

## **REGION VI SPRING CRC MOTIONS**

**Last revised: 10/17/2017**

### **Illinois Chapter – Motion 25 (06/27/2017):**

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

**Status:** This motion was referred to the Student Activities Committee for consideration. **(Open)**

### **Illinois Chapter – Motion 26 (06/27/2017):**

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

**Answer:** This motion failed. This information already exists on the Student Zone website. **(Complete)**

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### **Madison Chapter – 2014 CRC Motion 2:**

That Society provide a well-defined and easily accessed map on the ASHRAE website that defines clear chapter boundaries.

**Answer:** This CRC motion was referred to staff. Staff will continue to work on improvements to the membership database with the inclusion of CRC Motion 2 from the Madison Chapter. Strides have been taken to identify boundaries using the available technology by identifying zip codes, cities and counties of each ASHRAE chapter. **(Complete)**

### **Iowa Chapter – Motion 17 (07/01/2014):**

That ASHRAE Society shall publish the latest research proposal evaluation criteria and/or guidelines on the public website for easy reference starting July 1, 2014.

**Answer:** This motion was referred to Technology Council. **See Attachment A2.** ASHRAE has been using the “Best Value to ASHRAE” criteria and the “\$/point” metric to select research contractors since May 2006 (See attached project analysis sheet from that period). This is not an undocumented/un-posted process that ASHRAE recently implemented as the referral claims. The analysis sheet information and the text below is also included in the “Research Manual,” which is always posted on the “Research Page” of the ASHRAE website.

## **6.1 Evaluation of Solicited Proposals**

Following the deadline for receipt of proposals, the Manager of Research and Technical Services (MORTS) records certain salient information about each response and forwards copies of all proposals received to members of the Proposal Evaluation Subcommittee (PES), the TC Chair (or Chair of TG, MTG w/research authority, SSPC, or other committee authorized to sponsor research), and the appropriate Research Liaison.

### **Evaluation Criteria**

The PES uses evaluation criteria and weighting factors as specified in the Work Statement (WS) and applies them to compare the proposals received. Typically, the Evaluation Criteria include “Performance of Contractor on Prior ASHRAE or Other Projects.” The MORTS provides the PES with information on performance, including unsatisfactory performance, on previous ASHRAE research projects. A bidder who did not have a prior ASHRAE research project should not be penalized in the evaluation process, i.e., his/her proposal should receive the maximum score for this evaluation criterion.

After discussion and evaluation, each PES member completes the Proposal Evaluation Form (PEF) based on his/her personal preference. Together the PES completes the Summary Sheet for Reporting



Evaluations of Proposals. The summary of the scores from all PES members must be reported on the Summary Sheet for Reporting Evaluations of Proposals. The criteria for proposal selection are:

1. By default, select the proposal with the lowest cost that was responsive (i.e., an average score of 70 points or higher),

**OR**

2. Select the proposal that the PES feels is the best value when ALL the criteria below are also satisfied:

- a. The proposal has the lowest cost to CRC per point (using average score) among all responsive proposals
- b. The average proposal score is 5 points higher than the score for the lowest-cost responsive proposal
- c. The proposal was scored higher than the lowest-cost responsive proposal by at least 2/3 of PES members
- d. The PES members feel selection of the higher cost proposal is justified and provide a written explanation of their reasons.

In addition, the “Additional Information for Bidders” form that all bidders must sign and submit with their proposal includes the following text:

CRC’s proposal evaluation committee will make the primary recommendation regarding the selection of a contractor. While bidders may be given some information on their and competitors’ scores, CRC is not obligated to do so and will not become involved in negotiating, explaining or defending the decisions made. **(Complete)**

**Madison Chapter – Motion 18 (07/01/2014):**

That ASHRAE allow local chapter scholarship and awards committee involvement in the scholarship committee when ASHRAE Society coordinates the scholarship

**Answer:** This motion was referred to the Scholarship Trustees. **See Attachment A3. (Complete)**

**Madison Chapter – Motion 19 (07/01/2014):**

That ASHRAE allow local chapter scholarship and awards committee final approval of local scholarship recipient of ASHRAE chapter endowed scholarships. All chapters that are affected by the scholarship will be notified of the award

**Answer:** This motion was referred to the Scholarship Trustees. **See Attachment A3. (Complete)**

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**Illinois Chapter – Motion 18 (06/25/2013):**

That headquarters staff create a portal for chapter websites that would allow a member to access and update their membership information without having to re-navigate the ASHRAE website.

**Answer:** This motion was not approved but the action items listed below were assigned to staff for implementation. **(Complete)**

- Staff to provide instructions and procedures on how to renew an individual membership along with the [www.ashrae.org/renew](http://www.ashrae.org/renew) web link that reads “renew your Society membership here.”
- Staff to send an email blast to the chapters letting them know that the “renew your membership” web link and instructions are available.

**Illinois Chapter – Motion 19 (06/25/2013):**

That the ASHRAE Logo Policy be amended to allow ASHRAE Certified Professional use of an “ASHRAE



Certified Professional” logo on Personal Employment/Company Business Cards/Resumes” be approved.

**Answer:** This motion was approved by Members Council and the ASHRAE Board of Directors.  
**(Complete)**

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**Illinois Chapter – Motion 2.1 (05/23/2012):**

That a position supporting the application and use of site energy consumption be sued as the basis of ASHRAE Technical Policy.

**Answer:** This motion was referred to Technology Council. In Dallas, the BOD referred to the three councils the Site-Source Ad Hoc Committee Report for their consideration and that the repository will be in Technology Council. At the request of ExCom, a disclaimer was written and approved by the Board during its conference call on February 26. Technology Council compiled a document “Site - Source Presidential Ad Hoc Committee Report and Collected Comments on the Report” that was submitted to the Council Chairs on April 10 with a request that staff liaisons distribute it to the Councils. Currently, the information is available under the Councils website <https://www.ashrae.org/society-groups/councils#tech>.

Technology Council considers its response complete and that this item is closed. **(Complete)**

**Illinois Chapter – Motion 2.2 (05/23/2012):**

That any position paper regarding the use of site and source energy be approved for publication by a vote of the membership of Society. The society shall publish supporting arguments from advocates of site and source energy positions for the consideration of the voting members.

**Answer:** This motion was referred to Technology Council. ASHRAE commissioned an expert group to develop a paper on the appropriate uses of site and source energy for evaluating energy consumption. That document, "Site - Source Presidential Ad Hoc Committee Report, Use of Site Energy, Energy Cost, and Source Energy in ASHRAE Products, June 24, 2012" was submitted and subjected to an internal review by ASHRAE. The Board of Directors did not establish a specific policy on this complex issue based on this report. The document may only be obtained or distributed with the permission of the Director of Technology (DOT@ashrae.org). The subject matter is a challenging one with many affected parties and no single solution apparent. ASHRAE will continue to address it as needs arise and information changes.

Technology Council considers its response complete and that this item is closed. **(Complete)**

**St. Louis Chapter – Motion 5 (05/23/2012):**

That Society create an additional database field for each member that is editable by the local chapter. This field will allow the chapters to help track members that pay their dues locally to the chapter.

**Answer:** This motion was approved and has been implemented by staff. **(Complete)**

**Minnesota Chapter – Motion 6 (05/23/2012):**

That Chapters be able to purchase wooden Research Promotion plaques to give away or sell to their chapter members who are regular or good donors.

**Answer:** This motion was referred to the RP Committee. The RP Committee did not agree with the motion. The committee feels that selling items for less than the donation required to be given the recognition item would render the current Recognition Program pointless. The committee will give vendor names to chapters who request the information so they may investigate the production of their own unique recognition items. Staff will continue the policy of giving additional or replacement recognition items to donors upon request. **(Complete)**



**Madison Chapter – Motion 7.1 (06/27/2011):**

That Society revise their online application and renewal process for new and transferred members choosing their Chapter affiliation.

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

**Madison Chapter – Motion 7.2 (06/27/2011):**

That Society revise the Web Policy for ASHRAE Groups (June 2005), Item 8, Commercialism, to remove the limitation to business card type advertising per 8.3 and remove the requirement that advertising needs to be in a separate section per 8.3.4.

**Answer:** This motion was referred to Publishing and Education Council (PEC) for the Electronics Communications Committee (ECC). PEC asked the ECC to consider what guidance could be provided on advertising on chapter websites. The ECC reported some chapters want to use advertising to pay for website hosting and to purchase software for the registration and payments of chapter meetings. Although the request represents no fundamental technical problem as stated is very broad with possible financial and commercialism impacts as yet not known.

ECC recommended PEC request Members Council provide ECC with specific functional requirements and parameters of advertising on chapter websites to assist in the development of a change to the ASHRAE Website Policy. For further consideration, please provide ECC with the information needed to begin the process of developing a policy that would meet the needs of the Madison Chapter and membership at large.

In order to move forward, staff has asked the Madison Chapter to provide the information needed for further consideration so that ECC can begin the process of developing a policy. The motion will be closed for now and re-presented by the chapter along with the information required. **(Complete)**

**Minnesota Chapter – Motion 6 (06/28/2010):**

That Society change the database and/or procedures to allow co-chairs to be entered in the Chapter Information Questionnaire (CIQ), instead of the current procedure that only allows one chair for each chapter committee to be entered in the CIQ.

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

**St. Louis Chapter – Motion 4 (06/22/2009):**

That when Society collects Chapter Dues for each month they send the payment to the Chapter by no later than the 5<sup>th</sup> of the month following.

**Answer:** This motion failed (see information below). Our policy is to send payment of Chapter checks out by the 15<sup>th</sup> of the following month. **(Complete)**

The last four checks for St. Louis Chapter were processed as follows:

<u>Chapter Dues Collected</u>	<u>Check Printed</u>
December 08	01/15/2009
January 09	02/10/2009
February 09	03/11/2009
March 09	04/15/2009

The checks are mailed the following day after they are printed. There are no reports of any checks



received two months late. The check for April cleared ASHRAE's bank on 04/23/2009.

**La Crosse Area Chapter – Motion 5 (06/22/2009):**

That CIQ report database entry speed be increased and reporting process streamlined.

**Answer:** This motion failed. The value of having a spreadsheet in Excel is to have the ability to manipulate the data after the online entries are in. These reports are used by staff, DRCs, CRCs and for PAOE points. If a chapter chooses not to run the report after completing their CIQ, we lose communication with the chapter. We use the report to ensure that the entries are correct or to notify the chapter if there are errors such as duplicate positions, wrong dates, etc. Since the implementation of the online CIQ, we have by trial and error tried to reduce the amount of work we have asked the volunteers to do in reporting their incoming chapter positions. We have also reduced the number of errors that were caused by chapters typing over live historical data by making the CIQ a read only record after the information is entered. Staff does not run the CIQ report each day for each chapter to see if this information has been entered. Periodic updates are done and an email is sent out to remind chapters their CIQs are needed. All chapter reports including the CIQ are run in the NetForum database system and these reports are instantaneous. The CIQ has been so streamlined that it only takes a few steps to complete a position after an individual logs on to the website: member number, position and the dates. Unlike the old CIQ form that needed: member number, name, company, address, phone numbers, email address which were all typed in manually. **(Complete)**

**La Cross Area Chapter – Motion 6 (06/22/2009):**

That the HVAC&R Research Journal be made available to chapters for online subscription in addition to the current method of individual membership subscriptions beginning Society year 2009-2010.

**Answer:** This motion failed. HVAC&R Research is a subscription based publication available in print and online editions. The print edition (with online access included) has different subscription prices for members, nonmembers, and libraries (that provide shared access). The online only edition is \$59 for all subscription levels and access is password protected. Only the issues when current are available with online access. This proposal would require the public sharing of passwords which is generally frowned upon in web business models. There are currently less than 100 online only subscribers so from a business model perspective, how likely would it be that chapters would be willing to purchase subscriptions? Would a charge for access that could be shared be considered a benefit or would having a charge be considered charging for something that should be made available for free? **(Complete)**

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**Illinois Chapter – Motion 36 (10/25/2008):**

That Rules of the Board, Volume 3, Sections 3.300.003, A.2 and 3.300.003, C.2 be modified to incorporate the following language: (double underline indicates addition)

3.300.003      COMMITTEE ELECTIONS

    A.      Standards, Research Administration, Technical Activities

        2.      Nominations

~~Prior to the commencement of the Board meeting immediately prior to election, At least two weeks prior to commencement of the annual meeting, the President-Elect shall notify the Board of the intended members and Chair of these three nominating subcommittees pending election.~~ At the first Board meeting following election, the President shall appoint three subcommittees of three (3) members each from the Board, the chairmen of which shall be members of the Executive Committee. At least one member of each subcommittee shall be a continuing member of the BOD and carry over as a member of the subcommittee for the succeeding year. The remaining two members of the

subcommittee shall not have served on the same nominating subcommittee the previous year. The considerations of each subcommittee shall be brought forward to the succeeding year's subcommittee. Individuals elected by the BOD as alternates one year shall automatically be considered potential candidates the following year (99-01-24-31). All matters related to these nominations shall be confidential. (97-06-29-15)

C. Handbook

2. Nominations

~~Prior to the commencement of the Board meeting immediately prior to election, At least two weeks prior to commencement of the annual meeting, the President-Elect shall notify the Board of the intended members and Chair of this nominating subcommittees pending election.~~ At the first Board meeting following election, the President shall appoint a subcommittee of three members from the BOD, the chairman of which shall be a member of the Executive Committee. At least one member of the subcommittee shall be a continuing member of the BOD and carry over as a member of the subcommittee for the succeeding year. The remaining two members of the subcommittee shall not have served on the same nominating subcommittee the previous year. The considerations of the subcommittee shall be brought forward to the succeeding year's subcommittee. Individuals elected by the BOD as alternates one year shall automatically be considered potential candidates the following year (99-01-24-31). All matters related to these nominations shall be confidential. (97-06-29-15)

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

**Illinois Chapter 2008 CRC Motion 2:**

That either:

(a) The 2008-2009 fiscal budget be amended to incorporate funds required for completion of the "Speakers Database" as accessed through the College of Fellows web page, and that those funds be directed to the coordinator of that initiative for completion prior to the end of the 2008-2009 fiscal year.

**OR**

(b) Appropriate ASHRAE staff be made available to complete the "Speakers Database" as accessed through the College of Fellows web page, in coordination with the coordinator of that initiative prior to the end of the 2008-2009 fiscal year.

**Answer:** This CRC motion was referred to staff. Staff determined it was not in the Members Council budget to do this. **(Complete)**

**Illinois Chapter 2008 CRC Motion 3:**

That contracts and association agreements with Convex Technologies, the contractor providing recording of Society meeting technical seminars be reviewed, and that agreement be sought with Convex Technologies that would allow for these recorded seminars to be searched and reviewed by the Chapter officer responsible for determining the speakers and content for Chapter Meeting technical presentations. Dependent on a successful negotiation, these recorded presentations would be made available through some ASHRAE online venue such as a link through the ASHRAE bookstore, or as part of the College of Fellows Speakers Database in example.

**Answer:** This CRC motion was referred to the Conferences and Expositions Committee. The Seminar Recordings from ASHRAE's meetings are ASHRAE's intellectual property and control of the distribution of the content resides with the Society and not with the vendor. Seminar recordings from past meetings are available online where they can be searched and purchased. (Similarly, a better source for searching topics and speakers is the technical programs for meetings that also are posted online.) Both provide a wealth of information for topics and speakers, and generally provide enough information for tracking

speakers down to discuss speaking opportunities. While having access to the Seminars could be helpful to determine if a speaker is appropriate, providing online access to the seminars would have a negative fiscal impact of \$99 per meeting per chapter in lost sales. Alternatively, the license agreement that accompanies purchased Seminar DVDs or online seminar access provides for the showing the presentations at chapter events. **(Complete)**

**Illinois Chapter – Motion 31 (10/25/2008):**

That the Society:

1. Increase the annual dues by \$x per year (adjusted annually for inflation) for Affiliate, Associate, and Member levels – other special member status categories are excluded  
**Answer:** MP already does this every 3-4 years. The committee will make a motion for an increase in the Affiliate grade; the Member and Associate grades were increased less than 1.5 years ago.
2. Automatically assign all members to a local chapter (if that particular region supports the concept of chapters)  
**Answer:** Yes, we already do this.
3. Transfer “regional dues” (\$y) to the appropriate region  
**Answer:** Since we do not collect regional dues, we cannot transfer them to the region.
4. Transfer “chapters dues less regional dues” (\$x-y) to the local chapter based on their area assigned members  
**Answer:** We already do this; we transfer chapter dues to the chapters.
5. Determine appropriate values for x and y  
**Answer:** Not applicable.
6. Exclude unique regions with specific financial constraints where the current Society level dues are already at a reduced rate and chapter dues are not collected.  
**Answer:** This is covered since we have the developing economies program.

**Answer:** This motion was referred to staff to investigate; there are six (6) parts to the motion, staff’s response is listed in each part. The motion was defeated because of the answers given by staff; most of this is already being done; and because we do not collect regional dues. **(Complete)**

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**Minnesota Chapter – Motion 7 (06/25/2007):**

That Technology Council post information on the Technology page of the ASHRAE website descriptions of what ASHRAE Standards have been adopted as building codes and which state jurisdictions have done so.

**Answer:** This motion was referred to Technology Council. Technology Council referred this motion to the Code Interaction Subcommittee (CIS) of the Standards Committee (via Clare Ramspeck, staff) for action on January 17, 2008. It was discussed at the 2008 Winter Meeting in New York with the following resolution. While CIS tracks a few selected cases where ASHRAE standards are adopted by states it does so only when specific action seems warranted. Neither CIS nor standards staff has the resources to track the full scope of adoptions by states and keep such a list current. However, CIS recommends that Members Council request that chapters inform Steve Ferguson, Assistant Manager of Standards for Codes, of state and local adoptions and he will compile a list of such adoptions for posting. Thus Technology Council considers this item to be closed. **(Complete)**

**Madison Chapter – Motion 22 (06/25/2007):**

That the online ASHRAE Society website change so that new members are provided an opportunity to



pay for local dues while applying for membership effective Society year 2007-2008.

**Answer:** This motion failed. The application form is hardcoded and this would be a very difficult and major change. **(Complete)**

**Minnesota Chapter – Motion 23 (06/25/2007):**

That Society provides a \$50 stipend to chapter RP Chairs to attend a year-end strategic planning session at the CRC in those regions that have Spring CRCs.

**Answer:** This motion failed. During the 2007 Winter Meeting in Dallas, Members Council approved a motion for a \$100 travel incentive program for RP chapter chairs of Regions I-XII who attends both the RP centralized training and their CRC. The incentive is made payable upon the RP chair’s request and upon verification from the RVC that both meetings were attended. An action item was assigned to the Research Promotion Committee to inform the chapter RP chairs that the incentive program is in place and available for them to use. **(Complete)**

**Illinois Chapter – Motion 24 (06/25/2007):**

That the Society Honors and Awards Committee provide a detailed explanation of why a nominee is declined.

**Answer:** This motion failed. Details of the nominations process is conducted in executive session. Chapters may contact their DRC or regional nomination members for feedback. **(Complete)**

**Minnesota Chapter – Motion 32 (06/27/2005):**

That TC 1.7 Business, Management and General Legal Education prepare educational material, including example forms that explains how an HVAC&R design engineer can be “held harmless” in the event that a client requires the engineer to ignore ASHRAE Standards.

**Answer:** This motion was referred to Technology Council and was later referred directly to TC 1.7. The “hold harmless” issue raised in Motion 32 was thoroughly discussed by TC 1.7 as there have been several inquiries about it, it seems to be a hot topic. The TC does not plan to develop or publish forms, because this may be treading on legal practice. It is anticipated that the TC will present some general technical programs on this topic in the future. While Tech Council will continue to follow this item, we consider our response complete and that this item is closed. **(Complete)**

**Illinois Chapter – Motion 9 (06/27/2004):**

That Society engage in outreach activities with other engineering and facility operating organizations.

**Answer:** This motion failed. Joint activities are already in place at the Society level (the motion’s background indicates chapter joint activities). **(Complete)**

**Illinois Chapter – Motion 10 (06/27/2004):**

That the annual ASHRAE dues statement include a question that asks each member their preferred form of media communication from their local chapter.

- Email
  - Fax
  - Mail
- } must be listed in this order

Note: Provided information will not be used by anyone other than ASHRAE.





**Answer:** This motion failed. This is a local chapter issue and there are other ways for chapters to collect this information. **(Complete)**

**St. Louis Chapter – Motion 11 (06/26/2004):**

That the Society Membership Promotion Committee develop and implement a plan to actively solicit building owners and operators as new members.

**Answer:** This motion failed. This is already being done by the Membership Promotion Committee and chapters can do this locally. **(Complete)**

**St. Louis Chapter – Motion 12 (06/27/2004):**

That Society prepare and post on the Society website a consolidate organizational chart illustrating the complete structure of the Society and that the organizational chart be updated annually to help convey the ongoing restructuring of Society to the membership.

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

**Illinois Chapter – Motion 21 (06/27/2004):**

That the ASHRAE biographical record system be programmed to automatically calculate a member's point score for use in determining eligibility for DSA, CSA and ESA.

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

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**La Crosse Area Chapter – Motion 12 (06/23/2002):**

That ASHRAE create education materials that local chapters can utilize in educating consumers on creating safe, energy efficient and productive residential or small commercial environments.

**Answer:** This motion was referred to ALI and Publishing and Education Council. The Marketing and Oversight Subcommittee considered this referral from Regions Council regarding preparation of consumer education information. The subcommittee has directed the PR Staff to develop appropriate communication material (brochure and/or web documentation) to assist HVAC&R end users and homeowners in selection and maintenance of HVAC&R systems. TC 9.5 should be contacted to provide technical guidance. An action item was assigned to staff to work with TC 9.5 and other appropriate TCs to prepare the requested literature. **(Complete)**

# ATTACHMENT A2

## APPENDIX RA-A

### ASHRAE RESEARCH PROJECT ANALYSIS (Completed by Staff May 2006)

Project Number & Title:

Sponsored by TC/TG: TC

Justification of Need:

Work Statement Authors:

Research Strategic Plan Goals Applicable to this Research:

<u>RTAR Submitted:</u>	<u>Position on TC/TG Research Plan:</u> #1	<u>Position on Implementation Plan:</u> Prioritized
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<u>Coordinated with TC:</u>	<u>Relates to Previous Project:</u>
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<u>Vote of TC/TG:</u> ?	<u>Vote of RAC:</u> ?
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<u>Vote of RAS:</u> ?	<u>Vote of Tech Council:</u> ?
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<u>Allocation of ASHRAE Funds Per Fiscal Year</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	?	?	?

Best Value for ASHRAE:

Lowest Cost Bid ? (Y / N), ? If no, 2/3 PES scored highest? (Y / N), ? Avg. PES score 5 or more points higher than lowest priced responsive bid? (Y / N), ? The \$/point ratio of selected bid is less than the lower priced responsive bids? (Y / N) ?

Actual or Perceived Conflicts of Interest:

Was a contractor selected a WS author? (Y / N), ? If yes, were there a minimum of three WS authors ? (Y / N), Y  
Were there at least three responsive bids? (Y / N), ? Was bid selected for unique reason not outlined in WS? (Y / N), ?  
Was the total price of the selected bid within 10% of the project budget amount? (Y / N) ?

Other Information (such as comments from TC/TG or RAC, justification or positive reasons to the Society for not recommending the lowest priced responsive bid, reasons for all negative votes, and abstentions, etc.)

ESTIMATED

24M

\$200,000

SCORE

\$/POINT

## ATTACHMENT A2

### APPENDIX RA-A

#### MORTS NOTES:

TC Recommended Bidders:

Bids Due:

Total Number of Bids:

Bidders:

PES:

TC Recommended Contractor: ?

P.I. & Track Record(s):

1.

Did the P.I. or key personnel help prepare WS? NO

Were any of the WS authors also bidders? NO

WS Authors:

Co-funding:

Conflict of Interest:

# ATTACHMENT A2

## PROPOSAL EVALUATION GUIDELINE (SAMPLE)

Project # \_\_\_\_\_ Submitted by \_\_\_\_\_

Title \_\_\_\_\_

### Factor

1. Contractor's understanding of Work Statement as revealed in proposal.
  - a) Logistical problems associated
  - b) Technical problems associated
2. Quality of methodology proposed for conducting research.
  - a) Organization of project
  - b) Management plan
3. Contractor's capability in terms of facilities.
  - a) Managerial support
  - b) Data collection
  - c) Technical expertise
4. Qualifications of personnel for this project.
  - a) Project team 'well rounded' in terms of qualifications and experience in related work
  - b) Project manager person directly responsible; experience and corporate position
  - c) Team members' qualifications and experience
  - d) Time commitment of Principal Investigator
5. Student involvement
  - a) Extent of student participation on contractor's team
  - b) Likelihood that involvement in project will encourage entry into HVAC&R industry
6. Probability of contractor's research plan meeting the objectives of the Work Statement.
  - a) Detailed and logical work plan with major tasks and key milestones
  - b) All technical and logistic factors considered
  - c) Reasonableness of project schedule
7. Performance of contractor on prior ASHRAE or other projects. (No penalty for new contractors.)
8. Other \_\_\_\_\_

Weight X Rating = Score TOTAL 100

Note: Factor Weight should be determined by Evaluation Committee and remain constant for all proposals. Factors should be selected such that maximum score totals 100.

Justification for selecting other than the Low Bidder:

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Note: The minimum score for considering the award of a contract is 70%. Justification for selecting other than the low bidder must include specific reasons why lower cost bidders were not recommended.



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TO: Joyce Abrams  
Vickie Grant

FROM: Dave Meredith  
Chair, Scholarship Trustees

DATE: October 1, 2014

SUBJECT: Madison Chapter Referral Motions 18 07/01/2014 & 19 07/01/2014 to Scholarship Trustees

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Please forward this to the Madison chapter as my response on behalf of the scholarship trustees relative to the referral motions listed below.

**Region VI (Madison Chapter) – Motion 18 07/01/2014:**

That ASHRAE allow local chapter scholarship and awards committee involvement in the scholarship committee when ASHRAE Society coordinates the scholarship.

**Region VI (Madison Chapter) – Motion 19 07/01/2014:**

That ASHRAE allow local chapter scholarship and awards committee final approval of local scholarship recipient of ASHRAE chapter endowed scholarships. All chapters that are affected by the scholarship will be notified of the award.

ASHRAE chapters have continually fulfilled an important role in the growth and awareness of the Society's Scholarship Program from writing letters of recommendation for applicants to making scholarship presentations at their local meeting and their involvement is very much appreciated.

Recently, a new opportunity has been created for chapters to have the ASHRAE Foundation manage chapter scholarship funds, with the criteria and selection of recipients remaining a function of that chapter. Chapter funds are deposited with the Foundation, who would cut a check each year to that year's recipient as requested by the chapter scholarship committee. The Society Scholarship Trustees would not be involved.

**Motion 18** is not possible for national scholarships funded through regional, chapter or named donations. The normative process used by the Scholarship Trustees provides surprisingly consistent results in the ranking of candidates that would not be available to chapter or regional scholarship committees. The risk of confidentiality and the complex logistics of allowing this "heavy impact" from a chapter or region on the final selection are also concerns.

**Motion 19** appears to have a workable solution for scholarships specific to chapters and/or regions that are administered by the Society Scholarship Trustees.

Students often attend a University far from where they graduated from High School. Several of our more recent scholarships (including the one sponsored by the Minnesota Chapter as cited in the Motion) include a requirement that the student either attend a University in the geographic area of the sponsoring chapter or

region, or that the student have graduated from a high school in the geographic area of the sponsoring chapter or region.

For national level scholarships, the tradition is that the announcement of the scholarship recipient is sent to the Society chapter nearest the University where the student attends. The objective of this policy is to minimize the travel cost and time for the student, since the awards are usually presented during the school year. There is also the possibility that a chapter member might decide to offer this outstanding student a co-op position or a summer internship. That positive work experience may do more than the scholarship to convince that student that our industry is where they want to build their career. This policy will continue for national scholarships without a chapter or regional restriction in the selection criteria.

To resolve confusion in the future for national level scholarships with a chapter or regional restriction in the criteria, a letter announcing the recipient will be sent to the President of the sponsoring chapter or region, who will make arrangements for the presentation of the scholarship. A copy of that letter will be sent to the ASHRAE chapter nearest the University where the student attends. Most students would have no objection to being honored twice and getting two free meals.