



DELEGATE & ALTERNATE CRC PACKET

REGION XI - SPRING 2021

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

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 DeV Vaughn (CDeVaughn@ashrae.org) or Chandrias Jacobs (CJacobs@ashrae.org).*

Honors and Awards – (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):

- 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 2020 meeting
- List of Delegates & Alternates
- List of Regional Officers
- Instructions to Delegates and Alternates
- Instructions for CRC Summary Report
- ASHRAE 2020-21 CRC Summary Report
- Guidelines for Motions
- Honors and Awards listing
- List of ASHRAE Standing Committees
- Job Descriptions for the DRC & RMCR Positions

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



Chapters Regional Conference – Region XI

Business Meeting Minutes - DRAFT

May 8th, 2020 Virtual Business mtg.

DRC Russell Lavitt called the meeting to order at 12:00 pm EDT. The ASHRAE Code of Ethics was read. Tammy Catchings took the roll call and quorum was established. Russell noted that over 120 people were included in the GoToMeeting invitation and that the meeting was being recorded. He also noted that this was the first of two, possibly three virtual meetings and today's focus was on the most urgent matters that the Region needs to address.

Russell acknowledged ASHRAE dignitaries Darryl Boyce, ASHRAE Society President; Chuck Gulledge, ASHRAE Society President-elect; Joyce Abrams, ASHRAE Director of Member Services; Bill Dean, ASHRAE Society Vice President; Tim McGinn, ASHRAE Director-at-Large; and Kent Signorini, General Chair for the 2020 CRC. Russell acknowledged Kent's and Tom Jacknisky's extra efforts made to shield ASHRAE from financial exposure by unwinding the contracts that were in place prior to the pandemic cancelling the in-person CRC meeting.

Regina moved, Northern Alberta seconded the motion to appoint Eileen Jensen recording secretary. Unanimously approved.

Regina moved, Oregon seconded the motion to allow Society Nominating Committee staff to be present during caucus. Unanimously approved.

ASHRAE President Darryl Boyce and ASHRAE President-elect Chuck Gulledge jointly gave the President's report. Highlights included membership numbers are still around 57,000; work done on the commercialism policy to allow sponsorships to help with finances; the HQ renovation is still on track for move-in in October; the HQ building campaign has raised over \$10 million with \$3 million to go; the strategic plan has been updated; information on what ASHRAE has done to address the COVID 19 pandemic; three standards are set to publish this year; the ASHRAE webcast has been replaced with Tech Hours; the Annual Virtual Conference registration opened 5/6; and registration for the 2021 Winter conference will open in September.

Joyce Abrams gave the Staff report. She outlined all of the activities the Members Services department supports (a lot!), and offered herself and other staff members as resources to all members. She recognized Region XI member involvement and awards. She covered phishing and scams to be aware of. She requested feedback from everyone on how ASHRAE staff can serve them better.

Russell gave a brief DRC report – he traveled a lot this last year, right up until the outbreak.

Nominating Member Rob Craddock reported the Regional audit has been completed. Russell requested that each chapter send their chapter audits to Regional Treasurer Norm Grusnick by June 1st.

RMCR Eileen Jensen read Motion #1 from the Oregon chapter, which was seconded by Vancouver Island chapter. Vancouver Island requested clarification that all amounts shown in the Regional Fund MOP be USD; Eileen said she would make those changes as needed. The motion passed unanimously, CNV – see attached.

Regina moved, and Southern Alberta seconded that the budget proposed by Norm Grusnick, be accepted. It was noted that this is a duplicate of the previous years' budget. Voted in favor: 11 – 0 - 0, CNV. Approved version below:



REgion XI Proposed
Budget 2020 to 2021.

The meeting wrapped up with both Darryl Boyce and Chuck Gullede noting that they missed going to Edmonton and they look forward to visiting in the future. Meeting adjourned at 1:10 pm EDT.

June 5th, 2020 Virtual Business meeting II:

DRC Russell Lavitt called the meeting to order at 12:00 pm EDT. The ASHRAE Code of Ethics was read. Tammy Catchings took the roll call and quorum was established.

Oregon moved, Southern Alberta seconded to approve the meeting minutes from the 2019 CRC meeting at Sea, hosted by the Alaska chapter. Unanimously approved.

Russell acknowledged the dignitaries present at this meeting: Darryl Boyce, ASHRAE Society President; Joyce Abrams, ASHRAE Director of Member Services; Bill Dean, ASHRAE Society Vice President; Tim McGinn, ASHRAE Director-at-Large; Ron Jarnagin, previous ASHRAE Society President, Erich Binder, previous Region XI DRC, and Kevin Marple, previous Region XI DRC. He reminded everyone to keep their microphones muted unless they were going to speak. He encouraged everyone to sign up for the virtual Annual meeting and if they want to attend a standing committee meeting, to contact Joyce. There was discussion about virtual chapter meetings – Joyce said Society has some good information to share so if people want this information or have questions, to send an e-mail to RegionInfo@ashrae.org.

Heric Holmes gave the CTTC report – used all of the DL allocations plus one non-allocated. Tech awards at Society level did well (4 submitted, 3 Honorable Mentions). He is hoping to receive regional tech award submittals by the middle of June, for review and recognition. This is his last CRC as RVC.

Louise McKenzie gave the Membership report – the COVID 19 pandemic has impacted membership campaigns. In spite of this, 6 chapters have increased their membership since the start of the SY. It is cold in Regina and Saskatoon in November.

Les Pereira was not available to give the RP report – Russell noted that the Region was ahead of schedule for donations at the end of April but the pandemic is affecting contributions. He thanked President Darryl Boyce for his help in obtaining a Benefactor Level contribution from FortisBC. He also noted that both the Alaska and British Columbia chapters have met goal (and beyond), and that Oregon looks likely to make their goal.

Jared Larson gave the SA report – There are two new student branches, University of Alberta (Northern Alberta) and Gonzaga. BCIT took 3rd place in the Design Calc competition and U of R was awarded 1st place in the Undergraduate Grant. This is his last CRC as RVC but he will be involved in SA at Society.

Daryl Collerman gave the GAC report – five Government Outreach Days. Helped to fill two vacant GAC chapter chairs. Information developed for building restart following COVID 19 shutdowns.

Baki Cvijetinovic gave the YEA report – membership in YEA is up 6% in the Region, and YEA members comprise almost 26% of the membership. Nicky Dunbar with the Oregon chapter was able to participate in the LeADRS program at the Winter meeting.

Doug LeCren gave the Historian's report – still working to organize regional documents. He has created a regional awards document so when an award goes missing, we are able to recover to some extent. This included re-writing the scanned copy of the awards manual. All are posted on Basecamp. He wants to do a 2020 write-up on the COVID 19 impacts as an historical document.

Rob Craddock gave the Nominating Committee report - the Nominating Committee completed their work on May 8th. They had a few minor issues which did not affect the vote totals. The caucus came up with a full slate of nominees for all positions and have submitted the names for CRC General Chairs for the next three CRCs as well.

Break at 1:20, reconvened at 1:30.

Cheyenne Alabanzas gave the Alaska chapter report – meetings featuring panel speakers are very popular. Membership promotion was incentivized by giving away gift card prizes for bringing guests. RP Shootout cancelled due to COVID 19.

Rhys Gamache gave the British Columbia chapter report – they are getting more members participating at the Board level, which is allowing board members to focus on just one activity instead of two or three. They held their first lunch meeting in years.

Emilie Moreshead gave the Inland Empire chapter report – they have been surveying members for input on meeting content. They sent 4 students to the Winter Conference. Income has exceeded expenses for the year; this was aided by a new meeting venue which was well received.

Justin Albo gave the Manitoba chapter report – transferring dues collection to Society has helped with finances. They are restarting the student chapter and helping it to grow. Toured the Richardson Innovation Center.

Lyle Van Wieren gave the Northern Alberta chapter report – Past Presidents Night featured ASHRAE President Darryl Boyce. Awarded a \$1000 student scholarship. Switching online platforms has saved a lot of time and money. Disappointed they couldn't hold the CRC but many sponsors are choosing to donate their sponsorships to RP.

Geoff Jenks gave the Oregon chapter report – the golf tournament was held last summer and went well. They are seeing increasing member interest in participating in the Board and chapter chair positions. Webinars in lieu of chapter meetings are being well received.

Ty Wasserman gave the Puget Sound chapter report – they have included a few dinner meetings for members that can't make lunch meetings. Code-related meeting topics are very well received. Meeting costs are rising so the fees need to go up. They need more members to participate at the Board level.

Cailin MacPherson gave the Regina chapter report – Member are charged dues on a yearly basis, which include meetings. With meeting costs going up, the dues will need to rise. Strong partnership with the University of Regina student branch.

Gabriel Benoit gave the Saskatoon chapter report – they had good attendance at their ALI course. They have established an audit committee and they are working on clearing out the 3 year backlog.

David Lamarre gave the Southern Alberta chapter report – their golf tournament has been postponed to September. They max'd out on their Past Presidents Night attendance at 70 people.

Calvin Tripp gave the Vancouver Island chapter report – succession planning and member engagement continue to be a focus. Meetings with panel presentations were a success.

Eileen Jensen reported on the status of Society motions from previous CRCs.

Cheyenne Alabanzas read Motion #3 from the Alaska chapter, which was seconded by Oregon. The Oregon chapter moved to amend the motion, which was seconded by Manitoba. The amendment passed 11-0-0-CNV. The amended motion passed unanimously, CNV – see attached.

Lyle Van Wieren read Motion #4 from the Northern Alberta chapter, which was seconded by Southern Alberta. The Saskatoon chapter moved to amend the motion, which was seconded by Regina. The Southern Alberta chapter moved to amend the amendment, which was seconded by Vancouver Island. The amendment to the amendment passed 10-1-0-CNV. The amended amendment passed 11-0-0-CNV. The motion passed 10 – 0 – 1, CNV – see attached.

Lyle Van Wieren read Motion #5 from the Northern Alberta chapter, which was seconded by Southern Alberta. The motion failed 3-8-0-CNV – see attached.

Lyle Van Wieren read Motion #6 from the Northern Alberta chapter, which was seconded by Southern Alberta. The Oregon chapter moved to amend the motion, which was seconded by Manitoba. The amendment passed 11-0-0-CNV. The Oregon chapter moved to amend the amended motion, which was

seconded by Regina. The amendment to the amended motion passed 11-0-0-CNV. The motion 11-0-0-CNV – see attached.

Russell Lavitt reported that the next Regional Planning committee will be in August 14, 2020. This is tentatively scheduled to be held in Vancouver, B.C. at the River Rock Hotel. The 2021 Delegate Training is scheduled for March 5, 2021, also at the River Rock. CRC 2021 will be hosted by the Inland Empire chapter in Spokane, WA. David Reames, 2021 CRC Chair, gave the presentation for Inland Empire. Erich Binder let everyone know that there is an Industrial Ventilation Conference planned for late summer next year. They are looking for sponsors, attendees, and abstracts. It will be held in Toronto.

Russell gave special thanks to the Regional members who are rolling off at the end of this Society year: Jared Larson (Student Activities RVC), Heric Holmes (CTTC RVC), and Rob Craddock (Nominating Member). Their many year of service are deeply appreciated. Russell also welcomed two new Regional members – Tracy McKeon (Student Activities RVC) and Janice Peterson (CTTC RVC). Eileen also gave a shout-out to Tammy Catchings for all of her hard work in running the GoToMeetings.

A question was asked if there is a report showing the statistics for SmartStart conversions of students – it was determined that no report is available at this time. Another question was asked about the process of updating chapter dues – chapters need to send this information to Society. A question was asked if there would be a master list of virtual trainings – Eileen said she would try to get this posted on Basecamp for chapters to access. A question was asked in the chat room about a posted schedule of RVC visits – this will be addressed at the Regional Planning session.

Motion made and meeting adjourned at 3:45 pm EDT.

Attachments (6)

Motion Identification No. Region XI 1 5/8/20
(Region No., Motion No., Date)

Moved By: Oregon Chapter, Vancouver Island second

Motion: Move that the amendments to the Region XI Regional Fund Manual of Procedures (see attached) be accepted.

Background Information: The Region XI Regional Fund Manual of Procedures (MOP) has not been updated since 2013. Since that time, several motions have been passed at CRCs which need to be incorporated into the document. In addition, the document is in a very old version of Word and is in danger of no longer being supported. A team was formed to review the document to update the format, incorporate motions, and clean up any additional items found during the review. This includes adding a sequential list of motions passed to the appendix, relocating some information for improved readability, adding the electronic communications chair to the list of Regional Executive members, removing language that no longer is applicable, and updating language for current processes.

Fiscal Impact: None

Vote Count:
For: 11 **Against:** 0 **Abstained:** 0 **Chair Voting:** CNV
Passed: **Failed:** **Withdrawn:**

Motion Identification No. Region XI 2 5/8/20
(Region No., Motion No., Date)

Moved By: Regina Chapter, Southern Alberta second

Motion: Move that the Regional Budget as presented be accepted.

Background Information: _____

Fiscal Impact: _____

Vote Count:

For: 11 Against: 0 Abstained: 0 Chair Voting: CNV

Passed: Failed: Withdrawn:

Motion Identification No. XI 3 June 5, 2020
(Region No., Motion No., Date)

Moved By: Alaska Chapter , Oregon second

Motion: Move to create centralized training for the Chapter Communications Chair

Commented [J(-T1)]: Oregon moved and Manitoba seconded to remove "Electronics and". Motion passed 11-0-0-CNV

Background Information: Currently there is no Centralized training for Chapter Communications Chairs. The Communications Chair is an important position in Centralized training for somebody who assumes this position. The Electronics and charge of maintaining the Chapter's online platform to keep membership informed of what is going on in the Chapter. With a training specifically targeted to chairs of this committee, each Chapter will be better prepared to disseminate information to membership. ASHRAE would cover travel expenses to centralized training, similar to other committee trainings within ASHRAE. Because there is no RVC for Communications, centralized training is needed to inform Chapter Chairs of resources and best practices. While some CRCs may offer Communications training, this cannot be reliably offered in all Regions as Communications is not a grassroots committee.

Fiscal Impact: Cost of sending committee chairs to centralized training. An example cost for MP centralized training at the Annual meeting with room rental, F&B, and transportation, is around \$40-50k (USD) depending on what city and hotel/travel costs.

Vote Count:
For: 11 Against: 0 Abstained: 0 Chair Voting: CNV
Passed: Failed: Withdrawn:

Motion Identification No. Region XI 4 6/5/20
(Region No., Motion No., Date)

Moved By: Northern Alberta Chapter, Southern Alberta second

Motion: Move that if a CRC is cancelled due to circumstances outside the Host the
Chapter's control (e.g. global pandemic, act of god, force majeure...) that the affected
Host chapter is to host the CRC within 3 years and the schedule be similarly adjusted.

Commented [J(-T2): Southern Alberta moved, Vancouver Island seconded to add "within". Motion passed 10-1-0-CNV.

Commented [J(-T3): Saskatoon moved and Regina seconded to change from "2" to "3" years. Motion passed 11-0-0-CNV

Background Information: Based on this year's experience with the pandemic.
Chapters that have put a lot of volunteer time into hosting a CRC should be given the
Chance to reap the benefits of their efforts.

Fiscal Impact: None

Vote Count:
For: 10 **Against:** 0 **Abstained:** 1 **Chair Voting:** CNV
Passed: **Failed:** **Withdrawn:**

Motion Identification No. Region XI 5 6/5/20
(Region No., Motion No., Date)

Moved By: Northern Alberta Chapter, Southern Alberta second

Motion: Move to change the 2022 CRC host chapter from Regina to Edmonton.
Regina would host CRC in 2023. The CRC schedule would remain in the same order
following this change.

Background Information: Northern Alberta volunteers put in a lot of time to host
this year's CRC and would like to reap those benefits at the earliest opportunity.

Fiscal Impact: None

Vote Count:
For: 3 **Against:** 8 **Abstained:** 0 **Chair Voting:** CNV
Passed: **Failed:** **Withdrawn:**

Motion Identification No. Region XI 6 6/5/20
(Region No., Motion No., Date)

Moved By: Northern Alberta Chapter, Southern Alberta second

Motion: Move to change the 2023 CRC host chapter from Oregon to Northern
Alberta. Oregon would host CRC in 2024. The CRC schedule would continue in the
new order following this change.

Commented [J(-T4): Oregon moved and Manitoba seconded to change from "remain" to "continue". Motion passed 11-0-0-CNV

Commented [J(-T5): Oregon moved and Regina seconded to change from "same" to "new". Motion passed 11-0-0-CNV

Background Information: To allow the Northern Alberta chapter to host the CRC
at the next earliest opportunity.

Fiscal Impact: None

Vote Count:
For: 11 **Against:** 0 **Abstained:** 0 **Chair Voting:** CNV
Passed: **Failed:** **Withdrawn:**

Region XI

2021-2022 Delegates and Alternates

Chapter Name	Position	Full Name	MEM #	Email
ALASKA	Chapter Delegate	Mr Samuel Ratnasigamani	8125625	sratnasigamani@rsa-ak.com
ALASKA	Chapter Alternate	Mr Philip M Hayes	8348325	philip.hayes.2@outlook.com
BRITISH COLUMBIA	Chapter Delegate	Mr Mohammad Javad Afshin	8117887	mj.afshin@gmail.com
BRITISH COLUMBIA	Chapter Alternate	Mr Lindsey William Resler	8255293	l.w.resler@gmail.com
INLAND EMPIRE	Chapter Delegate	Mr Shaun Kimm	8274603	ShaunK@ATSIInlandNW.com
INLAND EMPIRE	Chapter Alternate			
MANITOBA	Chapter Delegate	Mr Marcos Guastalle	8242570	marcosguastalle@gmail.com
MANITOBA	Chapter Alternate	Mr Justin Albo	8249480	justin_albo@cgmeng.ca
NORTHERN ALBERTA	Chapter Delegate	Mr Justin M Phill	8193753	justin.phill@edmonton.ca
NORTHERN ALBERTA	Chapter Alternate			
OREGON	Chapter Delegate	Ryan Pinckard	8306045	rpinckard@chhydro.com
OREGON	Chapter Alternate	Roisin Welch	8360432	Roisin.Welch@trane.com
PUGET SOUND	Chapter Delegate	Mr Richard Doremus	8239367	rich.doremus@gmail.com
PUGET SOUND	Chapter Alternate	Tyler Wasserman	8294596	Ty.Wasserman@trane.com
REGINA	Chapter Delegate	Carla Drager	8248488	ccd091@usask.ca
REGINA	Chapter Alternate	Mr Christopher J Best	8207739	chrisbest2@gmail.com
SASKATOON	Chapter Delegate	Mr Spencer J Ollenberger	8304396	spencervortec@sasktel.net
SASKATOON	Chapter Alternate	Mr Jordan B Hittel	8309620	jordan.hittel@ca.spiraxsarco.com
SOUTHERN ALBERTA	Chapter Delegate	Miss Saron Zerai	8109276	saron.zerai@smithandandersen.com
SOUTHERN ALBERTA	Chapter Alternate			
VANCOUVER ISLAND	Chapter Delegate	Yoora Byeon	8235381	yoora.b@gmail.com
VANCOUVER ISLAND	Chapter Alternate	Mr Calvin Lee Tripp	8130680	ctripp@uvic.ca

Region XI

2020-2021 Delegates and Alternates

Chapter	Delegate	DEL Alias Email	Alternate	ALT Alias Email
ALASKA	Mr Samuel Ratnasigamani	c122crcdel@ashrae.net	Mr Philip M. Hayes	c122crca@ashrae.net
BRITISH COLUMBIA	Mr Rhys C Gamache	c020crcdel@ashrae.net	Mr Mohammad J Afshin	c020crca@ashrae.net
INLAND EMPIRE	Mr Shaun Kimm	c078crcdel@ashrae.net	Mr Peter E Lavery	c078crca@ashrae.net
MANITOBA	Mr Justin Albo	c017crcdel@ashrae.net	Aaron J L Steinberg	c017crca@ashrae.net
NORTHERN ALBERTA	Mr Lyle Van Wieren	c019crcdel@ashrae.net	Mr Justin M Phill	c019crca@ashrae.net
OREGON	Mr Geoffrey Jenks	c080crcdel@ashrae.net	Ryan Pinckard	c080crca@ashrae.net
PUGET SOUND	Mr Sean M Riley	c079crcdel@ashrae.net	Tyler Wasserman	c079crca@ashrae.net
REGINA	Ms Cailin MacPherson	c096crcdel@ashrae.net	Carla Drager	c096crca@ashrae.net
SASKATOON		c102crcdel@ashrae.net		c102crca@ashrae.net
SOUTHERN ALBERTA	Mr David Daniel Lamarre	c018crcdel@ashrae.net	Miss Saron Zerai	c018crca@ashrae.net
VANCOUVER ISLAND		c145crcdel@ashrae.net		c145crca@ashrae.net

ASHRAE ROSTER

REGION XI Region Officers

As of 07/01/2020

Position Director and Regional Chair
Name Mr Russell J Lavitt
Email r11drc@ashrae.net

Position Region Nominating Member
Name Mr Jeffery D Hurd
Email r11nom@ashrae.net

Position Region Members Council Rep
Name Ms N Eileen Jensen
Email r11RMCR@ashrae.net

Position Region Nominating Alternate
Name Mr Greg Fluter
Email r11noma@ashrae.net

Position Region Chapter Technology Transfer
Name Ms Janice C Peterson
Email r11rvccctc@ashrae.net

Position CRC General Chair
Name David G Reames; Terry M Herron
Email r11CRCCChair@ashrae.net

Position Region Government Affairs
Name Mr Daryl Glen Collerman
Email r11GAC@ashrae.net

Position Region Communications Chair
Name
Email r11CC@ashrae.net

Position Region Membership Promotion
Name Ms Louise G McKenzie
Email r11rvcm@ashrae.net

Position Region Treasurer
Name
Email r11tr@ashrae.net

Position Region Research Promotion
Name Mr Lester J Pereira
Email r11rvcrp@ashrae.net

Position Region Historian
Name
Email r11hist@ashrae.net

Position Region Student Activities
Name Mrs Tracy L McKeon
Email r11rvcsa@ashrae.net

Position Region Representative
Name
Email r11RR@ashrae.net

Position Region YEA
Name Mr Branislav Cvijetinovic
Email r11YEA@ashrae.net

Position Assistant Regional Chair
Name
Email r11arc@ashrae.net

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

INSTRUCTIONS TO DELEGATE & ALTERNATE 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. Please note: the ASHRAE Bylaws specify that a member of the Nominating Committee **must be a full member in good standing for a period of at least five (5) years prior to the time of selection.**

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 (Attachment W).
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.

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

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.

**2020-2021
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, 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. 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. (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. (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); or Vickie Grant (vgrant@ashrae.org) or Tammy Catchings (tcatchings@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).**

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 Rhiannon Masterson (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).**

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).**

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).**

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.

2020-2021 ASHRAE CRC CHAPTER SUMMARY REPORT

REGION			
CRC LOCATION			
CHAPTER			
CHAPTER NUMBER			
1. MEMBERSHIP PROMOTION	CHAPTER WEBSITE:		
NUMBER OF AREA-ASSIGNED MEMBERS (AAM)	YTD/REPORTED 2020-2021	REPORTED 2019-2020	REPORTED 2018-2019
NUMBER OF CHAPTER DUES PAYING MEMBERS (CDPM)			
NUMBER OF NEW MEMBERS TO DATE (AAM)			
NUMBER OF MEMBERS DELINQUENT TO DATE (AAM)			
2. STUDENT ACTIVITIES			
NUMBER OF NEW STUDENT MEMBERS			
NUMBER OF ACTIVE STUDENT BRANCHES			
3. CHAPTER TECHNOLOGY TRANSFER			
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			
4. RESEARCH PROMOTION/FUNDRAISING			
CHAPTER GOAL			
TOTAL DOLLARS CONTRIBUTED			
5. GOVERNMENT AFFAIRS			
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)			

6. YOUNG ENGINEERS IN ASHRAE (YEA)				
NUMBER OF NEW YEA MEMBERS				N/A
NUMBER OF TOTAL YEA MEMBERS				N/A
PERCENTAGE OF YEA MEMBERS FROM THE TOTAL CHAPTER MEMBERSHIP				N/A
7. CHAPTER HISTORY				
CHAPTER HISTORICAL DISPLAY AT CRC				
CHAPTER HISTORY MOVED TO WEB SITE				
8. FINANCES				
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.

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.

FORMAT FOR CRC MOTIONS

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

Moved By: _____

Motion: _____

Background Information: _____

Fiscal Impact: _____

Vote Count:
For: _____ **Against:** _____ **Abstained:** _____ **Chair Voting:** _____
Passed: **Failed:** **Withdrawn:**

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.

ALASKA

Member ID	Name	Current Grade	Award Description
5163233	Mr Glenn R Evans	Member	2008 - Chapter Service Award
5166660	Mr Craig D Fredeen	Member	2008 - Chapter Service Award
5208699	Mr Jeffery D Hurd	Member	2008 - Chapter Service Award
5208699	Mr Jeffery D Hurd	Member	2020 - Regional Award of Merit
8093810	Mr Gregory Thomas Jernstrom, PE	Member	2019 - Chapter Service Award
8084188	Mr Matthew A Kampen	Member	2019 - Chapter Service Award
5043123	Mr Douglas B LeCren	Member	2008 - Chapter Service Award
5043123	Mr Douglas B LeCren	Member	2012 - Regional Award of Merit
516159	Mr Boyd Morgenthaler, PE	Life Member	2002 - ASHRAE Technology Award
8092195	Mr Matthew R Olson	Associate	2020 - ASHRAE Technology Award
610659	Mr Thomas M Reinarts	Life Member	2005 - Distinguished Service Award
8230806	Craig Rohwer	Associate	2019 - Chapter Service Award
8113946	Mr Bart Semmler	Associate	2020 - ASHRAE Technology Award
5148579	Mr David F Shumway	Member	2002 - ASHRAE Technology Award
5148579	Mr David F Shumway	Member	2014 - ASHRAE Technology Award
5148579	Mr David F Shumway	Member	2020 - ASHRAE Technology Award
2016739	Mr Michael J Stinebaugh	Life Member	2008 - Chapter Service Award
5048718	Mr Ronald J Thompson	Member	2008 - Chapter Service Award
5048718	Mr Ronald J Thompson	Member	2008 - Regional Award of Merit
761454	Mr Jan Van Den Top, PE	Life Member	2008 - Chapter Service Award
2029311	Mr Robert W Whealy, PE	Life Member	2008 - Chapter Service Award
8102557	Mr Nathan P Zeigler	Member	2020 - Chapter Service Award

BRITISH COLUMBIA

Member ID	Name	Current Grade	Award Description
74721	Mr Alexander Boome, IV, P.Eng, PE	Life Member	1992 - Regional Award of Merit
74721	Mr Alexander Boome, IV, P.Eng, PE	Life Member	1998 - Distinguished Service Award
81850	Mr Eric C Bradley	Member	2011 - Chapter Service Award
8208439	Mr Alexander Brosky	Associate	2016 - Student Design Project Competition Award
117045	Mr Dale E Carter	Fellow Life Member	1995 - Regional Award of Merit
117045	Mr Dale E Carter	Fellow Life Member	2005 - Distinguished Service Award
117045	Mr Dale E Carter	Fellow Life Member	2012 - Fellow Award
117045	Mr Dale E Carter	Fellow Life Member	2013 - Exceptional Service Award
117045	Mr Dale E Carter	Fellow Life Member	2018 - Chapter Service Award
127778	Mr Edward S Chessor, PE	Life Member	2010 - Chapter Service Award
2049699	Mr Christopher W Collett	Member	2011 - Chapter Service Award
229398	Mr Donald R Fisher	Life Member	2006 - ASHRAE Tech/Sym Paper
2018336	Mr Robert N Flipse	Member	2009 - Chapter Service Award
5058890	Mr Norman Grusnick, PE	Member	2009 - Chapter Service Award
5058890	Mr Norman Grusnick, PE	Member	2009 - Regional Award of Merit
5058890	Mr Norman Grusnick, PE	Member	2015 - Distinguished Service Award
8160069	Mr Stephen Kooiman, P.Eng	Member	2016 - Chapter Service Award
421713	Mr Toby K W Lau, PE	Life Member	2010 - Chapter Service Award
7991636	Mr Wan Fuk Lin, Eng	Member	2015 - Chapter Service Award
2002241	Mr Christopher S Malloy	Member	2011 - Chapter Service Award
464333	Mr Paul E Marmion, P.Eng	Life Member	2012 - ASHRAE Technology Award

BRITISH COLUMBIA (continued)

Member ID	Name	Current Grade	Award Description
467451	Mr Robert T Martin, PE	Life Member	1990 - Regional Award of Merit
476118	Mr Blair T McCarry, P.Eng, PE	Fellow Life Member	1996 - ASHRAE Symposium Paper
476118	Mr Blair T McCarry, P.Eng, PE	Fellow Life Member	1998 - ASHRAE Technology Award
476118	Mr Blair T McCarry, P.Eng, PE	Fellow Life Member	2001 - Fellow Award
5184148	Mr Alfredo Munoz	Member	2013 - Chapter Service Award
2050906	Mr Brian A O'Donnell	Life Member	1998 - ASHRAE Technology Award
2050906	Mr Brian A O'Donnell	Life Member	2010 - Chapter Service Award
2039024	Mr Lester J Pereira	Member	2013 - Chapter Service Award
8208151	Dr Mohammad Rafati	Associate	2017 - Technical Paper Award
8208151	Dr Mohammad Rafati	Associate	2017 - Willis H Carrier Award
8144869	Ms Kimberly A Rosval	Associate	2015 - Chapter Service Award
5184785	Mr Charles W Sabean	Associate	2013 - Chapter Service Award
2002974	Mr Elia M Sterling	Life Member	2010 - Chapter Service Award
718177	Mr Ronald H Strong, P.Eng	Fellow Life Member	1998 - Distinguished Service Award
718177	Mr Ronald H Strong, P.Eng	Fellow Life Member	2001 - Fellow Award
782622	Mr Gary E Way	Life Member	2009 - Chapter Service Award
5117819	Mr Rodney Yeoh, PE	Member	2010 - Chapter Service Award

INLAND EMPIRE

Member ID	Name	Current Grade	Award Description
8055053	Mr Jay P Ashbaugh, PE	Member	2013 - Chapter Service Award
8044094	Mr Colin M Bates, PE	Member	2013 - Chapter Service Award
82977	Dr Michael R Brambley, PhD	Fellow Life Member	2008 - Distinguished Service Award
82977	Dr Michael R Brambley, PhD	Fellow Life Member	2009 - Fellow Award
5216545	Mr Michael J Caffrey	Member	2014 - Chapter Service Award
5223615	Mr Jacob L Deering, PE	Associate	2013 - Chapter Service Award
8108477	Mr Benjamin Frank Gozart	Associate	2015 - ASHRAE Technology Award
5153450	Mrs Traci A Hanegan	Fellow Member	2012 - Chapter Service Award
5153450	Mrs Traci A Hanegan	Fellow Member	2013 - Distinguished Service Award
5153450	Mrs Traci A Hanegan	Fellow Member	2013 - Regional Award of Merit
5153450	Mrs Traci A Hanegan	Fellow Member	2017 - Fellow Award
319939	Mr Terry M Herron	Member	2012 - Chapter Service Award
349056	Mr James Hutsinpillar	Life Member	1998 - 50-Year Member Award
5016671	Mr Lucas B Hyman, PE	Member	2005 - Chapter Service Award
5016671	Mr Lucas B Hyman, PE	Member	2013 - Distinguished Service Award
5016671	Mr Lucas B Hyman, PE	Member	2013 - George B Hightower Tech Achievement Award
3034805	Mr Ron E Jarnagin	Presidential Fellow Life Member	2005 - Distinguished Service Award
3034805	Mr Ron E Jarnagin	Presidential Fellow Life Member	2010 - Exceptional Service Award
3034805	Mr Ron E Jarnagin	Presidential Fellow Life Member	2017 - Fellow Award
2025866	Dr Srinivas Katipamula	Fellow Member	2006 - Distinguished Service Award
2025866	Dr Srinivas Katipamula	Fellow Member	2009 - Fellow Award
2007214	Mr Jacob Laete, PE	Life Member	2002 - Chapter Service Award
2007214	Mr Jacob Laete, PE	Life Member	2002 - Regional Award of Merit
5213660	Mr Matthew G Landoe	Member	2014 - Chapter Service Award
2031195	Mr Bruce I Nelson	Life Member	2013 - Distinguished Service Award
5133465	Mr David G Reames, PE	Member	2012 - Chapter Service Award

INLAND EMPIRE (continued)

Member ID	Name	Current Grade	Award Description
8074877	Mr Gerald J Van Guilder	Associate	2015 - Chapter Service Award
5170902	Mr Randall C Wilkinson PE	Member	2012 - Chapter Service Award

MANITOBA

Member ID	Name	Current Grade	Award Description
8157966	Mr Doug P Castor	Associate	2016 - Chapter Service Award
128763	Mr Neil James Childs	Life Member	1997 - Regional Award of Merit
128763	Mr Neil James Childs	Life Member	2018 - Chapter Service Award
5124235	Mr Russell J Lavitt, P.Eng.	Member	2012 - Regional Award of Merit
5124235	Mr Russell J Lavitt, P.Eng.	Member	2015 - Chapter Service Award
5124235	Mr Russell J Lavitt, P.Eng.	Member	2018 - Distinguished Service Award
481585	Mr Robert McDowall, P.Eng	Life Member	1998 - Regional Award of Merit
481585	Mr Robert McDowall, P.Eng	Life Member	2013 - Distinguished Service Award
5189762	Mr Corey W Nation, P.Eng	Member	2014 - Chapter Service Award
2024380	Mr Elbert G Phillips	Fellow Life Member	2007 - Chapter Service Award
2024380	Mr Elbert G Phillips	Fellow Life Member	2009 - Distinguished Service Award
2024380	Mr Elbert G Phillips	Fellow Life Member	2013 - Regional Award of Merit
2024380	Mr Elbert G Phillips	Fellow Life Member	2017 - Exceptional Service Award
2024380	Mr Elbert G Phillips	Fellow Life Member	2018 - Fellow Award
5149859	Mr Stirling Walkes	Member	2013 - Chapter Service Award
2034107	Mr Craig P Wray P.Eng	Member	2004 - Distinguished Service Award
2034107	Mr Craig P Wray P.Eng	Member	2016 - Exceptional Service Award

NORTHERN ALBERTA

Member ID	Name	Current Grade	Award Description
8027546	Ms Lindsay W Austrom	Member	2015 - Chapter Service Award
8108153	Mr Wesley J. Bruce	Member	2019 - Chapter Service Award
2029083	Mr Jeffrey M Elkow	Member	2013 - Chapter Service Award
291897	Mr Ivan A Hall, P.Eng.	Life Member	2010 - Chapter Service Award
291897	Mr Ivan A Hall, P.Eng.	Life Member	2010 - Regional Award of Merit
8027662	Mr Heric D Holmes, PE	Member	2011 - ASHRAE Technology Award
8027662	Mr Heric D Holmes, PE	Member	2013 - Chapter Service Award
8027662	Mr Heric D Holmes, PE	Member	2019 - Regional Award of Merit
8105077	Mr Tom S J Jacknisky	Member	2015 - Chapter Service Award
5176573	Mr Grant S Kidd, P.Eng	Member	2018 - Chapter Service Award
5022953	Mr A Paul Knowler	Member	2010 - Chapter Service Award
407327	Mr Greg A Kroening	Life Member	2015 - Chapter Service Award
5064647	Mr Darren K McPherson	Associate	2010 - Chapter Service Award
516780	Mr Marshall J Mormyluk	Life Member	2012 - Chapter Service Award
5024714	Mr Darrell J Phillips	Member	2012 - Chapter Service Award
8060267	Mr Kent A Signorini	Member	2013 - Chapter Service Award
5160485	Ms Shanon L Warner	Member	2010 - Chapter Service Award

OREGON

Member ID	Name	Current Grade	Award Description
8070883	Mr Kevin Bibler	Member	2018 - Chapter Service Award
8261960	Mr Adam Buchholz	Associate	2015 - Student Design Project Competition Award
8036748	Mr Adam C Carlson	Member	2014 - Chapter Service Award
116883	Mr Larry M Carson	Life Member	1985 - Regional Award of Merit
8069137	Mr Brian Coffield	Associate	2017 - ASHRAE Technology Award
8069137	Mr Brian Coffield	Associate	2018 - ASHRAE Technology Award
3026353	Mr Bruce C Dobbs, PE	Member	2014 - Regional Award of Merit
3026353	Mr Bruce C Dobbs, PE	Member	2019 - Chapter Service Award
198857	Prof Douglas W Dunford	Life Member	2000 - Regional Award of Merit
198857	Prof Douglas W Dunford	Life Member	2007 - Chapter Service Award
198857	Prof Douglas W Dunford	Life Member	2008 - Distinguished Service Award
215892	Mr Richard A Evans	Life Member	1992 - Fellow Award
215892	Mr Richard A Evans	Life Member	1996 - Distinguished Service Award
215892	Mr Richard A Evans	Life Member	1999 - Regional Award of Merit
215892	Mr Richard A Evans	Life Member	2006 - Distinguished 50-Year Member Award
215892	Mr Richard A Evans	Life Member	2006 - Exceptional Service Award
5076365	Mr Steven B Farnes	Associate	2009 - Chapter Service Award
288130	Mr James M Haberman, PE	Life Member	2009 - Chapter Service Award
5206098	Dr Robert J Hitchcock	Member	2016 - Distinguished Service Award
5206098	Dr Robert J Hitchcock	Member	2017 - Poster Presentation Award
3025646	Ms N Eileen Jensen, PE	Member	2012 - Regional Award of Merit
3025646	Ms N Eileen Jensen, PE	Member	2015 - Chapter Service Award
3025646	Ms N Eileen Jensen, PE	Member	2017 - Distinguished Service Award
5150572	Prof Alison G Kwok, PhD	S-B-A Member	2012 - Distinguished Service Award
8228635	Mr Ariel Levy	Associate	2014 - ASHRAE Technology Award
5161156	Mr Stefan Lidington	Member	2012 - Chapter Service Award
5161156	Mr Stefan Lidington	Member	2014 - Regional Award of Merit
5172434	Ms Bing Liu	Fellow Member	2014 - Distinguished Service Award
5172434	Ms Bing Liu	Fellow Member	2019 - Fellow Award
2011545	Mr Kevin L Marple	Member	2008 - Regional Award of Merit
2011545	Mr Kevin L Marple	Member	2013 - Chapter Service Award
2011545	Mr Kevin L Marple	Member	2013 - Distinguished Service Award
2011545	Mr Kevin L Marple	Member	2020 - Exceptional Service Award
5077229	Ms Janice C Peterson	Member	2010 - Distinguished Service Award
8306045	Ryan Pinckard	Member	2020 - Lincoln Bouillon Award
611253	Dr Gordon M Reistad	Life Member	1991 - Distinguished Service Award
8231441	Blake Reynolds	Associate	2015 - Student Design Project Competition Award
7993906	Mr Michael I Rosenberg	Fellow Member	2016 - Fellow Award
663309	Mr Lewis E Seagraves	Life Member	1988 - Lincoln Bouillon Award
663309	Mr Lewis E Seagraves	Life Member	1988 - Regional Award of Merit
663309	Mr Lewis E Seagraves	Life Member	2009 - Chapter Service Award
8399455	Ms Natalie Elizabeth Sherwood, PE	Associate	2015 - Student Design Project Competition Award
8072903	Ms Megan Tosh, PE	Member	2013 - Chapter Service Award
8072903	Ms Megan Tosh, PE	Member	2017 - Distinguished Service Award
8072903	Ms Megan Tosh, PE	Member	2017 - Regional Award of Merit
752166	Mr John O Trueb	Life Member	1989 - Regional Award of Merit

OREGON (continued)

Member ID	Name	Current Grade	Award Description
2001913	Ms Anne Wagner	Life Member	1995 - Regional Award of Merit
5116834	Mr Denny N Whitzel	Member	2013 - Chapter Service Award
8157426	Mr Alexander Wilson	Associate	2015 - Student Design Project Competition Award
820131	Mr Keith A Yelton	Life Member	2006 - Regional Award of Merit
820131	Mr Keith A Yelton	Life Member	2013 - Chapter Service Award
820131	Mr Keith A Yelton	Life Member	2019 - Distinguished Service Award

PUGET SOUND

Member ID	Name	Current Grade	Award Description
8089646	Mr Sean Abbott	Member	2013 - ASHRAE Technology Award
5193684	Mr Peter F Alspach	Member	2013 - ASHRAE Technology Award
8099147	Mr Tamas Bencsik, PE	Member	2018 - Chapter Service Award
5058121	Mr Norman J Brown, PE	Member	2007 - ASHRAE Technology Award
2019492	Mr David L Budd, PE	Member	2014 - ASHRAE Technology Award
5156930	Mr Alan M Burt	Associate	2015 - Chapter Service Award
8050726	Mr C Hwakong Cheng	Member	2010 - ASHRAE Journal Paper Award
5145136	Mr Rand N Conger, PE	Member	2013 - Chapter Service Award
552467	Jill A Connell, PE	Member	2004 - Regional Award of Merit
8258163	Mr Henry Di Gregorio	Associate	2015 - ASHRAE Technology Award
5113518	Dr Ashley F Emery, PE	Fellow S-B-A Member	2007 - Fellow Award
8175688	Mr Stephen Forner	Member	2018 - Chapter Service Award
251343	Mr M David Gardner, PE	Fellow Life Member	1996 - Regional Award of Merit
251343	Mr M David Gardner, PE	Fellow Life Member	2018 - Distinguished 50-Year Member Award
5095204	Dr Krishnan Gowri, PhD	Fellow Member	2013 - Distinguished Service Award
5095204	Dr Krishnan Gowri, PhD	Fellow Member	2016 - Fellow Award
272781	Dr Lois Graham	Fellow Life Member	1984 - Fellow Award
301023	Mr Alexander H Hargis, PE	Life Member	1997 - 50-Year Member Award
5184810	Mr Brian Haugk, PE	Member	2013 - ASHRAE Technology Award
5184810	Mr Brian Haugk, PE	Member	2015 - ASHRAE Technology Award
8077713	Mr Morgan Heater	Associate	2019 - ASHRAE Technology Award
8132739	Mr Michael Hedrick	Associate	2010 - ASHRAE Technology Award
7979859	Mr Jonathan M Heller	Member	2012 - ASHRAE Technology Award
7979859	Mr Jonathan M Heller	Member	2013 - ASHRAE Technology Award
7979859	Mr Jonathan M Heller	Member	2016 - ASHRAE Technology Award
329919	Mr John F Hogan, PE	Life Member	2004 - Distinguished Service Award
329919	Mr John F Hogan, PE	Life Member	2015 - Exceptional Service Award
5031093	Mr Raymond H Horstman, PE	Fellow Life Member	2012 - Fellow Award
2007393	Mr Don M Iverson PE	Life Member	2010 - ASHRAE Technology Award
354456	Mr Joel K Jackman, PE	Life Member	2013 - Chapter Service Award
5136230	Ms Leslie A Jonsson	Member	2013 - Chapter Service Award
5136230	Ms Leslie A Jonsson	Member	2015 - Regional Award of Merit
7988695	Dr Chao-Hsin Lin, PE	Fellow Member	2013 - Fellow Award
7988695	Dr Chao-Hsin Lin, PE	Fellow Member	2015 - Distinguished Service Award
8089391	Ms Jessica A Mangler, PE	Member	2016 - Lincoln Bouillon Award
2026297	Mr Thomas J Marseille	Member	2010 - ASHRAE Technology Award
2026297	Mr Thomas J Marseille	Member	2015 - ASHRAE Technology Award

PUGET SOUND (continued)

Member ID	Name	Current Grade	Award Description
2026297	Mr Thomas J Marseille	Member	2016 - ASHRAE Technology Award
8304654	Jeremy L McClanathan	Associate	2013 - ASHRAE Technology Award
540337	Mr Paul T Ninomura, PE	Life Member	2015 - Distinguished Service Award
550341	Mr Erling J Olsen, PE	Fellow Life Member	1998 - Fellow Award
550341	Mr Erling J Olsen, PE	Fellow Life Member	2017 - Distinguished 50-Year Member Award
8141739	Mr Shanti Oram	Associate	2013 - ASHRAE Technology Award
8141739	Mr Shanti Oram	Associate	2014 - ASHRAE Technology Award
5045109	Rae Anne Rushing, PE	Member	2003 - Government Activities Award
8084670	Ms Kathi Shoemake, PE	Member	2018 - Chapter Service Award
3027596	Mr Jeff Sloan	Member	2013 - ASHRAE Technology Award
8296930	Mr Zachary Stevens	Associate	2020 - ASHRAE Technology Award
5058081	Ms Holly Robinson Townes, PE	Retired Member	2006 - Lincoln Bouillon Award
5131270	Mr Ken A Warren, PE	Member	2016 - ASHRAE Technology Award

REGINA

Member ID	Name	Current Grade	Award Description
8050510	Mr Edward K Cooke	Member	2015 - Chapter Service Award
5173438	Mr Rob Craddock	Member	2007 - Chapter Service Award
5173438	Mr Rob Craddock	Member	2009 - Regional Award of Merit
5173438	Mr Rob Craddock	Member	2009 - William J Collins Research Promotion Award
5173438	Mr Rob Craddock	Member	2015 - Distinguished Service Award
5173438	Mr Rob Craddock	Member	2015 - Government Activities Award
7967979	Mr Jason T Danyliw, P.Eng	Member	2015 - Chapter Service Award
211653	Mr Robert J England	Life Member	2015 - Chapter Service Award
5055417	Mr Greg Fluter, P.Eng.	Member	2013 - Chapter Service Award
5055417	Mr Greg Fluter, P.Eng.	Member	2019 - Regional Award of Merit
301536	Mr Trevor D Harle	Life Member	1998 - Regional Award of Merit
301536	Mr Trevor D Harle	Life Member	2004 - Chapter Service Award
8241887	Mr Bradley Huber	Associate	2019 - Chapter Service Award
2017484	Mr Wayne M Hydeman	Life Member	1997 - Lincoln Bouillon Award
5220136	Mr Jared R Larson	S-B-A Member	2014 - Student Activities Achievement Award
5220136	Mr Jared R Larson	S-B-A Member	2018 - Chapter Service Award
5220136	Mr Jared R Larson	S-B-A Member	2020 - Regional Award of Merit
8224535	Mr Bradley Lulik	S-B-A Associate	2016 - Student Design Project Competition Award
2014579	Mr Murdoch D MacPherson, PE	Member	2006 - Chapter Service Award
2014579	Mr Murdoch D MacPherson, PE	Member	2018 - Regional Award of Merit
3001365	Mr Ray P Sieber	Member	2008 - Chapter Service Award
3001365	Mr Ray P Sieber	Member	2012 - Regional Award of Merit
8232808	Ms Natasha G Skea	Member	2020 - Chapter Service Award
8144690	Mrs Carla M Spriggs	Member	2014 - Chapter Service Award
8097202	Ms Janel L Walter, P. Eng	Member	2016 - Chapter Service Award
5146979	Mr Shawn M Wedewer, PE	Member	2009 - Chapter Service Award

SASKATOON

Member ID	Name	Current Grade	Award Description
59466	Mr Robert W Besant	Fellow Life Member	2000 - ASHRAE Technical Paper Award
59466	Mr Robert W Besant	Fellow Life Member	2005 - ASHRAE Tech/Sym Paper
59466	Mr Robert W Besant	Fellow Life Member	2006 - ASHRAE Tech/Sym Paper
59466	Mr Robert W Besant	Fellow Life Member	2006 - Poster Presentation Award
2048129	Mr Robert John Daniels	Retired Member	2007 - Chapter Service Award
171842	Mr K William Dean, P.Eng	Life Member	1997 - Regional Award of Merit
171842	Mr K William Dean, P.Eng	Life Member	2007 - Distinguished Service Award
171842	Mr K William Dean, P.Eng	Life Member	2013 - Exceptional Service Award
5221733	Mr Jeffrey A Frie	Member	2013 - Chapter Service Award
387895	Dr S L Khanna	Life Member	2009 - Chapter Service Award
7987202	Mr Ryan M MacGillivray, P.Eng	Member	2015 - Regional Award of Merit
7987202	Mr Ryan M MacGillivray, P.Eng	Member	2018 - Chapter Service Award
8076585	Mr Michael Nemeth	Member	2016 - Chapter Service Award
662121	Mr John D Scott	Life Member	2007 - Chapter Service Award
5127863	Dr Carey J Simonson	Fellow S-B-A Member	2005 - ASHRAE Tech/Sym Paper
5127863	Dr Carey J Simonson	Fellow S-B-A Member	2006 - ASHRAE Tech/Sym Paper
5127863	Dr Carey J Simonson	Fellow S-B-A Member	2016 - Fellow Award
5127863	Dr Carey J Simonson	Fellow S-B-A Member	2017 - Technical Paper Award

SOUTHERN ALBERTA

Member ID	Name	Current Grade	Award Description
5019992	Mr Robert Bean P.L.(Eng.)	Member	2011 - Lou Flagg Historical Award
5019992	Mr Robert Bean P.L.(Eng.)	Member	2017 - Distinguished Service Award
63234	Mr Erich Binder	Life Member	2006 - Regional Award of Merit
63234	Mr Erich Binder	Life Member	2008 - Chapter Service Award
63234	Mr Erich Binder	Life Member	2010 - Distinguished Service Award
63234	Mr Erich Binder	Life Member	2016 - Award for Distinguished Public Service
63234	Mr Erich Binder	Life Member	2017 - Exceptional Service Award
8033091	Mr Don R Blacklock	Member	2013 - Chapter Service Award
5193520	Mr Tyler S Bungay	Member	2019 - Chapter Service Award
2007103	Mr John A Forrest	Member	2019 - Chapter Service Award
2037196	Mr Jonathan A French	Member	2006 - Chapter Service Award
2037196	Mr Jonathan A French	Member	2008 - Regional Award of Merit
332775	Mr Bill Holmes	Life Member	2009 - Chapter Service Award
5084870	Mr Peter S Litwinow	Member	2019 - Chapter Service Award
446985	Mr F Robert Lounsberry, P.Eng	Life Member	2006 - Chapter Service Award
5195059	Mr Tyler M Majcher	Associate	2013 - Chapter Service Award
2014350	Mr Tim J McGinn, P.Eng.	Member	2002 - Regional Award of Merit
2014350	Mr Tim J McGinn, P.Eng.	Member	2013 - Chapter Service Award
2014350	Mr Tim J McGinn, P.Eng.	Member	2013 - Distinguished Service Award
2014350	Mr Tim J McGinn, P.Eng.	Member	2014 - ASHRAE Technology Award
2014350	Mr Tim J McGinn, P.Eng.	Member	2020 - Exceptional Service Award
8070542	Mr Regan Moffatt	Associate	2018 - ASHRAE Technology Award
600264	Mr Earl J Radu	Life Member	1989 - Regional Award of Merit
3035553	Mr Trent P Theaker	Member	2019 - Chapter Service Award

VANCOUVER ISLAND

Member ID	Name	Current Grade	Award Description
8260192	Mr Daryl Glen Collerman	Member	2020 - Chapter Service Award
8115435	Mr Kyle W Hasenkox	Member	2017 - Chapter Service Award
5192985	Mr Thomas Joseph LeRoy	Member	2009 - Chapter Service Award
5063137	Mr Alexander G McGowan, P.Eng	Member	2016 - Distinguished Service Award
8170618	Ms Louise G McKenzie	Member	2013 - ASHRAE Technology Award
8170618	Ms Louise G McKenzie	Member	2018 - Chapter Service Award
495342	Mr Robert J Meredith	Life Member	1990 - William J Collins Research Promotion Award
495342	Mr Robert J Meredith	Life Member	2006 - Chapter Service Award
5103632	Mr Mark W Stitt, PE	Retired Member	2014 - Chapter Service Award
5095205	Mr Arthur G Sutherland	Member	2015 - ASHRAE Technology Award
8130680	Mr Calvin Lee Tripp	Associate	2017 - Chapter Service Award
752220	Mr Cedric S Trueman, P.Eng	Life Member	2006 - Chapter Service Award
752220	Mr Cedric S Trueman, P.Eng	Life Member	2018 - Distinguished Service Award
752220	Mr Cedric S Trueman, P.Eng	Life Member	2019 - Distinguished 50-Year Member Award
7977281	Mr Mark W Watson	Member	2013 - Chapter Service Award

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.

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.