



## **DELEGATE & ALTERNATE CRC PACKET**

### **REGION VI - SPRING 2024**

Listed below is important bulleted information that you should know for your upcoming CRC.

#### **Transportation Policy:**

We HIGHLY encourage you to book your air travel through ASHRAE's official travel agency, ATC Travel Management (ATC). If you utilize this service, you can book your air transportation for the CRC and you won't have to submit a transportation reimbursement voucher as ASHRAE is direct billed for this service. Per the ASHRAE transportation policy, you must book the lowest economical fare and you must book at least 14 days in advance of departure. If you have chosen to travel by private vehicle, please use the Electronic Transportation Voucher for reimbursement: <http://travelvoucher.ashrae.org/>

- The basic reimbursable expense limit is for the 14-day advance purchase coach airfare between destination points. (see Appendix D for authorized positions)
- Transportation by private vehicle will be reimbursed the **lesser** of the current US Internal Revenue Service rate of 67 cents per mile or the 14-day advance coach airfare

#### **Chapters Regional Committee Meeting:**

There are four parts to the Chapters Regional Committee Meeting held in conjunction with the CRC: the Orientation Session, the Caucus, the Business Session and the Executive Session\*. As a delegate or alternate, you will be involved in all four of these sessions. (See Instructions to Delegate & Alternate for more details)

*\*Executive session information for the caucus will be sent to the Regional Nominating Member and Alternate by the Board Services team. If you have any questions about the Nominating process or the executive session packet, please contact Candace Denton ([CDenton@ashrae.org](mailto:CDenton@ashrae.org)) or Chandrias Jacobs ([CJacobs@ashrae.org](mailto:CJacobs@ashrae.org)).*

#### **ASHRAE Simplified Rules of Order - <https://www.ashrae.org/communities/committees/society-rules-committee>**

CRCs are expected to be fully operational in the new meeting guidance. The rules should be used in place of Roberts Rules of Order during all Society meetings.

#### **Honors and Awards – [www.ashrae.org/honors](http://www.ashrae.org/honors)**

- Please use the website for the most up-to-date information, current nomination forms and guidelines for all Society level, Regional and Chapter awards.
- Individuals recommended for Society Officers, Directors-at-Large, Society committees, and Society Honors and Awards must have a current ASHRAE Biographical Record on file. **Please contact your DRC for instructions to download biographical records.**

#### **Manual for Chapter Operations (MCO) - [www.ashrae.org/society-groups/chapters](http://www.ashrae.org/society-groups/chapters)**

- The MCO and other relative chapter information can be found on the ASHRAE website.

The following items are included for your use during the CRC meeting:

- |  |   |
|--|---|
| • Copy of minutes from the 2023 meeting    | • ASHRAE 2023-24 CRC Summary Report             |
| • List of Delegates & Alternates           | • Guidelines for Motions                        |
| • List of Regional Officers                | • Honors and Awards listing                     |
| • Instructions to Delegates and Alternates | • List of ASHRAE Standing Committees            |
| • Instructions for CRC Summary Report      | • Job Descriptions for the DRC & RMCR Positions |

Thank you for your continued support of ASHRAE activities and have a wonderful, fun and successful CRC!



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**AGENDA Version 1.1**  
**2023 ASHRAE CRC Region VI Business Sessions**  
**Agenda**  
**May 4, 2023 3:00 pm and May 5, 2023 1:30 pm**

**May 4, 2023**

**Business Session #1**

**3:00 PM**

**Call to Order:** (Hanson)

**Introduction of Secretary:** (Hanson)

**Code of Ethics:** (Moninski)

**ASHRAE CODE OF ETHICS COMMITMENT**

"In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interest."

([ASHRAE Code of Ethics Commitment](#) | [Code of Ethics](#) | [Core Values](#))

**Roll Call & Introduction of 22-23 Delegates and Alternates and 22-23 Regional Officers**

	<b>Chapter</b>	<b>Position</b>	<b>Name</b>	<b>Present 5/04/23</b>	<b>Present 5/05/23</b>
48	Wisconsin	Delegate	Ms. Megan Zak	x	x
48		Alternate	Mr. Charlie Meier	x	x
49	Illinois	Delegate	Mr. Chris Krieps	x	x
49		Alternate	Mr. Dave Lippe	x	x
50	Central Illinois	Delegate	Mr. John Goorsky	x	x
50		Alternate	Ms. Jamie Moehling		x
51	Iowa	Delegate	Mr. Peter Enzen	x	x
51		Alternate	Mr. Ted Gerber	x	x
52	Minnesota	Delegate	Ms. Roxanne Cortinas	x	x
52		Alternate	Ms. Jane Opoien	x	x
54	St. Louis	Delegate	Mr. Jim Stanec	x	x
54		Alternate	Mr. Brian Vaughn	x	x
95	Madison	Delegate	Mr. Mike Tomcheck	x	x
95		Alternate	Mr. Jeff Reinholtz		
107	NE Wisconsin	Delegate	Mr. Justin Heil	x	x
107		Alternate	Mr. Timothy Mulroy		
115	La Crosse Area	Delegate	Mr. Adam Krokstrom	x	x
115		Alternate	Mr. Steve Kujak	x	x
123	Mississippi Valley	Delegate	Mr. John Dockery-Jackson		x
123		Alternate	Ms. Callie Jean Griffiths	x	x
159	Cedar Valley	Delegate	Mr. Ryan P Collins	x	x
159		Alternate	Mr. Ahmed Bilal	x	x

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Officer Position	Name	Present 5/04/23	Present 5/05/23
22-23 Director and Regional Chair	Ms. Susanna S Hanson	X	X
22-23 RMCR	Ms. Maggie Moninski	X	X
22-23 Assistant Regional Chair	Ms. Ashleigh Brown	X	X
22-23 CTTC	Ms. Elizabeth M Zakelj	X	X
23-24 CTTC	Mr. Eric Johansen	X	X
22-23 Communications Chair	Mr. Adam Niederloh	X	
22-23 CRC General Chair	Ms. Kristin Sullivan		X
22-23 CRC General Co-Chair	Ms. Michelle Hull		
22-23 Government Affairs	Ms. Beth Tomlinson	X	X
22-23 Historian	Mr. Jason E Kems PE	X	
22-23 Membership Promotion	Ms. Fiona McCarthy	X	X
22-23 Nom Committee Alternate			
22-23 Nom Committee Member	Mr. Mark F Miller	X	X
22-23 Refrigeration	Mr. Stephen Kujak	X	X
22-23 Region Representative	Mr. Jason Leffingwell		X
22-23 Research Promotion	Mr. John A Rieke, PE	X	X
23-24 Research Promotion	Ms. Kelly Gunn		X
22-23 Student Activities	Mr. Kevin Summers	X	X
22-23 Treasurer	Ms. Mallory Manaseer	X	
22-23 YEA	Mr. Drew Samuels	X	X
22-23 Society President-Elect	Ms. Ginger Scoggins		X
22-23 Society Vice President	Mr. Dunstan Macauley	X	X
22-23 Society Vice President	Ms. Sarah Maston	X	X
22-23 Society Staff Officer	Ms. Joyce Abrams	X	X
22-23 Director at Large	Mr. Luke Leung		
	Patrick Ryan	X	X
	Mick Schwedler	X	X

**Review of Agenda:** (Hanson)

### **Motion & Approval of Agenda**

Additions: None

Motion to approval: Chris Krieps

Second: Adam Krokstrom

Approved

### **Approval of CRC 2022 Minutes:**

Motion to approve: John Goorsky

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Second: Jason E Kems  
Approved

**Reminders:** (Hanson)

- Dress Code – Business Casual
- Turn off cell phones and any other distraction- \$10 fines to RP if any disturbance
  - John Rieke to monitor.
- CIQ status – Chapter information questionnaires need to be filled out
  - Look Friday
- Schedule DRC and RVC Visits in Advance
  - Looking for 3 year circuit

**Appointments:** (Hanson)

- Parliamentary
  - Fiona
- Resolution Committee
  - Megan
  - Jason
  - David
- Regional Fund Audit Committee
  - Adam K
  - Peter Enzen
  - Jim Stanec (St. Louis)

**Review of the CRC Schedule:** (Sullivan) (Hanson)

Thursday Technical sessions have happened  
Welcome party starts at 6pm at Distillery  
Hospitality Suite starts at 4pm – 8<sup>th</sup> floor Raddison  
Meeting till 5:30pm today  
Technical session in the AM tomorrow, Caucus and Business meeting PM tomorrow,  
Luncheon (including awards) and Dinner (including awards)  
Saturday – no workshops. Morning hike 9-11 (Hixon Forest). Caucus overflow (8-10:15).

**Society Vice Presidents Report:** (Scoggins)

Summary of Slides:

Nominations needed – Committee and Honors & Awards

ASHRAE Simplified Rules of Order & Quick Reference

Task Force for Building Decarbonization

Society Snap Shot

Membership & Communities

Professional Development

Publications

Resources, Marketing Central

Upcoming Tradeshow – AHR Mexico (Sept 19-21), Greenbuild (Sept 26-29)

ASHRAE Conferences – Decarb (Oct 25-27)

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**Society Staff Report: (Abrams)**

Slide Deck

New Full and Associate Members – Volume discount to encourage employer support, free winter or summer registration

Get Involved with ASHRAE Technology

**Preliminary reading of motions: (Delegates in Report Order)**

- Minnesota (3)
  - Roxanne Cortinas
    - The MN moves that ASHRAE society expand the
    - Include a lower cost hotel option to be affiliated with the host hotel during winter and summer meetings
    - ASHRAE Society establish a DEI Category for PAOE points by July 1<sup>st</sup>, 2023
- La Crosse (2)
  - Adam K
    - Provide financial safety net of 10k to prevent going negative while hosting
    - Society provide a payment platform that can route funds to local chapter and has negotiated reasonable low transactions
  - Peter Erzen
    - Option be added that an option be added to opt out of hard copies
    - Duct fitting database go from 110 to 10
    - Process for obtaining POAE points for having members on STC/Groups and Obtaining certifications be automated
- Region YEA
  - Cover one from region for YEA
  - Update website to include option to run reports to include memberships in TC and SC
  - Update website to allow bio search by name not just by number

**Treasurer Report: (Schauss)**

YTD\* Income (April 30<sup>th</sup> close)

Budget Status, Assets, Proposed Budget

Need to vote to approve – increase in region dinner budget (\$1000 to \$1500)

Leaders Program Summer Tampa 2023 – increase budget from last year (\$2000 to \$2500)

Adjust budget to show Payback of Seed money from La Crosse and out to Cedar Valley Seed Money (\$3000)

Motion to Approve with edits Mallory said: Adam Krokstrom

Seconded: Chris Kriebs

Approved



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**Chapter Reports – 5 minutes each (Delegates in CRC order)**

- Iowa
  - Financial Overview
    - Audit – Oct Last year
  - 3 MP Events at chapter meetings. Achieved member growth goals
  - No major changes to communications
  - Website
- Wisconsin
  - Financial Overview
  - Membership Promotion – lots of retirees but did gain some new ones
  - Communications – constant contact. Has 2 websites active (next year get to one)
  - Events
    - 100-year party
    - 2 DL visits, 3 Industry Partner Meetings
    - Gold outing
- Central Illinois
  - Financial Overview
  - Membership Promotion
  - Communications: Updated address book. LinkedIn page
  - Events
    - Gold outing, baseball outing
    - Monthly meeting attendance average up to 21 (up from 12)
  - Student activities
- NE Wisconsin
  - Financial Overview
    - Starting investment fund account
  - Membership Promotion
  - Communications
    - Newsletters
  - Events
    - Presidents Dinner
    - Upcoming golf outing
  - Scholarship - \$1500
    - Don't have any applicants this year
    - Once applicant last year
  - Only 4 people on board, no active YEA chair
  - Society map is wrong in regards to UP
- Minnesota
  - Financial Overview
    - Looking to setting a trust for investment
    - In process of doing an audit
  - Technology Transfer
    - 2 DL's
    - 3 Submitted Award Projects
  - Membership Promotion
  - Student Activities

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- 2 Society scholarships
  - Communications: Monthly emails
  - Activities
    - Very active YEA
    - 240 Lucy's books delivered to community
    - Golf Outing (June) and Rochester subchapter does a golf outing as well
- La Crosse Area
  - Financial Overview
  - Activities
    - Gold Outing
    - Engineer's week – 6 schools with 250 students (even with one day cancelled due to weather)
  - Membership Promotion
  - Communications – new website
- Cedar Valley
  - Financial Overview
  - Membership Promotion
    - Restarted satellite meetings in alternative location
  - Communications
    - Google forms and QuickBooks – changing to Star Chapter
  - Activities
    - 2 DL visits
    - CRC is booked for next year
    - Golf Outing
    - YEA is not very active although entire board of governors has less than 2 years ASHRAE experience so YEA is incorporated in the whole chapter
  - Student Activities
    - 2 \$1000 scholarships awarded
- Mississippi Valley
  - Financial Overview
  - Membership Promotion
  - Communications
    - Mail Chimp
    - Event Brite
    - Augustana College maintains website
    - Working with Google to get non-profit account
  - Events
    - YEA – baseball game
    - Student Activities – no members but are interested in attending events
- St. Louis
  - Financial Overview
    - Separated out check writing and book keeping duties
  - Events
    - Golf outing
    - Started spending more on events for nicer places – may be boosting membership and participation
    - Top Golf – \$4000 raised, net \$2000





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- Product Directory - ~\$11,000 net (printed -people want it printed) \*\*needs to be accounted for as taxable income
  - All day seminars for 6 PDH's
  - Membership Promotion
  - Student Activities
    - \$15,000 in scholarships posted
  - Communications
    - Eventbrite and Mailchimp
    - Website
    - Instagram
    - Twitter
    - Facebook
    - LinkedIn
- Madison
  - Financial Overview
  - Membership Promotion
    - MP night – encourage bringing guests (increased membership by a couple people)
  - Communications
    - Email through Star Chapter
    - LinkedIn to announce meetings
  - Activities
    - 3 student events
    - Boys and Girls club event – spearheaded by DEI committee
- Illinois
  - Financial Overview
  - Activities
    - In person meetings alternating between downtown and suburbs
    - 3 DL's
    - Women in ASHRAE sponsored event
    - 16 submissions for 2022 Chapter Technology Awards – 6 selected
    - Golf Outing
  - Student Activities
    - Very active
    - \$6,000 in scholarships this year
    - \$500 support to local Science Fair
    - Aim to get one copy of Lucy's Adventure in every school in Chicago
  - YEA
    - Over 100 members
    - 2 technical tours already
    - Hosts Spring conference
    - Happy Hours
  - Women in ASHRAE Group
    - Active – Happy Hours, Tours,

**5:30pm      Recess of Business Session #1**





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May 5, 2023

**Business Session #2**

1:30 pm

**Call to Order: (Hanson)**

**• Regional Reports**

- Members Council: (Moninski)
  - Motions go to members council now and get disseminated from there rather than going to the board.
  - PAOEs
  - Winter meeting highlights: 9 new student branches. 2 motions sent up to the board.
    - New Eunice Newton Foote Decarbonization Award
    - All grassroots committee chairs reporting to members council replace their oar ExOs as voting members
  - Motions
    - ASHRAE Society automatically promote membership to full member
    - Real-time updating of RP fundraising
    - RP be related to the area assigned members
    - Online form – security of credit card payments
- Chapter Technology Transfer: (Zakelj)
  - 15 DL visits (at least)
  - Review presentations for commercialism and discuss with presenter
  - 18 technology award submissions
    - Region VI often has the highest number of submissions!
  - Tech Hour link
  - Encourage chapters to track their presenter flight miles and report to RVC at the end of the year
  - Reach you Chapter Notes Newsletter
  - CTTC workshop week of May 15th
- Communications: (Niederloh)
  - Region website rebooted on StarChapter
  - Adam is willing to help with StarChapter
- Government Affairs: (Tomlinson)
  - Region VI Chairs Taking Action
    - Matt Jesson (IA) – writing letters around the importance of energy codes and necessity of maintaining them
    - Rick Hermans (MN) – Net zero energy by 2038
    - Victor Nino (Milwaukee), Mike Wolf (NE-WI), Chris Hsieh (LSE), Jason Boatman (Madison) – WI Clearinghouse
  - Three cities considering building performance standards
    - Chicago
    - Evanston
    - Milwaukee
  - Sessions are coming to a close
  - PAOE submissions due end of May
  - Scheduling end-of-year calls with chapter GAC Chairs
- Historian: (Kems)
  - Banners out– QR codes that go to the web pages
    - Reduces the waste each year since they'll go year to year

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- Virtual training workshop last week
- Membership Promotion: (McCarthy)
  - Membership is up by 1300 members
  - Free registration for new members
  - 5 Membership benefits
  - Centralized training happening in Tampa (Sunday June 25)
- Refrigeration (Kujak)
  - MBOs: Missed doing region-wide webinar on Future of Refrigerants
  - Updated collection of potential speakers on refrigeration or related topics
  - Participate/visit at least 4 chapter refrigeration programs
  - 6 chapters have refrigeration chairs
- Research Promotion: (Rieke)
  - What does RP fund?
    - Research, YEA, Education, General Fund, ASHRAE Scholarship, ASHRAE Foundation Endowed Funds
  - Reviewed RP Campaign Activities
  - Region reached 85% of goal for 2021-22
  - Currently at 50% of this year's goal
  - Training workshop May 2<sup>nd</sup>, 6 attendees
  - Centralized Training Sept 17-18, 2023
- Student Activities: (Summers)
  - Challenge chapters to do better with K-12
  - Student Activities Committee provides up to five \$1000 travel grants to the winter conference
  - 3 society scholarship winners in our region!
    - Illinois
    - Iowa
    - Minnesota
  - Grant applications: two in our region
  - Student Achievement Awards – Society may combine or eliminate due to lack of applications
  - New 3D modeling competition for high school students
    - 3 applications worldwide
  - ASHRAE children's book
  - Student membership slightly up
  - Upcoming Deadlines: June 30<sup>th</sup> K-12 STEM Chapter Leadership
  - Discount for chapters to order children's book in bulk
- YEA: (Samuels)
  - Social Media options
  - YLW 1.0 in Miami, 2.0 in Montreal
  - Monday – Chapter Chair training
  - YEA Leadership International Galway, Ireland
  - YEA Leadership 1.0 Chicago fall 2023

### Reading of Motions

- 1) The Iowa Chapter moves that an option be added opt out of hard copies of the ASHRAE journal
  - a. Discussion: Beth Tomlinson asked if we have an obligation to our sponsors/advertisers.

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- b. Fiona mentioned that you can opt out now
  - c. Joyce brought up that we get \$2M in advertising revenue. Circulation numbers determine how much we can charge. Revenue impact would be negative to go more digital
  - d. Dunstan: if the Region wants to pass it along, they can, even considering the financial impact
  - e. Corey Metzger asked if we knew the cost of publishing and distributing
  - f. Chris Kriepps spoke in favor
  - g. Joyce mentioned that click throughs is known for existing digital journal
  - h. Dunstan: Digital advertising is a lot less than print advertising
  - i. Vote: 10-1-0. Motion passes.
- 2) The Iowa Chapter moves that the cost of the ASHRAE duct fitting database be reduced from \$110 to \$10 for members
- a. iTunes version for mobile is available for \$10, so online version should cost the same
  - b. Does ASHRAE do the app?
  - c. It's licensed to other organizations. ASHRAE gets the license fee (royalties) from the app version
  - d. Vote: 10-0-1. Motion passes.
- 3) The Iowa chapter moves that the process for obtaining PAOE points for having members on Society TCs/Groups and obtaining ASHRAE certification be automated
- a. Joyce mentioned that this may have come through before. It may be possible now when it wasn't before.
  - b. Corey suspects there may be logistical challenges, but thinks the motion is a great idea
  - c. Joyce asked for clarification
  - d. Corey mentioned that many committees have poorly maintained rosters. Need to make sure we actually have active folks.
  - e. Susanna spoke in favor of the motion to help identify folks that might be relevant to advancing at region.
  - f. Vote: 11-0-0
- 4) The Minnesota Chapter moves that ASHRAE society expand the ASHRAE 365 app to allow chapters to share event information
- a. Maggie brought up that they have been looking into it. The costs were a little high, but may have come down since then
  - b. Roxanne mentioned trying to send fewer emails
  - c. Jason looked into it for 2018 CRC – wasn't available
  - d. Joyce brought up that the app itself and how the platform is structured makes it hard to use for regions and chapters. Finding a way to make an app work so that you don't get lost in it was part of the discussion.
  - e. Susanna asked if the expectation that it would be free or would the chapter/region pay for it
  - f. Elizabeth Z wanted to see if we could at least use it for CRCs, if not for chapters
  - g. Jason asked who would be uploading the information to the app. Roxanne replied with likely chapters.
  - h. One issue is that an app doesn't update like a website – it needs to redownload when changes are made.
  - i. Motion was amended to specify use by regions as well as chapters.
  - j. Amendment was passed 11-0-0
  - k. Vote on motion: 7-2-2, motion passes
- 5) The Minnesota chapter moves that a lower cost hotel option be affiliated with the host hotel during the summer and winter meetings



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- a. Liz – in the past, there was bussing, but that was clarified that that was just for the expo
  - b. Maggie brought up that these conference hotels are set 3-5 years in advance with a guaranteed rate and guaranteed amount of money we spend at the hotel
  - c. Second hotel would require additional contract. You can stay at a lower cost hotel on your own
  - d. Chris K spoke against since you can stay at any hotel on your own
  - e. Vote: 0-9-2. Motion fails
- 6) Minnesota chapter motions that society establish a DEI category for DEI by July 1, 2023
- a. PAOE is already set for 2023-24. This could be a recommendation for the president elect for next year.
  - b. Motion amended to 2024
  - c. Amendment passed
  - d. Dunstan is co-chairing
  - e. While DEI doesn't have it's own spot, it is incorporated into each category
  - f. Society has discussed whether it's better to pull DEI out or to leave it distributed as "part of normal business."
  - g. At chapter level, DEI committee can do a lot of work and pulling it separate might help that committee understand what activities they should do.
  - h. Vote: 9-0-2
- 7) The La Crosse Chapter moves to provide a financial of up to \$10,000 for chapters planning CRCs so that a chapter does not go negative financially while hosing a CRC
- a. Discussion: would it be society or region that would pay?
  - b. Joyce: Explained whether society would set aside \$150,000
  - c. Rick mentioned that sending this up to Members Council would kill it. This should be a Regional motion
  - d. Dunstan mentioned that Region III does this
  - e. Fiona mentioned that there needs to be checks and balances, for example, to ensure that the planning and budgeting is responsible
  - f. Jason: Mentioned that some chapters make a lot of money off of CRCs. For example, Iowa made \$20k.
  - g. Other Jason: Milwaukee paid it forward by sponsoring the next CRC
  - h. Susanna suggested that this be moved to Regional Planning instead of discussing here.
- 8) The La Crosse Chapter moves that society provides an electronic form for the DL lecture surveys
- a. Liz mentioned that they're implementing an automatic DL request form
  - b. Vote 11-0-0 Motion passes
- 9) Chris Kriebs moves for region to provide a \$1000 scholarship to YLW or YLI
- a. Other regions do it
  - b. Joyce mentioned that region budget was approved yesterday, so it would need to be updated.
  - c. Amended to \$1500 per society year
  - d. Motion passes 11-0-0
- 10) Final Motion: Chris K moves that society should update the website so that nominating committee members can search by member name not just membership number
- a. Fiona: Seems like an easy change
  - b. Joyce: Some names will return a lot of results, so need to be sure you're getting the right bio
  - c. Vote: 11-0-0

Regional planning will be August 10 and 11<sup>th</sup>, targeting downtown Madison. Mostly just the 11<sup>th</sup>.



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### **Audit Committee Report**

Will be later. Like next week

### **Old Business**

#### **CRC Schedule**

- 2024 Cedar Valley
- 2025 Mississippi Valley
- 2026 St. Louis
- 2027 Madison

#### **CRC Report from the La Crosse General Chair: Sullivan**

#### **CRC Announcement from the Cedar Valley Chapter: Collins**

#### **Closing Comments by Society Officers:**

(Ginger Scoggins, Dunstan Macauley, Sarah Maston, Joyce Abrams, Luke Leung)

#### **DRC Report**

3:00 pm

#### **Adjournment of Business Session #2**

**REGION VI CEDAR VALLEY**

Member ID	Name	Current Grade	Award Description
193266	Dr Margaret S Drake	Life Member	1995 - Regional Award of Merit
193266	Dr Margaret S Drake	Life Member	1998 - E K Campbell Award of Merit
193266	Dr Margaret S Drake	Life Member	2005 - Distinguished Service Award
193266	Dr Margaret S Drake	Life Member	2006 - Distinguished 50-Year Member Award
8180404	Mr Phillip Greco	Full Member	2023 - Chapter Service Award
8183708	Mr Timothy R Lentz	Associate	2019 - ASHRAE Technology Award
5076680	Mr Dwight C Schumm	Full Member	2019 - ASHRAE Technology Award

**CENTRAL ILLINOIS**

Member ID	Name	Current Grade	Award Description
8087008	Mr Thomas J Bissmeyer	Associate	2023 - Chapter Service Award
8195209	Mrs Ashleigh Brown	Full Member	2021 - Chapter Service Award
2000515	Dr Clark W Bullard	Fellow Life Member	2001 - Fellow Award
2000515	Dr Clark W Bullard	Fellow Life Member	2003 - F Paul Anderson Award
2000515	Dr Clark W Bullard	Fellow Life Member	2004 - Distinguished Service Award
2000515	Dr Clark W Bullard	Fellow Life Member	2008 - ASHRAE/ALCO
2048668	Thomas E Cappellin, PE	Life Member	2014 - Distinguished Service Award
8429682	Dr Michael P Case	Full Member	2015 - Technical Paper Award
8429682	Dr Michael P Case	Full Member	2022 - Technical Paper Award
5070281	Mr David J Evers	Full Member	2023 - Chapter Service Award
5070281	Mr David J Evers	Full Member	2023 - Distinguished Service Award
5029609	Mr John M Fleming	Full Member	2023 - Chapter Service Award
5184990	Mr Paul Francisco	Fellow Member	2015 - Distinguished Service Award
5184990	Mr Paul Francisco	Fellow Member	2015 - Exceptional Service Award
5184990	Mr Paul Francisco	Fellow Member	2018 - Fellow Award
5184990	Mr Paul Francisco	Fellow Member	2020 - Donald Bahnfleth Envir Health Award
8298855	Mr John J Goorsky	Associate	2024 - Chapter Service Award
2043214	Mr Ryan D Holmes, PE	Full Member	2023 - Chapter Service Award
3034792	Dr Predrag S Hrnjak	Fellow Life Member	2004 - Fellow Award
3034792	Dr Predrag S Hrnjak	Fellow Life Member	2014 - Technical Paper Award
3034792	Dr Predrag S Hrnjak	Fellow Life Member	2019 - Louise & Bill Holladay Dist Fellow Award
5019759	Dr Anthony M Jacobi	Full Member	2003 - Distinguished Service Award
5019759	Dr Anthony M Jacobi	Full Member	2003 - E K Campbell Award of Merit
5019759	Dr Anthony M Jacobi	Full Member	2009 - Fellow Award
7989616	Mr Luke R Knapp	Full Member	2023 - Chapter Service Award
8272210	Ms Jamie Moehling	Full Member	2023 - Chapter Service Award
8448306	Brianna Morton	Affiliate	2022 - Technical Paper Award
580149	Mr Terrence R Phelan	Life Member	2023 - Chapter Service Award
5115835	Mr William B Rose	Fellow Member	2012 - Fellow Award
5095304	Mr Robert J Temple, II	Full Member	2023 - Chapter Service Award
5181706	Dr Xinlei Wang	Fellow S-B-A Member	2011 - Distinguished Service Award
5181706	Dr Xinlei Wang	Fellow S-B-A Member	2019 - Fellow Award
8249687	Monica Whetstone	Full Member	2024 - Chapter Service Award
3032804	Dr Alexander M Zhivov	Fellow Life Member	2011 - Distinguished Service Award
3032804	Dr Alexander M Zhivov	Fellow Life Member	2011 - Exceptional Service Award
3032804	Dr Alexander M Zhivov	Fellow Life Member	2019 - Fellow Award

**ILLINOIS**

<b>Member ID</b>	<b>Name</b>	<b>Current Grade</b>	<b>Award Description</b>
2027398	Mr John S Andrepont	Life Member	2020 - Distinguished Service Award
105624	Mr Alexander S Butkus	Fellow Life Member	2003 - ASHRAE Technology Award
105624	Mr Alexander S Butkus	Fellow Life Member	2011 - ASHRAE Technology Award
105624	Mr Alexander S Butkus	Fellow Life Member	2018 - Fellow Award
5151897	Ms Cynthia A Cogil	Fellow Member	2021 - Fellow Award
2039077	Mr Alan P Cohen	Life Member	2015 - Distinguished Service Award
8036068	Mr Jon J Cohen	Full Member	2019 - Distinguished Service Award
5016113	Mr James J Coogan	Life Member	2009 - Distinguished Service Award
8442677	Edoarda Corradi DellAcqua	Student	2022 - Technical Paper Award
8086756	Mr Donald K Doherty	Associate	2021 - Regional Award of Merit
192578	Mr Daniel L Doyle	Fellow Life Member	2019 - Fellow Award
2011552	Mr Charles P Eggert, PE	Associate	2011 - ASHRAE Technology Award
8022235	Mr David Eldridge, Jr, PE	Full Member	2019 - ASHRAE Technology Award
8131299	Mr Paul E Glanville	Associate	2013 - Willis H Carrier Award
283365	Mr David L Grumman, PE	Fellow Life Member	1990 - Distinguished Service Award
283365	Mr David L Grumman, PE	Fellow Life Member	2014 - Distinguished 50-Year Member Award
8117758	Mr Blair Hawn	Full Member	2023 - ASHRAE Technology Award
3031077	Mr Mark C Hegberg	Life Member	2001 - Distinguished Service Award
3031077	Mr Mark C Hegberg	Life Member	2009 - Exceptional Service Award
3031077	Mr Mark C Hegberg	Life Member	2017 - Regional Award of Merit
8130057	Mohammad Heidarinejad	S-B-A Member	2022 - Technical Paper Award
5224876	Mr Ryan R Hoger	Full Member	2017 - Chapter Service Award
5200943	Mr Eric S Huber, PE	Associate	2020 - ASHRAE Technology Award
2027218	Mr Mehdi K Jalayerian	Life Member	2006 - ASHRAE Technology Award
2027218	Mr Mehdi K Jalayerian	Life Member	2023 - ASHRAE Technology Award
8257256	Asfandiyar Khan	Associate	2022 - ASHRAE Technology Award
5144036	Mr Francis J Kohout	Full Member	2023 - ASHRAE Technology Award
8258007	Mr Patrick Krause	Associate	2023 - Chapter Service Award
5021192	Mr Michael P Kuk	Full Member	2020 - Chapter Service Award
8155517	Mr Dustin K Langille	Associate	2022 - ASHRAE Technology Award
8074876	Mr David Lavan	Full Member	2010 - ASHRAE Technology Award
432243	Mr Neil P Leslie, PE	Life Member	2009 - Transactions Paper Award
5043243	Mr Luke C H Leung, PE	Fellow Member	2022 - Fellow Award
8102988	Mr David M Lippe	Full Member	2023 - Chapter Service Award
5200845	Mr Chad Luning	Full Member	2020 - ASHRAE Technology Award
5055868	Mr Steven D Maze	Full Member	2010 - ASHRAE Technology Award
5055868	Mr Steven D Maze	Full Member	2012 - ASHRAE Technology Award
8138567	Mrs Fiona Martin McCarthy	Full Member	2021 - Chapter Service Award
5121827	Mr Michael J McDermott	Full Member	2013 - Distinguished Service Award
5121827	Mr Michael J McDermott	Full Member	2020 - ASHRAE Technology Award
483651	Mr Anthony B McGuire	Fellow Life Member	1999 - Fellow Award
483651	Mr Anthony B McGuire	Fellow Life Member	2022 - Distinguished 50-Year Member Award
5062094	Mr Donald J McLauchlan, PE	Full Member	2010 - ASHRAE Technology Award
5062094	Mr Donald J McLauchlan, PE	Full Member	2015 - ASHRAE Technology Award
5062094	Mr Donald J McLauchlan, PE	Full Member	2022 - ASHRAE Technology Award
488970	Mr Thomas J McNamara, PE	Fellow Life Member	2004 - Student Activities Achievement Award
488970	Mr Thomas J McNamara, PE	Fellow Life Member	2008 - Fellow Award
8075981	Mr Charles Thomas Meagher	Full Member	2010 - ASHRAE Technology Award



**ILLINOIS (continued)**

492021	Mr Prem N Mehrotra	Life Member	2012 - ASHRAE Technology Award
8320657	Mr Jonathan Mesik	Full Member	2010 - ASHRAE Technology Award
8134237	Miss Laura C Michel	Associate	2022 - Chapter Service Award
8037357	Mrs Maggie Maggie Moninski, PE	Full Member	2022 - Distinguished Service Award
8037357	Mrs Maggie Maggie Moninski, PE	Full Member	2022 - Regional Award of Merit
8209203	Mr Dave Nelson	Associate	2020 - ASHRAE Technology Award
2053146	Mr Gerry G Noorts	Full Member	2003 - ASHRAE Technology Award
2053146	Mr Gerry G Noorts	Full Member	2011 - ASHRAE Technology Award
548424	Mr Keith B O'Higgins	Life Member	1989 - Regional Award of Merit
548424	Mr Keith B O'Higgins	Life Member	1999 - Distinguished Service Award
8096269	Mr Phillip M. Podlasek	Associate	2009 - Student Design Project Competition Award
5175060	Mr Dharam V Punwani	Fellow Member	2010 - George B Hightower Tech Achievement Award
5175060	Mr Dharam V Punwani	Fellow Member	2018 - Fellow Award
8106014	Mr Jason Robbins, PE	Full Member	2016 - ASHRAE Technology Award
8106014	Mr Jason Robbins, PE	Full Member	2023 - ASHRAE Technology Award
2050731	Dr William A Ryan, PhD	Fellow S-B-A Member	2011 - E K Campbell Award of Merit
2050731	Dr William A Ryan, PhD	Fellow S-B-A Member	2017 - Distinguished Service Award
2050731	Dr William A Ryan, PhD	Fellow S-B-A Member	2022 - Fellow Award
644463	Mr John Sanchez, Jr	Life Member	2002 - Milton W Garland Refrigeration Award
5076673	Mr Sudesh Saraf	Full Member	2022 - ASHRAE Technology Award
5164534	Mr David M Schaefer	Full Member	2003 - ASHRAE Technology Award
658833	Mr Kyle W Schultz	Life Member	2019 - Chapter Service Award
671247	Dr Gideon Shavit	Fellow Life Member	1997 - Distinguished Service Award
671247	Dr Gideon Shavit	Fellow Life Member	2023 - Distinguished 50-Year Member Award
5219191	Mr Benjamin A Skelton	Full Member	2016 - ASHRAE Technology Award
5219191	Mr Benjamin A Skelton	Full Member	2016 - Distinguished Service Award
5219191	Mr Benjamin A Skelton	Full Member	2018 - Chapter Service Award
5219191	Mr Benjamin A Skelton	Full Member	2022 - Regional Award of Merit
5219191	Mr Benjamin A Skelton	Full Member	2023 - ASHRAE Technology Award
5185259	Mr Paul Sobiski	Full Member	2006 - ASHRAE Tech/Sym Paper
3028551	Mr Philip J Spagnolo, PE	Associate	2011 - ASHRAE Technology Award
8131356	Mr Michael Stark	Full Member	2010 - ASHRAE Technology Award
8111547	Dr Brent Stephens	S-B-A Associate	2022 - Technical Paper Award
5226640	Mrs Suzan Sun-Yuan, PE	Full Member	2023 - ASHRAE Technology Award
8074868	Mr Len Swatkowski	Full Member	2017 - Distinguished Service Award
2041932	Mr Richard T Swierczynna	Full Member	2006 - ASHRAE Tech/Sym Paper
735345	Mr Edward R Teske, PE	Life Member	1988 - Distinguished Service Award
735345	Mr Edward R Teske, PE	Life Member	1999 - 50-Year Member Award
735345	Mr Edward R Teske, PE	Life Member	2000 - Distinguished 50-Year Member Award
1081787	Mr Steven M Tredinnick, PE	Fellow Member	2021 - Fellow Award
5083883	Mr John E Tsingas	Full Member	2019 - ASHRAE Technology Award
760509	Mr Ronald P Vallort, PE	Presidential Fellow Life Member	1992 - Regional Award of Merit
760509	Mr Ronald P Vallort, PE	Presidential Fellow Life Member	1996 - Distinguished Service Award
760509	Mr Ronald P Vallort, PE	Presidential Fellow Life Member	1996 - Fellow Award
760509	Mr Ronald P Vallort, PE	Presidential Fellow Life Member	2001 - Exceptional Service Award
760509	Mr Ronald P Vallort, PE	Presidential Fellow Life Member	2015 - Distinguished 50-Year Member Award
2039778	Ms Martha G VanGeem, PE	Life Member	2013 - Standards Achievement Award
2039778	Ms Martha G VanGeem, PE	Life Member	2014 - Distinguished Service Award
2052706	Mr John O Varley	Fellow Member	2018 - Distinguished Service Award

**ILLINOIS (continued)**

2052706	Mr John O Varley	Fellow Member	2021 - Fellow Award
814303	Dr William M Worek, PhD	Fellow Life Member	2011 - Fellow Award
5067096	Mr Yuanhui Zhang, PE	Life Member	2002 - Technical Paper Award
5067096	Mr Yuanhui Zhang, PE	Life Member	2007 - Distinguished Service Award
5067096	Mr Yuanhui Zhang, PE	Life Member	2008 - Fellow Award

**IOWA**

Member ID	Name	Current Grade	Award Description
11529	Mr Mark W Allen	Life Member	1987 - Regional Award of Merit
11529	Mr Mark W Allen	Life Member	2000 - Distinguished Service Award
8029416	Mr Justin J Barrett, PE	Full Member	2019 - Chapter Service Award
8070579	Mr Adam C Bunnell	Full Member	2023 - Chapter Service Award
8199469	Mr Ryan Wesley Bunnell	Associate	2023 - Chapter Service Award
8003070	Mr Kit C Cartwright	Full Member	2012 - Chapter Service Award
8092978	Mr Timothy J Conrad	Full Member	2018 - Chapter Service Award
7976499	Ms Holly H Elbert, PE	Full Member	2016 - Chapter Service Award
5061500	Mr Ronald Engelhardt	Full Member	2023 - Chapter Service Award
250007	Mr Joseph D Gangemi	Life Member	2004 - Chapter Service Award
250007	Mr Joseph D Gangemi	Life Member	2004 - Regional Award of Merit
8107811	Mr Matt Gumm, PE	Full Member	2020 - Chapter Service Award
3035718	Mr James Edward Hall	Full Member	2013 - Chapter Service Award
3026052	Mr Jeffrey C Hammer	Full Member	1999 - Regional Award of Merit
319941	Mr Mark C Hersch, PE	Full Member	2018 - ASHRAE Technology Award
5073305	Mr David C Inghram, PE	Full Member	2004 - ASHRAE Technology Award
8039835	Mr Matthew S Jesson	Full Member	2018 - Chapter Service Award
5089665	Mr Jason E Kems, PE	Full Member	2012 - Chapter Service Award
5089665	Mr Jason E Kems, PE	Full Member	2022 - Regional Award of Merit
394821	Mr Curtis J Klaassen, PE	Life Member	2016 - Chapter Service Award
5158327	Mr Roger T Leshner	Associate	2023 - Chapter Service Award
8049326	Dr Margaret M Mathison, PhD	S-B-A Member	2023 - Distinguished Service Award
493722	Mr Paul K Melton	Life Member	2019 - Chapter Service Award
7999697	Mr Corey B Metzger	Full Member	2019 - Regional Award of Merit
7999697	Mr Corey B Metzger	Full Member	2020 - Distinguished Service Award
8159742	Mr Luke Miller	Full Member	2022 - Chapter Service Award
5036191	Ms Susan R Oltrogge	Full Member	2012 - Chapter Service Award
5103550	Mr Lincoln D Pearce, I	Full Member	2022 - ASHRAE Technology Award
8201512	Mr David Poetting	Full Member	2024 - Chapter Service Award
5210364	Mr Andrew L Pospisal	Full Member	2021 - Chapter Service Award
8008283	Ms Holly M Stevens	Full Member	2018 - ASHRAE Technology Award
2047121	Mr Donald L Swanson	Life Member	2016 - Chapter Service Award
5114122	Mr Daniel V Zaug	Full Member	2012 - Chapter Service Award

**LA CROSSE AREA**

Member ID	Name	Current Grade	Award Description
2024956	Mr Bruce E Anderson	Full Member	2013 - Distinguished Service Award
8151445	Jake Beran	Full Member	2022 - Chapter Service Award
8225567	Ms Haley Goslinga	Full Member	2021 - Chapter Service Award
8225567	Ms Haley Goslinga	Full Member	2023 - Regional Award of Merit
5170365	Ms Susanna S Hanson	Full Member	2015 - Distinguished Service Award

**LA CROSSE AREA (continued)**

5170365	Ms Susanna S Hanson	Full Member	2018 - Chapter Service Award
5170365	Ms Susanna S Hanson	Full Member	2022 - Regional Award of Merit
8016147	Mr Rick M Heiden	Full Member	2018 - Distinguished Service Award
8016147	Mr Rick M Heiden	Full Member	2020 - Chapter Service Award
8229968	Mr Adam Krokstrom	Full Member	2024 - Chapter Service Award
5153369	Mr Stephen Kujak	Full Member	2016 - Crosby Field Award
5153369	Mr Stephen Kujak	Full Member	2017 - Distinguished Service Award
5153369	Mr Stephen Kujak	Full Member	2023 - Regional Award of Merit
417285	Mr William J Landman	Fellow Life Member	1998 - Distinguished Service Award
417285	Mr William J Landman	Fellow Life Member	2021 - Distinguished 50-Year Member Award
5215952	Mr Gregory L Meeuwssen	Full Member	2016 - Distinguished Service Award
5073730	Mr John A Murphy	Fellow Member	2011 - ASHRAE Journal Paper Award
5073730	Mr John A Murphy	Fellow Member	2012 - ASHRAE Journal Paper Award
5073730	Mr John A Murphy	Fellow Member	2014 - Distinguished Service Award
5073730	Mr John A Murphy	Fellow Member	2015 - Fellow Award
5031903	Mr Brian L Reynolds	Life Member	2015 - Distinguished Service Award
5031903	Mr Brian L Reynolds	Life Member	2018 - Chapter Service Award
3029377	Kenneth J Schultz, PhD	Life Member	2017 - Distinguished Service Award
5017444	Mr Mick CA Schwedler	Presidential Fellow Life Member	2008 - Distinguished Service Award
5017444	Mr Mick CA Schwedler	Presidential Fellow Life Member	2011 - Standards Achievement Award
5017444	Mr Mick CA Schwedler	Presidential Fellow Life Member	2015 - Exceptional Service Award
5017444	Mr Mick CA Schwedler	Presidential Fellow Life Member	2015 - Fellow Award
700515	Mr Carl F Speich	Fellow Life Member	1988 - Distinguished Service Award
700515	Mr Carl F Speich	Fellow Life Member	2010 - Distinguished 50-Year Member Award
2016013	Mr Dennis A Stanke	Fellow Life Member	2006 - ASHRAE Journal Paper Award
2016013	Mr Dennis A Stanke	Fellow Life Member	2007 - Fellow Award
2016013	Mr Dennis A Stanke	Fellow Life Member	2010 - Standards Achievement Award
2016013	Mr Dennis A Stanke	Fellow Life Member	2014 - Distinguished Service Award
2016013	Mr Dennis A Stanke	Fellow Life Member	2014 - Exceptional Service Award
8091152	Mr Eric Sturm	Full Member	2015 - YEA Award for Individual Excellence
8091152	Mr Eric Sturm	Full Member	2019 - Chapter Service Award
8091152	Mr Eric Sturm	Full Member	2019 - Distinguished Service Award
8091152	Mr Eric Sturm	Full Member	2023 - Regional Award of Merit
8189280	Ms Kristin Rice Sullivan	Full Member	2022 - Chapter Service Award

**MADISON**

Member ID	Name	Current Grade	Award Description
2008563	Mr Nick H Agopian	Full Member	2017 - Distinguished Service Award
5156343	Mr Jason A Atkisson, PE	Full Member	2017 - Distinguished Service Award
7999021	Mr Daniel E Bergmann	Full Member	2023 - Chapter Service Award
8128252	Mr Jason Boatman	Full Member	2024 - Chapter Service Award
1007742	Mr Jeffrey G Boldt	Fellow Life Member	2015 - Distinguished Service Award
1007742	Mr Jeffrey G Boldt	Fellow Life Member	2017 - Fellow Award
1007742	Mr Jeffrey G Boldt	Fellow Life Member	2017 - Regional Award of Merit
1007742	Mr Jeffrey G Boldt	Fellow Life Member	2018 - Chapter Service Award
1007742	Mr Jeffrey G Boldt	Fellow Life Member	2023 - Exceptional Service Award
8087725	Mr Samuel T Butzer, PE	Full Member	2021 - Chapter Service Award
5137464	Mr Daniel J Dettmers	Full Member	2013 - Distinguished Service Award
189864	Dr Charles E Dorgan, PE	Fellow Life Member	1998 - Distinguished Service Award

**MADISON (continued)**

189864	Dr Charles E Dorgan, PE	Fellow Life Member	1999 - Poster Presentation Award
189864	Dr Charles E Dorgan, PE	Fellow Life Member	2002 - Exceptional Service Award
189864	Dr Charles E Dorgan, PE	Fellow Life Member	2009 - Standards Achievement Award
189864	Dr Charles E Dorgan, PE	Fellow Life Member	2021 - Distinguished 50-Year Member Award
5052532	Mr Rick J Flock	Full Member	2022 - ASHRAE Technology Award
5219120	Mr Michael A Gall	Full Member	2023 - Chapter Service Award
5212939	Mr Matthew L Heil, PE	Full Member	2018 - Chapter Service Award
8117198	Mr Cameron P Klein, PE	Full Member	2023 - Chapter Service Award
2004725	Mr Sanford A Klein	Fellow Life Member	1988 - ASHRAE Symposium Paper
2004725	Mr Sanford A Klein	Fellow Life Member	1997 - Fellow Award
2004725	Mr Sanford A Klein	Fellow Life Member	2003 - ASHRAE Tech/Sym Paper
8089874	Mr Matt Koukl	Full Member	2023 - Chapter Service Award
7964169	Mr James R Kraus	Full Member	2023 - Chapter Service Award
5017340	Michael S Meteyer	Full Member	2006 - Lou Flagg Gold Ribbon
5017340	Michael S Meteyer	Full Member	2018 - Chapter Service Award
5192963	Mr Mark F Miller	Full Member	2008 - Chapter Service Award
5192963	Mr Mark F Miller	Full Member	2018 - Regional Award of Merit
507322	Dr John W Mitchell	Fellow Life Member	1988 - ASHRAE Symposium Paper
507322	Dr John W Mitchell	Fellow Life Member	1997 - Distinguished Service Award
507322	Dr John W Mitchell	Fellow Life Member	1998 - ASHRAE Symposium Paper
507322	Dr John W Mitchell	Fellow Life Member	1999 - ASHRAE Journal Paper Award
507322	Dr John W Mitchell	Fellow Life Member	2003 - Crosby Field Award
507322	Dr John W Mitchell	Fellow Life Member	2003 - Poster Presentation Award
507322	Dr John W Mitchell	Fellow Life Member	2006 - Service to ASHRAE Research Award
8068860	Ms Carol A Mori, PE	Full Member	2018 - Chapter Service Award
5192961	Dr Svein O Morner, PE	Full Member	2018 - Distinguished Service Award
7978748	Prof Gregory F Nellis	Fellow Member	2013 - Fellow Award
7978748	Prof Gregory F Nellis	Fellow Member	2018 - Crosby Field Award
570267	Mr Richard J Pearson, PE	Fellow Life Member	1980 - Regional Award of Merit
570267	Mr Richard J Pearson, PE	Fellow Life Member	1988 - Distinguished Service Award
570267	Mr Richard J Pearson, PE	Fellow Life Member	2017 - Distinguished 50-Year Member Award
3032715	Mr Wayne D Prior	Life Member	2023 - Chapter Service Award
8108190	Mr Jared A Ramthun	Full Member	2023 - Chapter Service Award
5076915	Dr Douglas T Reindl, PE	Fellow Member	2003 - ASHRAE Tech/Sym Paper
5076915	Dr Douglas T Reindl, PE	Fellow Member	2006 - Distinguished Service Award
5076915	Dr Douglas T Reindl, PE	Fellow Member	2008 - Fellow Award
5076915	Dr Douglas T Reindl, PE	Fellow Member	2018 - Crosby Field Award
5076915	Dr Douglas T Reindl, PE	Fellow Member	2022 - Science & Tech Built Envir Best Paper Award
8164636	Mr Paul Schack, LEED AP	Full Member	2023 - Chapter Service Award
8299458	Ms Shana Scheiber, PE	Associate	2021 - ASHRAE Technology Award
8299458	Ms Shana Scheiber, PE	Associate	2022 - ASHRAE Technology Award
821529	Mr Hajime Yoshida	Life Member	2014 - ASHRAE Technology Award
8007763	Dr Xiaohui Zhou, PhD, PE	Full Member	2017 - Distinguished Service Award

**MINNESOTA**

Member ID	Name	Current Grade	Award Description
8055658	Mr Rolf J Blom	Full Member	2023 - Chapter Service Award
87129	Mr Barry B Bridges	Life Member	2017 - Distinguished Service Award
8031251	Mr Jeremiah L Christenson	Associate	2023 - ASHRAE Technology Award

**MINNESOTA ( continued)**

5059027	Mr Daniel Chudecke	Full Member	2016 - Chapter Service Award
7989216	Ms Roxanne Cortinas	Full Member	2023 - Chapter Service Award
8312126	Todd Courneya	Full Member	2013 - Chapter Service Award
7989300	Mr Leighton W Deer	Full Member	2020 - ASHRAE Technology Award
7989300	Mr Leighton W Deer	Full Member	2021 - Chapter Service Award
7989300	Mr Leighton W Deer	Full Member	2022 - ASHRAE Technology Award
5051519	Mr Jason John Glazer	Full Member	2022 - Distinguished Service Award
281029	Dr David T Grimsrud	Fellow Life Member	2005 - Fellow Award
281029	Dr David T Grimsrud	Fellow Life Member	2007 - Environmental Health Award
286119	Mr Vinod P Gupta, PE	Fellow Life Member	2010 - Distinguished Service Award
286119	Mr Vinod P Gupta, PE	Fellow Life Member	2011 - Fellow Award
286119	Mr Vinod P Gupta, PE	Fellow Life Member	2016 - Chapter Service Award
301212	Mr Richard J Harju	Life Member	1999 - Regional Award of Merit
301212	Mr Richard J Harju	Life Member	2003 - Distinguished Service Award
301212	Mr Richard J Harju	Life Member	2011 - Distinguished 50-Year Member Award
319126	Mr Richard D Hermans, PE	Life Member	2006 - Distinguished Service Award
319126	Mr Richard D Hermans, PE	Life Member	2011 - Exceptional Service Award
319126	Mr Richard D Hermans, PE	Life Member	2013 - Regional Award of Merit
319126	Mr Richard D Hermans, PE	Life Member	2019 - Chapter Service Award
8097900	Mr Eric Johansen	Full Member	2023 - Chapter Service Award
363974	Mr Craig R Johnson	Life Member	2004 - Chapter Service Award
363974	Mr Craig R Johnson	Life Member	2013 - Regional Award of Merit
8072551	Mr Kevin W Kaufman	Associate	2006 - Student Design Project Competition Award
8072551	Mr Kevin W Kaufman	Associate	2020 - ASHRAE Technology Award
399276	Dr Gerhard W Knutson, PhD	Fellow Life Member	1999 - Distinguished Service Award
399276	Dr Gerhard W Knutson, PhD	Fellow Life Member	2013 - Fellow Award
404905	Mr Brian C Krafthefer	Fellow Life Member	2004 - Fellow Award
5093720	Mr Russell W Landry, PE	Full Member	2023 - Chapter Service Award
7990422	Mr Scott A Lichty, PE	Full Member	2019 - ASHRAE Technology Award
5113801	Mr Robert J Linder	Full Member	2011 - Regional Award of Merit
5113801	Mr Robert J Linder	Full Member	2013 - Distinguished Service Award
5078802	Dr Marilyn A Listvan	Life Member	2019 - Distinguished Service Award
8200263	Jane Opoien	Full Member	2024 - Chapter Service Award
564381	Mr Roger M Pasch, PE	Life Member	2017 - Distinguished Service Award
564381	Mr Roger M Pasch, PE	Life Member	2018 - Distinguished 50-Year Member Award
5072184	Mr Michael A Pouchak, PE	Fellow Member	2017 - Distinguished Service Award
5072184	Mr Michael A Pouchak, PE	Fellow Member	2018 - Fellow Award
602604	Dr James W Ramsey	Life Member	2009 - Transactions Paper Award
3035096	Mr Ned D Rector, PE	Full Member	2023 - ASHRAE Technology Award
2034144	Mr John A Rieke, PE	Life Member	2011 - Chapter Service Award
2034144	Mr John A Rieke, PE	Life Member	2011 - Regional Award of Merit
2034144	Mr John A Rieke, PE	Life Member	2013 - Distinguished Service Award
5205716	Mr Paul L Riemer, PE	Full Member	2003 - Crosby Field Award
5205716	Mr Paul L Riemer, PE	Full Member	2003 - Poster Presentation Award
2000364	Mr George E Rothenberger, PE	Life Member	2021 - Chapter Service Award
5226383	Mr Duane P Rothstein	Full Member	2018 - Chapter Service Award
2018541	Mr Steven S Schreurs	Life Member	2021 - Chapter Service Award
8186415	Mr Aaron Stotko	Associate	2023 - Chapter Service Award
5225806	Mr Ryan K Thorson	Full Member	2012 - ASHRAE Technology Award

**MINNESOTA (continued)**

8048776	Ms Elizabeth K Tomlinson, PE	Full Member	2020 - Government Affairs Award
5168718	Mr Scott A Ward	Full Member	2001 - ASHRAE Technology Award
8112371	Mr Rob Warnke	Full Member	2019 - Chapter Service Award

**MISSISSIPPI VALLEY**

Member ID	Name	Current Grade	Award Description
8098091	Mr Justin M Clegg	Full Member	2023 - Chapter Service Award
5220758	Mr Kevin J Gebke	Full Member	2011 - Distinguished Service Award
2005935	Mr Craig H Sorensen	Full Member	2023 - Chapter Service Award
725362	Mr Sherman M Sweeney	Life Member	2006 - Chapter Service Award
8004354	Mr Jacob J Vorac	Full Member	2023 - Chapter Service Award

**NORTHEAST WISCONSIN**

Member ID	Name	Current Grade	Award Description
5014954	Mr Tilak M Andhole, PE	Full Member	2023 - Chapter Service Award
7993728	Mrs Tina M Brueckner	Full Member	2017 - Distinguished Service Award
7993728	Mrs Tina M Brueckner	Full Member	2017 - Regional Award of Merit
7993728	Mrs Tina M Brueckner	Full Member	2023 - Chapter Service Award
5018325	Mr Joseph G Dettlaff, PE	Full Member	2023 - Chapter Service Award
3032417	Mr Steven L Marthaler	Full Member	2016 - Chapter Service Award
8249472	Mr Steve J Nagy	Associate	2023 - Chapter Service Award
2021169	Mr Dale C Pearson	Life Member	2023 - Chapter Service Award
5137303	Mr Michael L Watz, Jr, PE	Full Member	2020 - Distinguished Service Award

**ST LOUIS**

Member ID	Name	Current Grade	Award Description
65232	Dr Albert W Black, III	Life Member	1996 - Distinguished Service Award
8262472	Ms Erin E Black	Full Member	2023 - Chapter Service Award
5092348	Mr Cyrus Blackmore, II	Full Member	2010 - Regional Award of Merit
5092348	Mr Cyrus Blackmore, II	Full Member	2013 - Chapter Service Award
2024716	Mr Charles Eugene Dale-Derks	Full Member	2016 - Distinguished Service Award
2024716	Mr Charles Eugene Dale-Derks	Full Member	2017 - Regional Award of Merit
5070363	Mr Stephen W Duda, PE	Fellow Member	2009 - Distinguished Service Award
5070363	Mr Stephen W Duda, PE	Fellow Member	2013 - Fellow Award
5070363	Mr Stephen W Duda, PE	Fellow Member	2016 - George B Hightower Tech Achievement Award
230229	Mr E Doug Fitts, PE	Life Member	2006 - Distinguished Service Award
8293134	Mr James Glunt	Associate	2023 - Chapter Service Award
8045460	Mr Robert G Glunt	Full Member	2023 - Chapter Service Award
5142276	Mr Jeffrey J Gross	Full Member	2023 - Chapter Service Award
5026257	Mr Danny M Halel	Life Member	2018 - Distinguished Service Award
5055866	Mr Brian M Ingenthron	Life Member	2023 - Chapter Service Award
1040341	Mr Robert A Jones, PE	Life Member	2016 - Distinguished Service Award
1040341	Mr Robert A Jones, PE	Life Member	2023 - Chapter Service Award
8186598	Mr Dan Mareschal, PE	Full Member	2023 - Chapter Service Award
8085869	Mr Jim Rosick	Full Member	2023 - Chapter Service Award
8218301	Mr Jim Stanec	Full Member	2024 - Chapter Service Award
2027001	Mr T William Stobbs	Life Member	2008 - Chapter Service Award
747833	Mr Robert L Towell, PE	Fellow Life Member	1998 - ASHRAE Technology Award
747833	Mr Robert L Towell, PE	Fellow Life Member	2016 - Fellow Award

**ST LOUIS (continued)**

5133491	Mr Gerald G Williams, PE	Full Member	2023 - Chapter Service Award
800685	Mr Gerald J Williams, PE	Fellow Life Member	1992 - ASHRAE Technology Award
800685	Mr Gerald J Williams, PE	Fellow Life Member	2017 - Fellow Award
800685	Mr Gerald J Williams, PE	Fellow Life Member	2023 - Distinguished 50-Year Member Award
824607	Mr Robert A Zagar PE	Life Member	1995 - Regional Award of Merit
824607	Mr Robert A Zagar PE	Life Member	2001 - Distinguished Service Award
824607	Mr Robert A Zagar PE	Life Member	2007 - Chapter Service Award
824607	Mr Robert A Zagar PE	Life Member	2019 - Distinguished 50-Year Member Award
5077861	Mr David L Zimmerman, PE	Full Member	2023 - Chapter Service Award

**WISCONSIN**

Member ID	Name	Current Grade	Award Description
5112492	Mr Hussein F Badani	Full Member	2023 - Chapter Service Award
7989254	Mr David L Grassl, PE	Full Member	2011 - ASHRAE Technology Award
5071973	Mr Martin J Herrick, PE	Full Member	2023 - Chapter Service Award
8028408	Mr Jason T LaRosh, PE	Full Member	2015 - ASHRAE Technology Award
8092718	Mr Jason M Leffingwell	Associate	2020 - Chapter Service Award
459999	Mr Michael F Mamayek, PE	Life Member	2016 - Distinguished Service Award
8205470	Mr Tyler Schmitz	Associate	2023 - Chapter Service Award
8236491	Mr Branden Schneider	Associate	2023 - Chapter Service Award
679330	Mr Randy D Sikkema, PE	Full Member	2023 - Chapter Service Award
2047778	Mr Lev H Zvenyach	Life Member	2006 - ASHRAE Technology Award

**UNASSIGNED REGION VI**

Member ID	Name	Current Grade	Award Description
5212372	Mr Yuri Y Lui, PE	Full Member	2011 - ASHRAE Technology Award
2010088	Mr Davor Novosel	Life Member	2003 - Distinguished Service Award
5096283	Mr Paul G Turnbull	Full Member	2012 - Distinguished Service Award



## **Job Description Excerpts for DRC and RMCR**

The following are excerpts of the DRC and RMCR positions. This document is not intended to serve as the full description of either position.

### **Director and Regional Chair (DRC):**

#### Responsibilities

- Serves as a member of Board of Directors.
- Has prime responsibility to represent Society to region.
- Directs operation for region and presents region, chapters and membership viewpoints.

#### Qualifications/Obligations

- Shall be a member in good standing and shall have been a Member (grade) of Society for five years or more prior to date of election.
- Should have previously served as both Chapter President and Regional Vice Chair.
- Should be able and willing to travel and devote considerable time to Society

### **Region Members Council Representative (RMCR):**

#### Responsibilities

- Serves as a member of Members Council.
- Responsibility to represent the region in Members Council deliberations.
- Assist Regional Vice Chairs (RVCs) in furthering the aims of the Society through Standing Committees.
- Maintain communications with the chapters and support programs of the Society within the region.
- Fully participate in all Members Council, assigned subcommittee and Ad Hoc Committee meetings.

#### Qualifications/Obligations

- Shall be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- Should have previously served as both Chapter President and Regional Vice Chair.
- Should be able and willing to travel and devote considerable time to Society.
- May fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.
- May also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- Shall coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

## Scopes & Activities

**Certification Committee** is responsible for developing, implementing, and monitoring ASHRAE's personnel credentialing programs.

**Chapter Technology Transfer Committee (CTTC)** provides efficient and effective transfer of current and relevant information throughout the HVAC&R industry to and from the chapters. CTTC develops and maintains high quality and readily available tools to enable chapters to offer information and attractive industry-related information and programs to all segments within the HVAC&R industry. This committee reports to Members Council.

**Chapters Regional Committees** exist in each of the Society's regions. Each regional committee consists of one delegate and one alternate from each chapter with the regional chairman presiding. Each regional committee reviews recommendations from the chapters and student branches concerning policies, procedures and operation. Motions that are passed are reported to Members Council.

**Conferences and Expositions Committee (CEC)** provides ASHRAE members and other meeting attendees with fully coordinated, cost effective, theme-based meetings experiences with balanced technical and business/professional content. The committee also oversees the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. This committee reports to Members Council.

**Communications Committee (CC)** identifies the electronic communication needs of the membership and staff, recommends and maintains policies, and ensures that the implementation of information technologies meets the objectives and needs of the Society. Beginning in July 2004, the ECC assumes the responsibility for the ASHRAE website and electronic communications that had previously been assigned to the Special Publications Committee.

The "Roadmap for the ASHRAE Web Site" represents ASHRAE's vision for development of electronic communications in the Society. The ECC maintains the Roadmap as well as the "Policy and Procedures for Format, Activity, and Content of Web Sites for ASHRAE Groups."

**Environmental Health Committee** coordinates ASHRAE activities in the areas of environmental health and indoor air quality. This committee reports to Technology Council.

**Executive Committee** includes the President, President-Elect, Treasurer, Vice-Presidents, the Secretary (who is a non-voting member) and other members of the Board of Directors who may be designated by the Board. The Executive Committee investigates and makes reports and recommendations to the Board of Directors regarding matters relating to the Society or individual members.

**Finance Committee** supervises the Society's fiscal operations in accordance with the Bylaws and the policies set forth by the Board of Directors. This committee reports to the Board of Directors.

**Government Affairs Committee (GAC)** is responsible for grassroots activities and issues that relate to government entities beyond the scope of the U.S. federal government (i.e., U.S. state and local; provincial; and, relative to non-North American nations, national government bodies) in areas of interest to ASHRAE members in order to better coordinate efforts and understanding between ASHRAE grassroots members and local government. This committee reports to Members Council.

**Handbook Committee** prepares and publishes an *ASHRAE Handbook* volume each year. It also formulates editorial policy, solicits reviewers and authors, and judges the suitability of material for publication in the *ASHRAE Handbook* series. This committee reports to Publishing and Education Council.

**Historical Committee** sponsors, encourages and conducts research into the history of heating, ventilation, air conditioning and refrigeration; encourages authorship and publication of historical articles locates, identifies and determines location for display or availability of items of historical significance; and encourages regional and chapter historians to gather historical information and artifacts. This committee reports to Publishing and Education Council.

**Honors and Awards Committee (H&A)** administers the honors and awards program of the Society under guidelines established by the Board of Directors. This committee reports to Members Council.

**Membership Promotion Committee (MP)** publicizes the aims, activities, achievements, and scientific and educational purposes of the Society to encourage qualified persons to apply for membership. The committee also monitors the Society's membership demographics and, where appropriate, adjusts or creates programs to ensure that individuals from all demographic backgrounds are being equally attracted to ASHRAE. This committee reports to Members Council.

**Nominating Committee** selects candidates for elected officers and members of the Board of Directors. This committee reports directly to the ASHRAE membership.

**Planning Committee** is responsible for the Society's long-range and strategic planning. The committee develops, implements and monitors the long range plan and develops a method to monitor councils' and committees' progress in achieving long-range goals and objectives. This committee reports to the Board of Directors.

**President-Elect Advisory Committee** advises and assists the President-Elect in coordinating standing committee activities with the Directors-at-Large. This committee reports to the Executive Committee of the Board of Directors.

**Professional Development Committee** develops a comprehensive continuing education program to assist members in enhancing and maintaining their knowledge and improving their skills. This committee reports to Publishing and Education Council.

**Publications Committee** oversees editorial and functional activities for the publication of ASHRAE books, *ASHRAE Journal* and *ASHRAE Insights*. The Handbook series falls under the guidance of the Handbook Committee. This committee was formed by the merger of the Journal/Insights and Special Publications Committees. This committee reports to Publishing and Education Council.

**Refrigeration Committee** encourages the advancement of refrigeration technology and its application. Through its use in refrigeration and air conditioning systems, the refrigeration process has become critical to the health, comfort, and welfare of humanity. The Refrigeration Committee of ASHRAE encourages the advancement of refrigeration technology and its application. This committee reports to Technology Council.

**Research Administration Committee** conducts and coordinates basic research and technical studies in the HVAC&R fields to benefit the public welfare. This committee reports to Technology Council.

**RP Committee** plans and implements programs within the Society to generate funds to support ASHRAE research. This committee reports to Members Council.

**Society Rules Committee** considers all matters requiring development, interpretation and change in Society Bylaws, Rules of the Board, and other Society documents.

**Standards Advisory Committee** is responsible for monitoring policy aspects of standard and guideline development conducted by the Society. The SAC shall advise the Board of Directors on specific standards-related issues, and provide guidance/counsel to the Standards Committee and Technology Council.

**Standards Committee** is responsible for the selection, development, revision and preparation of HVAC&R code language documents, standards and guidelines so that they may be considered for adoption by the Board of Directors. In this capacity, the Standards Committee coordinates the work of Standard Project Committees and Guideline Project Committees that are responsible for the technical content of codes, standards and guidelines. The Standards Committee also cooperates with other organizations in the development, preparation and adoption of codes, standards and guidelines in related areas. This committee reports to Technology Council.

**Student Activities Committee (SA)** develops a comprehensive program for the educational community for the purpose of promoting and encouraging engineering and HVAC&R careers. It administers and promotes student activities at all levels in the educational system. This committee reports to Members Council.

**Technical Activities Committee** coordinates HVAC&R technical activities, including appointment, development and oversight of technical committees, task groups and technical resource groups. This committee reports to Technology Council.

**Young Engineers in ASHRAE (YEA) Committee** enhances member benefits for young professional ASHRAE members, 35 years old and younger, by identifying activities and services focused on their needs. This committee reports to Members Council.

## **JOHN F. JAMES INTERNATIONAL AWARD**

Guidelines for the award shall be as follows:

- A. The purpose of the award is to recognize members of the Society who have done the most to enhance the Society's international presence or posture. This award shall only be awarded once to a member. (08-06-23-11)
- B. The award shall be in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society. The award may be presented at the Winter Meeting of the Society. (05-06-27-41)
- C. A list of candidates shall be submitted to the Members Council Planning Subcommittee for approval by the committee, who shall then nominate a candidate to the ASHRAE Honors and Awards Committee no later than the preceding Annual Meeting, together with documentation supporting their recommendation detailing the nominees accomplishments that enhanced the Society International presence as described in paragraph D below. (This includes promotion of ASHRAE through relations with Associate Societies and HVAC&R related societies in other countries.) (02-01-13-14-28/05-06-27-41)
- D. The selection of the candidate shall be based upon any one or a combination of the following:
  - (1) Participation in International activities related to ASHRAE's interest.
  - (2) Exchange of information with international communities in the form of symposia, seminars, lectures, etc. (05-06-27-41)
  - (3) Dissemination of ASHRAE technical information for the enhancement of international standards.
  - (4) Adaptation or introduction of innovative HVAC&R technology(ies) between two or more countries. (05-06-27-41)
  - (5) Recruitment of members, and/or the formation of chapters, sections and student branches outside North America. (05-06-27-41)
  - (6) Previous recipients are not eligible to receive this award more than once.
- E. Nominations may come directly from a member or from a CRC nomination. Nominations with support documentation should be sent to Members Council through the Regional Conferences or directly to the Director of Member Services no later than May 1. (05-06-27-41)
- F. The Honors and Awards Committee shall forward the name of the approved candidate to the Members Council for final approval.



# CRC MOTION

(check one): ☐ Regional Motion ☐ Society Motion

**Motion Identification No.**  
(Region No., Motion No., Date)

**Region No.**

**Motion No.**

**Date**

**Moved By:**

**Seconded By:**

**Motion:**

**Background Information:**

**Fiscal Impact:**

**Staff Impact:**

**Vote Count:**

For \_\_\_\_\_ Against \_\_\_\_\_ Abstained \_\_\_\_\_ Absent: \_\_\_\_\_  
 Chair Voting? Yes ☐ No ☐  
 Passed: ☐ Failed: ☐ Withdrawn ☐ Referred To: \_\_\_\_\_

## MOTIONS AND RESOLUTIONS AT THE CRC

Chapter members have the right and the responsibility to present to the chapter CRC Action Committee motions to enhance regional, chapter or Society activity. These motions will be presented by the delegate during the business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

All CRC motions except regional motions are brought to the Members Council by the RMCR for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following:

- A. Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.
- B. CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by the Members Council and recommendations forwarded to the President-Elect.
- C. The RMCR has the responsibility of monitoring all CRC motions from his/her region and reporting at the next CRC the status of those motions.

**MOTION FORMAT:** The motion should be written in concise, succinct language ("whereas" and "legalese" do not enhance the understandability or acceptability of motions). A sample format is shown on the next page. The body of the motion should contain as completely as possible the following information:

- A. State completely the action which is being recommended or required. Example: "Move that Society dues be lowered..."
- B. Qualify wherever possible elements of the motion so that they are not open-ended or open for interpretation, debate or floor negotiation. Example: "Move that Society dues be lowered to \$90 per year..."
- C. Include wherever appropriate the time frame for the execution of your request. Example: "Move that Society dues be lowered to \$90 per year, effective July 1, 2013" (with background data on fiscal impact, if possible).
- D. Where a motion is expected to modify or to become a Rule of the Board (ROB), it should be worded as the proposed Rule of the Board it is intended to read.

**REQUIRED BACKGROUND INFORMATION:** As a separate statement, provide historical background, progression of events, related incidents or other general information which would be helpful for the council and subsequently Board of Directors to appropriately debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research, the more beneficial the request is to the betterment of the Society, the more likely the matter will be dealt with favorably.

In summary, a good motion spells out who, what, when, how much and then explains why it is good and timely action.



**2023-2024**  
**CRC CHAPTER SUMMARY REPORT INSTRUCTIONS**

**1. MEMBERSHIP PROMOTION:**

- **Area assigned members** = members who have paid society dues (available from the **PAOE Area Assigned Member Count Listing** on the ASHRAE website). At [www.ashrae.org](http://www.ashrae.org), login using your email address and password. Mouse over the Communities tab and select Chapter Reports, PAOE and CIQ located on the left. On next page, select the PAOE icon (blue trophy). Under the Presidential Award of Excellence title, select Report (blue box with arrow pointing up). Click on dropdown box for Area Assigned Members then select the PAOE Society year for Area Assigned Members which lists Members and Students, by Region and Chapter.
- **Chapter dues paying members** = number of members in current chapter roster, excluding students (available from the **Chapter Dues Paid/Unpaid Report**). This report is included with the Chapter Reports posted on the ASHRAE website at [www.ashrae.org](http://www.ashrae.org). Use the same login information as shown above in Membership Promotion, select the Chapter Reports icon (orange square with arrow pointing up). **In the second box marked Dues, select "Paid to Society: PDF/XLS"** (pdf or Excel; run by date).
- **New members to date** = new chapter dues paying members (available from the **New Members Report**). This report is included with the Chapter Reports posted on the ASHRAE website at [www.ashrae.org](http://www.ashrae.org). (See instructions above in **Chapter Dues Paying Members**), then select **New Members, PDF or XLS** (pdf or Excel; run by date).
- **Delinquent members to date** = delinquent area assigned members (available from the **Society Unpaid Dues Report-Members**). This report is included with the Chapter Reports on the ASHRAE website at [www.ashrae.org](http://www.ashrae.org). (See instructions above in **Chapter Dues Paying Members**), in the second box marked **Dues, select Delinquency** (Excel; run by date).

Instructions to access the Chapter Reports are listed in the above paragraph for Chapter Dues Paying Members. These are live data reports so your numbers are up-to-date. **If you have any questions or need further assistance, please contact the following ASHRAE staff: Daniel Gurley ([dgurley@ashrae.org](mailto:dgurley@ashrae.org)); or Tammy Catchings ([tcatchings@ashrae.org](mailto:tcatchings@ashrae.org)) or Pacia Wright ([pwright@ashrae.org](mailto:pwright@ashrae.org)).**

**2. STUDENT ACTIVITIES:**

- The number of new student members is available from chapter membership report. (See instructions above in **Chapter Dues Paying Members**), then select **Chapter Change Detail, Summary, PDF** (PDF; run by date).
- List the number of student branches the chapter is currently supporting.

Information that may be included in the attached chapter executive summary; number of K-12 student activities, number of post high school student activities, number of teach-ins per class to an organized student group and monthly meeting student nights. **For more information contact ASHRAE staff Katie Thomson ([kthomson@ashrae.org](mailto:kthomson@ashrae.org)).**

**3. CHAPTER TECHNOLOGY TRANSFER:**

Information that may be included in the attached chapter executive summary; the number of technical programs on refrigeration technology to professional or business groups, number of presentations by an ASHRAE TC member, number of chapter sponsored continuing education courses and the number of Technology Award submittals into chapter, regional and Society competition.

- List the number of regular monthly meetings with tech program
- List the average chapter monthly meeting attendance
- List the number of seminars, ALI courses, tours or other technical programs outside regular monthly meeting
- List the number of chapter social events
- List the number of Chapter Technology Awards and the number of chapter presentations on refrigeration technology

Information that may be included in the attached chapter executive summary; if the full chapter yearly programs and speakers and schedules were announced in the chapter newsletter by October 22, list of chapter programs and speakers. **For more information contact ASHRAE staff Rhianon Masterson ([rmasterson@ashrae.org](mailto:rmasterson@ashrae.org)).**

#### **4. RESEARCH PROMOTION/FUNDRAISING:**

- List the chapter goal and the total dollars contributed.

Information that may be included in the attached chapter executive summary; full circle level, number of RP nights, number of contributions \$50 and above, High Five Award and RP trends. **For more information contact ASHRAE staff Julia Mumford ([jmumford@ashrae.org](mailto:jmumford@ashrae.org)).**

#### **5. GOVERNMENT AFFAIRS:**

- List the Chapter goals and grassroots activities of the past year.
- Seeking proclamations from Governors, Mayors and other elected officials for National Engineers Week (E-week)
- Soliciting nominations for the Government Advocacy Award and obtaining Government Affairs Award entries into regional competition
- Other grassroots activities not mentioned above.

Information that may be included: holding combined Chapter meetings with other organizations to discuss HVAC&R, visiting elected/appointed officials, holding a "Day on the Hill," inviting elected/appointed officials to speak at Chapter meetings. **For more information contact ASHRAE staff Alice Yates ([ayates@ashrae.org](mailto:ayates@ashrae.org)).**

#### **6. YOUNG ENGINEERS IN ASHRAE (YEA):**

- List the number of new YEA members
- List the total number of YEA members
- List what percentage of the chapter total membership is comprised of YEA members

Information that may be included in the attached chapter executive summary; number of YEA activities and/or events, any SmartStart promotions, and any collaborations with other committee to promote membership recruitment and retention. **For more information contact ASHRAE staff Jeanette McCray ([jmccray@ashrae.org](mailto:jmccray@ashrae.org)).**

#### **7. CHAPTER HISTORY:**

Indicate if the chapter had a historical display at the CRC or has moved the current history information to the chapter website.

#### **8. FINANCES:**

List the chapter total funds balance (include all accounts), chapter dues, average monthly meal cost and the date of the last chapter audit.

Information that may be included in the attached chapter executive summary; the dollar amount for reserve funds, active checking, scholarship accounts. Describe any other sources of income and describe any special project or programs funded by the chapter.

#### **Contents of Chapter Executive Summary Attachment:**

##### **1. Chapter Problems**

List your chapter's problems and comment on your solutions to these problems.

##### **2. Chapter Innovations and Suggestions**

Comment on any successes and new ideas that were introduced during the year.

##### **3. CRC Summary Form Background**

Include a brief paragraph for each section of the CRC summary report form that highlights the chapter activities not included on the summary for each area.

## 2023-2024 ASHRAE CRC CHAPTER SUMMARY REPORT

<b>REGION</b>					<b>CHAPTER WEBSITE:</b>		
<b>CRC LOCATION</b>							
<b>CHAPTER</b>							
<b>CHAPTER NUMBER</b>							
<b>1. MEMBERSHIP PROMOTION</b>			<b>YTD/REPORTED 2023-2024</b>	<b>REPORTED 2022-2023</b>	<b>REPORTED 2021-2022</b>		
NUMBER OF AREA-ASSIGNED MEMBERS (AAM)							
NUMBER OF CHAPTER DUES PAYING MEMBERS (CDPM)							
NUMBER OF NEW MEMBERS TO DATE (AAM)							
NUMBER OF MEMBERS DELINQUENT TO DATE (AAM)							
<b>2. STUDENT ACTIVITIES</b>							
NUMBER OF NEW STUDENT MEMBERS							
NUMBER OF ACTIVE STUDENT BRANCHES							
<b>3. CHAPTER TECHNOLOGY TRANSFER</b>							
NUMBER OF REGULAR MONTHLY MEETINGS WITH TECH PROGRAM							
MONTHLY MEETING ATTENDANCE (TOTAL/AVERAGE)							
NUMBER OF SEMINARS, ALI COURSES, TOURS OR OTHER TECHNICAL PROGRAMS OUTSIDE REGULAR MONTHLY MEETING							
NUMBER OF TECHNICAL PROGRAMS ON REFRIGERATION TECHNOLOGY							
NUMBER OF SOCIAL EVENTS SEPARATE FROM A TECHNICAL PROGRAM (I.E. GOLF, MEMBER'S NIGHT OUT, ETC.)							
NUMBER OF TECHNOLOGY AWARD SUBMITTALS TO CHAPTER/REGION							
<b>4. RESEARCH PROMOTION/FUNDRAISING</b>							
CHAPTER GOAL							
TOTAL DOLLARS CONTRIBUTED							
<b>5. GOVERNMENT AFFAIRS</b>							
LIST THE CHAPTER GOALS AND GRASSROOTS ADVOCACY OF THE PAST YEAR (USE SEPARATE PAGE)							
INFORMATION THAT MAY BE INCLUDED: HOLDING COMBINED CHAPTER MEETINGS WITH OTHER ORGANIZATIONS TO DISCUSS HVAC&R, VISITING ELECTED/APPOINTED OFFICIALS, HOLDING A "DAY ON THE HILL," INVITING ELECTED/APPOINTED OFFICIALS TO SPEAK AT CHAPTER MEETINGS							
SEEKING PROCLAMATIONS FROM GOVERNORS, MAYORS AND OTHER ELECTED OFFICIALS FOR NATIONAL ENGINEERS WEEK (E-WEEK)							
SOLICITING NOMINATIONS FOR THE GOVERNMENT ADVOCACY AWARD AND OBTAINING GOVERNMENT AFFAIRS AWARD ENTRIES INTO REGIONAL COMPETITION							
NUMBER OF ADVOCACY MEETINGS AND OTHER ACTIVITIES							
OTHER GRASSROOTS ACTIVITIES NOT MENTIONED ABOVE (USE SEPARATE PAGE)							

<b>6. YOUNG ENGINEERS IN ASHRAE (YEA)</b>				
NUMBER OF NEW YEA MEMBERS				
NUMBER OF TOTAL YEA MEMBERS				
PERCENTAGE OF YEA MEMBERS FROM THE TOTAL CHAPTER MEMBERSHIP				
<b>7. CHAPTER HISTORY</b>				
CHAPTER HISTORICAL DISPLAY AT CRC				
CHAPTER HISTORY MOVED TO WEB SITE				
<b>8. FINANCES</b>				
TOTAL FUNDS BALANCE				
CHAPTER DUES				
MEMBER COST OF MEALS				
DATE OF LAST CHAPTER AUDIT				

**SPRING CRCs – ENTER DATA FOR THE CURRENT YEAR IN THE “YTD REPORTED” COLUMN AND ENTER YTD RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.**

**FALL CRCs – ENTER DATA FOR THE YEAR JUST COMPLETED IN THE “YTD REPORTED” COLUMN AND ENTER DATA FOR YEAR-END RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.**

## **INSTRUCTIONS TO DELEGATES & ALTERNATES FOR CRC**

### **Chapters Regional Committee Meeting**

There are four parts to the Chapters Regional Committee Meeting held in conjunction with the Chapters Regional Conference (CRC): the Orientation Session, the Caucus, the Business Session and the Executive Session. As a delegate or alternate, you will be involved in all four of these sessions.

### **Orientation Session**

Open to all attendees, this session is held prior to the Caucus so that the Director and Regional chair can instruct the delegates and alternates on procedures and to advise them as to the regional and Society positions to be filled. During this session other non-caucus attendees can provide advice and counsel as specifically requested by a delegate or alternate. The attendance of delegates and alternates is mandatory.

### **Caucus (Closed Session)**

This is an informal session. It is usually held at the beginning of the Chapters Regional Conference attended by only the delegates and alternates from the chapters, the regional Nominating Committee Member, the regional Nominating Committee Alternate and the regional Nominating Committee reserve alternate. The purpose is to provide a forum for the chapters to present and discuss their recommendations for candidates for regional and Society positions, Society committees, and regional and Society honors and awards. All discussions at the Nominating Committee meetings, caucus and executive sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. The regional Nominating Committee Member chairs the session and the host chapter delegate is the secretary. Minutes of the Caucus are not to be published. During the Caucus, the delegates and alternates should present the biographies of the candidates who will be recommended for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy. The two Nominating Committee representatives shall not be present while their nominations are being discussed. The host delegate shall become the temporary chair.

### **Business Session**

Each chapter shall, as a minimum, prepare the following in one complete package, whether a binder, CD or other form, as directed for that CRC:

1. A completely filled-out Summary Report Form.
2. Report of Chapter Activities for the preceding year, including committee reports.
3. Chapter Committee Chairs' MBOs.
4. A sample newsletter.
5. The Chapter's roster.

After the report phase of the Business Session, the Chapters are encouraged to present action items for changes in any Chapter, Regional or Society activities or policies.

All reports and action items presented at the Chapters Regional Conference will take place at the Business Session, except for those items specified for the Executive Session.

The chapter delegate is the voting member. The regional vice chairs, the regional Nominating Committee Member and the regional Nominating Committee Alternate attend in their official capacity. The Regional Chair is chair of the meeting. The chapter delegates report on the progress of their chapters and student branches and their recommendations concerning policy, procedures and operations of Society. Motions that are passed are then brought forward to Members Council for further consideration.

## **GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES**

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### **Executive Session (Closed Session)**

Only the delegates and alternates from the chapters, the regional Nominating Committee Member and the regional Nominating Committee Alternate may attend the Executive Session. The regional Nominating Committee Member is the chair. The reserve alternate for the Nominating Committee Member is allowed to attend the executive session of the CRC without reimbursement for transportation. The host chapter delegate is the secretary. Minutes of the Executive Session shall not be published. Chapter delegates vote for candidates for the following:

1. Nominating Committee Member, Alternate and Reserve Alternate
2. Regional Vice Chairs
3. Regional Awards
4. Society Officers and Board of Directors (including Regional Chair, if appropriate)

The regional Nominating Committee representative will forward the report of the Executive Session to Society Executive Director/Secretary at Headquarters within 30 days of the meeting. Members who serve on Grassroots committees (Regional Vice Chairs) should be contacted as their willingness to serve before their names are submitted in this report.