ASHRAE and its members with a greater voice and influence and better position us as a global leader, trusted advisor and premier technical resource for HVAC&R related matters in the built environment including, but not limited to, better human health, improved indoor air quality, improved comfort, sustainability, resilience, reduced carbon emissions, etc.?
9. What might new regions look like geographically? Logically?
10. Do these areas have enough current members to support providing qualified candidates for regional leadership?
11. Should our vision/goal be to provide regional offices to provide more/better localized staff support for regions located outside of North America?
12. Will serving a global membership with more regions working to satisfy the needs of a diverse set of global communities and governments drive ASHRAE to improve all our resources available to members with respect to quality, content and innovation?
13. Will learning to serve individual members better (whether they thrive in a standalone alone environment or within an area of the world where chapters make sense) empower them to help raise the standards of the community, schools, government, businesses, and people who work with them and reside in the area of the world where they live?
14. Should all regions have direct and dedicated staff support?
15. Are we forgetting about our largest core group of members in North America in this process?
16. How does creating more regions or realigning our regions benefit the total membership of ASHRAE?
17. Should our regions be divided based on a more nationalist model similar to what appears to be happening in the political arena in the US and other places around the world right now?
18. Are the North American members subsidizing the cost of this interest in globalizing ASHRAE to their detriment or to their benefit?
19. If ASHRAE grows outside North America beyond the current 80/20 ratio, how do we ensure that all members are served, valued and encouraged to contribute equally – especially the existing 80% in North America?
20. Will the things happening in Europe, RAL and R-XIII with respect to sustainability, resilience, and efficiency benefit the North American member and provide them with better tools and data to support our local, regional and national efforts in advocacy to support similar action in North America?
21. Would North America be better served with some smaller, more geo-politically aligned regions with respect to supporting our members and their advocacy and GGAC efforts.?
22. Will our DRCs ultimately serve like a house of representatives as we grow our number of regions and realign our existing regions?
23. Will DRCs ultimately have to be assigned based on the number of members or chapters they serve rather a geographical area (region)?
24. What are the negatives of having more regions?
25. What are the positives of having more regions?

26. Why would a member without a chapter care or want to be part of a region?
27. How can we structure ASHRAE to be a stronger leader the world over?
28. How would more regions benefit the Board of directors and their ability to make better decisions?
29. Is culture or diversity more important within ASHRAE now and in the future?
30. Should we have fewer regions due to having more members within communities?
31. Is our goal to have a more “flat” organization.
32. Is our growth going to become unwieldy with approximately 8 chapters per region?
33. What does or can technology do to support either more or fewer regions?
34. What would the structure of the board look like with more regions?
35. Will all regions have direct representation on the board in the future?
36. If a region’s language is not primarily English, how can the region be best represented on the board?
37. Is language a potential barrier for formulating new regions?



**GOOD PRACTICES
COMBINED/JOINT/MEGA CRC**

This document includes background information on good practices on how to run an effective Combined/Joint/Mega CRC. A checklist at the end of this document will help the Regions during the planning phase to ensure that important tasks and decisions are handled appropriately.

Good and Promising Practices

The decision to have a combined/joint/mega CRC should be made and voted on in each involved Region to ensure attendance from all Chapters. The vote to have this type of event should be at least 2/3 in order to have enough momentum to go forward.

The management of the CRC should be shared by each Region and the Host Chapter. Each Region and the Host Chapter should have representatives on the organizing committee/host committee. The Host Chapter should keep in mind that it is organizing the CRC for each Region and should provide help and support to each.

Sponsorship opportunities must be evaluated and shared with the representatives from the Regions early in the planning.

Each Region should state in writing its need for meeting rooms, halls, coffee breaks, sleeping rooms, etc. before the contract with the hotel is signed. All involved DRCs or representatives from each Region should be involved in the venue selection, but the Host Committee should provide the primary point of

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contact with the hotel to reduce confusion. Selection of the venue should be based on easy access, price, and adequate facilities.

Combined budget considerations and cost sharing needs must be in place prior to the CRC. Each Region's obligation and responsibility on when and how much to pay should be clear from the beginning.

Each Region may have a separate counter for registration. However, a single registration desk, perhaps manned by representatives from each Region, is preferred. The Regions should agree on a single registration system. In addition, the welcome package, registration package, cost, and other details should be the same for all participating Regions. Extra services or amenities at an increased cost may be provided, but in most cases should be optional.

All Regions should agree in advance on how the CRC will be promoted and to whom. For example, will a link to the same registration portal be provided on each Region's website and, perhaps the Host Chapter's website? Who will be responsible for sending emails and invitations to Chapter officers? Who will be responsible for sending emails and invitations to the assigned VIPs and staff representatives?

Airport pickups, tours, and spouses program should be combined for ease of execution.

Technical program, Welcome party and Presidential Dinner (or Luncheon) should be combined to enhance interaction among the Regions. Seating arrangements should be agreed on by the organizing committee prior to each event.

CEU certificates need to be provided for all technical sessions.

Workshops (for example, Chapter Operations, Student Activities, Historical) can be combined – and if so, the RVCs should coordinate the presentations. If Society offers centralized training (for example, for RP or MP), these sessions also can be combined. Note that Society considers centralized training to be separate and distinct from a workshop; the staff liaison for the centralized training must be contacted in advance of the CRC to explain the differences, including reimbursement policies for centralized training attendees.

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Attendees at any combined event should be respectful of all other attendees and should stay in the room until the end of the complete event. If attendees from one Region leave en masse in the middle of an event, their departure creates unnecessary distraction, results in a mostly empty large meeting space, and can be considered rude.

The award luncheon for each Region should be separate since each Region may have different awards. If combined, the event will be too long and will not serve the purpose of rewarding Chapters within the specific Region.

The review session for each participating Region should be separate.

The involved Regions should conduct a final accounting, including a comparison of actual to budgeted revenues and expenses, expense- and revenue-sharing assigned to each Region, and payments that have taken place among the Regions.

Vice-Presidents should be assigned prior to the CRC to review each Region and provide the VP report at the Business session.

Staff representatives should be assigned prior to the CRC to provide the staff report at the Business Session and insight at the post-event wrap-up.

Checklist

Elements	Guided Questions	Achieved/comments
Approval from the region	Was the decision to have a joint/combined/mega CRC approved by each Region?	
Organizing committee/Host committee	Is each Region and the Host Chapter represented on the organizing committee/host committee?	
Sponsorship	Has the strategy for bringing sponsorships been agreed on?	
Requirements from participating Regions	Has each Region submitted its list of requirements (meeting space, sleeping rooms, etc.)?	
Combined budget and cost sharing	Has the combined budget been prepared and agreed upon by each Region?	
Registration	What will be the registration fee structure? How will registration fees be collected and allocated between/among Regions?	
Banners	Are all the banners prepared?	
Airport pick ups	Have airport pickups been arranged?	
Spouse program	Has a spouse program been prepared and agreed on?	
Technical program	Is the technical program arranged and agreed on?	
Welcome Party	Are the details for the Welcome Party arranged?	

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Presidential Dinner (or Luncheon)	Are the details for the Presidential Dinner/Luncheon arranged?	
Award Luncheon	Are the details for the Award luncheon arranged?	
Review meeting	Are the locations of the review meetings set?	
Vice President	Which Society Vice President will attend each Region's business session?	
Staff representative	Which staff representative will attend each Region's business session?	
Emails and Invitations	Who will be responsible for contacting chapter officers, VIPs, and staff representatives?	
Promotion	What is the promotion plan for the CRC? Who will promote the CRC, how, and when?	



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Action Item #44 Sub-Committee Report

June 15, 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:

The Regions Operations Action Item #44 Sub-Committee would like to make the following recommendation.

Recommendation:

We recommend that a pilot program for two Regions be established to provide enhanced training at their CRCs, where 7 to 8 hours of enhanced training would be available in place of the typical 2 hours allotted for workshop training and that the relevant committee's chair or vice-chair and a staff member present the enhanced training.

Discussion:

Following the issue of the CT/CRC AD Hoc Committee report on whether Centralized Training affects CRC attendance that stated that their study was somewhat inconclusive, the Action Item #44 sub-committee was established to further investigate the issue. After much discussion, and coming to a similar conclusion that the data is inconclusive, the sub-committee re-phrased the issue by adding another question: "Are we making good use of the volunteer's time?"

There are situations in Regions where committee chairs are newly involved ASHRAE volunteers. For the Student Activities Committee, Research Promotion Committee, and Membership Promotion Committee, ASHRAE is asking these volunteers to travel two times for training experiences – centralized training and CRC. Depending upon the Region and the Chapter, there is a significant cost commitment to go along with the time commitment.

The sub-committee has agreed that the 2 hours typically available at CRC workshops is not adequate for the in-depth training that is required for several Chapter Committees. Also, the level of training by RVCs is generally less detailed than that provided by ASHRAE staff. Therefore, we suggest that along with ASHRAE staff, the grassroots committee chair or vice-chair attend the CRC to assist in providing appropriate and adequate training.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/14	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region-At-Large, Hellenic Chapter – 2014 Fall CRC)	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p align="center">OPEN</p>
Atlanta – 6/15	16	That the motion from Region VIII, Monterrey Chapter that Members Council approve Spanish translation to the membership process in the webpage of ASHRAE. (Region VIII, Monterrey Chapter – 2015 Spring CRC)	Electronic Communications Committee	<p>06/21/2017 – ECC was not in favor of this motion. ECC, in conjunction with ASHRAE staff, evaluated the current website "join" process for both feasibility of translating the field descriptors and impact of incorporating the non-English information provided into the existing database. The findings were that this is far from a simple or straightforward process. ECC recommends that any future overhaul to the ASHARE website needs to allow for multilingual features.</p> <p>ECC also considered that providing a translation for a single language could be perceived as slighting those that spoke other languages. ECC also felt that translating the "join" process should not be done piece meal as requests come in. As such ECC investigated membership country and primary language information that could be obtained from the ASHRAE database.</p> <p align="center">COMPLETE</p>
Atlanta – 11/15	13d	That Society review the actual membership benefits to allow the members to get multiple options of technical documents (guidelines, design guides, standards, etc.) included in the membership, rather than the obligation of the selection the current handbook. (Region II, Quebec Chapter – 2015 Fall CRC)	Publishing and Education Council	<p>04/06/2017 – PEC assigned an action time to the Fiscal Planning Subcommittee to review this motion. Based on the information below PEC was not in favor of this motion.</p> <p>With regard to the fiscal impact, the Subcommittee reviewed information showing the fiscal impact could range from \$200,000 to \$350,000. This would result from both loss of revenue and increased cost due to reduced Handbook print runs, as well as, a higher level of uncertainty concerning how many Handbooks need to be printed each year, increasing likelihood of unused inventory at end of life or even more expensive unit costs due to reprints. Other issues to consider include if value of the Handbook to the industry would be diminished with fewer Handbooks in circulation and it was not a reference shared by all members.</p> <p><u>PEC Consideration Assumptions:</u></p> <ul style="list-style-type: none"> • Selection by members will be made with annual dues payment. • Members choosing the alternative publication benefit will receive books immediately upon selection, not wait for Handbook publication. • Existing fulfillment practices will be used for Alternative Publication processing. • There will be a set selection of publications from which the alternative publication benefit selection can be made. Publications will be available hard copy only. The choices will be roughly equivalent in price to 50% of Handbook nonmember price. Example choices: <ul style="list-style-type: none"> ○ Standard 90.1 ○ Load Calculation Manual ○ Geothermal Heat Pump Guide ○ Hospital Design Guide

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<ul style="list-style-type: none"> o Laboratory Design Guide o Cold Climate Design Guide o Understanding Psychrometrics <p><u>PEC Fiscal Impact Considerations:</u></p> <ul style="list-style-type: none"> • <u>Handbook Unit Cost</u> – Currently a range of 40,000 to 50,000 Handbooks are printed each year depending on volume. Unit cost is approximately \$10 per book. The unit cost would increase depending on the number of members choosing an alternative publication option. For example, if 10% of members choose an alternative, Handbook unit cost would increase by about \$7,500. If 25% chose an alternative, impact would be about \$43,750. • <u>Handbook Print Run</u> – Estimating print needs is already complex with Handbook online, CD, SI and I-P selections. Adding more options would further cloud the ability to predict print run needs. This would result either in over-estimating needs so as to not have a small print run or having a small print run at unit costs that could equal \$35 per unit. This impact factor could range from \$50,000 to \$75,000. • <u>Handbook Advertising</u> – Reduced Handbook circulation would decrease advertising by \$5,000 to \$10,000 due to the smaller advertising exposure that could be offered. • <u>Loss of Sales</u> – Some percentage of those making an alternative publication selection would have otherwise purchased the selected publication. If 10% make a selection and half of them would have otherwise bought the publication, the loss of revenue could be \$175,000. • <u>Other Fiscal Impacts</u> – There would also be costs for an increase in bulk shipping costs (due to smaller bulk shipments). This could be \$5,000 to \$7,000. There would also be additional programming costs. <p align="center">COMPLETE</p>
Atlanta – 11/15	13m	Recommends to Members Council and the Certification Committee that the six ASHRAE certification exams have a candidate selectable "voluntary informative appendix option" that is translated into the Spanish language, and attached to the primary current exam format which is in English, beginning January 2016. (Region XII, Colombia Chapter – 2015 Fall CRC)	Publishing and Education Council	<p>04/06/2017 – This motion was referred to Publishing and Education Council (PEC) and was under consideration by the Certification Committee. Based on the polices below, neither PEC or the Certification Committee were in favor of this motion.</p> <ul style="list-style-type: none"> • The ANSI accreditation standard states: "Policies and Procedures for certification of persons shall be fair among all applicants, candidates and certified persons." The Committee does not believe it would be able to translate its certification exams into all of the languages of all possible candidates, and questions if it would be fair for some non-native English speaker examinees to have exam translations and others not to have such translations. • Generally, the Certification Committee strives for consistency among all programs, offering the same certification per key, built-environment job to all applicants. At current application rates it would not be sustainable to have multi-language certifications for the same job, some ANSI-accredited and some not. Such an effort reasonably would require all such ancillary materials – applications, <i>Candidate Guidebooks</i>, web-pages, practice exams, reference materials – to be translated, as well. • After Motion 13m was brought forward, the Certification Committee agreed to provide non-native English speakers with an additional 30 minutes of testing time to ensure they are afforded enough time to demonstrate competency. • Offering non-native English speakers a translation of all exam questions would mean they would have twice as much to read as native English speakers, which would negate the benefit of the additional 30 minutes of testing time.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				COMPLETE
Atlanta – 11/15	13o	That the Refrigeration RVCs be restored as grassroots in each region. (Region XIII, Thailand Chapter – 2015 Fall CRC)	Technology Council	OPEN
Atlanta – 10/16	4a	That Society automatically convert and credit ASHRAE Canadian Members' RP donations made online to Canadian dollars, or allow online donations to be made in Canadian dollars. (Region II, London Chapter – 2016 Fall CRC)	Development Committee, Comptroller and IT Staff	OPEN
Atlanta – 10/16	4c	That ASHRAE create an annual stipend of \$100,000, paid monthly to the President of Society. (Region IV, Southern Piedmont Chapter – 2016 Fall CRC)	Society Executive Committee	03/09/2017 – The Society Executive Committee was not in favor of this motion. A leader of a volunteer organization should be a volunteer without any pay. A possible solution is to add more Vice Presidents to the Executive Committee. align="center"> COMPLETE
Atlanta – 10/16	4e	That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A. (Region VII, Tennessee Valley Chapter – 2016 Fall CRC)	Electronic Communications Committee	02/02/2017 - A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use. Action Item 12: Members Council Chair to assign an ad hoc for Motion 20 (Motion 4e) consisting of Members Council, ECC and Finance Committee members to determine the merits and feasibility of the motion. align="center"> OPEN
Atlanta – 10/16	4h	That automatic renewal is an option on society's website when renewing one's membership. (Region X, San Diego Chapter – 2016 Fall CRC)	Membership Promotion Committee & IT Staff	02/09/2017 - 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." align="center"> COMPLETE
Atlanta – 10/16	4i	That ASHRAE provides for sale on the website basic tools such as a duct sizer (ductulator), pipe sizer, psychrometric chart and expansion calculator. (Region X, San Diego Chapter – 2016 Fall CRC)	Publishing and Education Council	04/06/2017 – PEC was in favor of this motion. Tools such as a duct sizer, psych charts, and apps are available in the ASHRAE bookstore. Additional tools are regularly added to the bookstore and the membership's desire to have such tools is noted. align="center"> COMPLETE
Atlanta – 10/16	4l	That GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017. (Region XII, Brasil Chapter – 2016 Fall CRC)	Grassroots Government Advocacy Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/16	4q	That Society apportion a specific part of the Student Project and Scholarship fund to the Student chapters of RAL. (Region-At-Large, Chennai Chapter – 2016 Fall CRC)	Student Activities Committee	02/09/2017 – 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. Action: Staff was assigned an action item (#12-02/17) to request information from the Chennai Chapter concerning Motion 4q because the intent is not clear. To date, have not heard back from the chapter. OPEN
Atlanta – 10/16	4s	That Society maintain the examination fee of ASHRAE Certification at US\$295 (for ASHRAE members) for the promotion of ASHRAE Certification. (Region XIII, Hong Kong Chapter – 2016 Fall CRC)	Publishing and Education Council	04/06/2017 – S This motion was referred to Publishing and Education Council (PEC) for consideration and was later referred to the Certification Committee. Based on the information below, neither PEC or the Certification Committee were in favor of this motion. (Complete) The Certification Committee presented fiscal information to PEC; PEC agreed that the application fee would not be maintained at \$295: <ul style="list-style-type: none"> The Certification Committee considered and approved the application fee increase from \$295 to \$395 for members on December 16, 2015. A strict rate of inflation increase from \$295 in 2007 would have been \$345 in 2016, however: <ul style="list-style-type: none"> For the additional 30 minutes of testing time for non-native English speakers, ASHRAE's exam delivery partner charges ASHRAE an additional \$25 per international exam candidate. ASHRAE certifications were more valuable in 2016 than they were in 2007. More than 30 local, state and federal entities now recognize ASHRAE certifications, four of which are ANSI-accredited. In the next 6 months, two will be DOE approved. Though all applicants pay the same fee, it costs ASHRAE \$70 more to deliver a computer-based exam COMPLETE
Atlanta – 10/16	4t	That Society launch a pilot voluntary scheme of "ASHRAE Publication Care Program" for local chapters to handle undelivered ASHRAE handbooks and journals. (Region XIII, Hong Kong Chapter – 2016 Fall CRC)	Publishing and Education Council	04/06/2017 – PEC was not in favor of this motion. Because of the expense, ASHRAE does not pay for return of undeliverable Journals and Handbooks to members outside of the US or Canada. Also, additional costs are incurred for a return to an address other than the shipping address, increasing costs still further. Also, major problems for delivery success are theft in the postal stream and postal inefficiencies, rather than delivery failure. PEC is currently investigating Handbook delivery methods, including the membership benefit package and Handbook formats as part of addressing this issue. PEC agrees it is a top priority for resolution. This solution, however, is not economically feasible. PEC continues to explore improvements of publication delivery service to members outside the US and Canada. For example, a new Journal mailing service is being used. COMPLETE
Atlanta – 10/16	6	That Members Council recommend to the BOD, that the President appoint a "task group" to study the process and procedures of "Nominating Committee" ROB 2.415, its MOP, and related Bylaw sections pertaining to the Society Nominating Committee, and make recommendations to the BOD, for updates and enhancements, beginning January 1, 2017. (Region XII, Central Florida Chapter – 2016 Fall CRC)	Nominating Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/16	7g	That the ASHRAE standards and guidelines identified as being required to be used in the Student Design Competition be provided for use, during the course of the competition, in both English and Spanish (if available) language, at no cost to the chapter or student branch, beginning January 2017. (Region XII, Chile Chapter – 2016 Fall CRC)	Publishing and Education Council	04/06/2017 – PEC was not in favor of this motion. ASHRAE's most demanded standards (such as, 90.1, 62.1, 189.1) are available (English language only) in read only format on the ASHRAE website. If Student Activities wishes standards not currently available as read only to be made available for such access, they should advise the Director of Publishing and Education (Steve Comstock). It should be noted a cost is incurred based on the number of views for read only standards. Also, Spanish language translations of many ASHRAE documents are not available and translations into other languages have even less availability. Many ASHRAE Chapters support students in design competitions by purchasing standards for student use. It is recommended this solution be considered. COMPLETE
Atlanta – 10/16	7k	That ASHRAE budget and allocate one Distinguished Lecturer visit per year to each ASHRAE section sponsored by region, beginning January 2017. (Region XII, Spacecoast Chapter – 2016 Fall CRC)	Chapter Technology Transfer Committee	06/27/2017 – CTTC referred this motion to the DL Subcommittee. The Committee was not in favor of this motion and felt, as worded, that this motion would diminish RVC discretion to allocate visits among the chapters, sections, and student Branches in his/her Region. However, the Committee understood the intent behind the motion and has developed an ad hoc to review the current DL allocation formula to determine if sections should be included in the formula and/or if any other adjustments are appropriate. COMPLETE
Atlanta – 10/16	7l	That the Handbook includes a chapter on ventilation for the textile and garment industries. (Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)	Technical Activities Committee	OPEN

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
2017 MEMBERS COUNCIL CONFERENCE CALL (FEBRUARY 9, 2017)					
1	2	Staff	06/17	Complete	To report status of Motion 7k to the Spacecoast Chapter and publish on website.
2	4	Staff	06/17	Complete	To send Motion 4h to the Finance Committee for recommendation as suggested by the MP Committee.
3	4	Staff	06/17	Complete	To report status of Motion 4h to the San Diego Chapter and publish on the website.
4	5	Staff	06/17	Complete	To report results of Motion 4b to the National Capital Chapter and publish on the website.
5	5	Staff	06/17	Complete	To report results of Motion 4j to the San Jose Chapter and publish on the website.
6	5	Staff	06/17	Complete	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).
7	5	Student Activities Staff Liaison	06/17	Complete	To implement the process that addresses the membership application for student branch advisors. Answer: The SBA application is available at headquarters.
8	5	Staff	06/17	Complete	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).
9	6	Student Activities Staff Liaison	06/17	Complete	To explore sponsorship options available for the Science Olympiad. Answer: ASHRAE is unable to commit to the \$10k funding required to be an official partner. ASHRAE is currently at capacity with commitment to the Solar Decathlon, Race to Zero and DiscoverE. ASHRAE will continue to promote Science Olympiad to the ASHRAE members in the US
10	6	Student Activities Staff Liaison	06/17	Complete	To explore and the cost involved and budget available for translating ASHRAE student documents. Answer: Chapters and Regions can translate their own documents as long as they are not official ASHRAE documents.

ATTACHMENT S

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
11	6	Staff	06/17	Complete	To report results of Motion 4n to the Argentina Chapter and publish on the website.
12	6	Staff	06/17	Complete	To request further information from the Chennai Chapter concerning Motion 4q because the intent is not clear.
13	7	Staff	06/17	Complete	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).
14	7	Staff	06/17	Complete	To report results of Motion 4m to the Argentina Chapter from the SA Committee and publish on the website (see also AI 8 from the MP Committee).
15	10	Staff	06/17	Complete	To send Motion 1 to the Society Rules Committee for review before recommending to the Board of Directors.
16	10	Staff	06/17	Complete	To report results of Motion 17 to the Central Oklahoma Chapter and publish on the website.
17	11	Staff	06/17	Complete	To report results of Motion 20b to the Central Oklahoma Chapter and publish on the website.
18	11	Staff	06/17	Complete	To report results of Motion 20c to the Oregon Chapter and publish on the website.
19	11	Staff	06/17	Complete	To report results of Motion 7e to the Tucson Chapter and publish on the website.
20	11	Staff	06/17	Complete	To report results of Motion 7f to the Hong Kong Chapter and publish on the website.
21	11	Staff	06/17	Complete	To report results of Motion 7h to the Southwest Florida Chapter and publish on the website.
22	12	Manual Subcommittee	06/17	Complete	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.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
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2017 MEMBERS COUNCIL WINTER MEETING (JANUARY 31, 2017)

2	8	Staff	06/17	Complete	To break numbers down by country of who registered for the Las Vegas meeting and report on this in Long Beach. (See Attachment C1.)
3	9	Manual Subcommittee	06/17	Complete	To review template of chapter visit form to include DRCs, RMCRs and RVCs and make recommendation in Long Beach.
4	9	Staff	06/17	Complete	To send Motion 7 to the Society Rules Committee for review before recommending to the Board of Directors.
6	10	Staff	06/17	Complete	To report results of Motion 8 (see also Motion 20b on referral chart), to the Central Oklahoma Chapter and publish on the website.
7	10	Staff	06/17	Complete	To report results of Postponed Motion 2b to the Hellenic Chapter and publish on the website.
8	11	Student Activities Committee	06/17	Complete	To revise their documents to improve communication with the Chapters and Sub Regions on the issues as indicated in Motion 10.
9	11	Staff	06/17	Complete	To report results of postponed Motion 2c to the Pune Chapter and publish on the website.
10	12	Staff	06/17	Complete	To report results of Postponed Motion 18 to the Regina Chapter and publish on the website.
11	13	Staff	06/17	Complete	To report results of Postponed Motion 7i and Motion 13 to the Central Florida Chapter and publish on the website.
12	13	Staff	06/17	Complete	To update Section 2.12, Nominating Committee of the Manual for Chapter Operations as indicated in Motion 13.
13	13	Staff	06/17	Complete	To update Appendix D, Transportation Reimbursement Policy for Regions of the Region Operations Manual as indicated in Motion 14.

ATTACHMENT S

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
14	13	Staff	06/17	Complete	To update Appendix AK, CRC Best Practices of the Chapter Regional Conferences Manual as indicated in Motion 15.
15	14	Staff	06/17	Complete	To report results of Motion 12a-12c to the Wichita, Colombia and Argentina Chapters and publish on the website.
16	16	Staff	06/17	Complete	To report results of Motions 4k, 4o and 4p to the Golden Gate, Brasil and Florida West Coast Chapters and publish on the website.
17	16	Chapter Technology Transfer Committee & Planning Subcommittee	01/18	Open	<p>To review Operations and Maintenance (O&M) initiative #2 from Publishing and Education Council and make recommendation in Long Beach.</p> <p>Status CTTC: CTTC created an ad hoc to discuss and compile a list of suggestions. The ad hoc includes a past member and past chair of TC 7.3 as well as a member of RAL.</p> <p>Status Planning SubC: The subcommittee supports the initiative and recommends that CTTC investigate it further. PAOE points could be assigned to the chapters at the local level. The subcommittee is asking CTTC to come up with an activity in PAOE for the 2018-19 Society year. Also, if still available, the Chapter Opportunity Fund could be used.</p>

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
18	17	MBO #2 Ad Hoc (Dennis Knight-Chair)	06/17	Complete	To include “How to balance international growth with meeting the needs of US/Canadian members” with MBO #2.
2016 MEMBERS COUNCIL FALL MEETING (OCTOBER 14-15, 2016)					
28	18	Planning Subcommittee	06/17	Complete	MBO #1: Optimize the meeting schedule for Members Council at the society meetings and between the society meetings.
29	19	Furman-Chair, Binder, Zentz, Law, Macauley	06/17	Complete	MBO #3: Create paths for the creation of sister Chapters or sister Student Branches.
30	19	Macauley-Chair, Lavitt, Marek, Ellis, Leblanc	06/17	Complete	MBO #4: Outline an implementable diversity initiative.
37	23	IT Staff	01/17	Complete	To automate the tally point process for the Regional Award of Merit and the Chapter Service Award as indicated in Motion 7d.
51	32	Knight-Chair, Boudani, Bryant, Leong, Symko	06/17	Complete	MBO #2: Look at existing Regions and evaluate if more efficient divisions are possible or desired.
52	32	Klock-Chair, Hunt, Rieke, Boudani, Zarour, Lavoie	06/17	Complete	MBO #5: Define rules for joint/combined “mega” CRCs.
68	38	Staff	02/17	Complete	To draft a final version of the PAOE report and schedule a conference call with PAOE Subcommittee no later than the second week in February.
69	38	PAOE Subcommittee	02/17	Complete	To have final draft ready for President Elect Olesen to review no later than the last week in February.
70	38	Staff	02/17	Complete	To have final, final PAOE draft ready for spring CRCs no later than second week in March.
71	39	Olesen	06/17	Complete	To have cover letter for PAOE Newsletter completed no later than June 30. The last PAOE draft will be emailed to all after the area assigned members for each region are established.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
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2016 MEMBERS COUNCIL ANNUAL MEETING (JUNE 28, 2016)

11	15	IT and MP Staff	06/17	Complete	To make recommendation in determining feasibility and estimation of cost and timeframe for Motion 20a (06/28/2016).
18	19	Staff	06/17	Complete	To develop a system to create an electronic format for chapter awards as an option for chapters to use as indicated in Motion 21 (06/28/2016).
43	27	Boudani-Chair, Bryant, Rieke, Zarour and Lavoie	01/17	Complete	To review the Transportation Reimbursement Policy for Regions and evaluate if any changes are needed in regards to joint CRCs.
44	27	Region Operations Subcommittee MBO #5	01/17	Complete	To review results from the Centralized Training Ad Hoc Committee to further investigate the training of RP and Membership Promotion chapter chairs.
45	27	Staff	01/17	Complete	To track attendance of CRC grassroots workshops beginning with the 2016-17 CRCs to have an accurate account of those attending the workshops compared to the results of attendance at centralized training.



CRC SCHEDULE 2017-2018

<u>FALL 2017</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	LONG ISLAND GARDEN CITY, NY	NEW JERSEY NEWARK, NJ	AUGUST 3 RD WEEK	AUGUST 17-19	HAYTER/TSUI	GUPTA	RICH HALLEY
REGION II	MONTREAL MONTREAL, PQ	WINDSOR WINDSOR, ON	AUGUST 4 TH WEEK	AUGUST 25-27	BOYCE/SCHWEDLER	COMSTOCK	ISABELLE LAVOIE
REGION III	ROANOKE ROANOKE, VA	PITTSBURGH PITTSBURGH, PA	AUGUST 3 RD WEEK	AUGUST 17-19	SCOGGINS/ SCHWEDLER	LITTLETON	PATRICK MURDOCK
REGION IV	NORTH PIEDMONT GREENSBORO, NC	SOUTH CAROLINA COLUMBIA, SC	AUGUST 2 ND WEEK	AUGUST 10-12	HAYTER/SCOGGINS	GURLEY	HEATHER PLATT
REGION V	NORTHERN INDIANA SOUTH BEND, IN	TOLEDO TOLEDO, OH	JULY 4 TH WEEK	JULY 27-29	BOYCE/TSUI	RATCLIFF	MATT BELKO
REGION VII	NASHVILLE NASHVILLE, TN	TENNESSEE VALLEY CHATTANOOGA, TN	AUGUST 1 ST WEEK	AUGUST 3-5	OLESEN/SCHWEDLER	ABRAMS/ REINICHE	DAVID BALLARD PJ MEZERA
REGION IX	KANSAS CITY KANSAS CITY, MO	SOUTH DAKOTA SIOUX FALLS, SD	AUGUST 1 ST WEEK	AUGUST 3-5	BOYCE/SCOGGINS	GIOMETTI	TOM BENASSI
REGION X	SACRAMENTO VALLEY SACRAMENTO, CA	SAN JOAQUIN FRESNO, CA	AUGUST 3 RD WEEK	AUGUST 17-19	BOYCE/KEEN	ABRAMS/ YATES	KEVIN BALDWIN
REGION XII	PANAMA SECTION PANAMA CITY, PANAMA	SPACECOAST COCOA BEACH, FL	AUGUST 2 ND WEEK	AUGUST 9-12	OLESEN/TSUI	COMSTOCK	ROSS MONTGOMERY
REGION XIII	SINGAPORE SINGAPORE		AUGUST 4 TH WEEK	AUGUST 25-26	OLESEN/KEEN	ABRAMS/ MUMFORD/GOTZMER	CHENG WEE LEONG
REGION XIV	DANUBE BELGRADE, SERBIA		DECEMBER 2 ND WEEK	DECEMBER 8-10		HAYTER	BRANKO TODOROVIC
RAL	CAIRO SHARM EL SHEIKH, EGYPT		SEPTEMBER 3 RD WEEK	SEPTEMBER 22-24	OLESEN/HAYTER/ SCHWEDLER	MITCHELL	MAGED FOUAD
<u>SPRING 2018</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	IOWA DES MOINES, IA	WISCONSIN MILWAUKEE, WI	MAY 1 ST WEEK	MAY 3-5	HAYTER/KEEN	OWEN	JASON KEMS COREY METZGER
REGION VIII	ALAMO SAN ANTONIO, TX	MEXICO CITY MEXICO CITY, MEXICO	APRIL 4 TH WEEK	APRIL 25-28	HAYTER/TSUI	LITTLETON	FRED GLEESON
REGION XI	VANCOUVER ISLAND VICTORIA, BC	ALASKA ALASKAN CRUISE	MAY 2 ND WEEK	MAY 3-5	OLESEN/SCOGGINS	WRIGHT	LOUISE SMITH

Additions and/or revisions are shaded.

Revised: July 21, 2017

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEARS, GIOMETTI, PETTIGREW, GURLEY, MASTERTSON, THOMSON, SCARBOROUGH, GRANT, KELLER, OWEN, RATCLIFF



CRC SCHEDULE 2018-2019

<u>FALL 2018</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NEW JERSEY NEWARK, NJ	RHODE ISLAND PROVIDENCE, RI	AUGUST 3 RD WEEK				
REGION II	WINDSOR WINDSOR, ON		AUGUST 4 TH WEEK	AUGUST 24-26			JAMES SMITH
REGION III	PITTSBURGH PITTSBURGH, PA	HAMPTON ROADS NORFOLK, VA	AUGUST 3 RD WEEK	AUGUST 16-18			ROB DRUGA
REGION IV**	SOUTH CAROLINA COLUMBIA, SC	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK	AUGUST 9-11			
REGION V	TOLEDO TOLEDO, OH		JULY 4 TH WEEK				
REGION VII	TENNESSEE VALLEY CHATTANOOGA		AUGUST 1 ST WEEK				KAY THRASHER STEPHEN WREN
REGION IX	SOUTH DAKOTA SIOUX FALLS, SD	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 ST WEEK	AUGUST 2-4			WADE MYRABO BRENT TJEERDSMA KASEY ABBOTT
REGION X	SAN JOAQUIN FRESNO, CA	TRI COUNTY PALMSPRINGS, CA	AUGUST 3 RD WEEK	AUGUST 16-18			CATHY JOHNSON
REGION XII**	SPACECOAST COCOA BEACH, FL	FLORIDA WEST COAST TAMPA, FL	AUGUST 2 ND WEEK	AUGUST 9-11			JOHN CONSTANIDE
REGION XIII			AUGUST 4 TH WEEK				YING WAI "ALAN" LAM
REGION XIV							
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	WISCONSIN MILWAUKEE, WI		MAY 1 ST WEEK				
REGION VIII	MEXICO CITY MEXICO CITY		APRIL 4 TH WEEK				BRENDA ZAMORA
REGION XI			MAY 2 ND WEEK				

Additions and/or revisions are shaded. **Joint Meeting

Revised: August 24, 2017

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEARS, GIOMETTI, PETTIGREW, GURLEY, MASTERSON, THOMSON, SCARBOROUGH, GRANT, KELLER, OWEN, RATCLIFF



CRC SCHEDULE 2019-2020

<u>FALL 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	RHODE ISLAND PROVIDENCE, RI	MAINE LEWISTON, ME	AUGUST 3 RD WEEK				
REGION II			AUGUST 4 TH WEEK				
REGION III	HAMPTON ROADS NORFOLK, VA	CENTRAL PENNSYLVANIA HARRISBURG, VA	AUGUST 3 RD WEEK	AUGUST 15-17			
REGION IV	GREENVILLE GREENVILLE, SC	SOUTHERN PIEDMONT CHARLOTTE, NC	AUGUST 2 ND WEEK				
REGION V			JULY 4 TH WEEK				
REGION VII			AUGUST 1 ST WEEK				
REGION IX	NEW MEXICO ALBUQUERQUE, NM	PIKES PEAK COLORADO SPRINGS, CO	AUGUST 1 ST WEEK	AUGUST 1-3			STUART BRADEN KELLEY CRAMM
REGION X	SAN DIEGO SAN DIEGO, CA	TUCSON TUCSON, AZ	AUGUST 3 RD WEEK	AUGUST 4-7			
REGION XII	FLORIDA WEST COAST TAMPA, FL	ARGENTINA BUENOS AIRES, ARGENTINA	AUGUST 2 ND WEEK				
REGION XIII			AUGUST 4 TH WEEK				
REGION XIV							
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI			MAY 1 ST WEEK				
REGION VIII	HOUSTON HOUSTON, TX		APRIL 4 TH WEEK	APRIL 23-26			BRUCE FLANIKEN
REGION XI			MAY 2 ND WEEK				

Additions and/or revisions are shaded.

Revised: August 30, 2017

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEARS, GIOMETTI, PETTIGREW, GURLEY, MASTERSON, THOMSON, SCARBOROUGH, GRANT, KELLER, OWEN, RATCLIFF

ATTACHMENT U

2017-18 Members Council Subcommittees		
Planning	Region Operations	PAOE
Dunstan Macauley, Chair	Isabelle Lavoie, Chair	Russell Lavitt-Chair
Robin Bryant	Joe Furman	Steve Marek
John Rieke	Doug Zentz	Chris Gray
Randy Schrecengost	Tyler Glesne	Erich Binder
Cheng Wee Leong	Scott Wayland	Ng Yong Kong
Richie Mittal	Steve Marek	Nathan Hart, CTTC Rep
Chris Gray	Dimitris Charalambopolous	Chad Moore, GGAC Rep
Russell Lavitt	Essam Khalil, DAL as ExO	Michelle Swanson, MPC Rep
Dan Rogers, DRC as ExO	Erich Binder, DAL as ExO	Derek Crowe, RPC Rep
Ng Yong Kong, DRC as ExO	Oswaldo D.S. Bueno (Non-Voting/Consultant)	Bill Simpson, SAC Rep
Dennis Knight, DAL as ExO		Stephanie Kunkel, YEA Rep