

## **REGION II FALL CRC MOTIONS**

**Last Revised: 06/25/2019**

### **Toronto Chapter – Motion 4 (11/8/2018):**

That Society provide an auto-renewal function for Society collected dues (includes chapter dues if paid through Society).

**Status:** This motion was referred to Accounting and IT staff to determine feasibility and costs. **(Open)**

### **Toronto Chapter – Motion 5 (11/8/2018):**

That the Society provide an option to its members to opt-out of paper copies of the Journal.

**Answer:** This motion was referred to Publishing and Education Council. Members can opt out now by contacting ASHRAE. The council appreciates the concern for sustainability and is working to grow online/digital advertising revenue, which has supplemented or replaced a portion of many print advertising programs. That growth is occurring; however, print advertising revenue still outpaces online by more than three to one. It will be some years before online revenue will make it possible to rely on it without a substantial print advertising component. Opting out of receiving the print edition has the potential to severely damage the circulation and the accompanying value of the Journal to advertisers.

In addition, the interests of many ASHRAE members are not completely inseparable from those of advertisers in ASHRAE Journal and High Performing Buildings, and as long as the significant revenue stream from advertising supports the greater mission of ASHRAE, it is believed that the Society's work in advancing energy efficiency and sustainability in the built environment worldwide can more than offset the use of renewable/recyclable paper in disseminating its technical information.

In the spirit of the chapter's concerns about sustainable practices, the council is looking for ways to operate more sustainably. As an example, ASHRAE Insights is transitioning to digital-only distribution, and the use of polybag wrap for the Journal is being reduced from 10 issues to 3, with options being explored for eliminating it entirely. **(Complete)**

### **Montreal Chapter – Motion 6 (11/8/2018):**

That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.

**Status:** This motion was referred to the Electronic Communications Committee and to the Finance Committee for comment. The Finance Committee referred this motion back to Members Council with the following questions as shown below.

- What are the estimated development costs?
- What are the ongoing maintenance costs?
- Demand – need at the chapter or regional level?
- Will a fee be charged to users or does Society bear the entire cost to implement and maintain?
- Improvements/benefits to service to our members?

**Answer:** Members Council was not in favor of this motion. ECC received similar motions in the past. Based on the previous motions and their similarity, ECC has made available on the ECC page of ashrae.org a whitepaper entitled *Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters. ECC notes that this and similar requests for online tools to be used by chapters are reoccurring requests from chapters and therefore, despite the large expense would be open to considering it, however, ECC feels that this is still best addressed at the Chapter level, and not by



Society, so recommends at this time that the chapters refer to the guidance currently available from ECC. **(Complete)**

**London Chapter – Motion 7 (11/8/2018):**

That Society give credit for RP cheques received after the deadline be credited to the next year's campaign.

**Answer:** This motion was referred to the RP Committee for comment. The RP Committee was not in favor of this motion. After consideration, the RP Committee decided that the current campaign deadline for chapter campaign goals and PAOE points will stand. Chapters are responsible for sending collected funds to ASHRAE headquarters by the June 30 deadline. **(Complete)**

**London Chapter – Motion 26 (11/8/2018):**

That Society allow access by the Chapter Historian to Regional Members past Society participation information.

**Answer:** This motion was referred to the Historical Committee. All Chapter Historians are directed to the Society H&A webpage – [www.ashrae.org/honors](http://www.ashrae.org/honors) and the H&A Reference Manual for all information regarding Honors & Awards and the nomination processes to be followed. Each Chapter Historian must contact Society to obtain individual members biographical information which should contain all members past Society participation, if it is kept up to date by the individual. Society provides very limited access to ASHRAE members' biographical information for security reasons. **(Complete)**

**NB/PEI Chapter – Motion 27 (11/8/2018):**

That Society Change the ruling that a candidate for Chapter Service Award or Regional Award of Merit need not be a member in good standing in order to receive the award.

**Answer:** Members Council was not in favor of this motion. If members are cancelled, they cannot receive an award. If chapters want to recognize members for their past contributions to the chapter they are free to do this on their own. The Regional Award of Merit and Chapter Service Award are presented during the regions' CRC. **(Complete)**

**Montreal Chapter – Motion 28 (11/8/2018):**

That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures.

**Status:** This motion was referred to Technology Council. Technology Council referred this motion to TC 8.7 with copy to the TAC Chair. **(Open)**

**Montreal Chapter – Motion 12 (11/3/2017):**

That the SmartStart fees for new members are changed from \$21-\$78-\$103 to \$20-\$80-\$100 starting in FY2018-19. In the future, when an increase to the dues is warranted for this program, the annual dues for SmartStart new members should be rounded up or down to a multiple of 10 to make it easier to sell.

**Answer:** This motion was referred to the Finance Committee. The Finance Committee agreed with the motion in principle and implemented rounding up to the nearest 0 or 5 into the newly created membership dues calculation for FY 19-20. **(Complete)**

**NB/PEI Chapter – Motion 14 (11/3/2017):**

That Society begin to research and publish ventilation information and recommendations on retail cannabis outlets as well as cannabis growing and transformation facilities.

**Answer:** This motion was referred to Technology Council. Staff contacted legal counsel for advice. The



following is the information we received: “The cannabis issue is that we don’t have it legal in the U.S. Until such time we have to be careful what we do. While we can do research it needs to be in countries where cannabis use is legal such as Canada. While legal in some states in the U.S. it is not in all and while I believe there may have been a law recently signed by Trump that would allow states to determine it based on legal advice we need to be careful in regards to publishing things regarding cannabis.” We are cosponsoring a standard on growth houses with ASABE. This information has been shared with the relevant TCs. **(Complete)**

**Ottawa Valley Chapter – Motion 15 (11/3/2017):**

That Society consider reducing the minimum number of students required to form a formal Student Chapter from 10 student members to 5.

**Answer:** Members Council was not in favor of this motion. Student Branches cannot sustain itself with five (5) students; students may join another branch in their area. **(Complete)**

**Toronto Chapter – Motion 16 (11/3/2017):**

That ASHRAE join the Canadian Energy Efficiency Alliance, effective 01 July 2018.

**Answer:** This motion was referred to the Grassroots Government Advocacy Committee (GGAC). GGAC was in favor of this motion and Members Council approved the following motion from GGAC: “That Society join the Canadian Efficiency Alliance.” GGAC has been working to develop better ways of serving ASHRAE’s non-US members in their government relations activities and advocacy efforts. Joining the Canadian Energy Efficiency Alliance (CEEA) would help support the goal of better outreach for Canadian members. As the background states below, ASHRAE is already a member of the US-based Alliance to Save Energy, and this group has been effective at involving ASHRAE in U.S.-focused policy events and meetings with government officials. The CEEA would serve a similar role, and could further ASHRAE’s advocacy and education work with the Canadian Government. Working in collaboration with an organization aligned with ASHRAE’s mission will provide more opportunities to interact with government officials, in a cost-effective manner. **(Complete)**

**Update ASHRAE 2018 Chicago Conference:** Members Council approved the following motion from the Grassroots Government Advocacy Committee, “That Society join the Canadian Energy Efficiency Alliance.”

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. The CEEA is associated with the Alliance to Save Energy (ASE) of which ASHRAE is a member and this is a natural extension.

**Montreal Chapter – Motion 31 (11/4/2017):**

That 50 PAOE points are added for each chapter activity related to Women in ASHRAE (WIA), with a maximum of 100 points.

**Answer:** This will be included in the 2018-19 PAOE. **(Complete)**

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**London Chapter – Motion 4a (10/14/2016):**

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.

**Answer:** This motion was referred to the Development Committee, ASHRAE Comptroller and IT Staff for consideration. Because of financial impact, it is not feasible to reprogram the current system for credit card

processing. The processor used cannot determine US funds vs. International funds when online contributions are made via credit card through ASHRAE Research Canada. ASHRAE does not have the software that determines any form of currency other than US (Canadian dollars are adjusted manually). Contributions received by check from Canada are processed as Canadian dollars. ASHRAE Canadian members receive credit in Canadian dollars when the currency amount is converted by the member at the time the online contribution is made. **(Complete)**

**Montreal Chapter – Motion 11 (10/14/2016):**

That 100 PAOE points be added for each chapter officer or board of governors member who is a woman, with a maximum of 300 points.

**Answer:** Members Council was not in favor of this motion. A similar motion from the spring 2016 CRCs failed at Members Council, (That Members Council recommend PAOE points for a chapter having a woman chair a chapter grassroots committee or sit on a chapter BOG.). The Region Operations Subcommittee Chair reported that the subcommittee believes that women are selected for the positions because they are qualified and not because they are women. **(Complete)**

**Montreal Chapter – 2016 CRC Motion 4:**

That the “YEA Members” Chapter Report be modified in order to have three separate columns on the Excel spreadsheet for “First name,” “Last name,” and “Prefix.”

**Answer:** The YEA Staff is in agreement with the above motion and took an action item to update and implement this report. **(Complete)**

**Ottawa Valley Chapter – 2016 CRC Motion 5:**

That Society provide an additional title in the dropdown menu to assign committee members while completing the Chapter Information Questionnaire (CIQ) and that all committees listed on the Chapter Service Award Tally Form (MP, RP, SA, YEA, GGAC and CTTC) have the position of “committee member” added to the dropdown options.

**Answer:** Staff was assigned an action item to include chapter committee positions as committee members in the CIQ dropdown box. **(Complete)**

**Hamilton Chapter – 2015 CRC Motion 4:**

That Society expand the PAOE criteria in 2016-17, under the Historical category, to permit the Regional Historian to award up to 100 bonus points to a chapter historian for participating in new historical based activities unique to the Region or Society.

**Answer:** This motion was referred to the President Elect’s PAOE Subcommittee for review and consideration and it will be part of the 2016-17 PAOE (see below for Regional Historian assigns). **(Complete)**

- 100 points: For chapter historian participating in new historical based activities unique to the Region or Society

**Hamilton Chapter – Motion 13a (11/5/2015):**

That Society modify current ASHRAE “Conference Call Protocol” to allow up to 10 conference call services to be available at Society Meetings.

**Answer:** This motion was referred to the Electronic Communications Committee (ECC) for consideration. ECC was not in favor of this motion as the conference call protocol does not address policy. **(Complete)**

**London Chapter – Motion 13c (11/5/2015):**

That Society allow a member to choose how they receive the ASHRAE Journal and associated items. Options would be as an electronic version only or electronic and mailed version.

**Answer:** This motion was referred to Publishing and Education Council (PEC) for consideration. PEC response is this is currently an option now for any member who contacts customer service. It should be noted, however, there is adverse negative impact for the selection of digital vs. print ASHRAE Journal on advertising. **(Complete)**

**Quebec Chapter – Motion 13d (11/5/2015):**

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.

**Answer:** This motion was referred to Publishing and Education Council (PEC) for consideration. 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. **(Complete)**

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.

**PEC Consideration Assumptions:**

- 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:
  - Standard 90.1
  - Load Calculation Manual
  - Geothermal Heat Pump Guide
  - Hospital Design Guide
  - Laboratory Design Guide
  - Cold Climate Design Guide
  - Understanding Psychrometrics

**PEC Fiscal Impact Considerations:**

- **Handbook Unit Cost** – 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.
- **Handbook Print Run** – 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.
- **Handbook Advertising** – Reduced Handbook circulation would decrease advertising by \$5,000 to \$10,000 due to the smaller advertising exposure that could be offered.
- **Loss of Sales** – 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.

- Other Fiscal Impacts – 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.

**Hamilton Chapter – Motion 14B (11/5/2015):**

That Society enrich the Smart Start Program by adding reduced conference fees to the current reduced membership fees. Target SSP conference fee would be \$25 to \$100 for the first 3 years after graduation.

**Answer:** This motion was referred to the Conferences and Expositions, Student Activities and YEA Committees for consideration. **(Complete)**

- CEC response: CEC will research registration figures before responding to this motion. CEC approved the following motion: “That Members Council enhance the SmartStart Program (SSP) by incorporating reduced conference registration fees for SSP members at the established “Speaker” registration rate beginning with the 2017 Annual Conference in Long Beach.” CEC also recommends that: a.) SSP include mentoring for these members so that they are encouraged to stay active within ASHRAE; and b.) work with chapters to guide new members in finding fiscally responsible ways to attend the conferences.
- SAC response: SAC is in favor of this motion. It was discussed that this could be tied to a YEA-Student mentorship where the recipient of the reduced rate would be assigned a student member to mentor during the conference.
- YEA response: YEA supports the motion of discounted registration fees for those members participating on the SmartStart program and would recommend tying the discounted rate to the current speakers’ fee.

**Update 02/09/2017:** YEA supports the discount registration to members of the SmartStart program and takes it under advisement to develop a forum for mentoring opportunities both internal and external to this program. YEA has also taken under advisement to develop a forum for collaboration for cost sharing opportunities between members.

**Halifax Chapter – Motion 29b (11/6/2015):**

That Society apply to have ASHRAE Research Canada become a Registered Charity.

**Answer:** This motion was referred to the Finance Committee and ASHRAE attorneys for review. The Finance Committee was not in favor of this motion because ASHRAE does not qualify as a charity under Canadian law. However, contributions may be deductible as a business expense. **(Complete)**

**Halifax Chapter – Motion 29c (11/6/2015):**

That Society make the ASHRAE.org website mobile friendly.

**Answer:** This motion was referred to Publishing and Education Council for consideration and to determine the fiscal impact. Currently only a small percentage of website traffic comes from mobile devices. The website Content Management System does allow for device responsive display but implementing will require a redesign of website and review of structural requirements such as avoiding PDF use. Making ASHRAE.org responsive would only pertain to website content not to the membership records portion of the website which has separate functionality and the bookstore which is done through a third party. Cost of the redesign is estimated to be \$50K to \$80K. If a major site overhaul was conducted cost could easily reach \$200,000. As an example, ASME spent several million dollars on its site redesign which was done in three phases. The PEC asked ECC to continue to keep ASHRAE.org website’s “mobile friendliness” as a goal for future website development but no action will be taken at this time. **(Complete)**

**Ottawa Valley Chapter – Motion 33 (11/6/2015):**

That Society provide additional titles in the dropdown menu used to assign officers during the Chapter Information Questionnaire (CIQ).



**Answer:** Members Council was not in favor of this motion. During the 2013 Fall Members Council meeting, the council approved a motion to include all positions listed in the MCO on the CIQ dropdown list. This was implemented and although co-chair positions were not on the list, they were included for the following: MP, RP, GGA, SA, YEA and CRC general chair. Also, several chapters have different committees with different names and responsibilities. It would be very difficult to keep up with the variety of positions since each chapter is different. Chapter members who serve in unofficial chapter positions lists their information on their bio under the Member Entered Data section. **(Complete)**

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**Halifax Chapter – Motion 6b (10/2/2014):**

That Society offer a special reduced registration rate for Voting Members of Technical Committees attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.

**Answer:** This motion was referred to the Conferences and Expositions Committee (CEC). CEC was not in support of this motion because the Virtual Conference is already included in a single-day registration fee. **(Complete)**

**Halifax Chapter – Motion 6c (10/2/2014):**

That Society offer a special registration rate for Regional and Society Officers attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.

**Answer:** This motion was referred to the Conferences and Expositions Committee (CEC). CEC was not in support of this motion because the Virtual Conference is already included in a single-day registration fee. **(Complete)**

**Hamilton Chapter – Motion 10 (10/2/2014):**

That Society create a section for each Annual and Winter Conference on recommended (not mandatory) dress code for various meeting settings/events appropriate for the specific locale, event setting, and season. Regions and Chapters can then follow Society's lead in establishing their own recommendations.

**Answer:** Members Council was not in favor of this motion. This information is already provided in the conference program and online. There isn't enough information in the chapter's background to understand what the issue is. **(Complete)**

**Ottawa Valley Chapter – Motion 11 (10/2/2014):**

That Research Promotion donations received after the fiscal year deadline (June 30) are assigned to the forthcoming RP campaign of the local chapter that obtained the donation.

**Answer:** Members Council was not in favor of this motion. If chapters send in money for checks that were written in the previous campaign but the chapter submits the money after the deadline, the donor will get credit for whichever year they want, but the chapter will not get credit for the upcoming year. This is to prevent chapters from "sandbagging" for the upcoming year. Standard accounting practices do not permit money received late to be put into the RP Campaign. **(Complete)**

**Quebec Chapter – Motion 12 (10/2/2014):**

That society provides a lower basic membership fee with add-ons for the handbook in paper format, for the handbook in CD format or for the handbook available on-line.

**Answer:** Members Council was not in favor of this motion. This has been reviewed extensively by Publishing and Education Council. It was determined that the cost of producing the CD is just as expensive as the paper version. The cost is in writing and producing the information, not reproducing it. **(Complete)**

**Hamilton Chapter – Motion 19a (10/2/2014):**

That Society to create a student LinkedIn page to provide a platform for students to interact with ASHRAE.

**Answer:** This motion was referred to the Student Activities Committee (SAC). SAC was not in support of this motion. The committee agreed that a Society level student activities LinkedIn site is not a good idea at this time. Furthermore, the consensus was that if Society decides it is appropriate to create an official LinkedIn site, then students should be included with the general membership and not relegated to a separate student's only site. Discussion threads could then be created within the main ASHRAE site that are geared more toward students. Also, students should be able to network with professionals. **(Complete)**

**Ottawa Valley Chapter – Motion 19b (10/2/2014):**

That current requirement of funding chapter scholarships within 3 years be changed to up to 10 years.

**Answer:** This motion was referred to the Foundation Trustees. The Foundation Trustees approved the following motion: That the Foundation Board of Trustees change the term for chapters to fund a scholarship from three years to five years. **(Complete)**

**Halifax Chapter – Motion 20 (10/2/2014):**

That the Society "Transportation Reimbursement Policy for Chapters" (Appendix 2B), be revised to include the YEA Chapter Chairs (YCC) transportation to their Chapter Regional Conference (CRC).

**Answer:** Members Council was not in favor of this motion. Chapter chairs reimbursed transportation to CRC are grassroots positions and the YEA chair is not a grassroots position. An ad hoc committee on Members Council was assigned an action item to review and address the status of the YEA Committee. **(Complete)**

**Update:** The Young Engineers in ASHRAE (YEA) was approved as a grassroots committee July 2018.

**Halifax Chapter – Motion 17 (01/27/2015):**

That Society provides points related to YEA experience equivalent to that of grassroots committees. The proposed change would be made available retroactively for members that had past YEA experience.

**Answer:** This motion was approved. The Regional Award of Merit and the Chapter Service Award tally forms were revised to include YEA. **(Complete)**

**Halifax Chapter – Motion 21 (01/27/2015):**

That Society provides a summary chapter membership report that lists the number of chapter members by member grade.

**Answer:** This motion was approved. A chapter aggregate report is available in the chapter reports section of the website as indicated in Motion 21 and that a video was created to assist members with shortcuts and tips in Excel. **(Complete)**

**Halifax Chapter – Motion 22 (01/27/2015):**

That Society provides a YEA Regional membership summary report that lists the number of YEA members by chapter.

**Answer:** This motion was approved. The summary report as indicated in Motion 22 is available in the chapter reports section of the website. **(Complete)**





**Hamilton Chapter – Motion 1.1 (10/5/2013):**

That Society allows Region II CRC meeting dates to be moved to early September 2015.

**Answer:** This motion was approved and the CRC schedule has been changed to reflect the September 2015 date. **(Complete)**

**Hamilton Chapter – Motion 1.2 (10/5/2013):**

That Society add the column “Chapter paid date” taken from the “paid to Society” Excel sheet onto the “Chapter Master List” Excel sheet.

**Answer:** ASHRAE Staff supports this motion and believes that adding the requested column to the Chapter Master List would streamline the workload of the MP Chairs. This request has been implemented. **(Complete)**

**Hamilton Chapter – Motion 1.3 (10/5/2013):**

That Society allow Region II the option to use the digit 2 in correspondence to eliminate the confusion with Region Eleven.

**Answer:** Members Council was not in favor of this motion. However, there is no reason to prohibit the Hamilton Chapter or any other chapter in Region II from using the numeral “2” in its internal communications. **(Complete)**

**Ottawa Valley Chapter – Motion 2.1 (10/5/13):**

That during the Nomination Process, names of members proposed for positions during the previous CRC be made available to caucus.

**Answer:** This motion was referred to the Society Nominating Committee for consideration. **See Attachment M2.1-012016** for response to the motion. **(Complete)**

**Toronto Chapter – Motion 3.1 (10/5/2013):**

That Society rename and rebrand the Presidential Theme as the “Society Theme for XXXX year” rather than keeping the Presidential Theme as name.

**Answer:** This motion was referred to the Society Board of Directors (BOD) for consideration, the BOD did not approve this motion.

While the BOD and the President-elect appreciate the intent of the motion in that it suggests that the annual theme represents Society as a whole, the theme truly belongs to the President for that Society Year, who develops it with feedback and insight from a wide variety of constituencies. Calling it the “Society Theme” might be interpreted to imply that each year Society “changes course” with the installation of a new President. In fact, the annual theme provides guidance for implementation within the scope of Society’s strategic plan. **(Complete)**

**Toronto Chapter – Postponed Motion 4.1 (10/5/2013) / Motion 26 (01/27/2015):**

That Society create rules and procedures for guidance to the chapters on how to facilitate and implement the social media platforms.

**Answer:** This motion was referred to Publishing and Education Council (PEC) via the Electronic Communications Committee (ECC) for consideration. An action item was assigned to the Members Council Manual Subcommittee to review the social media policy developed by ECC. The Social Media Acceptable Use Policy guidelines are now included in the MCO (see Appendix 5I) and reside on the ASHRAE website in the MCO section. **(Complete)**

**Toronto Chapter – Motion 5.1 (10/5/2013):**

That Society allow Toronto to hold the annual summer meeting in Toronto for the year 2022.

**Answer:** This motion was referred to the Conferences and Expositions Committee for consideration. The Conferences and Expositions Committee (CEC) was unanimous in their support of this request, pending the procedural fiscal due diligence. **(Complete)**

**Hamilton Chapter – Motion 19 (10/5/2013):**

That Society modify the CRC Historical Profile Form to reflect entries showing the total budgeted cost vs. the actual cost for conducting a CRC.

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

**Ottawa Valley Chapter – Motion 20 (10/5/2013):**

That the awards banner style be changed to the same size and material except for color as the original banner.

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

**London Chapter – Motion 24 (10/5/2013):**

That Society create and maintain an email list service from the membership database to allow the chapter president, president elect, secretary, and newsletter editor to send chapter notices and newsletters (pdf attachments) to their respective Chapter Membership be referred to staff to determine if this can be done.

**Answer:** This motion was referred to the Electronic Communications Committee. **See Attachment M24-052014** for response to the motion. **(Complete)**

**Toronto Chapter – Motion 33 (10/5/2013):**

That Society pay transportation expenses for the Membership Promotion Chairs to attend their local CRC beginning Society year 2014-2015.

**Answer:** This motion was referred to the Membership Promotion Committee. The Membership Promotion Committee was not in support of this motion. The value of Centralized Training has shown documented results. MP put forth Centralized Training as the content needed more time than is allowable at a CRC as well as the focus and interaction with peers is so valuable that very positive responses has been provided by Membership Promotion Chairs. Society pays for this training, yet MP Chairs are still not 100% participating in many regions, therefore there is doubt that paying for them to attend CRC will make a difference in participation at CRCs. Generally, the Centralized Training is an encompassing process to fully engage the Chair in the available resources and the CRC can then be used for "feet on the ground" action items and executing MBOs in the limited time available which can be as little as one to three hours.

**(Complete)**

**Toronto Chapter – Motion 34 (10/5/2013):**

That Society pay transportation expenses for the Research Promotion Chairs to attend their local CRC beginning Society year 2014-2015.

**Answer:** Members Council was not in favor of this motion. For similar reasons as stated in Motion 33 above. Research Promotion is critical to our Society and the value of Centralized Training has been demonstrated to be successful. The time available and focus at a CRC is limited and Society should support the more successful delivery of the resources for the benefit of all our members. There is doubt that paying for RP Chairs to attend CRC will make a difference in participation at CRCs. A good practice some Chapters and Regions are engaging is helping in the costs as the value justifies the expense.

**(Complete)**



**London Chapter – Motion 3.1 (10/19/2012):**

That Society modify the membership database, web site reports to allow member profile information to have additional suffix types including profession designations.

**Answer:** This motion was approved and referred to the ASHRAE IT staff for implementation. **(Complete)**

**London Chapter – Motion 3.2 (10/19/2012):**

That Society modify membership database, web site reports to allow member profile information to have common name to be use in place of full name.

**Answer:** This motion was approved and referred to the ASHRAE IT staff for implementation. **(Complete)**

**London Chapter – Motion 4.1 (10/19/2012):**

That Society make additional efforts to digitize and make available on the Society web site the older issues of Transactions, Insights and Journals publications.

**Answer:** This motion was approved and referred to the Publishing and Education Council (PEC). The Historical Committee is aware of the issue and PEC has charged staff to move ahead on the matter as expeditiously. The Historical Committee has directed the focus to be on Transaction papers since their content has the greatest historical significance. **(Complete)**

**Hamilton Chapter – Motion 16 (10/19/2012):**

That Society included in the CRC Delegate and Alternate package up-to-date bios of the current retiring Board and ExCom members.

**Answer:** This motion was withdrawn. Weeks out from the regions' CRCs, the staff liaison for the Nominating Committee provides temporary access to the member bios for delegates and alternates. **(Complete)**

**Toronto Chapter – Motion 17 (10/19/2012):**

That Society pay transportation reimbursement for the Membership Promotion Chairs to attend their local CRC events beginning Society 2013-2014.

**Answer:** The Membership Promotion Committee was not in support of this motion. **(Complete)**

**Toronto Chapter – Motion 17 (10/19/2012):**

That Society pay transportation reimbursement for the Research Promotion Chairs to attend their local CRC beginning Society year 2013-2014.

**Answer:** This motion was withdrawn. The Research Promotion Committee provides a \$100 incentive for partial transportation reimbursement to members who request it when attending both their CRC and centralized training. **(Complete)**

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**Montreal Chapter – Motion 5B (11/5/2011):**

That Society remove the ADTBAT Section as sponsored by the Montreal Sub Chapter.

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

**Ottawa Valley Chapter – Motion 22 (11/5/2011):**

That Region II be exempt from attending mandatory centralized training for membership chairs in 2012 and continue to provide MP workshop at the Region II CRC level.

**Answer:** Members Council was not in favor of this motion. It will set a precedent and prompt a flood of

motions from other regions to be exempt from the training and centralized training should not be an option. **(Complete)**

**Hamilton Chapter – Motion 26 (11/5/2011):**

That ASHRAE establish a Standard Method for Testing the Mist Removal Efficiency and Air Flow Resistance of Oil Mist Collectors.

**Answer:** This motion was referred back to the Hamilton Chapter which included the website link to submit a request for a new Standard to be developed. **(Complete)**

**London Chapter – 2011 CRC Motion 4:**

That Society to provide Chapter Officers & Committee Chairs with instructions on how to determine PAOE points from Chapter reports available through Society.

**Answer:** This motion was referred to the Society President Elect for consideration. **(Complete)**

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**London Chapter – Motion 8 (10/24/2010):**

That ASHRAE allow on-line web access to handbooks to full ASHRAE members in good standing through their ASHRAE membership fees at no extra charge.

**Answer:** Members Council was not in favor of this motion. There was concern of significant fiscal impact on Society. **(Complete)**

**Ottawa Valley Chapter – Motion 9 (10/24/2010):**

That Society change the date format on the Chapter Master List report form month/day/year to year/month/day.

**Answer:** Members Council was not in favor of this motion. Not all chapters will want this change on their reports; an action item was assigned to staff to provide instructions for the chapters' use. **(Complete)**

**Hamilton Chapter – Motion 10 (10/24/2010):**

That the Society Honors and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE Life Members serving on the Executive Board of the ASHRAE Life Members Club [LMC] with 1 point for a year's service as the Chair, 1 point per year's service as Secretary; ½ point per year as Vice-Chair; ½ point per year as Treasurer and ¼ point for each the of the other directors.

**Answer:** This motion was withdrawn. The H&A Committee recommended that points not be given for service on the Executive Board of the Life Members Club (LMC). The LMC Executive Board is not a recognized standing ASHRAE committee and its level of activity is not comparable with that of groups permitted service points on the ESA/DSA Point Tally Form. **(Complete)**

**Hamilton Chapter – Motion 11 (10/24/2010):**

That the Society Honors and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE members serving on the Executive of ASHRAE Research Canada [ARC] with 1 point for a year's service as the President, ½ point for a year's service as Secretary; and ¼ point for each of the other three Class "A" Directors.

**Answer:** This motion was withdrawn. The H&A Committee recommended that points not be given for ASHRAE Research Canada (ARC). The ARC's workload is not comparable to existing recognized groups permitted service points on the ESA/DSA Point Tally Form. **(Complete)**



**Ottawa Valley Chapter – Motion 26 (02/01/2011):**

That the Society President-Elect update PAOE criteria and point values for History to encourage efforts focused on ensuring preservation and accessibility of chapter historical data.

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

**Ottawa Valley Chapter – Motion 2 (10/24/2010):**

That Society dissolve the chapter section; Kingston, Ontario, Canada sponsored by the Ottawa Valley Chapter.

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

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**Montreal Chapter – 2009 CRC Motion 1:**

That Society Headquarters correct error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information.

**Answer:** An action item was assigned to staff to correct the error in the Run Chapter Master List for members who have non matching Print Grade and Member Type information. **(Complete)**

**Montreal Chapter – Motion 7 (10/25/2009):**

That the Program on the CIQ website have more than one scroll menu for functions by members.

**Answer:** Members Council was not in favor of this motion. The ASHRAE current computer system cannot do this. Each chapter position creates a single record and the computer system is not programmed to select multiple positions or create multiple records simultaneously. **(Complete)**

**Toronto Chapter – Motion 8 (10/25/2009):**

That to assist in development of society leadership, \$5.00 of each Society membership dues be sent to each region based on their total assigned society dues paying members. This Leadership Fund is to be used as is appropriate for each region to develop society leadership candidates.

**Answer:** Members Council was not in favor of this motion. This is a regional issue and should be funded by the regional dues assessment; also no plan was provided on how the money would be used. **(Complete)**

**Montreal Chapter – Motion 9 (10/25/2009):**

That ASHRAE allow chapter staff appointed by the chapter president (for example a secretary) to get a user name and a password for the website without being an ASHRAE member.

**Answer:** Members Council was not in favor of this motion. The ASHRAE computer system is hardcoded to allow only authorized position-based ASHRAE members to access the database. The fiscal impact would be substantial and we need to safeguard the privacy of member data. The CIQ was modified to include Chapter Administrator as an additional position that is allowed access to the chapter member database, and chapters with paid staff can have the staff person join ASHRAE and be assigned that administrator position. **(Complete)**

**London Chapter – Motion 27 (10/25/2009):**

That Society consider a reduced registration fee of \$100.00 for all first time attendees to a Society Annual or Winter Meeting.

**Answer:** Members Council was not in favor of this motion; this is already in place. ASHRAE sends a free pass flyer coupon to all chapter presidents each year for both the Society Annual and Winter Conferences. This coupon is for first-time meeting attendees and they have a choice of using this coupon as a one-day

complimentary (no charge) registration or use toward a \$245 discount on the entire meeting registration. **(Complete)**

**Ottawa Valley Chapter – Motion 28 (10/25/2009):**

That ASHRAE Research resolve the issue of donations made via credit card online to be in local funds not only American funds.

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

**Hamilton Chapter – Motion 29 (10/25/2009):**

That ASHRAE develop a standard or guideline to define and communicate intent of interoperability of technology systems in an open communications (e.g.: IP, BACnet) environment.

**Answer:** This motion was referred back to Region II, Hamilton Chapter for more information. To date, no other information was received. **(Complete)**

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**Toronto Chapter – Motion 3 (10/25/2008):**

That the “Gold Ribbon Award” requirements be changed and submitted from every year to every five (5) years for review.

**Answer:** Members Council was not in favor of this motion. This should be updated each year; it is not just chapters updating chapter information. It also affects publishing history of people and companies in the industry.

**Update:** The Historical Committee approved the following: A Gold Ribbon is awarded for brand new chapter histories (not updates) or after three updates of the previously submitted chapter history. This new criteria begins with the 2011–12 Society year. **(Complete)**

**Toronto Chapter – Motion 4 (10/25/2008):**

That the chapter ~~and regional~~ treasurer be given the same level of access to the online chapter database as the chapter membership promotion chair.

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

**Quebec City Chapter – Motion 15 (10/25/2008):**

That ASHRAE fix the renewal date of the membership to June 30<sup>th</sup> of each year.

**Answer:** Members Council was not in favor of this motion. This would be cost prohibitive and the ASHRAE current computer system is unable to do this. **(Complete)**

**Toronto Chapter – Motion 16 (10/25/2008):**

That Society expands the corporate sponsorship at the annual and winter meetings to include support of TCs.

**Answer:** Members Council was not in favor of this motion. The Society solicits sponsorships that subsidize other meeting costs and it benefits all attendees, even the TCs; in addition it would be difficult to sponsor 200+ committees and subcommittees. **(Complete)**

**Hamilton Chapter – 2008 CRC Motion 2:**

That ASHRAE add under the Honors and Awards section of the ASHRAE website, details about the chapter PAOE awards and the PAOE history and purpose.

**Answer:** Members Council agreed to post this information on the PAOE website. **(Complete)**



**London Chapter – 2008 CRC Motion 5:**

That the Society President Elect review the PAOE point system categories in order to add descriptions and indicate if PAOE points should be claimed as limited or unlimited, and for categories with limited point amounts, have the website checked to ensure that entries are not above the limited maximum amount.

**Answer:** The PAOE system is programmed not to accept an amount over the number of points that can be earned for specific line items. **(Complete)**

**Quebec City Chapter – 2008 CRC Motion 4:**

That Society implement (conduct) the ASHRAE research workshop at a CRC for all regions instead at a central location (like Region II does).

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

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**Montreal 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)**

**Quebec Chapter – Motion 4 (09/21/2007):**

That ASHRAE accelerate the process of updating the membership list. This list must be exact by the end of the next following month after a member has paid his membership.

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

**Ottawa Valley Chapter – Motion 5 (09/21/2007):**

That a year-to-date column be added to the Chapter Change Summary report issued monthly.

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

**Quebec Chapter – Motion 6 (09/21/2007):**

That the staff be instructed to send the recognition items for all major donors (\$500+) directly to the chapter instead of directly to the donor. All other recognition items will be sent directly to the donor (<\$500).

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

**Toronto Chapter – Motion 7 (09/21/2007):**

That Canadian members must enter the chapter that they want to be assigned to when applying or renewing membership and that Society does not automatically make an assignment.

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

**London Chapter – Motion 24 (09/21/2007):**

That Society streamline the process to ensure student membership cards are mailed to students within 60 days of Society receiving their membership applications.

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



**Toronto Chapter – Motion 25 (09/21/2007):**

That Society reinstate giving Canadian members the choice of being able to pay their membership renewal dues in Canadian funds or US funds.

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



TO: Vickie Grant, Manager of Region Activities  
FROM: Joslyn Ratcliff, ECC Staff Liaison  
DATE: May 7, 2014  
SUBJECT: Referred Motion from Members Council – Response from ECC

**ECC Response:**

The motion is overall requesting a change of responsibility of maintaining Chapter membership mailing lists (including email lists) from the Chapter to Society. While that change can be accomplished technically, it will carry a significant fiscal impact, as well as staff resources - both of which will be ongoing and continuous into the future. This is a change that must be made by Members Council, as it will require a change to the MCO (Manual for Chapter Operations).

Therefore, ECC recommends returning the motion back to Members Council.

This motion does not fall under ECC's "jurisdiction", as the motion is requesting that Society be made responsible for maintaining chapter membership email lists (including an email list service), where that responsibility currently lies with the Chapter (ref. MCO - Section 1, Para 1.4.F and Section 8, Para 8.2.B). The membership lists referenced in the MCO Sections includes member email addresses.

If this change was to be made, and Society be required to maintain Chapter email lists, including email list services, the true cost (both initial set-up and ongoing maintenance), would be both significantly greater than the \$500.00 originally stated in the motion's fiscal impact, as well as require significant staff time to both set up and maintain Chapter email list services for the 170+ ASHRAE Chapters.

Currently, Society maintains Society membership data that includes email addresses of members, but that data is NOT customized for each Chapter's individual needs.

Email addresses of chapter members are currently provided for download by relevant chapter officers in the form of an Excel spreadsheet.

Thus the chapter dues paying member list is consequently always available to the Chapter.

**ASHRAE Staff Response:**

Since member data is already provided from the ASHRAE Chapter website, each chapter officer should have a quick, easy, and correct way to pull the latest data for their communications. The chapter officers that have access can pull this data at any time and from there each chapter can choose how to communicate with its members. ASHRAE Members staff feels this would be the most straightforward way to proceed with what's been requested in Motion 21.

If this data were to be taken or synced into a separate, second location at the Society level or elsewhere, it could lead to inconsistencies in the data. One reason is because there is currently no way for opt-outs to be placed back into ASHRAE's membership database. Furthermore there would still be significant training time involved and cost for not only the initial programming and setup but also the additional block of e-mails to be sent multiplied by a potential 170+ chapters. In addition, not all, chapters choose to send communication to only dues-paying members instead of all chapter assigned members, which

clouds the definition of what would be pulled in to such a list management service. This could lead to incorrect lists from the perspectives of the chapters and intense staff support would be needed.

The StarChapter hosting service, available as an option for ASHRAE chapters at a discounted rate (this is not an official Society product or service), offers various communication options that could potentially fill the need for the "service" part of the request stated in the motion. It's one of the many paid options that exist as optional for chapter websites as an alternative to the free ASHRAE hosting provided by my group. Although ASHRAE doesn't have affiliation with StarChapter, there is a link on the ASHRAE.org website.

To preserve data integrity and the opt-out wishes of ASHRAE members it seems that it would be best to continue to use the chapter data already provided to chapter officials from the ASHRAE website. If that system is not understood, training could be provided. If further communication tools are needed chapters could look into the functionality provided via the StarChapter hosting service.

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**Region II (London Chapter) – Motion 21:**

That Society create and maintain an email list service from the membership database to allow the chapter president, president elect, secretary, and newsletter editor to send chapter notices and newsletters (pdf attachments) to their respective Chapter Membership.

Background: Chapters now maintain their own email lists of chapter members. This list needs to be kept up to date with additions, deletions and changes of chapter members. By having the email list maintained by Society from the master membership database, a member does not need to update email address changes in 2 locations (1-with the Society; 2-with the Chapter). Society currently maintains an email list server for ASHRAE Learning Institute, ASHRAE Standards Action, Bookstore, CIS, Government Affairs, Members First, Project Committees, and Research Project Bidders. This feature to be extended to Chapters.

Fiscal Impact: \$500.00 (estimate for adjustments to the society database and add to current list server software)

Background: