



MINUTES

NOMINATING COMMITTEE MEETING

ATLANTA, GA
Sunday, February 5, 2023

Approved by the Nominating Committee on June 25, 2023.

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PRINCIPAL APPROVED MOTIONS

Nominating Committee Meeting

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No. - Pg.	Motion
1 – 2	That the minutes from the November 11-12, 2022 and December 12, 2022 Nominating Committee meetings be approved.
2 – 2	<p>The Process Improvement Subcommittee recommends the following changes to the Nominating Committee Manual of Procedures (MOP) and Reference Manual:</p> <p><u>Nominating Committee MOP</u></p> <p>14.5.1 The Directors at Large (DALs) have the responsibility of representing the technological interest of the Society. They assist in the guidance and management of the councils as well as assisting and guiding the committees and shouldshall have served at least one term as Chair of a Society Technical Committee, Standards Project Committee, or Standing Committee reporting directly to the Publishing & Education or Technology Councils. The DAL needs a strong working knowledge of the structure and function of ASHRAE at the Society level. While service such as a chapter officer, Regional Vice Chair or Director and Regional Chair is a plus, a good technological background and service related to research, standards, publishing, technology transfer, etc. should be weighed much more heavily than region/chapter service in selecting DAL.</p> <p><u>Nominating Committee Reference Manual</u></p> <p>Qualifications</p> <ul style="list-style-type: none">• Shall have been Full Member (grade) of Society prior to the date of election.• Shall have served at least one term as Chair voting member (preferably Chair) of a Society Technical Committee, Standards Project Committee, or project committees a Standing Committee reporting directly to the Publishing & Education or Technology Councils.

ACTION ITEMS

Nominating Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 -	Rules Subcommittee	Review the current MOP guidelines regarding how members can be engaged on subcommittees and make changes, as necessary, to make those guidelines less restrictive.		
2 -	Rules Subcommittee	Review the Reference Manual's listed qualifications for DAL and make changes, as necessary, to those qualifications. The goal is to clarify and not limit quality candidates.		
3 - 4	Staff	Distribute approved changes to the Nominating Committee MOP and Reference Manual prior to the spring CRCs.		
4 - 4	All	Send any thoughts and feedback on the current Society year's questions process and final questions to Ms. Hayter.		
5 - 5	Staff	Confirm if a separate room block can be reserved for Nominating Committee members and alternates at the Winter Conference		



MINUTES

NOMINATING COMMITTEE MEETING

Sunday, February 5, 2023

MEMBERS PRESENT:

Chuck Gulledge, Chair
Mick Schwedler, Vice Chair
Joe Furman, Region I Member
Richard Vehlow, Region I Alternate
Isabelle Lavoie, Region II Member
Nicolas Lemire, Region II Alternate
Jim Grant, Region III Member
Roger Jones, Region III Alternate
Jimmy Leonida, Region IV Member
Chuck Curlin, Region IV Alternate
Lee Millies, Region V Member
Jack Kibort, Region V Alternate
Mark Miller, Region VI Member
Fiona Martin, Region VI Alternate
Kay Thrasher, Region VII Member
Michael Cooper, Region VII Alternate
Mark Fly, Region VIII Member
Chris Ahne, Region VIII Alternate
Trent Hunt, Region IX Member
Jessica Renner, Region IX Alternate
Robert Kunkel, Region X Member
Cindy Moreno, Region X Alternate
Jeff Hurd, Region XI Member
Greg Fluter, Region XI Alternate

Dan Rogers, Region XII Member
Eduardo Conghos, Region XII Alternate
Jojo Castro, Region XIII Member
Den Low, Region XIII Alternate
Eduardo Maldonado, Region XIV Member
Bratislav Blagojevic, Region XIV Alternate
Krishnan Viswanath, RAL Member
Mohammad Sajid, RAL Alternate
Bill Dean, BOD-Elected Member
Tim Dwyer, BOD-Elected Member
Sheila Hayter, BOD-Elected Member
Julia Keen, BOD-Elected Member
Karine Leblanc, BOD-Elected Member
Bjarne Olesen, BOD-Elected Member
Nohad Boudani, BOD-Elected Member
David Underwood, BOD-Elected Member
Maged Hashem, BOD-Elected Alternate*
Pat Graef, BOD-Elected Alternate*
Jennifer Leach, BOD-Elected Alternate
Cesar Lim, BOD-Elected Alternate
Frank Mills, BOD-Elected Alternate
John Nix, BOD-Elected Alternate
Guy Perreault, BOD-Elected Alternate*
Ade Awujoola, BOD-Elected Alternate

*Virtual Attendee

STAFF PRESENT:

Candace DeVaughn, Manager - Board Services
Chandrias Jolly, Assistant Manager - Board Services

CALL TO ORDER

Mr. Gulledge called the meeting to order at 7:00 am.

CODE OF ETHICS

Mr. Gulledge read the code of ethics commitment. He advised that the full code of ethics statement and core values were available online.

ROLL CALL/INTRODUCTIONS

Roll call was conducted; members and staff in attendance as noted above.

REVIEW OF MEETING AGENDA

Mr. Gulledge reviewed the meeting agenda. There were no changes.

APPROVAL OF MINUTES

Mr. Underwood moved and Ms. Keen seconded that

1. The minutes from the November 11-12, 2022 and December 12, 2022 Nominating Committee meetings be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS

Action items 1 and 2 were reported as ongoing. Action item 3 was reported as complete.

EXECUTIVE SESSION

Executive session was called at 7:05am.

Open session reconvened at 7:17am.

REPORT OF SUBCOMMITTEES**PROCESS IMPROVEMENT SUBCOMMITTEE**

Ms. Lavoie reported that the subcommittee had been working on an assigned action item to review the current process for vetting candidates before the fall meeting. She reported that the subcommittee had two very productive virtual meetings.

Ms. Lavoie moved that

2. The Process Improvement Subcommittee recommends the following changes to the Nominating Committee Manual of Procedures (MOP) and Reference Manual:

Nominating Committee MOP

14.5.1 The Directors at Large (DALs) have the responsibility of representing the technological interest of the Society. They assist in the guidance and management of the councils as well as assisting and guiding the committees and ~~should~~**shall have served at least one term as Chair of a Society Technical Committee, Standards Project Committee, or Standing Committee**

reporting directly to the Publishing & Education or Technology Councils. The DAL needs a strong working knowledge of the structure and function of ASHRAE at the Society level. While service such as a chapter officer, Regional Vice Chair or Director and Regional Chair is a plus, a good technological background and service related to research, standards, publishing, technology transfer, etc. should be weighed much more heavily than region/chapter service in selecting DAL.

Nominating Committee Reference Manual

Qualifications

- Shall have been Full Member (grade) of Society prior to the date of election.
- Shall have served **at least one term** as **Chair** ~~voting member (preferably Chair)~~ of a Society Technical **Committee**, Standards **Project Committee**, or ~~project committees~~ **a Standing Committee reporting directly to the Publishing & Education or Technology Councils.**

Ms. Lavoie reported that the Process Improvement Subcommittee observed over numerous meetings of the Nominating Committee, some inconsistency and confusion regarding the nomination qualifications for the position of Director-at-Large. This centers around the question as to if the candidate is required to have chaired a technical or standards committee or if chairing another society committee fulfills the requirements.

The Nominating Committee MOP clearly states, "The Directors-at-Large (DALs) have the responsibility of representing the technological interest of the Society. They assist in the guidance and management of the councils as well as assisting and guiding the committees and should have chaired at least one of these. The DAL needs a strong working knowledge of the structure and function of ASHRAE at the Society level." The proposed changes are meant to provide more detailed guidance on this matter.

Additionally, as the intent of the DAL position is clearly stated to represent the technical (non-grassroots) functions in the Society, the Subcommittee recommends that other, seemingly, vague references be updated with more detailed language.

There was discussion of the motion, which is summarized below:

The Rules Subcommittee was also assigned to review this. Should this work be coordinated? The work of the Process Improvement Subcommittee is in line with the consensus of the Rules Subcommittee.

Previous discussions included whether ad hocs should be considered as well.

The Subcommittee discussed the multiple groups in Society at length. It was decided that it was best to keep the guidelines simple and more succinct. The emphasis of the proposed updates was to ensure candidates are well vetted and that there is representation from all the councils on the BOD.

It was suggested that 'Standards Project Committee' be added to the qualifications bullet in the Reference Manual. There was consensus that, if approved, this update could be considered editorial.

Spoke in favor of the motion. Expressed agreement that DAL candidates should have chaired a committee.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

Mr. Gulledge stated that the subcommittee was assigned this task because there had been consternation over DAL qualifications in the past. He commended the subcommittee for their good work in cleaning it up.

Ms. Lavoie reported that the subcommittee recommended that the new DAL guidelines be shared with delegates and alternates prior to the spring CRCs.

Staff will distribute approved changes to the Nominating Committee MOP and Reference Manual prior to the spring CRCs.

AI - 3

Ms. Lavoie thanked Mr. Fly for all of his work on the proposed changes.

QUESTIONS SUBCOMMITTEE

Ms. Hayter reported on behalf of the subcommittee. She thanked the group for all their hard work. She also thanked the full committee for submitting thoughtful questions for the Treasurer interviews as well as the candidate questionnaires.

She stated that the subcommittee would appreciate hearing thoughts and feedback on this year's process and final questions.

All members will send any thoughts and feedback on the current Society year's questions process and final questions to Ms. Hayter.

AI - 4

RULES SUBCOMMITTEE

Ms. Thrasher asked for clarification on the action item to review how Nominating Committee members can be engaged on subcommittees.

Mr. Gulledge stated that the intent of the action item was to ensure that everyone on the committee is assigned to a subcommittee. His recommendation was to reword the requirements to remove the current limitations.

Ms. Thrasher reported that the subcommittee will prepare a motion for the committee's consideration at an upcoming meeting.

TRAINING MATERIALS REVIEW SUBCOMMITTEE

Mr. Schwedler reported that each year, the Vice Chair appoints a Training Materials Review Subcommittee; this year, he reached out to a wide swath of members. He reported that the group met virtually three times.

He reported that the group is working hard to update the current orientation and training materials. He reported that the plan for the upcoming year's training is to conduct two virtual training modules in April – one for all incoming members and alternates and a second specifically geared to Regional Members and Alternates.

Each of the training modules will be presented at two different times to accommodate members in various time zones.

Following next year's orientation there will be a quiz or evaluation sent to all participants. The goal of the quiz is not to find out what they got wrong, but to find what may have been missed in the training.

The subcommittee will be asking all members for feedback and advice for new members. This information will be used to improve the training.

The June in-person training will augment the training that was done virtually in April.

Mr. Schwedler reported that the subcommittee has also extensively discussed training for the Chair and Vice Chair. He stressed that it was important for the Chair and Vice Chair to be trained also. Next fall, it will be his responsibility to ensure that the incoming Vice Chair is trained.

EXECUTIVE SESSION

Executive session was called at 7:56 am. Open session reconvened at 11:45 am.

NEW BUSINESS

Staff provided an update on how DRCs from Regions VI, VIII, and XI (those Regions with spring CRCs) will be notified once a DRC confirms his/her willingness to serve. It was brought to staff's attention that regions with spring CRCs were not receiving confirmation of incoming RVCs in time to include them in their spring CRCs.

Staff's recommendation is to copy DRCs on the email once an incoming RVC confirms his/her willingness to serve. DRCs will also be reminded that more often than not, the President-Elect will honor the Region's wishes and the DRC can be confident reaching out to the Region's first choice.

For 2023-24 incoming RVCs, staff will contact DRCs to let them know who has already responded.

Staff was asked to confirm if a separate room block can be reserved for Nominating Committee members and alternates at the Winter Conference.

AI - 5

ADJOURNMENT

The meeting adjourned at 11:52 am.



Charles E. Gullledge III, Chair