



**Minutes**

**Chapter Technology Transfer Committee (CTTC)**

**Wednesday, January 13, 2021**

**Full Committee – 10am-12pm – GoToMeeting – Page 1**

**Subcommittee Meetings – 12pm-2pm – GoToMeeting – Pages 3-5**

**Friday, January 15, 2021**

**Executive Committee – 11am-12pm – GoToMeeting – Page 6**

**Full Committee – 12pm-3pm – GoToMeeting – Page 2**

## Attendance

Members Present	Members Absent	Guests	Staff
Thursten Simonsen	Renjie Jerry Huang	Larry Smith	Rhiannon Masterson
Mohammad Al Tassi		Kurt Monteiro	Anastasia Meadows
Daniel Robert		Mick Schwedler	Joyce Abrams
Charles Bertuch		Keith Reihl	Eunice Njeri
Daniel Redmond		Dan Chudecke	
Matthew Archey			
Christopher Adams			
Arunabha Sau			
Elizabeth Zakelj			
Grant Page			
Peter Sudbeck			
Russell Pratt			
Kevin Blankemeier			
Janice Peterson			
John Constantinide			
Mahroo Eftekhari			
Ahmad Nour			
Heric Holmes			
Andrew Reilman			
Ashish Rakheja			

## Motions

# - Page	Motion
1 – 5	That Society introduce a virtual Distinguished Lecturer option for chapters, which will not count as an allocated visit, effective July 1, 2020.
2 – 6	That the following Members Council referred motion be referred to the Communications Committee to review for feasibility and fiscal impact: That CTTC implement a “Chapters DL Event Tracker” application tool on ASHRAE 365 mobile application, beginning July 1, 2021.
3 – 7	That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.
4 – 8	That the Chapter Technology Transfer Committee (CTTC) Resource Manual be updated as follows, effective immediately.

## Action Items

# - Page	Responsibility	Summary of Action
1 – 3	Staff	Joyce Abrams will report back once she receives an update and more specific information regarding the online DL content form
2 – 4	Online Chapter Programs Ad Hoc	Reach out to Communications Committee, with support of CTTC leadership, to see if we can collaborate with them on documentation. Aim to have an update at mid-spring Operations Subcommittee meeting.

3 – 5	Constantinide	Update Liaison Talking Point document for the 2021 Annual Conference meeting
4 – 5	Staff	Schedule subcommittee calls for early to mid-April
5 – 5	Staff	Communicate to chapters that DL virtual visits are already available, that we want to track them, and instructions on how to utilize ASHRAE's GTM service
6 – 6	Staff	Send note to Vickie Grant that CTTC is actively working to create something similar to Motion (2) and we will have an ad hoc working on this while the Communications Committee is reviewing feasibility.
7 – 6	Digital DL Evaluations Ad Hoc	Provide an update during the spring Member Services subcommittee meeting and a report during the CTTC 2021 Annual Conference meeting.
8 – 6	Promoting Award Nominations Ad Hoc	Provide an update during the spring Member Services subcommittee meeting and a report during the CTTC 2021 Annual Conference meeting. Research possibility of offering example Technology Award short forms.

### **Minutes from January 13, 2021**

1. **Call to Order** – Simonsen
2. **Roll Call/Introduction of Guests** – Simonsen
3. **ASHRAE Code of Ethics Commitment** – Simonsen  
*In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interest. (See full Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)*
4. **Review of Agenda** – Simonsen
5. **Approval of Minutes** – June 19 & 20, 2020 Meetings – Simonsen
  - a. Motion to approve by Bertuch, seconded by Adams. Unanimous approval CNV.
6. **Review of Action Items** – Simonsen (**Attachment A**)
7. **Special Reports**
  - a. Certification – Kurt Monteiro, Certification Committee Vice Chair (**Attachment B**)
  - b. Building EQ – John Constantinide, BEQ Committee Chair (**Attachment C**)
  - c. eLearning – Eunice Njeru, ASHRAE Staff, Manager of eLearning (**Attachment D**)
  - d. Training & Education – Keith Reihl, Training & Education Committee Vice Chair
    - i. In-person trainings have shifted to online trainings. We are still offering both levels of HVAC Design Trainings. Try to promote this course whenever possible.
    - ii. Try to include 1-2 slides promoting Training & Education during chapter meetings or presentations.
    - iii. The virtual DL visits have received good feedback. There is unlimited opportunity for virtual DL visits since they could as non-allocated visits.
    - iv. IAQ is a popular topic at the moment. This could be used as an upcoming Tech Hour topic.
  - e. Mick Schwedler, ASHRAE President-Elect
    - i. Review of ASHRAE Leadership Presentation (**Attachment E**)
  - f. Technical Activities Committee (TAC) – Larry Smith, TAC Vice Chair
    - i. CTTC RVCs are each assigned as liaisons to different TC sections. These connections can help develop Tech Hour topics and lead to new speakers or DLs.
    - ii. Smith emphasized the importance of bridging the gap between ASHRAE at the Society level and the grassroots side. Smith provided an open invitation for anyone with questions regarding what happens at TAC and the Society level to contact him.

- iii. Is there a way to encourage TAC or TC members attend local chapter meetings? Is there a way for TAC and chapters to have a way to contact one another? Regional officers can run regional reports and see who holds different volunteer positions. Encourage CTTC chapter chairs to reach out to TAC and ask them to give a short presentation to the chapter.

## 8. Ad Hoc Reports

- a. Regional Statistics – Bertuch
  - i. Changes were approved and implemented. We simplified data and moved some categories around.
  - ii. This ad hoc's mission is complete and can now be dissolved.
- b. Online DL Content Form – Redmond
  - i. We are waiting to see if Society has a program that can be utilized for this purpose
  - ii. We will have more discussion during the Member Services Subcommittee meeting, and then determine next steps.
  - iii. Joyce Abrams – ASHRAE Member Services Director – has been in communication with ASHRAE Marketing and the Communications Committee to see if it is possible to get DL forms online and possibly utilize the ASHRAE365 app. **Action Item (1)** Abrams will report back once she receives an update and more specific information. If there are any specific requests for the online form, be sure to request it and staff will see if it is possible.
- c. Online Chapter Programs
  - i. Members: Constantinide, Holmes, Page, and Bertuch
  - ii. Created during Austin committee meeting
  - iii. Charged with assessing current documentation and resources in order to align CTTC to meet the needs of Chapters conducting online chapter programs
  - iv. ASHRAE Online Program Guidelines
    - 1. The Ad Hoc agreed to have the ASHRAE Online Program Guidelines be published as ASHRAE guidance to chapters, similar to the [ASHRAE Virtual Meeting Guidance](#) document. The attached slides are included as a template for chapters to use in welcoming attendees, making chapter announcements, introducing the speaker, and closing the meeting.
  - v. No document revisions are recommended, as all forms and documents may be used and adapted to address online chapter programs. However, in time, the DL Subcommittee may want to revisit their forms to include virtual meetings as a venue option. Furthermore, the DL Subcommittee may want to reassess investing in making DL forms available to chapters online, which was not the recommendation of an Ad Hoc that addressed this issue.
  - vi. CRC Workshop Training
    - 1. Due to CRCs becoming virtual in nature, CTT RVCs should consider providing virtual workshop training and utilize the ASHRAE [ASHRAE Virtual Meeting Guidance](#) document and Society's GoToMeeting, or their Region's video conference resources in available, to conduct training.
  - vii. **Action Item (2)** Next steps for this ad hoc are to reach out to the Communications Committee, with support of CTTC leadership, to see if we can collaborate with them on documentation. Aim to have an update at our mid-spring Operations Subcommittee meeting.

## 9. Review of Regional Statistics – Simonsen

- a. CRCs were held virtually in 2020. Review of how that process went and any RVC takeaways.
- b. There were no allocated DL visits used due to the travel restrictions. Continue to encourage virtual DL visits.

- c. For chapter visits and meetings, try to attend virtually whenever possible.
- d. Regarding liaison contacts, this item should track any meaningful or significant interactions that the RVC has had with the TC section that they are assigned.
- e. CTTC awards
  - i. How can we create more interest in the Donald A. Siller Refrigeration Award?
  - ii. We should try to have a Dan Mills Chapter Programs Award nominee from each Region since each Region likely already recognizes an outstanding CTTC chapter chair.
  - iii. This is the time of year to think about Tech Awards for the current year. Regional competition deadlines are typically in late spring or early summer, and the Society deadline is September 1. Those winners are then honored during the ASHRAE Winter Conference in January the following year. Reminder that the short form can be used at the Regional level, but the long form needs to be used at the Society level.

## Minutes from January 15, 2021

1. **Call to Order** – Simonsen
2. **Roll Call/Introduction of Guests** – Simonsen
3. **BOD ExO**
  - a. Updates from Ashish Rakheja
4. **Liaison Talking Points** – ([Attachment F](#))
  - a. Helps keep our committee connected with other committees within ASHRAE
  - b. This document provides talking points that can be shared and used as a reference
  - c. **Action Item (3)** Constantinide volunteered to update the document for the 2021 Annual Conference meeting
5. **Status of 2020-21 MBOs** – Simonsen ([Attachment G](#))
  - a. MBO #1: discussion of whether or not RVCs have chapters that are struggling to pivot to virtual meetings.
  - b. MBO #6: **Action Item (4)** Staff to schedule these calls for early to mid-April
6. **Members Council Referrals**
  - a. ASHRAE CARICOM Chapter – Motion 16 (02/04/2020)
    - i. **Motion (1)**: That Society introduce a virtual Distinguished Lecturer option for chapters, which will not count as an allocated visit, effective July 1, 2020.
      1. Reviewed by the Member Services Subcommittee
      2. We are already implementing the intent of the motion
      3. The ASHRAE GoToMeeting service is available to chapters who need it
      4. An ad hoc was formed in June 2020 to provide guidelines and recommendations to chapters for hosting virtual meetings
      5. It was agreed that virtual visits should not be discouraged
      6. **Motion (1) passes.** Vote: 17-0-0 (2 absent) CNV
      7. **Action item (5)**: Communicate to chapters that these virtual visits are already available, that we want to track them, and instructions on how to utilize ASHRAE's GTM service
  - b. South Brazil Chapter – Motion 6.c (11/10/2020)
    - i. That CTTC implement a "Chapters DL Event Tracker" application tool on ASHRAE 365 mobile application, beginning July 1, 2021.
      1. After discussion, the consensus is that we are in favor of the intent of the motion, but are unsure of the cost and timeline in the motion. More research is required.
      2. **Motion (2)**: Constantinide moved and Holmes seconded to refer this motion to the Communications Committee to review for feasibility and fiscal impact.
        - a. **Motion (2) passes.** Vote: 17-0-0 CNV
        - b. CTTC would like the motion send back to them after the Communications Committee is done with their review.
        - c. **Action Item (6)**: Staff to send note to Vickie Grant that CTTC is actively working to create something like this and we will have an ad hoc working on this while the Communications Committee is reviewing feasibility.
7. **Special Report**
  - a. Young Engineering in ASHRAE – Bruno Martinez, YEA RVC RXII and YEA liaison for CTTC
8. **Subcommittee Reports**
  - a. Member Services – Al Tassi ([Attachment H](#))
    - i. Two recommendations for ad hocs below. **Action Items (7 and 8)** Both should plan to bring an update to the spring subcommittee meeting and provide a report at the 2021 Annual Conference meeting

1. Digital DL evaluations: Redmond (Chair), Page, Constantinide
  2. Promoting award nominations: Bertuch (chair), Eftekhari, Adams, Zakelj
    - a. Research offering example Tech Award short forms
- b. Operations – Robert (**Attachment I**)
- i. **Motion (3)**: That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.
    1. **Motion (3) passes.** Vote: 18-0-0 CNV

### 5. Committee Membership

A. This committee shall consist of ~~19~~ voting members, including a chair, ~~two one or more~~ vice chair(s), ~~14~~ CTTC regional vice chairs, and consultants in various roles ~~one chapter program coordinator, and one web broadcast coordinator~~; in addition, 2 non-voting members, ~~consisting of~~ including a BOD ex officio member, and a coordinating officer are assigned.

C. The chairman and ~~two~~ vice chair(s) of this committee shall be members entitled to vote in the Society.

### 6. Duties of Committee Members

Duties of ~~Web Broadcast~~ Tech Hour Coordinator

Duties of the ~~Web Broadcast~~ Tech Hour Coordinator shall include the following:

1. Manage ~~web broadcasts and webcasts~~ Tech Hours:
  - a. Select topics at ASHRAE Winter meeting for the following year's ~~broadcast/webcast~~ Tech Hours
  - b. Solicit ASHRAE Society's relevant committees for speaker recommendations
  - c. ~~Approve speaker's list at ASHRAE Annual meeting~~ The Tech Hour ad hoc will review speaker submissions for selection
  - d. Contact speakers for acceptance
  - e. ~~Forward accepted speaker's list with contact information to CTTC Staff Liaison~~ Assist with review process
  - f. ~~Supervise Peer Review Committee selection;~~
    - i. ~~Three (3) persons selected by Technology Council with name provided by specified date to CTTC Staff Liaison~~
    - ii. ~~Two (2) persons from organization related to the broadcast topic selected by CTTC Communications Coordinator~~
    - iii. ~~Four (4) persons who are members of CTTC or chosen by CTTC~~
    - iv. ~~All speakers for broadcast~~

Duties of the Staff Liaison

16. Coordinate logistics, publicity, program, registration, and reporting for ~~CTTC Satellite Broadcasts/Webcasts~~ Tech Hour.

### 7. Subcommittees

Executive Subcommittee

- a. Consists of the chair, first and second vice chairs, Programs Coordinator, ~~Web Broadcast~~ Tech Hour Coordinator, and the BOD ExO.

Operations Subcommittee

- d. Administer satellite ~~broadcasts/webcasts~~ Tech Hours.

**Background:** Necessary update to reflect change from webcast to Tech Hours and housekeeping updates

**Fiscal Impact:** None

**Vote:** 8-0-0

- ii. **Motion (4):** That the Chapter Technology Transfer Committee (CTTC) Resource Manual be updated as follows, effective immediately.

1. **Motion (4) passes.** Vote: 18-0-0 CNV

**ASHRAE Distinguished Lecturers Program**

~~2018-2019~~ 2020-21 Regional Distinguished Lecturer Allocations

The allocation of Distinguished Lecturer visits for ~~2018-19~~ 2020-21 is outlined below.

*(Updated DL allocations for current 2020-21 SY)*

**Rotation Schedule for Technology Awards Program Judges**

*(Updated rotation schedule to include Region XIV)*

**Appendix AA: PAOE Interpretation Guidelines**

~~PAOE 2019-2020~~ 2020-21

*(Updated to show CTTC PAOE points for current 2020-21 SY)*

**Background:** Housekeeping updates

**Fiscal Impact:** None

**Vote:** 8-0-0

9. **Next Meeting** – June 2021

10. **Adjournment**



## Action Items

No. – Pg.	Responsibility	Status	Summary of Action
1-4	Staff	In process; put together, but not sent	Send out a batch of received summary forms to DL Ad Hoc twice per year in the spring and fall. DL Ad Hoc to review for general feedback.
2-4	Operations Subcommittee	Complete pending approval	Update MOP to include all 15 regions and consider other committees. Reflect correct number of voting members, chair, and vice chairs.



## ASHRAE CERTIFICATION: Information Chapters & Members Need

JANUARY, 2021

### Developments

#### **NEW! Remote Online Proctored Examination**

- ✓ Safe, secure and convenient

#### **NEW! Certification Study Guide: Certified HVAC Designer (CHD) (Member Price \$56)**

- ✓ Must-have guide to study of HVAC design resources and key job tasks
- ✓ 100-question CHD practice exam

#### **NEW! Regions: Co-Host Certification “Tech Talk”**

- ✓ Need-to-know information for prospects and employers
- ✓ Members receive 20% application discount (3-month limited time offer)
- ✓ Recent Region XII webinar | Contact Tim Kline at [tkline@ashrae.org](mailto:tkline@ashrae.org) for details

### Certification Digital Badging

- ✓ Over 900 badges claimed, with over 500 shares to LinkedIn and over 10,000 badge views in all media
- ✓ Rich meta-data and real-time, third-party verification

*Example:*



## How can CTTC help Chapters share ASHRAE Certification information to Members?

### *Value for Chapters*

- ✓ Grow Chapter membership | **Increase participation at education events.** Certificants need PDHs!
- ✓ **Earn 100 and 50 PAOE points**, respectively, for Member certification and recertification.

### *Value for Chapter Members*

- ✓ **Validation** of specialized job knowledge, skills and ability
- ✓ Unparalleled **recognition** | **Career development**

Over **3,000 ASHRAE certifications** earned by built-environment professionals in these key jobs:

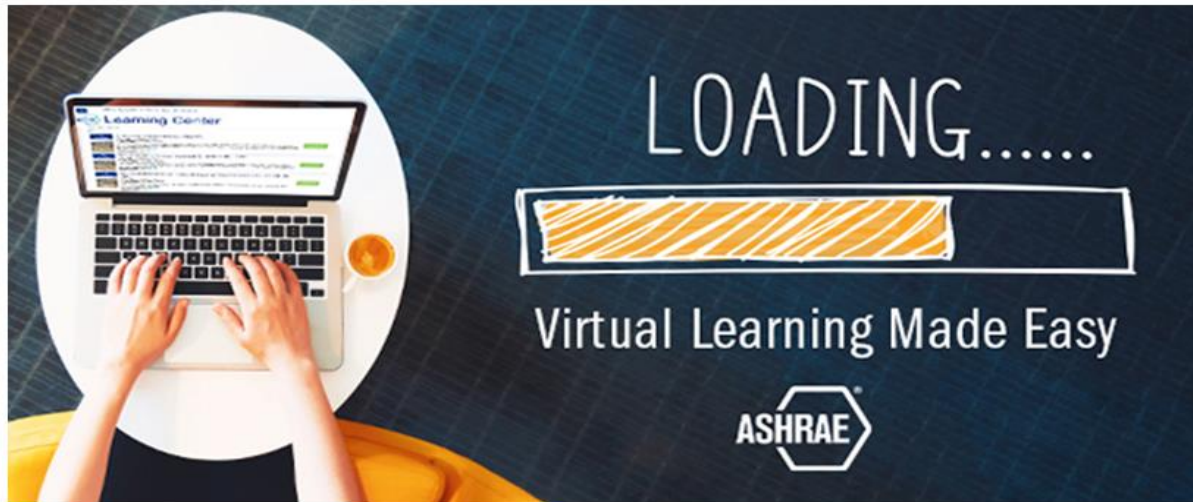
Commissioning    Energy Auditing    Energy Modeling    HVAC Design  
Healthcare Facility Design    High-Performance Building Design    Building Operations

For assistance, including requests for promotional materials, please contact [marketing@ashrae.org](mailto:marketing@ashrae.org).

**Report from Building EQ Committee  
to Chapter Technology Transfer Committee  
Virtual Winter Meeting – January 2021**

1. Three Standard Operating Procedure (SOP) documents have been created by Building EQ to provide direction for Student Branches, University Outreach, Government Outreach. The final versions of the SOPs will be posted on the ASHRAE website and distributed to the appropriate ASHRAE committees and staff liaisons.
  - The Student Branch SOP is focused on student chapters using Building EQ to work on Building EQ projects under a qualified professional.
  - The University and Government Outreach SOPs are focused on how to reach out to get these entities involved with the Building EQ Portal.
2. An Energy Genius Award proposal has been submitted to Honors & Awards Committee under the category for Personal Awards for Specific Student Activities. The Honors & Awards Committee will discuss the award at their Winter meeting in January.
3. A Journal article is in development as a follow up to the Orlando Seminar 42 on Building EQ.
4. An interpretation request was submitted for Standard 211 regarding remote site visits to conduct building energy audits during epidemics and pandemic situations. That interpretation request has now been officially approved and posted to the ASHRAE website.
5. System level KPIs (key performance indicators) are being investigated as a possible future addition to the Portal in order to provide buildings owners with more detailed, system-specific information to improve building energy performance
6. Case studies on University use of the Portal are being created and will posted on the Building EQ webpage and used at presentation handouts.
7. BEQ is working with members from TC 9.9 *Mission Critical Facilities, Data Centers, Technology Spaces and Electronic Equipment* to develop appropriate metrics to add data centers as a building type in the Building EQ Portal. This will be helpful to building types that currently include data centers as a space type but are not really able to address the high energy usage in that part of the building
8. Work on the new ASHRAE HQ As Designed rating continues. The work is being done pro bona by ASHRAE members. Final issues with the model are being resolved.

## 50% off eLearning coupons for ASHRAE Chapters



As a service to ASHRAE chapters, the Society is making available eLearning coupons that chapters can use to promote chapter activities. These coupons offer 50% discount off the listed price.

### Here are just a few of the ways chapters can use eLearning coupons:

- + Distribute coupons for attending a meeting
- + Award a coupon for a contribution to research
- + Award a coupon for a low score at a golf tournament
- + Award a coupon in conjunction with an award.

Chapters can get coupons by contacting Eunice Njeru, Manager of eLearning, at [eLearning@ashrae.org](mailto:eLearning@ashrae.org) or [enjeru@ashrae.org](mailto:enjeru@ashrae.org)

ASHRAE eLearning offers over 90 HVAC&R-related courses to choose from, including these recently updated, fully interactive courses:

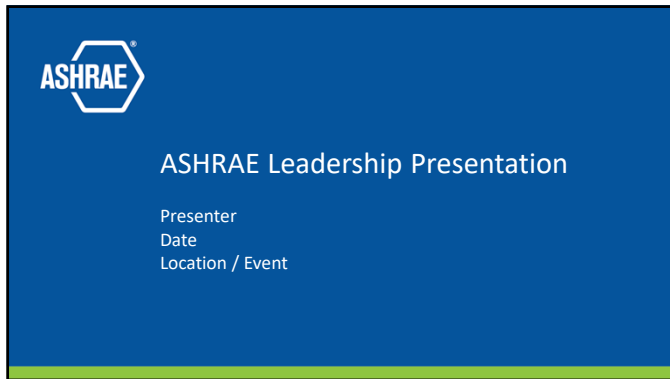
- + Psychrometrics
- + Load Calculations
- + Introduction to HVAC Design
- + Introduction to HVAC Systems
- + Refrigeration System Parameters and Key Performance Indicators (KPIs)
- + DDC Specification, Installation and Commissioning
- + Central Plants
- + Achieving Zero-Energy Building Design – **NEW!**

For the complete eLearning catalog, please visit <https://elearning.ashrae.org/>.

## Why ASHRAE eLearning?

- ✓ Convenient way to learn about new applications and standards
- ✓ Easy way to keep up with license and certification requirements
- ✓ Approved by AIA and GBCI
- ✓ Earn PDHs/CEUs
- ✓ Courses created by industry leaders in HVAC&R
- ✓ Discounted rates for enrolling five or more people

[ASHRAE eLearning](#) is an approved Continuing Education provider for the American Institute of Architects (AIA), and a U.S. Green Building Council (USGBC) Education Partner. Continuing Education (CE) hours earned from ASHRAE eLearning may be applied toward maintenance of state-licensed professionals (architects and professional engineers) and LEED credentials.

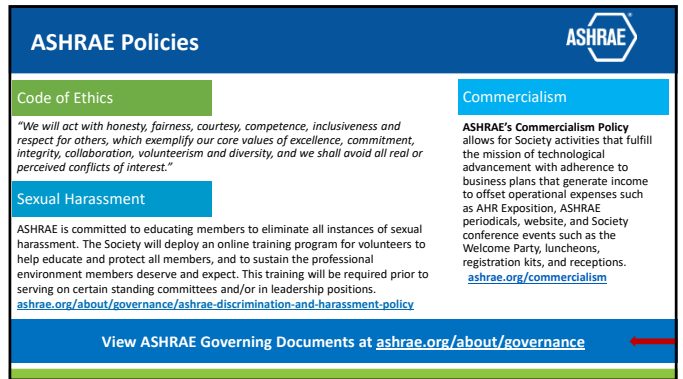


**ASHRAE**

## ASHRAE Leadership Presentation

Presenter  
Date  
Location / Event

1



**ASHRAE Policies**

**Code of Ethics**

*"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."*

**Sexual Harassment**

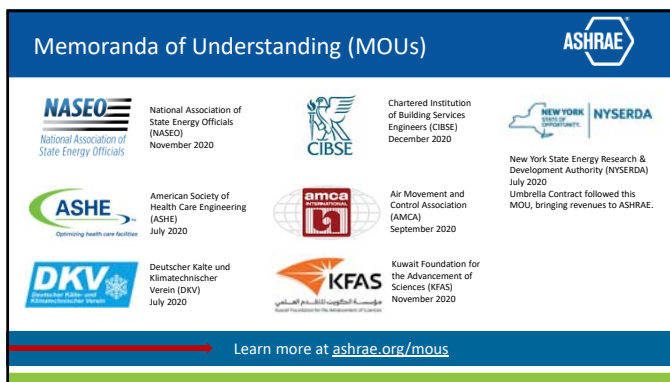
ASHRAE is committed to educating members to eliminate all instances of sexual harassment. The Society will deploy an online training program for volunteers to help educate and protect all members, and to sustain the professional environment members deserve and expect. This training will be required prior to serving on certain standing committees and/or in leadership positions.  
[ashrae.org/about/governance/ashrae-discrimination-and-harassment-policy](http://ashrae.org/about/governance/ashrae-discrimination-and-harassment-policy)

**Commercialism**


**ASHRAE's Commercialism Policy** allows for Society activities that fulfill the mission of technological advancement with adherence to business plans that generate income to offset operational expenses such as AHR Exposition, ASHRAE periodicals, website, and Society conference events such as the Welcome Party, luncheons, registration kits, and receptions.  
[ashrae.org/commercialism](http://ashrae.org/commercialism)

[View ASHRAE Governing Documents at ashrae.org/about/governance](http://ashrae.org/about/governance)


2




**Memoranda of Understanding (MOUs)**




National Association of State Energy Officials (NASEO)  
November 2020




Chartered Institution of Building Services Engineers (CIBSE)  
December 2020




New York State Energy Research & Development Authority (NYSERDA)  
July 2020  
Umbrella Contract followed this MOU, bringing revenues to ASHRAE.




American Society of Health Care Engineering (ASHE)  
July 2020



Air Movement and Control Association (AMCA)  
September 2020



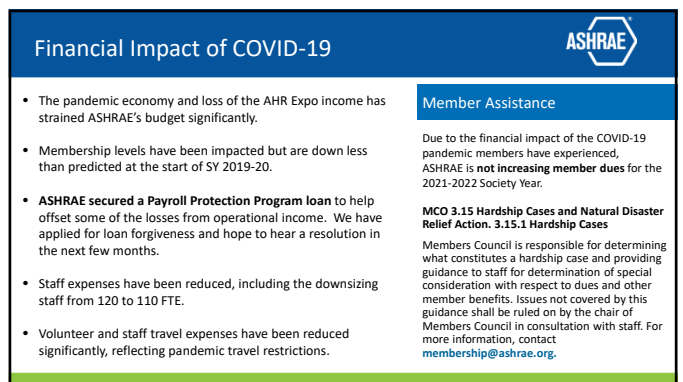
Deutscher Kalte und Klimatechnischer Verein (DKV)  
July 2020



Kuwait Foundation for the Advancement of Sciences (KFAS)  
November 2020

[Learn more at ashrae.org/mous](http://ashrae.org/mous)

3



**Financial Impact of COVID-19**

- The pandemic economy and loss of the AHR Expo income has strained ASHRAE's budget significantly.
- Membership levels have been impacted but are down less than predicted at the start of SY 2019-20.
- ASHRAE secured a Payroll Protection Program loan** to help offset some of the losses from operational income. We have applied for loan forgiveness and hope to hear a resolution in the next few months.
- Staff expenses have been reduced, including the downsizing staff from 120 to 110 FTE.
- Volunteer and staff travel expenses have been reduced significantly, reflecting pandemic travel restrictions.

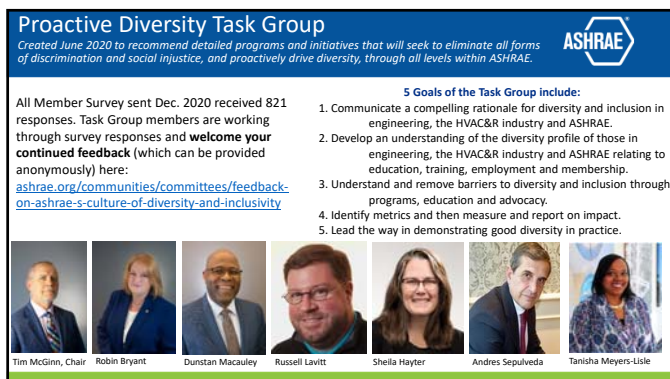
**Member Assistance**

Due to the financial impact of the COVID-19 pandemic members have experienced, ASHRAE is **not increasing member dues** for the 2021-2022 Society Year.

**MCO 3.15 Hardship Cases and Natural Disaster Relief Action. 3.15.1 Hardship Cases**

Members Council is responsible for determining what constitutes a hardship case and providing guidance to staff for determination of special consideration with respect to dues and other member benefits. Issues not covered by this guidance shall be ruled on by the chair of Members Council in consultation with staff. For more information, contact [membership@ashrae.org](mailto:membership@ashrae.org).

4










**Proactive Diversity Task Group**  
*Created June 2020 to recommend detailed programs and initiatives that will seek to eliminate all forms of discrimination and social injustice, and proactively drive diversity, through all levels within ASHRAE.*

All Member Survey sent Dec. 2020 received 821 responses. Task Group members are working through survey responses and **welcome your continued feedback** (which can be provided **anonymously**) here: [ashrae.org/communities/committees/feedback-on-ashrae-s-culture-of-diversity-and-inclusivity](http://ashrae.org/communities/committees/feedback-on-ashrae-s-culture-of-diversity-and-inclusivity)

**5 Goals of the Task Group include:**

1. Communicate a compelling rationale for diversity and inclusion in engineering, the HVAC&R industry and ASHRAE.
2. Develop an understanding of the diversity profile of those in engineering, the HVAC&R industry and ASHRAE relating to education, training, employment and membership.
3. Understand and remove barriers to diversity and inclusion through programs, education and advocacy.
4. Identify metrics and then measure and report on impact.
5. Lead the way in demonstrating good diversity in practice.

Tim McGinn, Chair   Robin Bryant   Dunstan Macauley   Russell Lavitt   Sheila Hayter   Andres Sepulveda   Tanisha Meyers-Lisle

5



**Nominations Needed!**

**Committee Nominations**

- Due by **mid-February**. Council, RAC, TAC, Standards and Handbook nominations are due **mid-September**
- Speak with your committee ExO if your current appointment ends in June and you wish to be nominated for another committee

[ashrae.org/committee-nominations](http://ashrae.org/committee-nominations)

**Honors & Awards Nominations**

ASHRAE's awards fall into one of six categories:


- Personal Honors
- Personal Awards for General & Specific Society Activities
- Paper Awards
- Society Awards to Groups or Chapters
- Chapter and Regional Awards

[ashrae.org/honorsandawards](http://ashrae.org/honorsandawards)

[Learn about ASHRAE Technical Committees \(TCs\) at ashrae.org/communities](http://ashrae.org/communities)

6

## New Global Headquarters



ASHRAE has officially moved into a renovated 66,700 ft<sup>2</sup> building, originally built in 1978.

Over \$10.2M in monetary and in-kind support was received from generous stakeholders to support this renovation project.


PV system design is underway with installation to be completed this spring to drive NZE performance

See the video tour, photos, building technical features and our generous sponsors at [ashrae.org/newhq](http://ashrae.org/newhq)

180 Technology Parkway NW  
Peachtree Corners, GA 30092

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## Epidemic Task Force (ETF)



Continues to provide COVID-19 related resources, making ASHRAE a trusted source of critical guidance during the pandemic.

The most visited page on our website: [ashrae.org/covid19](http://ashrae.org/covid19)


Clickable infographic for easy navigation, FAQs and free resources



[ashrae.org/covid19](http://ashrae.org/covid19)

8

## Bylaws Update



Proposed Bylaws change, to be voted on Spring 2021:  
Change title of 'Member' grade to "Full Member"

**ASHRAE Bylaws**  
Section 2.1 Grades of Membership. These shall be designated as follows:  
(A) Honorary Member,  
(B) Presidential Members,  
(C) Fellow,  
(D) Life Member,  
(E) Life Associate Member,  
(F) Full Member,  
(G) Associate Member,  
(H) Affiliate Member, and  
(I) Student Member.


'Member' grade refers to individuals who have provided necessary education and professional background information to the Society in order to advance from Associate to Member grade.

This proposed Bylaws change would update the title of 'Member' to 'Full Member'.

[ashrae.org/about/governance](http://ashrae.org/about/governance)

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## Membership & Communities



Your Benefits [ashrae.org/membership](http://ashrae.org/membership)

**New Member Benefit Selection Society Year 2020-2021**  
Full Dues paying Members and Associate Members will be able to select from the following complimentary annual member benefits starting SY 2020-2021:

- ✓ ASHRAE eLearning Course
- ✓ ASHRAE Standard (PDF)
- ✓ ASHRAE Handbook (PDF)

Members can opt to include a Handbook Online subscription or printed copy of the Handbook for an additional fee.

50,000+ Society Members including 5200+ Student Members


15 Regions with 198 Chapters and 400+ Active Student Branches

**Connect-A-Colleague**  
Quickly invite peers to join ASHRAE and participate in committees using a pre-written email invitation at [ashrae.org/connect](http://ashrae.org/connect)

Your Community [ashrae.org/communities](http://ashrae.org/communities)

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## ASHRAE Support



**Research Promotion (RP)**  
The Research Promotion campaign supports ASHRAE Research, Education, YEA programs, Scholarships, Endowed Funds, and the RP General Fund.

★ Thank You to all the donors and volunteers for your support during this challenging year.

**Society Year 2019-2020 total raised: \$2,117,677**

- \$1,635,596 in contributions for Research
- \$277,720 for ASHRAE Foundation
- \$170,596 for Scholarships
- \$33,765 for General Fund, YEA, and Education


**ASHRAE Foundation Grants & Scholarships**  
The ASHRAE Foundation is an endowed trust that provides funding for professional development and research programs, supplies qualified engineering students with much needed scholarship assistance, and provides grants to help support the Society's vital work.

- 30 Society Scholarships totaling \$167,000
- 30 Chapter-Awarded Scholarships totaling \$56,000

Donate, Volunteer, Apply, and Learn More at [ashrae.org/support](http://ashrae.org/support)

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## Government Affairs

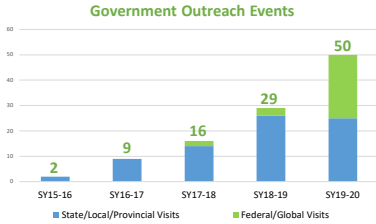


ASHRAE Government Affairs program works to establish ASHRAE as a leading source of trusted expertise for policy-makers in the development of legislation and regulations affecting the public and HVAC&R industry.

- **Government Affairs Update** bi-weekly newsletter provides updates on government activities. Subscribe online or by emailing [GovAffairs@ashrae.org](mailto:GovAffairs@ashrae.org).
- **Government Outreach Events** connecting ASHRAE volunteers with policy makers.
- Briefings & Testimony, Regulatory Meetings, Hearings, and Comments.
- **Letters** related to public policy priorities.

Get Involved + Get Resources [ashrae.org/government-affairs](http://ashrae.org/government-affairs)

**Government Outreach Events**



Society Year	State/Local/Provincial Visits	Federal/Global Visits
SY15-16	2	0
SY16-17	9	0
SY17-18	16	0
SY18-19	29	0
SY19-20	25	25

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## ASHRAE Conferences

### ASHRAE VIRTUAL WINTER CONFERENCE

February 9-11, 2021

**MAR 2021** 2021 ASHRAE Virtual Design and Construction Conference  
March 8-10, 2021 | Virtual

**JUN 2021** 2021 ASHRAE Annual Conference  
Jun 26-30, 2021 | Phoenix, AZ

**SEP 2021** IAQ 2020: Indoor Environmental Quality Performance Approaches  
September 13-15, 2021 | Athens, Greece

[ashrae.org/conferences](https://www.ashrae.org/conferences) ←

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## Professional Development

<p><b>eLearning</b> Convenient, on-demand courses for individuals or groups.</p> <p><b>90+</b> online courses starting at \$42 for members.</p> <p><b>Group Rates Available</b></p> <p>Updated Course Catalog: <a href="https://elearningcatalog.ashrae.org">elearningcatalog.ashrae.org</a></p>	<p><b>ASHRAE Learning Institute (ALI)</b> Instructor-led courses in a variety of formats.</p> <p><b>New Virtual HVAC Design Courses</b> Live, Instructor-led</p> <ul style="list-style-type: none"> <li>Level I – Essentials</li> <li>Level II – Applications</li> </ul> <p><b>New 2021 Instructor-led Online Series</b> <a href="https://ashrae.org/onlinecourses">ashrae.org/onlinecourses</a></p> <p><b>Courses Available for ASHRAE Chapter, and In-Company Presentations.</b></p>	<p><b>Certification</b> Validate and promote your expertise via online examination and digital badging:</p> <ul style="list-style-type: none"> <li>Building Design                     <ul style="list-style-type: none"> <li>Energy Modeling (BEMP)</li> <li>Healthcare Facility Design (HFDP)</li> <li>High-Performance Building Design (HPBD)</li> <li>HVAC Design(CHD)</li> </ul> </li> <li>Building Performance                     <ul style="list-style-type: none"> <li>Commissioning (BCXP)</li> <li>Energy Assessment (BEAP)</li> </ul> </li> <li>Building Operations                     <ul style="list-style-type: none"> <li>Operations &amp; Performance Maintenance (OPMP)</li> </ul> </li> </ul>
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[ashrae.org/professional-development](https://www.ashrae.org/professional-development) ←

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## Publications and Standards

Recently Published items available at [ashrae.org/bookstore](https://www.ashrae.org/bookstore) ←

<p><b>Standard 135-2020</b> BACnet A Data Communication Protocol for Building Automation and Control Networks</p>	<p><b>Standard 170-2021</b> Ventilation of Health Care Facilities <i>Coming soon!</i></p>	<p><b>Standard 90.1</b> User's Manual (based on ANSI/ASHRAE/IES Standard 90.1-2019)</p>
<p><b>Guideline 41-2020</b> Design, Installation and Commissioning of Variable Refrigerant Flow (VRF) Systems</p>	<p><b>Standard 55-2020</b> Thermal Environmental Conditions for Human Occupancy</p>	

Find these resources and many more at [ashrae.org](https://www.ashrae.org) ←

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## Resources

<b>ASHRAE Technology Portal</b>	A one-stop location for ASHRAE papers, articles, reports, Handbook PDFs, and seminar recordings.
<b>Online Standards Database</b>	Allows access to public review drafts for standards, guidelines, and addenda to submit comments, to do online balloting, and to submit proposals to standards and guidelines.
<b>Zero Energy Advanced Energy Design Guides (AEDG)</b>	For offices and K-12 schools are available for free download. <b>Multifamily AEDG available early 2021.</b>
<b>Science and Technology for the Built Environment</b>	Provides free online access to archival research publication offering comprehensive reporting of original research.
<b>ASHRAE Technical Apps</b>	Deliver mobile design, calculation, and analysis tools to the palm of your hand.
<b>Free Technical Resources</b>	Offer downloads of a variety of well-known resources to everyone.
<b>ASHRAE 365</b>	Free year-round updates on all things ASHRAE.

Find these resources and many more at [ashrae.org](https://www.ashrae.org) ←

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## ASHRAE CTTC SCRIPT FOR LIAISON INTRODUCTION

*Sample script that a CTTC RVC can use to introduce CTTC to one of the Technical Committees, whether during the Sunday morning TC Chair meeting or one of the subcommittees. Each RVC should feel free to customize as they see fit.*

Hello, I am the CTTC Liaison for your committee. Before I give you an update on our activities, I would like to ask a quick question. How many of you, that are not DL's, are aware of what the CTT Committee's activities are? *(Most likely very few are)*

In the Chapter Technology Transfer Committee, we are responsible for enhancing the communication on technical issues between the chapters and Society. We do this through multiple programs that ASHRAE offers.

In regards to the flow from Society to chapters, there are three programs we focus on: the Distinguished Lecturer program, Tech Hour, and the training of chapter CTTC Chairs. The Distinguished Lecturer program offers quality, recognized speakers for the chapters for a low cost. Tech Hours were implemented last year in place of the annual Webcast and they provide a 1-hour technical discussion that can be used for Professional Development Hours. The chapter CTTC Chair training ensures that the chapters are providing quality programs for our local members.

For the flow of technical information from chapters to Society we also have three programs. The first is the Technology Awards program. This provides recognition for excellent projects that our members have been involved in. Additionally, we promote Technical Committee membership at the Society level. Lastly, we encourage grassroots members to get together to review handbook chapters.

I don't want to take up any more time than is necessary as you have a lot on your plate this morning, so I will wrap up. I will wait around for a few minutes in anyone wants to discuss anything.

## CTTC LIAISON TALKING POINTS

- 2020-21 Tech Hours –
  - Tech Hours were implemented last year in place of the annual Webcast and they provide a 1-hour technical discussion that can be used for PDHs (which are available the first 30 days after a Tech Hour goes live).
  - We plan on releasing two new Tech Hours in the coming months:
    - Commissioning
    - ASHRAE Building EQ
  - The two Tech Hours from 2019-20 are still available online:
    - “Optimize Occupant Health, Building Energy Performance and Revenue through Indoor-Air Hydration” by Stephanie Taylor
    - “Where Have all the Ethics Gone?” by Richard Rooley
  - [www.ashrae.org/techhour](http://www.ashrae.org/techhour)
- 2020-21 DL Program
  - 69 lecturers
    - Representing 12 countries
    - Total of 12 different languages spoken
  - Multiple presentations approved for continuing education credits
  - Visit CTTC webpage for details
- Technology Awards – Encourage project entry at the TC and Chapter level
  - Regional Deadline – Check with your RVC
  - Society Deadline – September 1<sup>st</sup>
- Questions for the audience
  - What information can be taken from your TC/Committee to the Chapters?
  - What can CTTC assist your TC/Committee with?

Management by Objectives  
Chapter Technology Transfer Committee  
ASHRAE Society Year 2020-2021  
Thursten Simonsen, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
<p>1. RVCs to coordinate with chapter program chairs to continue hosting a full chapter year of monthly meetings and programs, whether in-person or virtually as local and regional conditions dictate. RVCs and chapter program chairs to promote flexibility in responding to local ordinances and regulations related to the global pandemic while still engaging with chapter members in educational programs throughout the year.</p>	Open	June 2021	All RVCs	ASHRAE Strategic Plan Goal 2 promotes maximizing member value and engagement, including through the leveraging of technology. The impacts of the global pandemic have brought immediate reductions to in person education and technology transfer; however CTTC is in a prime position, through chapter programs, to continue promoting education and programs to chapter members.
<p>2. Each RVC to work with chapter programs chairs to identify a minimum of five (5) organizations (i.e. local or regional councils, sustainability organizations, city or state energy efficiency organizations, or similar organizations) – and set up inperson or virtual introductory meetings to promote ASHRAE’s essential knowledge and resources for a sustainable, high-performance built environment.</p>	Open	June 2021	All RVCs	This aligns with ASHRAE Strategic Plan Goal 1 – and promotes local and regional engagement with organizations and councils that may align with ASHRAE’s base of knowledge and expertise and drive positive economic, environmental, and social impact through innovation in building design and operations.

<p>3. CTTC Webcast Ad Hoc Committee and RVCs continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative tech hour programs during the 2020-21 society year. Goal to develop and publish a minimum of three (3) tech hour programs despite the limitations posed by the global pandemic, and to fully engage the ASHRAE marketing initiative for the ASHRAE Tech Hour.</p>	<p>Open</p>	<p>May 2021</p>	<p>All RVCs and Web Broadcast Subcommittee</p>	<p>In 2019-20 CTTC rebranded the ASHRAE Webcast as the ASHRAE Tech Hour and posted two programs. Development has halted due to global pandemic restrictions. Tech Hour programs must continue development in a manner to accommodate the travel and social distancing concerns of Covid-19.</p> <p>This supports Strategic Plan Goal 3 – Optimize ASHRAE’s Organizational Structure to Maximize Performance</p>
<p>4. RVCs to coordinate with chapter program chairs to schedule distinguished lecturer virtual presentations to each chapter during this society year. The global pandemic has curtailed travel; however with technology distinguished lecturers may continue to present to chapters. The goal is to have all allocated DL visits schedule by December 2020 as would occur during a typical chapter year, with chapters taking full advantage of technology to deliver virtual programs as needed and required.</p>	<p>Open</p>	<p>December 2020</p>	<p>DL Program Ad Hoc and RVCs</p>	<p>The DL program has been a consistent method of transferring ASHRAE’s depth of knowledge and resources to local and regional membership through technical program. RVC’s shall work to continue full utilization of the DL program during the society year, even though most or nearly all of the programs must be delivered through virtual meeting technology.</p> <p>This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.</p>

<p>5. Work with all RVCs to increase the number of Technology Award submissions, including a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, and Region-at-Large for a minimum of 5 total from outside North America.</p>	<p>Open</p>	<p>June 2020</p>	<p>All RVCs</p>	<p>International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards.</p> <p>This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.</p>
<p>6. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year for each of the CTTC sub-committees</p>	<p>Open</p>	<p>November 2019 &amp; March 2020</p>	<p>Member Services &amp; Operations</p>	<p>This was something that our previous chairs, Farhan Mehboob and Nathan Hart, initiated and continued over the past two years. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3 – Organizational Streamlining.</p>



## CTTC MEMBER SERVICES SUBCOMMITTEE REPORT

(FRIDAY, JAN 15, 2021 – 12:00 PM -03:00 PM / VIRTUAL MEETING)

### VOTING MEMBERS:

**Chair:** Mohammad Al Tassi

**Members:** Charles Bertuch, Daniel Redmond, Grant Page, Peter Sudbeck, Russell Pratt, Kevin Blankemeier, Janice Peterson, Mahroo Eftekhari, Andrew Reilman,

Anastasia (Staff)

### I. Mid-year Subcommittee Fall Conference Call:

The Member Services Subcommittee convened on Nov 8, 2020 and discussed the progress of the Action Items along with various subcommittee agenda items that have been finalized on Wednesday's subcommittee meeting as details here below.

### II. Status of Assigned Action Items

Action Item	Assignment	Status
1. DL Program: check to see if a motion was passed in the past for chapters to submit participation forms to RVCs and get approval for all visits (both allocated and non-allocated)	Staff	Complete Confirmed as per a passed Motion in 2019 Winter meeting
2. Was there an action item in the past meeting for staff to explore and present possible digital DL evaluation forms?  (RVC and CTTC Chairs should have access to the forms)	Staff	In process * <ol style="list-style-type: none"><li>1. Yes, there was an action item from the 2020 Annual Conference/ Due date 2021 Annual Conference.</li><li>2. ASHRAE's Member Services Department currently has a subscription to Formsite, which would allow us to create a digital survey; however, there are some potential issues:<ol style="list-style-type: none"><li>a. It would be one standard form used for all DL visits; no customization for the specific visit/DL/chapter information</li><li>b. Only staff has access to this program, meaning staff would need to sort through the survey responses and then send them to the necessary RVC</li></ol></li><li>3. Option #2: have the DL evaluations on ASHRAE365</li></ol>

3. The note on the DL webpage about the suspension of travel should include an explanation of counting virtual visits as non-allocated	Staff	Complete
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\* On a parallel path for completing Action Item #2 (DL Forms): Agreed to form a new Adhoc “Digital DL Evaluations” (chaired by Daniel Redmond+ 2 members TBD) for assessing other simpler options that can be easily utilized at chapter level, like:

- a. Train chapters to use available free online tools (at chapter level)
- b. Incorporate the Evaluation Form as part of the used ASHRAE GoToWebinar platform (or others that have poll options)
- c. Other options

### III. DL Program Update:

1. Staff-Action item: issue reminder emails every 3 months to all Chapter Presidents, President-Elects, & CTTC Chairs of all chapters as well as + all RVCs CTTC, and DRCs
  - a. Virtual DL visits are considered Non-Allocated visits / unlimited
  - b. Chapters & DLs to submit the relevant DL forms for all virtual visits
2. Discussed Virtual vs Live DL visits: Agreed on the importance of reviving Live Sessions after COVID-19 pandemic. In the mean time all chapters and DLs should comply with the local COVID-19 guidelines. This subject to be reassessed in the Annual Meeting 2021.
3. DL Review **(Executive Session)**
4. Approval of New DLs and 2021-22 DL Roster **(Executive Session)**

### IV. Technology Awards:

First place and Award of Engineering Excellence recipients will be honored virtually on Thursday, February 11 at 2:30pm Eastern.

### V. CTTC Awards:

1. Dan Mills Chapter Programs Award **(Executive Session)** **(Attachment J)**
  - a. Attachment Motion #1
2. Donald A. Siller Refrigeration Award **(Executive Session)**
  - a. No Submissions received.
3. Discussed the issue of low number of Award nominations:
  - a. Staff-Action item: issue reminder emails to all Chapter Presidents, President-Elects, & CTTC Chairs of all chapters as well as + all RVCs CTTC, and DRCs re award nominations every 6 months
  - b. RVCs to promote nominations by chapters and self-nominations where possible
  - c. Form a new Adhoc “Promoting Award Nominations” (Chaired by Charles Bertuch+ 2 members TBD) to review the CTTC Awards, and set promotional ideas and strategies for chapters to submit nominations. (Further details to be discussed in the Spring call)

The Member Services Sub-Committee has unanimously voted to pass the following motion, and proceed with it for full CTTC Committee voting.

**Motion #1:**

That the “Dan Mills Chapter Programs Award” be awarded as per the shared Attachment J “Honors and Awards Recommendation” details.

For: \_\_\_\_\_ Against: \_\_\_\_\_ Abstaining: \_\_\_\_\_

Chair Voting? Yes \_\_\_\_\_ No \_\_\_\_\_

Motion Passed? Yes \_\_\_\_\_ No \_\_\_\_\_



Subject: **Operation Subcommittee**  
Date: January 13<sup>th</sup> , 2021, 12h10

Chair Daniel Robert  
Staff: Rhiannon  
Present: Matthew Archey, Chris Adams, Aru sau, Liz Zakejl, John Constanttinide, Ahmad saleh Nour, Heric Holmes  
General: Good participation of all members

#### Subcommittee review items

1. Status of Assigned Actions items: all moving forward, no problem arising
2. Tech Hour:
  - proposal from Hawk-eye production received and agreed. Final contract agreement needs to be received and be reviewed by staff and signed. This should be done quickly as this is holding back getting the first Tech-Hour getting underway.
  - Commissioning Tech-Hour (first one to hit the road) is ready to be recorded shortly. Most details iron-out
  - BEQ Tech-Hour well under way. Sub-committee to review presentation and get 2<sup>nd</sup> Tech-Hour presentation recorded.
  - Discussion on getting other subjects with potential presenters listed to be able to continue the momentum for future Tech-hour presentations: goal 3 to 4 per year. *"IAQ in time of pandemic"* suggested as new hot topic; if needed, could be presented as the 2<sup>nd</sup> TH considering timing related to the subject.
3. Chapter Notes Newsletter
  - Staff to provide text presented in the pass years for each subject: to be used as a guideline for topic write-up. Each topic (6) will be given to each subcommittee members to edit/re-write in due time (end of previous month).
4. MOP (Manual of Operating Procedure) update
  - Subcommittee has reviewed the proposed corrections made to change reference from Wed-Broadcast to Tech-Hour. Additional changes were proposed in regards to Committee Membership composition description. **See Motion 1 below, approved unanimously by subcommittee, to be approved in full committee Friday 15<sup>th</sup> .**
5. Resource Manual update
  - Subcommittee has reviewed the proposed corrections to update DL allocations (2020-2021), rotation schedule for Tech Awards to include Region XIV and update PAOE for 2020-2021. **See Motion 2 below, approved unanimously by subcommittee (not required to be approved in full committee).**

#### **Motion #1**

That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

#### **5. Committee Membership**

A. This committee shall consist of ~~19~~ voting members, including a chair, ~~two one or more~~ vice chair(s), ~~14~~ CTTC regional vice chairs, and consultants in various roles ~~one~~ chapter program coordinator, and one web broadcast coordinator; in addition, 2 non-voting members, consisting of ~~including~~ a BOD ex officio member, and a coordinating officer are assigned.

C. The chairman and ~~two~~ vice chair(s) of this committee shall be members intitled to vote in the Society.

## 6. Duties of Committee Members

Duties of ~~Web Broadcast~~ Tech Hour Coordinator

Duties of the ~~Web Broadcast~~ Tech Hour Coordinator shall include the following:

1. Manage ~~web broadcasts and webcasts~~ Tech Hours:
  - a. Select topics ~~at ASHRAE Winter meeting for the following year's broadcast/webcast~~ Tech Hours
  - b. Solicit ASHRAE Society's relevant committees for speaker recommendations
  - c. ~~Approve speaker's list at ASHRAE Annual meeting~~ The Tech Hour ad hoc will review speaker submissions for selection
  - d. Contact speakers for acceptance
  - e. ~~Forward accepted speaker's list with contact information to CTTC Staff Liaison~~ Assist with review process
  - f. ~~Supervise Peer Review Committee selection;~~
    - i. ~~Three (3) persons selected by Technology Council with name provided by specified date to CTTC Staff Liaison~~
    - ii. ~~Two (2) persons from organization related to the broadcast topic selected by CTTC Communications Coordinator~~
    - iii. ~~Four (4) persons who are members of CTTC or chosen by CTTC~~
    - iv. ~~All speakers for broadcast~~

Duties of the Staff Liaison

16. Coordinate logistics, publicity, program, registration, and reporting for CTTC ~~Satellite Broadcasts/Webcasts~~ Tech Hour.

## 7. Subcommittees

Executive Subcommittee

- a. Consists of the chair, first and second vice chairs, Programs Coordinator, ~~Web Broadcast~~ Tech Hour Coordinator, and the BOD ExO.

Operations Subcommittee

- d. Administer satellite ~~broadcasts/webcasts~~ Tech Hours.

**Background:** Necessary update to reflect change from webcast to Tech Hours and housekeeping updates

**Fiscal Impact:** None

**Vote:** 8-0-0

**Motion #2**

That the Chapter Technology Transfer Committee (CTTC) Resource Manual be updated as follows, effective immediately.

**ASHRAE Distinguished Lecturers Program**

~~2018-2019~~ 2020-21 Regional Distinguished Lecturer Allocations

The allocation of Distinguished Lecturer visits for ~~2018-19~~ 2020-21 is outlined below.

*(Updated DL allocations for current 2020-21 SY)*

**Rotation Schedule for Technology Awards Program Judges**

*(Updated rotation schedule to include Region XIV)*

**Appendix AA: PAOE Interpretation Guidelines**

PAOE ~~2019-2020~~ 2020-21

*(Updated to show CTTC PAOE points for current 2020-21 SY)*

**Background:** Housekeeping updates

**Fiscal Impact:** None

**Vote:** 8-0-0