

REGION VII FALL CRC MOTIONS

Last Revised: 06/07/2018

Nashville Chapter – Motion 23 (11/3/2017):

That the Chapter Service Award no longer require a majority vote of the CRC delegates in Executive Session at the CRC and that the qualification requirements are rewritten to clearly state that only the point total is required for submission.

Answer: This motion failed. There are only three awards that can be nominated during the CRC: Chapter Service Award, Regional Award of Merit and the John F. James International Award, all other awards are Society level awards. Not using the nominating process for either of the three could prove to be lower nominations of candidates. The rules for the Chapter Service Award states that nominations are made by the chapter's delegate during executive session of the CRC and final selections are by majority vote. **(Complete)**

Tennessee Valley Chapter – Motion 24 (11/3/2017):

That Staff create a temporary secure site that the Regional Nominating Member can post ASHRAE Bios for members being considered for a position.

Answer: This motion failed. However, an action item was assigned to the Society Nominating Committee staff liaison to implement. **(Complete)**

Tennessee Valley Chapter – Motion 25 (11/3/2017):

That the Region VII CRC be permanently scheduled to the last Weekend in July each year beginning in July 2019.

Answer: This motion was approved. **(Complete)**

Tennessee Valley Chapter – Motion 20 (06/27/2017) / Motion 4e (10/14/2016):

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.

Status: This motion was referred to the Electronic Communications Committee and IT Staff for consideration. 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.

Status (06/27/2017): This motion was included on the Members Council agenda in Long Beach. An action item was assigned to the Members Council Chair to appoint an ad hoc committee consisting of Members Council, ECC and Finance Committee to determine merits and feasibility.

Answer (01/23/2018): ASHRAE's electronic collaboration tools subcommittee created and posted to the ECC page of ashrae.org 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. This document can be reviewed by Chapters to see what various tools are available for 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.
(Complete)

Memphis Chapter – Motion 21 (06/27/2017) / Motion 4f (10/14/2016):

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

Answer: This motion was referred to ASHRAE Manager of Conference Services. 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 CRC Manual 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.

A recommendation to revise the CRC Manual (Appendix CA), was made in Long Beach to include questions to ask an A/V company when organizing a CRC; tips when working with an A/V company; and staff support. (See approved Motions 21 and 22 (06/27/2017) of the Members Council draft minutes; motions were approved.) **(Complete)**

Birmingham Chapter – Motion 5b (10/14/2016):

That Society eliminate a Chapter's expense for a supplemental insurance policy when hosting fundraisers which require supplemental insurance.

Answer: This motion failed. ASHRAE's policy is to require the additional special event insurance policy for water and shooting events. Signing waivers and/or having the range/boat operator sign ASHRAE up as an additional insured is not a replacement for the insurance policy. Golf outings are covered by ASHRAE's insurance policy. Serving alcohol at Chapter events and hospitality suites are also covered. However, water and shooting events (and mechanical bulls) are specifically excluded and require the special event policy. ASHRAE has absolutely no insurance coverage to protect the Chapter, the Society or Members if at a shooting range or if something catastrophic happens while boating. Staff asked Society's insurance broker about expanding its General Liability insurance to cover special Chapter events. The broker replied emphatically that no insurance company would expand coverage this way because there's no way of knowing at the time Society obtains its general liability coverage for the year how many Chapter events would be covered, what those events would be, where they would be, how many people would be in attendance at each event, etc. In other words, insurance companies are not likely to provide additional coverage in an "umbrella" fashion, rather than for specific events. **(Complete)**

Louisville Chapter – Motion 5c (10/14/2016):

That regional assessment automatically be collected, without option, by ASHRAE when Society dues are

collected.

Answer: This motion failed. It would be difficult collecting individual checks from members and would be cost prohibitive in program changes since each region is different. **(Complete)**

West Virginia Chapter – Motion 7c (10/14/2016):

That ASHRAE Society's ECC develop a privacy policy for Regions and Chapters use to allow for consistent use of email addresses. A phased in approach starting with the US would be acceptable.

Answer: This motion was referred to the Electronic Communications Committee for consideration. The websites subcommittee reviewed this motion and will draft guidance on protocols regarding the collection, sharing, and opting out of contact information to be submitted to Members Council prior to the Long Beach Annual conference for consideration for placement in the MCO Manual. Due to complexity of international laws ECC will focus the guidance on US laws (CAN SPAM) only, with the suggestion that international chapters should reference their local legislation. **(Complete)**

Bluegrass Chapter – Motion 8c (10/14/2016):

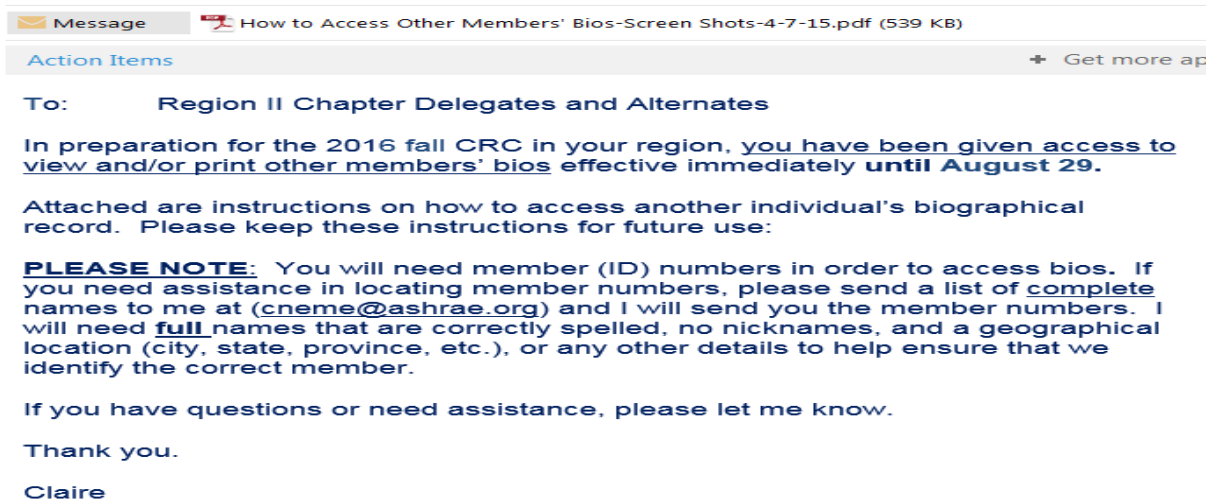
That transportation reimbursement for ASHRAE related business shall be applicable even if an individual car pools.


Answer: This motion failed. The transportation policy is clear; ASHRAE encourages carpooling but can only reimburse transportation to the authorized position driving the vehicle. **(Complete)**

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

That ASHRAE biographies be made available to Chapter Delegates and Alternates in advance of the Chapter Regional Conference (CRC) caucus.

Answer: This motion failed. Listed below is an example of the typical email that delegates and alternates receive from Society to prepare for CRC. It was noted that if the delegates and alternates are not entered in the CIQ by the chapter then the names cannot be included for access to the member bios. **(Complete)**



Message  How to Access Other Members' Bios-Screen Shots-4-7-15.pdf (539 KB)

Action Items + Get more ap

To: Region II Chapter Delegates and Alternates

In preparation for the 2016 fall CRC in your region, you have been given access to view and/or print other members' bios effective immediately until August 29.

Attached are instructions on how to access another individual's biographical record. Please keep these instructions for future use:

PLEASE NOTE: You will need member (ID) numbers in order to access bios. If you need assistance in locating member numbers, please send a list of complete names to me at (cneme@ashrae.org) and I will send you the member numbers. I will need full names that are correctly spelled, no nicknames, and a geographical location (city, state, province, etc.), or any other details to help ensure that we identify the correct member.

If you have questions or need assistance, please let me know.

Thank you.

Claire

Wichita Chapter – Motion 12a (10/14/2016):

That the PAOE point system be modified to award points for Chapter websites that comply with the ASHRAE Web Policy beginning in Society year 2017-18.

Answer: This motion was referred to the PAOE Subcommittee. During the Las Vegas meeting in January 2017, Members Council approved a motion to include a new ECC sub category to the 2017-18 PAOE. **(Complete)**



Bluegrass Chapter – Motion 7 (11/5/2015):

That ASHRAE change the name and acronym of the Presidential Award of Excellence (PAOE) to Presidential Award of Continuing Excellence “(PACE).”

Answer: This motion failed. Changing the name on everything would require new setup charges from the ASHRAE vendors used for PAOE. A setup charge for each PAOE item would include but not limited to: certificates, ribbons, emblems (each per emblem since they are all different; no estimate on costs). Also, changing to a new name should reflect new changes in the program. **(Complete)**

West Virginia Chapter – Motion 13f (11/5/2015):

That ASHRAE allow chapters use of Society Meeting Virtual Presentations in Chapter/Section meetings.

Answer: This motion was referred to the Conferences and Expositions Committee for consideration. CEC was not in favor of this motion. The license for the Virtual Conference and Seminar DVD allows for the purchaser to show the presentations on their computer at meetings. Any additional changes to the license should be directed to the staff responsible for licensing in the Publications and Education Department. **(Complete)**

Mobile Chapter – Motion 13g (11/5/2015):

That ASHRAE create an ad-hoc committee to review alignment of ashrae.org website content with ASHRAE’s commercialism policies.

Answer: This motion was referred to Publishing and Education Council for consideration. The ASHRAE Advertising Policy recognizes that ASHRAE Journal and ASHRAE.org can offer opportunities for advertising.

1.201.14Advertising Policy(90-02-14-10)

1.201.14.1 The advertising policy shall include, as a minimum, responsibility and procedures for advertising sales, specifications, and production scheduling for ASHRAE publications containing advertisements.

1.201.14.2 Review of advertising sales programs and recommendations for policy development will be by a subcommittee reporting to the Publishing and Education Council and consisting of the council chair, the Fiscal Planning Subcommittee chair, the Journal Committee chair and Publisher, with the Director of Communications and Publications staff liaison.

1.201.14.3 Sale of display advertising space in ASHRAE Journal will be through use of Publisher’s representatives under management by Society staff with review as specified in paragraph 2 above. (86-06-22-18D)

PEC’s Functional Planning Subcommittee assigned a small working group in response to the “Effective ASHRAE Materials Delivery To and Through Chapters” report developed by Mr. Austin and has tasked the group to work on a response to this referral. The ad hoc committee gave a detailed report during the St. Louis meeting and other groups have been assigned to implement. The detailed report serves as an attachment to this and similar motions that were submitted during the regions fall CRC. **(Complete)**

West Virginia Chapter – Motion 29h (11/6/2015):

That ASHRAE notify chapters monthly of individuals in their chapter area that have signed up for an ASHRAE sponsored webinar or educational training.

Answer: This motion was referred to the Publishing and Education Council for consideration. PEC reported this would be a time consuming effort. Also, there could be issues if persons indicating they were interested in a commercial product were contacted by competitors. Currently, attending a webinar is managed by a third party. To integrate data back into NetForum to find chapter assignment would require another step in the webinar process. PEC Functional Planning Subcommittee assigned a small working group in response to the “Effective ASHRAE Materials Delivery To and Through Chapters” report developed by Mr. Austin and has tasked the group to work on a response to this referral. The ad hoc committee gave a detailed report during the St. Louis meeting and other groups have been assigned to



implement. The detailed report serves as an attachment to this and similar motions that were submitted during the regions fall CRC. **(Complete)**

Bluegrass Chapter – Motion 36 (11/6/2015):

That the online CIQ be made editable by chapters after submitting.

Answer: This motion failed. This is a training issue. Members can add to but cannot delete from the CIQ. If it was just a matter of a chapter editing a roster, it would not be an issue to have this feature. It was made available when the CIQ was first established online. Problems occurred when positions were deleted from member records or typed over instead of adding to the record. This was an issue because it was live data that members were editing and historical data that was being deleted. Emails were sent to the chapters informing them of these serious issues; instructions were sent on how not to type over the member data or delete records. The problems continued another 2 years before the feature was removed. To date we still receive calls/emails from members who update their bios and inform us of missing positions. There is no data that shows they ever held the positions because the information is no longer there. A chapter officer or committee chair can be listed on a CIQ in multiple positions, the member's bio is their official record of service. The CIQ is entered mostly by a new chapter officer each year as chapter roles change. Removing the feature was the only way to prevent these major issues from happening again. **(Complete)**

East Tennessee Chapter – 2014 CRC Motion 24:

That Society fund transportation costs for Nominating Committee members and alternates to the training session held at the Annual Meeting.

Answer: This motion was referred to the Nominating Committee. This is currently being considered in the re-writing of the MOP for Nominating Committee and its impact on the ROB. A first time regional member or alternate for the Nominating Committee should communicate to staff because their transportation has been reimbursed in the past. **(Complete)**

Nashville Chapter – Motion 6e (10/2/2014):

That the Society perform a study to determine the financial impact and merits of granting unlimited access to all ASHRAE Standards, Guidelines, Training and additional for-profit Information Technology to those members that are enrolled in the chapter CIQ.

Answer: This motion was referred to Publishing and Education Council. Publishing and Education Council were not in favor of this motion. In providing free access to all ASHRAE Standards, Guidelines, Training and additional for-profit Information Technology to the approximately 1300 members that are enrolled in the chapter CIQ. The expected loss of member and non-member revenue would be an annual loss of \$39,000 to free access ordering. The ASHRAE Bookstore could not be used as ASHRAE is in a revenue share model with Tech Street. As a result, ASHRAE would have to develop a separate bookstore to support free access. The cost is estimated to be at \$80,000 plus 20 hours per week of staff time to support the infrastructure of this additional bookstore. The estimated one year impact is expected to be \$158,000, with an ongoing cost of \$78,000 annually and a half staff person. PEC has a responsibility to protect the value of ASHRAE products and the fiscal impact of these requests on Publications and Education. **(Complete)**

Memphis Chapter – Motion 6f (10/2/2014):

That the Society President is requested to appoint an ad hoc committee to study moving ~~the centralized~~ training back to the CRC level and eliminate centralized training.

Answer: This amended motion was referred to Society Executive Committee. The Society President appointed an ad hoc committee to review the current CRC and centralized training. **(Complete)**



Tennessee Valley Chapter – Motion 25 (10/2/2014):

That Members Council research and develop a "cloud based" chapter operations administrative tool. The tool is to support chapter management of their assigned Society and Chapter members' data plus manage member and other meeting non-member attendee information entered by chapter officials. Also provide chapter communications support, attendee communication preferences (e.g. opt out of mailing), and document vital meeting records, including attendance, attendee PDH, financial transactions (e.g. noting meal payment, local payment of chapter dues) and additional functions identified by the Members Council or chapter users in a manner suitable for chapter, regional, or Society reporting needs.

Answer: This motion failed. This would be cost prohibitive because the current ASHRAE database cannot meet the needs as described in the motion. ASHRAE would have to purchase a new association management system to address these issues. **(Complete)**

Bluegrass Chapter – Motion 33 (10/2/2014):

That Society improve the PAOE web application to include better visibility and tracking of individual activities and more accountability.

Answer: This motion failed. A 2013 CRC motion from Region IV had similar components as the motion from the Bluegrass Chapter. The Region IV motion was referred to the ASHRAE IT Manager who has implemented change and functionality of the current system, i.e. new online programs for the CIQ, PAOE, tracking system and chapter reports. **(Complete)**

Tennessee Valley Chapter – Motion 14B (10/5/2013):

That beginning with the 2014-15 ASHRAE fiscal year, the Region Members Council Representative (RMCR) position shall be eliminated, and that the Director and Regional Chair (DRC) position resume its pre-2013-14 three-part role as Director of ASHRAE, Chair of the Region, and member of Members Council.

Answer: This motion failed. It was determined that not enough time had passed to determine if the new role of the DRC and RMCR are working. It would be inappropriate to try to change the positions again before implementing and completing the new strategic plan which will have an impact on the new structure. The DRCs approved the motion for the new position and the membership voted to approve a bylaws change affecting the structure of Members Council. **(Complete)**

Tennessee Valley Chapter – Motion 15 (10/5/2013):

That the Assistant Regional Chairs (ARCs) shall be elected by the Regions at the CRCs, beginning with the ARCs who will take office in the 2014-15 ASHRAE fiscal year.

Answer: This motion failed. The ARC's role is very significant in the region and it is up to the DRC to assign duties to them. If the ARC is elected by the region, the individual could potentially sign on for a six year commitment if the individual becomes the next DRC. **(Complete)**

Tennessee Valley Chapter – Motion 16C (10/5/2013):

That effective immediately, a stronger role for the Assistant Regional Chair (ARC) position shall be developed, including Regional Operations training in order to allow the ARC to be a valuable, working assistant to the DRC.

Answer: This motion failed. An action item was assigned to Members Council to write a brief report on what their region's ARC duties are and how the ARC is selected. The information will be compiled and used during the BOD meeting in November. **(Complete)**

West Virginia Chapter – Motion 35 (10/5/2013):

That effective immediately, all ASHRAE positions email alias and related positions be listed in the



ashrae.org members only section.

Answer: This motion failed. It would not be practical to list the almost 4,000 chapter and region email aliases on the web. However, a universal format document is already provided on the website for all chapters and regions to use. The only information required would be the chapter and region number. For example: the membership promotion chapter chair in every chapter is :mem” the email alias for the Boston Chapter would read: c001mem@ashrae.net. Region I MP RVC would read: r01rvcm@ashrae.net. By providing a universal format, each region and chapter could set up their own email system and the information would always be up-to-date. Providing the list of chapter numbers/name plus the address formula equals the email alias address(web page for the format: <https://www.ashrae.org/society-groups/committees/electronic-communications-committee>; web page for chapter list: <https://www.ashrae.org/society-groups/regions>.) **(Complete)**

Mobile Chapter – Motion 39 (10/5/2013):

That ASHRAE allow members with Affiliate grade membership to chair a chapter committee.

Answer: This motion failed. In the background of the motion, the chapter indicate that the Affiliate grade is under the age of 35 but is actually 30 years or younger. The Affiliate grade is an introductory membership for individuals 30 years and younger who will automatically transfer into Associate grade after 3 years. The Affiliate grade does not have voting privileges at the Society or Chapter level. Affiliate grade members cannot sign a petition if a chapter or section is formed in their area. If Affiliate grade members hold chapter chair positions, it would apply to all positions in the chapter including the chapter president because it would be opened in the database for all. Currently, the database is programmed to not accept Affiliate and Student grades for chapter positions.

Update: During the 2015 Chicago Conference, Members Council approved a motion for the YEA position to serve as committee chair if the member is Affiliate grade. **(Complete)**

Louisville Chapter – Motion 3.3 (10/19/2012)

That new or revised ASHRAE documents posted on www.ashrae.org be optimized for web viewing through single column format.

Answer: This motion was approved. **(Complete)**

New Orleans Chapter – Motion 6 (10/19/2012):

That the society conduct the ASHRAE Winter Conference or Annual Meeting in New Orleans, Louisiana, in the next available year.

Answer: This motion was referred to the Conferences and Expositions Committee (CEC) who has already asked the city of New Orleans for a bid to conduct the 2016 Annual Conference. However, the city did not follow through on submitting a bid and, therefore, was not considered for hosting the 2016 Annual Conference. **(Complete)**

Tennessee Valley Chapter – Motion 9 (10/19/2012):

That minutes of the Board of Directors, Councils, and Standing Committees be posted on the ASHRAE website within 30 days of approval.

Answer: This motion was approved. **(Complete)**

Tennessee Valley Chapter – Motion 19 (10/19/2012):

That Members Council provide centralized training for RVCs of Research Promotion, Membership Promotion, Student Activities, CTTC and GGAC instead of for chapter committee chairs.

Answer: This motion failed. According to current policy, all RVCs will receive training at the annual



conference. The RP, MP and GGAC RVCs will attend at least one centralized training for chapter chairs annually. **(Complete)**

Bluegrass Chapter – Motion 20 (10/19/2012):

That Section Coordinator and officers be added to the ASHRAE AMS (NetForum) database – CIQ section.

Answer: This motion was approved. The ASHRAE IT staff are developing database programs specifically for chapter sections. **(Complete)**

Bluegrass Chapter – Motion 21 (10/19/2012)

That ASHRAE give section coordinators or elected officers access to the ASHRAE secure section reports.

Answer: This motion was approved. The ASHRAE IT staff are developing database programs specifically for chapter sections. **(Complete)**

Tennessee Valley Chapter – Motion 22.2 (01/29/2013):

That member grades from associate Member to Member be automated.

Answer: This motion was approved. **(Complete)**

Tennessee Valley Chapter – Motion 9.1 (01/29/2013):

That society dues be increased by a maximum of \$20 to include both the Winter and Annual conference registrations (excluding social activities) for all ASHRAE members.

Answer: This motion was referred to the Conferences and Expositions (CEC) and the Membership Promotion (MPC) Committees with the following responses:

CEC response: This motion was addressed by the ad hoc on conference business. The ad hoc committee decided against raising dues to all members to provide free registration for winter and annual conferences because of several concerns: 1) raising dues would discourage some members from renewing their membership; 2) the conference should stand on its own in terms of attracting attendees; and 3) there would be backlash from members who cannot attend the conference who feel that their dues are money that is not spent in their interest. Note: at \$10/member x 36,000 dues-paying members = \$360,000 which would be insufficient to cover the winter and annual conference expenses. The expenses for the New York and Seattle conferences are projected to be \$1,291,456, which means the cost would be close to \$40 per dues-paying member. Therefore, CEC does not support this motion.

MPC response: The committee feels this could discourage presenters due to free registration which may devalue the conference for all ASHRAE members. Therefore, MPC does not support this motion. **(Complete)**

Bluegrass Chapter – 2012 CRC Motion 37:

That the PAOE web application be improved with individual activity/instance information.

Answer: The PAOE Subcommittee was not in support of this motion and believes that the chapters could create easily this type of report by using an Excel format sin the information is available under the View Reports section in the PAOE program. **(Complete)**

Bluegrass Chapter – Motion 8 (11/5/2011):

That Society add member information on the Membership Promotion Chapter Report to include member's current involvement in Society Technical Committees, Task Group or Standards Project Committee,



ASHRAE Certification members and Refrigeration Committee.

Answer: This motion was approved. The information has been added to the online reports. **(Complete)**

Louisville Chapter – Motion 24 (11/5/2011):

That Society make available to all Chapter CTTC Chairs an overall summary of evaluations on the performance of each Distinguished Lecturer. Also make available to the host chapter the evaluations from the Distinguished Lecturer on the performance of the host chapter.

Answer: This motion was approved and will be accommodated by posting the Distinguished Lecturer Visit Evaluation Summary Report on the DL webpage beginning February 2012 (www.ashrae.org/distinguishedlecturers). The report which is already produced for CTTC members for their own purposes, provides reported ratings by chapters of DLs as well as lecturer ratings of chapters. **(Complete)**

Mobile Chapter – Motion 27 (11/5/2011):

That the Society Board of Directors direct all officers and staff to immediately cease negotiations with the National Environmental Balancing Bureau (NEBB) regarding any possible merger of the two organizations.

Answer: This motion was withdrawn. Society Past President, Ron Jarnagin sent a letter to the ASHRAE membership that addressed this issue and is now resolved. **(Complete)**

Mobile Chapter – Motion 28 (11/5/2011):

That ASHRAE 1) Gain support with Test and Balance and Commissioning organizations for said organizations adopting an ASHRAE “curriculum” for their certifications. 2) Develop a body of knowledge, tests and a certification process in balancing and commissioning and recommend that this certification process be adopted by various Test and Balance Organizations to certify their responsible parties.

Answer: This motion was referred to the Publishing and Education Council. The following resources and courses are currently available through ASHRAE on TAB and Commissioning:

Resources Available Through ASHRAE Bookstore

- ASHRAE Guideline 0-2005 — The Commissioning Process
- ASHRAE Guideline 1.1-2007 — The HVAC Commissioning Process
- ASHRAE Handbook, HVAC Applications Volume, Chapter 38: -- Testing, Adjusting, and Balancing
- Standard 151-2010 Testing, Adjusting, and Balancing Shipboard HVAC&R Systems
- McGraw-Hill -- HVAC Testing, Adjusting and Balancing Field Manual
- Wiley -- Principles of Building Commissioning
- NEBB -- Design Phase Commissioning Handbook
- NEBB -- Procedural Standards for Retro-Commissioning of Existing Buildings
- APPA -- Building Commissioning Handbook,
- AABC -- AABC Commissioning Guideline
- CIBSE -- Automatic Controls - Commissioning Code C
- CIBSE -- Refrigerating Systems - Commissioning Code R
- APPA -- From Concept to Commissioning: Planning, Design, and Construction of Campus Facilities
- ASHRAE Handbook, HVAC Applications, Chapter 43 -- HVAC Commissioning

ASHRAE Learning Institute Courses

- The Commissioning Process in New and Existing Buildings
- Commissioning Process and ASHRAE's Guideline 0

Publications under Development

- Publications Committee is currently considering publication of a Commissioning Guideline Users Manual that would be authored by Walter Grondzik under a cooperative publishing agreement with John



Wiley and Sons.

Certification Program

- ASHRAE has developed the Commissioning Process Management Professional (CPMP) program in close collaboration with APPA, BCA, IES, NEBB, SMACNA, TABB, and the University of Wisconsin - Madison. To continue to improve building performance, experts agree that the commissioning process should be implemented in new and existing buildings – and the correct management of that process is critical. The purpose of this certification is to help building owners, developers, standards writing agencies, and others assess the capability of individuals to manage the whole building commissioning process. The Commissioning Process Manager oversees and coordinates the commissioning process and communicates on behalf of the building owner with the commissioning provider and the commissioning team. For some projects, the commissioning provider may perform the function of the commissioning process manager, but for other projects, another individual performs these functions.

PEC has many technical documents that can assist in aligning technology used in commissioning and test and balance industry. PEC also has many training programs that can help those either directly or indirectly involved in the commissioning industry. PEC also has one certification program on the commissioning process. The discussion on the larger issue on bringing alignment to the test and balance and commissioning industry is timely but a larger issue than the scope of PEC. The ASHRAE BOD is considering this issue under the larger scope of working with other organizations to improve the built environment. This is one of the three goals in Ron Jarnagin's Presidential theme. PEC has contacted the Presidential Ad Hoc Committee chair that is considering industry alignment. The response was, that while it is early days, the Ad Hoc shares a common view with the motion proposed. They are taking it under consideration and will respond by the annual meeting in San Antonio. **(Complete)**

Northwest Florida Chapter – Motion 36 (10/24/2010):

That ASHRAE's Education Staff make contact with all State Contractor and Engineer Licensing Boards and pursue acceptance of ASHRAE Society and Chapter educational programs to meet all state requirements for CEUs, PDHs and other program requirements for educational training.

Answer: This motion failed. ASHRAE does not have the finances or staff resources to implement. **(Complete)**

Bluegrass Chapter – Motion 12 (09/21/2007):

That ASHRAE arrange the Society dues renewal form to make payment of local chapter dues the base option that requires an "opt-out" (rather than an "opt-in) selection by the member.

Answer: This motion was approved. **(Complete)**

East Tennessee Chapter – Motion 3 (09/21/2007):

That Society reimburse Chapter Technology Transfer Committee Chairs for transportation expenses related to attendance at Chapters Regional Conferences (CRCs).

Answer: This motion was approved. This same motion was submitted by several regions during their 2007 Fall CRC. Because of this, Members Council considered one motion from Region IV which asked that both the CTTC and SAC chairs be reimbursed. **(Complete)**

Effective ASHRAE Materials Delivery To and Through Chapters

This document summarizes the recommendations of an ASHRAE ad hoc committee charged with determining means and methods for more effective ASHRAE educational materials delivery to and through chapters to the membership. This ad hoc committee consists of current members of Members Council and PubEd Council. Following are five recommendations, with background and supporting information. Votes on two related motions referred to the ad hoc are also noted.

1. A Chapter Speakers Database (CSD) should be created and accessible by all chapters. The current CTTC committee leadership requested that they take responsibility for the development and support of the database and this ad hoc concurs. Supporting ideas for this recommendation are as follows:
 - a. ASHRAE ECC is an excellent resource for CTTC to use as they develop and rollout this project.
 - b. The CSD is designed to supplement the DL and other methods for creating chapter educational programs.
 - c. The CSD would be developed and owned by ASHRAE. It would be online like the ASHRAE Terminology database but with controlled access. Users are the CTTC Chapter Chairs, CTTC RVCs and ASHRAE Staff.
 - d. Chapters could enter past non DL chapter speaker info, speech topic and keywords, their rating feedback including any commercialism comments. The presentations would not be included. (Storing presentations, if CTTC desires, could be a Phase 2 project after the CSD is done.) The CSD project goal is for the chapter to select a speaker and their topic and be able to contact them to give the presentation in person or electronically.
 - e. An informal survey by our ad hoc of Chapter leaders indicates that this CSD idea is highly favored and needed.
 - f. One recommended concept for the CSD is to create an excel table of the data – one table per region. The Regional RVC works with this table in excel and/or thru an online regional portal. Chapter CTTC chairs enter their data into their regional table thru the online portal. This allows for easy maintenance and security. (Very similar to how Region I and IX have previously done it.) To look at all the data, a CSD full search form would link to all the regional tables and do a filtered search of all speakers and speeches so the Chapter Chairs could find speakers near them, even if in nearby other regions. The CTTC RVC's control the data quality. ASHRAE Staff and the CTTC Committee would control speaker deletion based on reviews, deaths, etc. (This part is the same as the DL program.)
 - g. The author's/presenter's contact information needs to be included so that they could be invited to speak.
 - h. Speeches should be removed after a period of time, say 2 years. Speakers removed after, say, three year.
 - i. It is strongly recommended that they develop a beta of the CSD and have two or three regions try it out. Work out the bugs and develop the user support literature/information before full rollout. This software development concept is generally very effective in reducing changes later which increase the program development costs.
 - j. This should improve communication between regional RVCs and chapter CTTC chairs.

2. ASHRAE Meeting should provide Chapter CTTC Chair with limited access to the Society Meeting Virtual Conference and then give them an option to view and download the presentations from one session for local chapter presentation at a chapter meeting by a chapter member.
 - a. The download would need to be in ppt format, require attribution to ASHRAE, and require the original authors release for this purpose.
 - b. This option is mainly for small and medium size chapters and sections as they often struggle to find good programs for their meetings.
 - c. This is low cost, easy to do option and should have high value to Chapter.
 - d. It will also make some Chapters much more aware of the benefits in attending the society meetings and/or purchasing access to the virtual conference.

3. ASHRAE marketing should produce a presentation for chapter leadership that effectively demonstrates available ASHRAE educational products and how to access them. Supporting ideas for this recommendation are as follows:
 - a. An informal survey by our ad hoc of Chapter leaders indicates that they are generally not aware of all of the ASHRAE educational materials that are available to members and nonmembers in the chapter area.
 - b. Chapter program chairs should be very interested in what materials are available and how well they have been received in the past in their chapter area.
 - c. This presentation would be good material for the CRC CTTC workshops and Chapter President Elect Training.

4. The Global Center for Building Innovation initiative should include a recommendation for new ASHRAE staff positions that would be dedicated to work permanently for the Regions in full time positions. Supporting ideas for this recommendation are as follows:
 - a. It would likely be that each “Regional Coordinator” would work for two regions, but Region XIII and RAL would each have a dedicated “Regional Coordinator”.
 - b. This position would create a more consistent and knowledgeable transfer of communication from society to regions and chapters, and feedback in turn back to society; even as the volunteer leaders come and go.
 - c. This should create a much more informed and consistent message of ASHRAE benefits and offerings to regions and chapters.
 - d. This could enhance our goal of “Effective ASHRAE Materials Delivery To and Through Chapters”.

5. That ASHRAE PEC Staff should provide feedback to PEC and MC on the effort and costs involved to develop a training related “big data” capability so would involve chapters more directly. This effort might allow Chapters to market/advertise ASHRAE materials to individuals in the same way that retail companies currently market to individuals.
 - a. Example: You buy gluten free foods at the local grocery store and begin receiving advertising from the retailer that includes more gluten free products. This information helps the customer and the store.
 - b. ASHRAE need to be a leader in this area to maintain our leadership position. Otherwise others will do it and provide a better service and may gain market share.

- c. ASHRAE would more definitively know which educational products that are important to individual members.
 - d. This step would make Chapters/Sections partners in ASHRAE PEC provided education
 - e. This could be a marketing inducement for chapters/sections to promote and encourage their members to take ASHRAE Society provided training.
6. The following motion was referred to this ad hoc. We voted in favor of this motion by a vote of 7-0-3.

Region IV (Southern Piedmont Chapter) – Motion 29e (11/6/2015):

That ASHRAE create an online Chapter Speakers file for Chapter Leaders to use by November 1, 2015.

Background: The MC/PEC working group on Chapter Educational Support identified a need for a list of potential ASHRAE Chapter Speakers to supplement the ASHRAE DL speakers. This need is very strong in the small and medium sized chapters where program resources are more limited. Implementing this idea should significantly improve chapter programs and reduce the workload on the Chapter/Section/Branch Program Chair.

Examples: Region I maintains a Regional Speakers list in excel format today; and Region IX and the College of Fellows have developed previous versions of the Chapter Speakers Database. This is not a new idea. As a first step to support chapters more effectively, ASHRAE could take the Region I list and put it online for all chapter program chairs to contribute to and be able to use. Access to this product would be limited to the Regional and Chapter Officers and the Chapter CTTC/Program Chairs. (i.e. password controlled). ASHRAE Regional CTTC Chairs would have input and editing rights of the content provided by their Chapters. Longer term, the monthly Chapter meeting/program reports could go into this file versus the one Chapters fill out and email to the CTTC RVC today. It might even become an online database.

Fiscal Impact: Estimated 2-5 days of ASHRAE IT program time (\$1600-\$4000); implementation training.

7. The following motion was referred to this ad hoc. We voted in favor of this motion by a vote of 6-1-3.

Region IV (Southern Piedmont Chapter) – Motion 31 (11/6/2015):

That ASHRAE MC and/or PEC undertake a project for ASHRAE to share ASHRAE provided attendee training and income with ASHRAE Chapters in order to expand use of ASHRAE provided member education.

Background: The recent MC/PEC working group on ASHRAE Educational Support to Chapters identified a need. Chapters do not know which chapter members take ASHRAE sponsored training, and further, some Chapters see it as a potential loss of chapter training revenue or reduced meeting attendance. Bluntly stated, they are out of the loop and some view ASHRAE training as competition to their local training. To improve this situation and actually make all Chapters/Sections a partner in ASHRAE PEC provided education, ASHRAE should advise the Chapters monthly of who in their chapter has attended an ASHRAE course, seminar, webinar,

etc. In addition, ASHRAE will provide the attendees Chapter with 15% of the training educational net income as a marketing inducement to promote and encourage their members to take ASHRAE Society provided training. (They have some skin in the game.)

Fiscal Impact: Provide the attendee lists to each chapter needs to be programmed by ASHRAE IT. Needs a defined project and then the time/cost estimate. On the income sharing for marketing support, need the attendee and net income numbers.