Chapter Technology Transfer Committee (CTTC)

Friday, January 28, 2022
Full Committee – 8am-12pm – Hybrid In-Person and Webex – Page 1

Saturday, January 29, 2022
Full Committee – 8am-12pm – Hybrid In-Person and Webex – Page 2

Action Items

No. – Pg.	Assignment	Action
1 – 1	DL Ad Hoc	Request DLs to update profiles on an annual basis
2 – 1	Staff	Consult with Marketing about sending an all-member email to promote DL nominations
3 – 1	DL Ad Hoc	Include PPT subtitle information with May DL training
4 – 1	Constantinide	Contact Larry Smith/TAC regarding topics/speakers for Tech Hour
5 – 2	Operations Subcommittee	Write a Chapter Notes article about eLearning and include information about the 50% discount
6 – 2	Operations Subcommittee	Further develop the idea of providing information slides for chapters and next steps
7 – 3	Staff	Send another reminder for RVCs to send in numbers for Regional Statistics Spreadsheet
8 – 3	DL Ad Hoc	Email DLs to gauge interest in serving as Tech Hour speaker
9 – 3	Staff	Contact TAC/Larry Smith to inquire about having the TAC video added onto YouTube
10 – 3	RVCs	Submit Regional data to staff regarding MBOs #1 and #2
11 – 3	Staff	Send RVCs instructions on how to pull CIQ report

Minutes – Friday, January 28, 2022

1. **Call to Order** – Al Tassi
2. **Roll Call/Introduction of Guests** – Al Tassi
3. **ASHRAE Code of Ethics Commitment** – Al Tassi
   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. (Code of Ethics: https://www.ashrae.org/about/governance/code-of-ethics, Core Values: https://www.ashrae.org/about/ashrae-s-core-values)
4. **ASHRAE Commitment to Care** – Al Tassi
   The health and safety of all ASHRAE conference attendees is a top priority. Out of respect for our fellow attendees, we commit to wear masks indoors, monitor our health, seek medical attention if symptoms develop and adhere to all ASHRAE Commitment to Care protocols. We are committed to the well-being of one another. (View the full Commitment to Care at www.ashrae.org/2022WinterCTC)
5. **Review of Agenda** – Al Tassi
6. **Remarks**
   a. BOD Ex-Officio – Rakheja
7. **Approval of Minutes** – June 9 & 16, 2021 Meetings – Al Tassi **(Attachment A)**
   a. Al Tassi motes, Redmond seconds. Motion passes with unanimous approval.

8. **Review of Action Items** – Al Tassi **(Attachment B)**
   a. New Action Items:
      i. *Action Item #1:* DL Ad Hoc to request DLs to update profiles on an annual basis
      ii. *Action Item #2:* Staff to consult with Marketing to find out about sending an email to all ASHRAE members promoting DL nominations
      iii. *Action Item #3:* DL Ad Hoc to include PPT subtitle information to May training as a best practice
      iv. *Action Item #4:* John to reach out to Larry Smith/TAC about topics/speakers for Tech Hour
9. **Special Reports**
   a. REF-CPCC – Charles Hon, REF-CPCC Member **(Attachment J)**
      i. Charles to research potential refrigeration speakers for Tech Hour and potential DLs
   b. eLearning – Eunice Njeru, Manager of eLearning **(Attachment I)**
      i. *Action Item #5:* Operations Subcommittee to write a Chapter Note article about eLearning and include information about the 50% discount
   c. Certification – Grant Page, Certificate Committee Member **(Attachment L)**
   d. Training and Education Committee – Keith Reihl, TEC Chair
      i. Can CTTC include a TEC message in slides shown for chapter presentations?
      ii. Keith may send information that can be included as a Chapter Notes article
   e. Sarah Maston – Tech Council
   f. Thursten Simonson – Communications Committee **(Attachment M)**
10. **Subcommittee Reports**
   a. Member Services – Robert **(Attachment C)**
      i. DL Automation Ad Hoc:
         1. Members: Daniel Redmond (Chair), John, Grant
         2. Any automation should follow the existing data flow that we follow
         3. Add a testing/beta note with the QR code on the DL page. The Ad Hoc can determine what additional language may be needed.
         4. Staff is working with IT on how to distribute the online DL forms to the appropriate chapter/regional leadership
         5. Ahmad volunteered to join the Ad Hoc
      ii. DL Diversity & Outreach Ad Hoc:
         1. Members: John (Chair), Janice, Abby, Heric, Liz, Mahroo, Mohammad, Daniel Robert, Andy
         2. Developed the new DL Evaluation Form
      iii. DL Online Chapter Programs Ad Hoc:
         1. Members: John (Chair), Heric, Grant
         2. Should CTTC provide chapters with slides that review topics of interest that can be included with their intro slides used at chapter meetings?
            a. It could also be a short video or script
            b. Each topic should only be 2-3 slides
            c. Will need to be updated on an annual basis
            d. *Action Item #6:* Operations Subcommittee to further develop this idea and next steps
            e. Start as an action item for the Operations Subcommittee, then look at implementing as an MBO for next year
         3. This ad hoc has fulfilled its mission and can be closed. Any outstanding action items should be reassigned elsewhere.
         4. Incorporate the new ASHRAE Virtual Meeting Guidance document into the CTTC CRC Workshop Presentation and resource materials. The updates below have been recommended by the Online Chapter Programs Ad Hoc.
            a. Add bullet item to the CTTC CRC Workshop PPT **(Attachment K)**

        b.   Add a link to the guidance document on the [CTTC Program Resources Page](#)

   iv.   Promoting Award Nominations Ad Hoc And Technology Award Ad Hoc

       1.   Members: Chris (Chair), Mahroo, Liz, Daniel Redmond, Daniel Robert

       2.   Need a better marketing program, simplify, and promote to the grassroots

       3.   A proposed single Tech Award form will be reviewed by CTTC

       4.   Final report presented to CTTC at Annual Conference

       5.   Frank will join this ad hoc

11. **Review of Regional Statistics** – Al Tassi **(Attachment E)**

   a.   *Action Item #7:* Rhiannon to send another reminder for stats from RVCs

Full Committee Minutes – Saturday, January 29

1. **RVC Updates**
   a. Any relevant updates from each RVC – one minute max
2. **Subcommittee Report**
   a. Operations – Reilman **(Attachment D)**
      i. *Action Item #8:* DL Ad Hoc to email DLs to gauge Tech Hour speaker interest
      ii. *Action Item #9:* Staff to reach out to TAC/Larry Smith to inquire about having the TAC video added onto YouTube.
      iii. PAOE
         1. Addition of two new line items under the CTTC category:
            a. For each chapter meeting presenting a Diversity, Equity and Inclusion (DEI) program. 100 points; 600 points maximum. Include under the "Meetings, Presentations or Events" section under CTTC's PAOE points.
            b. For Chapters with at least one Member that serves as a Distinguished Lecturer during the current Society year. Additional 100 points for Chapters outside of the Unites States that have at least one Member that serves as Distinguished Lecturer. For Chapters with at least one member that serves as a Distinguished Lecturer during the current Society Year. 50 points; 150 points maximum. Include under the "Meetings, Presentations or Events" section.
3. **Liaison Talking Points** – **(Attachment F)**
4. **Members Council Referrals**
   a. Colombia Chapter – Motion 22 (11/4/2021): That the Society includes within the members Bio information data of Distinguished Lecturers´ reported years as DL through the ASHRAE DL program, beginning July 1, 2022. **(Attachment G)**
      i. Vote: 1-12-1 CNV
      ii. Reasoning: DLs can manually add their DL dates of service into their member bio. We also believe that the funds required to make this programming update could be better used elsewhere.
5. **Status of 2021-22 MBOs** – Al Tassi **(Attachment H)**
   a. *Action Item #10:* RVCs to submit their Regional data to staff regarding MBOs #1 and #2
   b. *Action Item #11*: Staff to send RVCs instructions on how to pull CIQ report
6. **Next Meeting** – June 2022
7. **Review of New DL Roster** – **Executive Session**
8. **Adjournment**

Minutes

Chapter Technology Transfer Committee
Virtual - GotoMeetings

Wednesday, June 9, 2021
Full Committee – 11:00am-1:00pm – GotoMeetings
Subcommittee Meetings – 1:00pm-3:00pm – GotoMeetings

Wednesday, June 16, 2021
Executive Subcommittee – 11:00am-12:00pm – GotoMeetings
Full Committee – 12:00pm-3:00pm – GotoMeetings
New Member Orientation – 3:00pm-4:00pm – GotoMeetings

Attendance

Members Present	Members Absent	Guests	Staff
Thursten Simonsen		Charlie Hon	Rhiannon Masterson
Mohammad Al Tassi		Larry Smith	Anastasia Meadows
Daniel Robert		Kim Cowman	Joyce Abrams
Charles Bertuch		Tim McGinn	
Daniel Redmond		Keith Reihl	
Matthew Archey			
Christopher Adams			
Arunabha Sau			
Elizabeth Zakelj			
Grant Page			
Peter Sudbeck			
Russell Pratt			
Kevin Blankemeier			
Janice Peterson			
John Constantinide			
Renjie Jerry Huang			
Mahroo Eftekhari			
Ahmad Nour			
Heric Holmes			
Andrew Reilman			
Ashish Rakheja			
Mick Schwedler			
*Frank Rivera			
*Kenneth Shifflett			
*Abigail Brophy			
*Tyler Bradshaw			
*Thiago Corrêa Fonseca Portes			

*Incoming 21-22 CTTC Members

Principal Approved Motions

No. – Pg.	Motion
1 – 3	The minutes from the CTTC virtual meetings held January 13 & 15, 2021 be approved.

Action Items

No. – Pg.	Responsibility	Summary of Action
1 – 3	Staff	See if Survey Monkey for DL survey can be put into different languages.
2 – 3	Staff	Get Tech Hour viewing data from Marketing. Try to get webcast versus Tech Hour numbers, and a breakdown by each Tech Hour video. Plan to review with the Operations Subcommittee.
3 -3	DL Ad Hoc	Review PPT subtitle information and determine when and how to distribute to DLs.

4 – 4	Staff	Update Regional Statistics document once PAOE is finalized in mid-July.
5 – 4	Staff	Incorporate updates to Liaison Talking Points document and distribute to committee
6 – 4	Staff	Email RVCs to confirm how many Region Tech Award nominations have been submitted.
7 – 4	Staff	Staff to email DLs to ask for a list of virtual visits they completed for SY 20-21.
8 – 4	Member Services Subcommittee	Create a slide with disclaimer information that can be used for all chapter presentations. Provide update at mid-year call and report to full committee at next conference.
9 – 10	Staff	Assure that DL training is scheduled and conducted every May for new DLs as a standard practice using the standard CTTC presentation
10 – 10	Staff	Send a standard invitation letter to the current/outgoing President by Dec 15, and specifying a response deadline by Jan 15 of every year.
11 – 11	Staff	Send semi-annual promotional-announcement-emails to all ASHRAE members about the DL nomination deadline and useful links.
12 – 11	Member Services Subcommittee	Initiate a new "DL Diversity & Outreach Ad Hoc" to provide recommendations to CTTC at the 2022 Winter Meeting.
13 – 12	Promotion Award Nomination Ad Hoc	Consider diversity in Technology Award recipient discussion to further focus on Active Outreach
14 – 14	Tech Hour Ad Hoc	Conduct a call to select Tech Hour topics for the 21-22 SY.
15 – 14	Staff	Provide Operations Subcommittee members with previous Chapter Notes articles to use as starting point for new articles.

Minutes from June 9, 2021

1. **Call to Order**
2. **Roll Call/Introduction of Guests**
3. **ASHRAE Code of Ethics Commitment**
   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**
5. **Approval of Minutes**
   a. It was moved and seconded that:
      i. **Motion (1)** The minutes from the CTTC virtual meetings held January 13 & 15, 2021 be approved.
      ii. **Motion (1) passed.** Vote: unanimous approval.
6. **Review of Action Items (Attachment A)**
   a. Review of action items from 2021 Winter Conference meetings and mid-year subcommittee calls.
   b. **Action Item (1)**: Staff to check and see if Survey Monkey for DL survey can be put into different languages.
   c. **Action Item (2)**: Staff to get Tech Hour viewing data from Marketing. Try to get webcast versus Tech Hour numbers, and a breakdown by each Tech Hour video. Plan to review with the Operations Subcommittee.
7. **Remarks**
   a. BOD Ex-Officio – Ashish Rakheja
      i. Review of AHSRAE Leadership Presentation
   b. Coordinating Officer – Mick Schwedler

   i. Schwedler pointed out that PowerPoint has feature for subtitles in other languages, which may be helpful for DL presentations. **Action Item (3)**: Schwedler will send Simonsen details, and CTTC can disburse as necessary.

8. **Special Reports**
 a. Certification – Kim Cowman, Certification Committee Vice Chair
 b. eLearning – a representative from eLearning was unavailable to present, but their informational document will be shared with the committee.
 c. TAC – Larry Smith, TAC Vice Chair
 d. REF-CPCC – Charlie Hon, REF-CPCC Member
 e. BEQ – John Constantinide, BEQ Chair
 f. TEC – Keith Reihl, TEC Vice Chair

9. **Reports from Ad Hocs**
 a. Digital DL Evaluations – Redmond (Chair), Page, Constantinide **(Attachment B)**
   i. The Member Services Subcommittee will discuss whether or not this ad hoc needs to continue.
 b. Online Chapter Programs – Constantinide (Chair), Holmes, Page, Bertuch
   i. Collaborated with the Communications Committee on amending the ASHRAE Virtual Meeting Guidance to consolidate ASHRAE document guidance and have the existing meeting guidance address CTTC concerns.
   ii. Reviewed the guidance and provided feedback
   iii. Our feedback is being considered by the Communications Committee amidst other feedback from CRCs and Chapters prior to review and approval by the Committee and Members Council.
   iv. Keep point of contact for the Communications Committee, but will likely disband this ad hoc since their work is done.
 c. Promoting Award Nominations – Bertuch (Chair), Eftekhari, Adams, Zakelj **(Attachment C)**
   i. The Member Services Subcommittee will review this ad hoc's report

10. **Review of Regional Statistics**
 a. **Action Item (4)**: Staff to update document once PAOE is finalized

Minutes from June 16, 2021

11. **Call to Order**
12. **Roll Call/Introduction of Guests**
13. **Liaison Talking Points**
    a. Review of recommended updates
    b. **Action Item (5)**: Staff to incorporate updates and distribute to committee
    c. The Operations Subcommittee is tasked with reviewing this document annually
    d. If additional liaisons are needed (ie for groups that we have an MOU with), that will be discussed as needed. Keep in mind there are some RVCs who do not have a liaison assignment since there are only 10 TC sections.
14. **Subcommittee Reports**
    a. Member Services – Al Tassi **(Attachment D)**
    b. Operations – Robert **(Attachment E)**
15. **Status of 2020-21 MBOs (Attachment F)**
    a. Chair Simonsen reviewed the 2020-21 MBOs.
    b. **Action Item (6)**: Staff to email RVCs to confirm how many Region Tech Award nominations have been submitted.
    c. **Action Item (7)**: Staff to email DLs to ask for a list of virtual visits they completed for SY 20-21.
16. **New Business**
    a. Request from BOD: CTTC consider drafting a disclaimer appropriate for <u>all</u> (not just DL) presentations given to Chapters, that the opinions expressed are that of the presenter and not ASHRAE or the Chapter. The disclaimer could be added to the presentation itself and perhaps stated out loud by the Chapter member who is introducing the presenter.
        i. Note: this is not a mandate to implement such a disclaimer, but rather a request for CTTC to consider if a disclaimer is appropriate and necessary.
        ii. **Action Item (8)**: Assign to Member Services Subcommittee
            1. Consider creating a slide with necessary information
            2. CEC may have a disclaimer they can share that they use for conferences
            3. Present update at mid-year call; report to full committee at next conference
17. **Change of Chair** – Simonsen/Al Tassi
    a. Recognition of outgoing and incoming members
    b. 2021-22 MBOs – Al Tassi **(Attachment G)**
    c. Appointment of 2021-22 Subcommittee and Mentors – Al Tassi **(Attachment H)**
18. **Next Meeting** – January 2022 in Las Vegas, NV
19. **Adjournment**

Action Items

2021 Winter Conference

# - Page	Status	Responsibility	Summary of Action
1 – 3	Complete	Staff	Joyce Abrams will report back once she receives an update and more specific information regarding the online DL content form
2 – 4	*Report on during ad hoc updates*	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	Complete	Constantinide	Update Liaison Talking Point document for the 2021 Annual Conference meeting
4 – 5	Complete	Staff	Schedule subcommittee calls for early to mid-April
5 – 5	Complete	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	In process	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. (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.)
7 – 6	*Report on during ad hoc updates*	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	*Report on during ad hoc updates*	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.

Mid-Year Subcommittee Calls

# - Page	Status	Responsibility	Action
1 – 1	Complete	Rhiannon	Confirm Cx Tech Hour views from Marketing
2 – 1	Complete	Operations Subcommittee	Brainstorm Tech Hour topic ideas to review at Annual Conference
3 – 2	Complete	Rhiannon	Send updated CTTC MOP to subcommittee
3 – 2	Complete	Rhiannon	Send 21-22 CTTC PAOE to John, Liz, Aru, and cc Daniel

Digital DL Evaluations Ad Hoc
Redmond (Chair), Page, Constantinide

Update from ASHRAE Marketing:
20. This could be technically possible through ASHRAE 365 by using Survey Monkey links accessible via ASHRAE 365. To do this, we could make a Survey Monkey form from the existing evaluation. We could put a link to the existing certificate (or we could make it into a PDF form) at the end of the Survey Monkey so that after filling out the evaluation, the member would get his/her certificate. Marketing can make a mockup of this option if that would give a better visual on how it works and how it would function.
21. This Survey Monkey method wouldn't have to be used within ASHRAE 365 – it could also be standalone.
22. We have checked with Results Direct to see if they'll be adding anything new/different that could be applied to the DL evals in ASHRAE 365 – they currently don't have anything on their radar.
23. GoToMeeting/Webinar also allows for certificates to be sent to attendees, however, my understanding is that Society will soon be moving to WebEx instead.
24. There's also the system that ALI uses whereby a user fills in their own information to custom-create a PDF certificate. The link to get to the system is revealed after filling out a survey

Award Nominations Ad Hoc
Charles Bertuch (Chair), Chris Adams, Liz Zakelj

Minutes
1. Ideas to increase number of applications for ASHRAE Technical Awards and CTTC awards were discussed.
   a. The general consensus is that there are many deserving projects/applicants that are not nominated.
   b. More nominations/applications could be spurred by better promotion and clarification of the process.
   c. While not every region may have an exceptional candidate every year, regions without a Dan Mills and Donald Siller nomination should be the exception, not the rule.
2. Donald Siller Refrigeration Award – very few nominations. Encourage through:
   a. Short annual piece in ASHRAE Journal featuring recent winner(s) and promoting applications
   b. Reach out to DLs with refrigeration themed presentations to note award and encouraging nominations
   c. Have regional Refrigeration Chair actively solicit applicants through direct contacts to Chapter refrigeration and CTTC chairs
3. Dan Mills Award – 3 or 4 nominations annually, most likely other strong candidates
   a. Short annual piece in ASHRAE Journal featuring recent winner and promoting applications
   b. Have each Region DRC reach out to their Chapter presidents to encourage nominations.
   c. Basing applications on ASHRAE year performance complicates Move application deadline to end of July, with the intent that outgoing Presidents will be more likely to nominate CTTC chairs closer to the end of their terms.
   d. RVCs encouraged to take active role in encouraging chapter nominations. The RVCs are in a good position to know which chairs are performing at the highest levels. For years when RVC changes, outgoing RVC to work with incoming RVC to provide feedback on potential candidates.
4. Technical Awards
   a. Work with ASHRAE PR on strategy to better promote/publicize
   b. Increase recognition of winners - make sure chapters and regions make a big deal out of winning. Making sure companies recognize their employees who have won or been nominated.
   c. Get architects/owner/rest of the team involved in the recognition at chapter and regional level. Event where the recipients can bring their team/client as a prestigious and networking opportunity.
   d. Provide sample applications to serve as guideline for potential applicants.
   e. Consolidate application into a single form, with direction not to proceed to the detailed "long form" info until selected as Regional winner.
   f. Work with Cx certification bodies to promote RCx awards.
   g. Offer opportunity to submit applications at the completion of design or construction, with historical energy data follow up prior to actual judging.
5. We welcome the chance to discuss with CTTC leadership or the committee at the next meeting and look forward to refining ideas to a few workable initiatives to implement.

Member Services Subcommittee Report

Attendees:

- Mohammad Al Tassi, Chair
- Charles Bertuch
- Daniel Redmond
- Peter Sudbeck
- Russell Pratt
- Kevin Blankemeier
- Janice Peterson

- Mahroo Eftekhari
- Grant Page
- Andrew Reilman

- Tyler Bradshaw, incoming RVC
- Kenneth Shifflett, incoming RVC

Anastasia Meadows (Staff)

1. **Mid-Year Subcommittee Meeting (April 23, 2021 at 12pm Eastern/ Vitual)**
   The Member Services Subcommittee had its second mid-year meeting which has been attended by most of the Subcommittee members (2 absentees), whereby the following topics have been attended to:
   a. DL Program
      i. Reviewed the travel policy for SY 21-22
      ii. New DL submissions, new DL orientation in May
   b. BOD Adoption of "primary/secondary" terminology (rather than "Master/Slave" which is banned terminology at ASHRAE) for ASHRAE Standard 135 and others as applicable.
   c. Technology Awards
      i. Society-level deadline is September 1
      ii. Remind Regional nominees to utilize the long-form when submitting to Society
   d. CTTC Awards:
      i. Both the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award have a submission deadline of September 30
   e. Ad Hocs:
      i. Digital DL Evaluations Ad Hoc Brief (Daniel Redmond -chair, Grant Page & John Constantinide)
      ii. Promotion Award Nominations Ad Hoc (Charles Bertuch -chair, Chris Adams & Liz Zakelj)
2. **Annual/ Summer Subcommittee Meeting (Jun 9, 2021 at 1:00pm -3:00pm Eastern/ Virtual)**
   In its annual/ summer meeting, the Member Services Subcommittee had a long meeting and attended to a long and diverse list of agenda items as follows in the next sections of this report.

3. **Status of Assigned Action Items**

# - Page	Status	Responsibility	Action
1 – 1	Complete (Total 70 DLs: 6 new, 6 Out (2 unable to renew)	Staff	Confirm final number of DLs for 21-22
2 – 1	RVCs to inform all their Regions and Chapters accordingly	RVCs	Remind Regional Tech Award nominees to utilize the long form when submitting to Society
3 – 1	Complete Checked with Joyce for various available options (ASHRAE365, Survey monkey, or others) Staff are following up forward	Digital DL Evaluations Ad Hoc	Check with Joyce Abrams for update

4. **Ad Hoc Updates**
   a. Digital DL Evaluations (Redmond, Page, Constantinide):
      i. Completed most of its scope and waiting for ASHRAE action plan
      ii. Proposal to expand the Ad Hoc scope to cover wider scope of full Virtualization/ Automation of the entire DL process. The new Ad Hoc can be called "DL Automation Ad Hoc", which would work closely with Staff until this project is completed.
   b. Promotion Award Nominations (Bertuch, Adams, Zakelj):
      i. Completed a valuable report of multiple recommendations (as presented in the last meeting). Yet, the Ad Hoc requires additional time to make final review with Staff and come forward with a final list of recommendations for CTTC adoption in the Winter Meeting 2022.

5. **Distinguished Lecturer Program**
   a. 2021-22 DL Formula/Allocations:
      i. Total number of annual allocations: 195 visits
      ii. Regional Allocations are based on number of chapters and number of members
      iii. No change on the existing process as no complaints were received on it
   b. DL Orientation Conference Calls have been completed by Andrew Reilman.
      i. **Action Item (9)**: Staff to assure that DL training is scheduled and conducted every year for new DLs "every May" as a standard practice using the standard CTTC presentation
   c. DL Invitations for outgoing ASHRAE presidents:
      i. Immediate outgoing Presidents are invited to be DLs without a nomination
      ii. All other previous presidents should apply as per the standard DL nomination procedures
      iii. **Action Item (10)**: Staff to send a standard invitation letter to the current/outgoing Presidents by Dec 15, and specifying a response deadline by Jan 15 of every year.
   d. DL Diversity:
      i. *An ASHRAE member pointed out how few DLs are female (69 DLs total, 8 female = 11.6% female).*
      ii. *Proactive Diversity Task Force recommends that the following be reviewed in regards to the DL program:*
         1. *Are there diverse candidates applying for DL positions?*
         2. *What are the criteria to be successfully appointed as a DL?*

3. *Are those criteria biased in any way to prevent diversity (superficially, it appears to be possible)*
4. *If there is a reasonably diverse pool of applicants, and if so, what is preventing them from being successfully appointed?*
5. *Are the DL evaluators being unconsciously biased in appointing like-minded or congruent individuals?*
6. *Is our membership makeup such that there are insufficient diverse candidates statistically eligible to succeed in DL application (for example, are there just not enough engineering professors that are female and non-Caucasian to form a reasonable candidate pool?)*
7. *Are the DL appointment criteria too restrictive to allow for diversity?*

iii. The Subcommittee discussed the above raised items "I" and "ii" and brainstormed further relevant ideas as follows:

1. Percentage wise, the available women DLs % (11.6%) is higher than women Membership % (7.5%), so no diversity issue. Yet it is recommended to increase the women % of DLs as a promotional-measure for women membership in ASHRAE (which is the root cause for this women-diversity issue)
2. DL Diversity: It is recommended to further promote DL diversity in all possible areas (gender, ethnic, religion, geography…) as an essential factor of DL selection criteria, but without putting any specific quotas which could lead to compromising the DL quality
3. YEA: should be encouraged to join the DL list
4. Topics: additional DL topics to be targeted, like: Finance, Management, Leadership, Insurance, Professional Development, Public Speaking, Emotional Intelligence, Healthcare, Contracts & Arbitration, and similar topics of interest to standard engineering professionals
5. DL Evaluation procedure to be further fine-tuned to become a standard procedure
6. Currently, there are low changes in the DL list over time: it's recommended to add further new blood in the list on annual basis
7. DL Nomination Issues: low number of new DL nominations is received every year, which is believed to be the root cause for slow changes in the provided DL diversity and topic offerings. This requires a plan for Active Outreach.
8. **Action Item (11)**: Staff to send semi-annual promotional-announcement-emails to all ASHRAE Members about the DL nomination deadline and useful links… (Operations Subcommittee could help in this regard)
9. **Action Item (12)**: Initiate a new "DL Diversity& Outreach Ad Hoc" to work on the above items and finalize recommendations for the CTTC conclusion in the Winter Meeting.

6. **Technology Awards**
   a. Judging panel
   b. *Diversity in recipients:*
      i. *2021 Recipients (1st, 2nd, and HM):*
         1. *28 engineers listed, 3 female = 10.7% female*
      ii. *2020 Recipients (1st, 2nd, and HM):*
         1. *39 engineers listed, 2 female = 5.1% female*
      iii. *2019 Recipients (1st, 2nd, and HM):*
         1. *31 engineers listed, 3 female = 9.6% female*
      iv. *2018 Recipients (1st, 2nd, and HM):*

1. *37 engineers listed, 1 female = 2.7% female*
  v. *2017 Recipients (1st, 2nd, and HM):*
    1. *21 engineers listed, 3 female = 14.2% female*
c. Subcommittee note: ASHRAE requires to increase female membership
d. **Action Item (13)**: the above items to be considered in the Promotion Award Nomination Ad Hoc with further focus on Active Outreach.

Operations Subcommittee Report

Chair   Daniel Robert
Staff: Rhiannon
Present: Matt Archey
               Christopher Adams
               Elizabeth Zakelj
               John Constantinide
               Heric Holmes
               Frank Rivera
               Arunabha Sau
               Kenneth Shifflett

General: Good participation of all members

1. **Status of Assigned Action Items**
   a. Committee has reviewed the assigned actions items: all assigned action were completed/no outstanding items to discuss
2. **Ad Hoc Updates**
   a. Online Chapter Programs (Constantinide, Holmes, Page, Bertuch)
      i. John C indicated that the Online Chapter Ad Hoc has provided recommended revisions to the ASHRAE Communications Committee's Virtual Meeting Guidance, expanding on CTTC direction and links to resources for planning technical webinars, virtual DLs, and PDH reporting.
3. **Tech Hour**
   a. **2020-2021 Tech Hour Report:**
      i. Filming of the BEQ tech hour has been completed. This is the second tech hour produced this year. The final edits were made on Friday June 11, 2021 for release on June 16, 2021. There has been great collaboration between the BEQ subcommittee and the Tech Hour group which helped to speed up production. With the hopes that the next few can be as seamless.
      ii. We have a number of potential topics for next year. This are attached below. The plan will be to have 4 videos made. The production will be combination of in person at the ASHRAE headquarters and remote, depending on the speaker's requirements and ASHRAE's travel requirements.
      iii. A number of groups within ASHRAE have reached out to add in their own advertising, for example E- Learning. Our recommendation is for us to offer them the time, 2 minutes at end of the production and for them to arrange production for it.
      iv. **Commissioning Tech Hour views**: 536 as of 4/23. We consider this as an OK number considering the high volume of web-based seminar that were developed by the industry during the last pandemic. As the tech-hour will be available throughout the year and in the future, we expect that the number of viewer will continue to raise. Considering the low cost of creating these tech Hour, we are to continue doing them.
   b. **Topics for ASHRAE Tech Talk, SY 2021-2022**:
      i. The goal moving forward is to do 3 to 4 Tech-hours/year. In order to do so, we are to continue searching for interesting subjects and to find knowledgeable and interesting

speakers to present. **Action Item (14)**: Conduct a call to select topics for the 21-22 SY. The following subjects and potential speaker was elaborated

1. Balancing IAQ and Energy Conservation During and After COVID-19
    a. Committee (TC): (TRG4) EHC
    b. Potential DL: James L. Newman, Om Taneja
2. The Financial Case for High Performance Buildings
    a. Potential DL: R. Christopher Mathis
3. Resilience Lessons for Post-COVID Building Preparedness
    a. Committee (TC): EHC
    b. Potential DLs: T. David Underwood, Daniel H. Nall
4. High Performance refrigeration requirements, room design and affects to cooling
    a. Committee (TC): (TC9.9)
    b. Potential DLs: Douglas T. Reindl, Ph.D., P.E., Roberto R. Aguilo, P.E., Julian R. de Bullet
5. Net Positive Energy Design
    a. E-Learning:
        i. Peter Simmonds, Ph.D., Fellow ASHRAE
        ii. Charles Eley, P.E., AIA, CEM, Fellow ASHRAE, BEMP, LEED® AP
6. ASHRAE Headquarters
    a. The design team was administered by a dedicated committee of ASHRAE volunteer experts. (Integral Group)
7. Design with Inclusivity in mind
    a. Potential DLs: Karine Leblanc US Air Conditionings Distributors
8. Decarbonization, Electrification, new laws SPC status
    a. Potential DLs: Chandana N. Dalugoda, Frank Mills
9. Industrial ventilation
    a. Committee (TC): (TC9.2)
    b. Potential DLs: Erich Binder, Charles E. Gulledge, III, P.E.
10. ISO clean room HVAC design
    a. Committee (TC): (TC9.11)
    b. Potential DL: Jack Zarour
11. Data center (TC9.9)
    a. Committee (TC): (TC9.9)
    b. Potential DLs: Kishor Khankari, Ph.D., Christopher O. Muller, James Vallort

4. *Chapter Notes* **Newsletter**
    a. **Action Item (15)**: Staff to provide text presented in the past 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).
5. **PAOE**
    a. PAOE review will be starting late 2021 and early 2022 as the new president prepare his Presidential Initiatives Master List.
6. **Old Business**
    a. No old business was discussed
7. **New Business**
    a. No new business

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

MBO	Status	Due Date	Assigned To	MBO Comments
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.	Complete	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.
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.	Complete	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.

3.	CTTC Tech Hour 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.	Complete	May 2021	All RVCs and Tech Hour Subcommittee	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. This supports Strategic Plan Goal 3 – Optimize ASHRAE's Organizational Structure to Maximize Performance
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.	Complete	December 2020	DL Program Ad Hoc and RVCs	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. This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.

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.	In Process	June 2021	All RVCs	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. This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.
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	Complete	November 2020 & March 2021	Member Services & Operations	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.

MANAGEMENT BY OBJECTIVES
CHAPTER TECHNOLOGY TRANSFER COMMITTEE ASHRAE SOCIETY YEAR 2021-22
MOHAMMAD TASSI, CHAIR

MBO	STATUS	Due Date	Assigned To	MBO Comments
1. Work with all chapters to conduct at least two HVAC events relevant to COVID-19 Precautionary measures and recovery plans	Open	June 2022	All RVCs	In line with ASHRAE Strategic Plan/ Item 2: Indoor Environmental Quality. Given the ongoing COVID-19 Pandemic, this initiative becomes of high importance
2. Work with all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters)	Open	June 2022	All RVCs	Capacity building, sharing expertise and succession planning are essential factors for CTTC success at Chapter, Regional and Society levels.
3. Resume the original plan for broadcasting three Tech-Hours per year	Open	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item 4: Improve Chapter Engagement, Capacity and Support
4. Set a plan for further collaboration with TCs and other ASHRAE Committees	Open	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining.
5. Finalize the online DL Evaluation system, and enroll it at least for interested Chapters	Open	June 2022	- Services Sub-Committee, - Digital DL Evaluations Ad HOC & - Online DL Ad Hoc	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The current DL operations includes inefficient manual DL forms for request, approval, and evaluation process with filling multiple manual forms and rolling them via multiple emails in addition to maintaining manual DL logs and statistical records
6. Work towards reaching online DL platform that covers DL requests, approval and logging capabilities. (Target: finalize a reliable robust plan for implementation at a later stage)	Open	June 2022		
7. Review the current DL selection criteria, and existing DL database, then initiate proper measures for providing wider DL diversity of relevant topics (leadership, management, finance…), languages,	Open	June 2022	- Member Services Sub-Committee & - DL Program Team	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The DL program has high potentials for reaching wider range of audience and facilitating higher

gender (more female DLs), and even age groups (opportunities for YEA)				chapter engagement through providing wider spectrum of program deliverables
8. Conduct at least two additional full Sub-Committee virtual meetings per year (in addition to the Winter and Annual Meetings)	Open	Fall 2021 Spring 2022	- Operations & Member Services Sub-Committees - Staff support	In Line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. This initiative proved to Enhances CTTC communications, and leads to higher level of preparedness for the full Committee meetings

2021-2022
Chapter Technology Transfer Committee (CTTC)
Assignments
6/16/2021

Member Services Subcommittee
Daniel Robert – Chair
Christopher Adams
Abigail Brophy
John Constantinide
Mahroo Eftekhari
Ahmad Nour
Grant Page
Janice Peterson
Thiago Corrêa Fonseca Portes
Daniel Redmond

Distinguished Lecturer Program	Dan Mills Chapter Programs Award	Donald A. Siller Refrigeration Award
John Constantinide – Chair	Daniel Redmond	Mahroo Eftekhari
Daniel Redmond	Janice Peterson	Grant Page
Janice Peterson	Grant Page	Christopher Adams

Operations Subcommittee
Andrew Reilman – Chair
Matt Archey
Tyler Bradshaw
Heric Holmes
Renjie Jerry Huang
Frank Rivera
Arunabha Sau
Kenneth Shifflett
Elizabeth Zakelj

Tech Hour	PAOE
Heric Holmes – Chair	Andrew Reilman – Chair
Mohammad Al Tassi	Matt Archey
Daniel Robert	
Andrew Reilman	
Frank Rivera	
Bert Philips	

Technology Awards Judging Panel

Member	Position
Andrew Reilman	Chair
Charles Bertuch	Region I Representative
Robert Kilpatrick	Region II Representative
Tyler Berry	Region III Representative
Wei Dong (Bill) Wang	Region XIII Representative
Mahroo Eftekhari	Region XIV Representative
Krishnan Gowri	Technology Council Representative
Janice Peterson	CTTC Chair's Choice

Technical Committee Section Liaisons and Position Alias

TC Section	CTTC Member	Position Alias
Chair	Mohammad Al Tassi	cttcchair@ashrae.net
Vice Chair	Daniel Robert	cttcv1@ashrae.net
Vice Chair	Andrew Reilman	cttcv2@ashrae.net
TC Section 1	Frank Rivera	cttc1@ashrae.net
TC Section 2	Daniel Redmond	cttc2@ashrae.net
TC Section 3	Matthew Archey	cttc3@ashrae.net
TC Section 4	Christopher Adams	cttc4@ashrae.net
TC Section 5	Arunabha Sau	cttc5@ashrae.net
TC Section 6	Elizabeth Zakelj	cttc6@ashrae.net
TC Section 7	Grant Page	cttc7@ashrae.net
TC Section 8	Kenneth Shifflett	cttc8@ashrae.net
TC Section 9	Abigail Brophy	cttc9@ashrae.net
TC Section 10	Tyler Bradshaw	cttc10@ashrae.net

Council/Committee Liaisons

Members Council	Mohammad Al Tassi
Members Council PAOE Subcommittee	Andrew Reilman
Building EQ	John Constantinide

Mentors

Incoming CTTC Member	Mentor
Frank Rivera	Mohammad Tassi
Tyler Bradshaw	Daniel Robert
Kenneth Shifflett	Andrew Reilman
Thiago Corrêa Fonseca Portes	Heric Holmes
Abigail Brophy	Christopher Adams

Ad Hoc Committees

Online Chapter Programs	DL Automation Adhoc	Promoting Award Nominations
John Constantinide – Chair	Daniel Redmond – Chair	Mahroo Eftekhari, Chair
Heric Holmes	Grant Page	Chris Adams
Grant Page	John Constantinide	Liz Zakelj
		Aru Sau

DL Diversity & Outreach Ad HOC		
John Constantinide, Chair		
Andrew Reilman		
Mahroo Eftehkari		
Liz Zakelj		
Heric Holmes		
Abigail Brophy		
Janice Peterson		

CTTC Action Items from 2021 Annual Conference

Status	Responsibility	Summary of Action
Open	Staff	See if Survey Monkey for DL survey can be put into different languages.
Complete	Staff	Get Tech Hour viewing data from Marketing. Try to get webcast versus Tech Hour numbers, and a breakdown by each Tech Hour video. Plan to review with the Operations Subcommittee.
John & Staff to check status	DL Ad Hoc	Review PPT subtitle information and determine when and how to distribute to DLs.
Complete	Staff	Update Regional Statistics document once PAOE is finalized in mid-July.
Complete	Staff	Incorporate updates to Liaison Talking Points document and distribute to committee
Complete	Staff	Email RVCs to confirm how many Region Tech Award nominations have been submitted.
Complete	Staff	Staff to email DLs to ask for a list of virtual visits they completed for SY 20-21.
Complete	Member Services Subcommittee	Create a slide with disclaimer information that can be used for all chapter presentations. Provide update at mid-year call and report to full committee at next conference.
Complete	Staff	Assure that DL training is scheduled and conducted every May for new DLs as a standard practice using the standard CTTC presentation
Complete	Staff	Send a standard invitation letter to the current/outgoing President by Dec 15 to invite them to serve as a DL, and specifying a response deadline by Jan 15 of every year.
Complete	Staff	Send semi-annual promotional-announcement-emails to CTTC and in Chapter Notes about the DL nomination deadline and useful links.
Complete	Member Services Subcommittee	Initiate a new "DL Diversity & Outreach Ad Hoc" to provide recommendations to CTTC at the 2022 Winter Meeting.
Open	Promotion Award Nomination Ad Hoc	Consider diversity in Technology Award recipient discussion to further focus on Active Outreach
Complete	Tech Hour Ad Hoc	Conduct a call to select Tech Hour topics for the 21-22 SY.
Complete	Staff	Provide Operations Subcommittee members with previous Chapter Notes articles to use as starting point for new articles.

CTTC Member Services Subcommittee
Friday, January 7, 2022 from 12pm-2pm Eastern

Members Present:
Daniel Robert – Chair, Christopher Adams, Abigail Brophy, John Constantinide, Mahroo Eftekhari, Grant Page, Janice Peterson, Thiago Corrêa Fonseca Portes, Daniel Redmond, Rhiannon Masterson, Anastasia Meadows, Mohammad Tassi

Members Absent:
Ahmad Nour

Agenda:
1. Status of Assigned Action Items

Status	Assignment	Action Item
In process	Technology Award Form Ad Hoc	Review both the short and long Technology Award forms and determine if they can be merged and streamlined
Complete	DL Automation Ad Hoc & Staff	Set up a call to review what is being done and prepare an update for the Winter Conference meeting
Complete	Staff	Follow-up with Marketing regarding status of DL Automation Ad Hoc action items
	DL Automation Ad Hoc	Connect with the Online Chapter Programs Ad Hoc
	Constantinide	Provide Operations Subcommittee with DL review form to be approved by email ballot. Form will be delivered by January 13.
	Constantinide	John to send staff any updates to CTTC CRC workshop presentation. We will review as a full committee and the Operations Subcommittee will review and approve.

2. Distinguished Lecturer Program
   a. DL Review **(Executive Session)**
      i. Will be completed at a separate time
   b. Approval of New DLs and 22-23 DL Roster **(Executive Session)**
      i. Will be completed at a separate time
   c. Ad Hoc – DL Automation (Daniel R., Grant, John)
      i. Held a review call with staff on November 15 **(Attachment A)**
         1. Include the QR code within the digital presentation
         2. Goal is to include everything available within the ASHRAE 365 app
      ii. Looking to make additional updates to digital DL Participation Form
         1. The digital form is generic; any specifics (ie DL, presentation, Chapter) need to be entered by the participant. It would take significant effort to make personalized forms for each DL presentation.
      iii. Review of any results from test of digital forms with Tennessee Valley Chapter
         1. No results yet due to no DL visits. Hope to have feedback in January.
      iv. Next steps:
         1. Connect with Marketing for updates on action items
         2. Connect with the Online Chapter Programs ad hoc
   d. Ad Hoc – DL Diversity & Outreach
      i. Looking at current make-up, gaps, topics, and selection
      ii. Need to involve grassroots and TCs; move beyond just the Society level
      iii. *Action Item:* John to provide Operations Subcommittee with DL review form to be approved by email ballot. Form will be delivered by January 13, 2022.
   e. Ad Hoc – DL Online Chapter Programs

      i.   Online Chapter Guidance document

     ii.   Received no feedback regarding the Virtual Meeting Guidance; could use the full committee's help with this. Will be suggesting some revisions.

    iii.   Will make suggestions regarding PAOE

    iv.   *Action Item:* John to send staff any updates to CTTC CRC workshop presentation. We will review as a full committee and the Operations Subcommittee will review and approve.

3. Technology Awards
   a. Ad Hoc – Technology Award Form (Chris, Daniel, and Daniel)
      i. Review both the short and long Technology Award forms and determine if they can be merged and streamlined
         1. Recommend go to a single form and clean up verbiage. Make is clear what is needed for Regional vs. Society entries.
      ii. Discussion on which Regional winners are permitted to move onto Society competition
      iii. Goal is to have more entries at all levels

4. CTTC Awards
   a. Dan Mills Chapter Programs Award
      i. Review and vote on recommended recipient **(Executive Session)** **(Attachment B)**
      ii. Vote: unanimous approval
   b. Donald A. Siller Refrigeration Award
      i. No nominations this year
   c. Ad Hoc – Promoting Award Nominations (Bertuch, Eftekhari, Adams, Zakelj)
      i. Presentation of final recommendations
      ii. Focus on promoting at the grassroots level

5. New Business
   a. Members Council Referral **(Attachment C)**

i. Motion: That the Society includes within the members Bio information data of Distinguished Lecturers´ reported years as DL through the ASHRAE DL program, beginning July 1, 2022.

ii. Vote: 0-8-1

iii. Reasoning: DL data can be manually entered into a member bio. The information that we have is meaning for gauging activity, not recognition.

DL Automation Ad Hoc Conference Call Minutes
Monday, November 15, 2021 at 1:00pm Eastern

Attendees:
Daniel Redmond, John Constantinide, Grant Page, Ally Jordan, Rhiannon Masterson, Anastasia Meadows

Action Items:

#-Page	Assignment	Action Item
1 – 1	Marketing	Research options for sending digital DL Participation Form to multiple people
2 – 2	Grant	Test the digital DL Participation Form with Tennessee Valley Chapter
3 – 2	Marketing	Research if a live demo of the app is possible during the CTTC meeting during the Winter Conference

Minutes:
1. The original scope of this ad hoc was to digitize the DL evaluations, but the goal now is full automation of the entire DL process
2. Review of updates:
   a. Addition of DL section to ASHRAE365 app – **ATTACHMENT A**
   b. QR code will be added to the DL web page

   Forms – Chapters

   📄 Distinguished Lecturer Participation Form (2021-22) (Updated June 2021)

   📄 Distinguished Lecturer Event Summary Critique Form (Updated May 2016)

   📄 Distinguished Lecturer Evaluation Form (Updated March 2019)

   Submit Digitally

   >> Scan the QR code for quick mobile access to submit your Distinguished Lecturer/ Speaker Evaluation Form.

3. Feedback:
   a. Regarding the digital DL Participation Form, do we want to obtain specific approval from the RVC for each DL request – both allocated and non-allocated? If so, how should this be done?
      i. Option 1: After a DL Participation Form is received, staff could reach out to the RVC to confirm. This would also help provide a real-time update of how many DL allocations have been used. However, this could be time consuming to email RVCs for every allocated and non-allocated request.
      ii. Option 2: When the digital DL Participation Form is submitted, could it be sent to both staff and the necessary RVC? If the RVC follows-up with staff to confirm the request is an approved allocated visit, then it moves forward. If the RVC does not confirm, then the visit is considered non-allocated.
         1. **Action Item #1:** Marketing will research the options for sending the digital DL Participation Form to multiple people (chapterprograms@ashrae.org and the necessary RVC). To determine the necessary RVC, would it be possible to add a drop-down box to the form

for the submitted to select which Region they are a part of, and therefore which RVC needs to be notified?

4. Next steps:
   a. **Action Item #4:** Grant will test the digital DL Participation Form using the Tennessee Valley Chapter. We'll use feedback from that test to make necessary updates.
   b. We will plan to communicate via email moving forward.
   c. For the update we'll make during the CTTC meeting at the Winter Conference, is it possible to do a live demo of the updates made to the app? **Action Item #3:** Marketing to research if this is possible (we'll have both in-person attendees and WebEx attendees).

Distinguished Lecturers (DL)
ASHRAE

ASHRAE
Distinguished Lecturer

The ASHRAE Distinguished Lecturers (DL) Program, overseen by the Chapter Technology Transfer Committee (CTTC), provides ASHRAE Chapters with lecturers equipped to speak on relevant subjects of interest to ASHRAE members and guests without incurring huge costs.

CTTC RVCs have allocated **195** visits to the 15 ASHRAE Regions for Society Year 2021-2022.

Find a DL by Topic or Region

Request a DL

Submit DL Survey

Questions?
Email: chapterprograms@ashrae.org

MENU

- YouTube
- LinkedIn

MEMBERSHIP & SUPPORT

- About ASHRAE
- ASHRAE President
- ASHRAE Chapters
- Distinguished Lecturers (DL)
- Become a Member
- Make a Gift
- Volunteer
- Contact Us

ASHRAE 365 SPONSORSHIP

- Sponsorship Opportunities

Distinguished Lecturers (DL)
ASHRAE

Home

ASHRAE DISTINGUISHED LECTURERS PROGRAM PARTICIPATION FORM

SHARE THIS

The Chapter Technology Transfer Regional Vice-Chair for your Region must approve the information submitted on form before it is forwarded to ASHRAE headquarters. You will receive a confirmation e-mail, media kit, program information, and Event Summary Critique Form within three days of receipt of the Distinguished Lecturer Participation Form. ASHRAE Headquarters will begin confirming visits on July 1, 2021.

Distinguished Lecturers (DL)
ASHRAE

ASHRAE
Distinguished Lecturer

Distinguished Lecturer/ Speaker Evaluation Form

1 / 3   33%

Chapter:

Date:

180 Technology Parkway, Peachtree Corners, GA 30092 ▪ Tel 678.539.1104 ▪ www.ashrae.org

Joyce Abrams   jabrams@ashrae.org
Director Member Services

TO:	Mohammad H Al Tassi, Chapter Technology Transfer Committee Chair
	Rhiannon Masterson, Chapter Technology Transfer Committee Staff Liaison
FROM:	Joyce Abrams
DATE:	December 14, 2021
SUBJECT:	Members Council Referral to the Chapter Technology Transfer Committee

During the Members Council November 2021 virtual fall meeting, the council referred the motion below to the Chapter Technology Transfer Committee for consideration. Please note the motion below was not vetted by Members Council. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Colombia Chapter – Motion 22 (11/4/2021):
That the Society includes within the members Bio information data of Distinguished Lecturers´ reported years as DL through the ASHRAE DL program, beginning July 1, 2022.

Background: One of the most globally-recognized activities in ASHRAE is the Distinguished Lecturers Program, which promotes and spreads our technology and trends across every country, chapter, and member.

DL members are experienced and recognized engineers within ASHRAE, but this recognition is not included as of today as an important component of the Bio Members´ information.

This motion is an invitation to support and thank our DLs for their unique contribution.

Fiscal Impact: Staff time and programming at $5,000.

CTTC Operations Subcommittee
Thursday, January 6, 2022 from 11am-1pm Eastern

Members Present:
Andrew Reilman – Chair, Matt Archey, Tyler Bradshaw, Heric Holmes, Arunabha Sau, Kenneth Shifflett, Elizabeth Zakelj, Rhiannon Masterson, Anastasia Meadows, Mohammad Tassi

Members Absent:
Renjie Jerry Huang, Frank Rivera

Minutes
1. Status of Assigned Action Items

Status	Assignment	Action Item
Complete	Andy	Contact Heric to request update regarding Tech Hour topics and speakers for 21-22 SY.
Complete	Staff	Send subcommittee samples of previous *Chapter Notes* articles
	Staff	Update Resource Manual with updated DL Nomination Form once the form updates are finalized
Complete	Andy	Contact Mohammad and Larry for next steps with TAC and CTTC
Complete	Rhiannon	Draft email for RVC and CTTC Chapter Chairs

2. Tech Hour
   a. Updates regarding topics and timeline for the remainder of the Society Year
   b. Haven't had much luck reaching out to DLs as presenters, so we'll look at industry presenters
   c. How can we make sure Tech Hour stay relevant with topics and speakers of interest? Bring any ideas to full committee for discussion.
   d. Next steps:
      i. Cultivate topics that have potential
      ii. Reach out to some TCs for presenter recommendations
      iii. If possible, provide an update during the full committee meeting during the Winter Conference
3. *Chapter Notes* Newsletter
   a. DL and Certification articles went out recently. Any other topics that we want to submit?
   b. Once we have Tech Hours on the schedule, we can promote those.
   c. Technical Committee topic – paraphrase email that is going to CTTC Chapter Chairs. Liz will help.
4. PAOE
5. MOP/Resource Manual Updates
   a. The DL Nomination Form will be updated once the updates are finalized and approved
6. Old Business
   a. Updates regarding CTTC and TAC.
      i. Is it possible to create one slide from the 1-minute video that Larry Smith (TAC Chair) sent over?
      ii. What and how to communicate what TAC and TCs are?
         1. Should we do a *Chapter Notes* article to promote?
         2. Send directly to CTTC Chapter Chairs. Encourage them to show it prior to technical programs at chapter meetings and distribute electronically?
         3. *Action Item* – Rhiannon to draft an email to RVCs and CTTC Chapter Chairs. Send to Andy, Mohammad, and Liz for review, then distribute.

Summary of CTTC Regional Statistics
2022 ASHRAE Winter Conference
Updated 11/9/2021

ACTIVITY	Reg. I	Reg. II	Reg. III	Reg. IV	Reg. V	Reg. VI	Reg. VII	Reg. VIII	Reg. IX	Reg. X	Reg. XI	Reg. XII	Reg. XIII	Reg. XIV	RAL	Society Average/Sum
CRC (2021 calendar year)																
Total number of chapters in region	15	9	11	7	12	11	14	15	13	14	11	16	10	9	32	199
Total number of sections in Region	0	0	1	4	1	3	0	3	4	2	3	6	5	3	3	38
Number of chapters present			9	5								12	8			34
Number of CTT chapter chairs or co-chairs present			8	3								10	8			29
Percentage of chapter participation	0%	0%	82%	71%	0%	0%	0%	0%	0%	0%	0%	75%	80%	0%	0%	21%
Percentage of CTT chapter chair participation	0%	0%	73%	43%	0%	0%	0%	0%	0%	0%	0%	63%	80%	0%	0%	17%
CRC Workshop Evaluation Summary Completed			0	1								1	1			3
PAOE																
No. of Chapters Reporting PAOE Points:																0
No. of Chapters Making Society Minimum (550):																0
No. of Chapters Making Society PAR (1050):																0
No. of planning sessions held																0
No. of Chapters Reporting TC Presentations																0
Highest PAOE Points by a Chapter:																#DIV/0!
Percentage of chapters reporting	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
Percentage of chapters making Society Minimum	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
Percentage of chapters making Society PAR	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
DISTINGUISHED LECTURERS																
Number of Allocations	15	9	11	7	12	11	14	15	13	14	11	16	10	9	25	192
Number of allocations used	1	0	1	2	2	1	3	6	2	0	1	0	0	0	3	22
Number of common pool visits used	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Multi-Chapter visits																0
Number of chapters hosting (inc. pool/multi visits)	15	9	11	7	12	11	14	15	13	14	11	16	10	9	32	199
Percentage of chapters hosting	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100.0%
Percentage of used allocations	7%	0%	9%	29%	17%	9%	21%	40%	15%	0%	9%	0%	0%	0%	12%	11.2%
Total percentage of use:	7%	0%	9%	29%	17%	9%	21%	40%	15%	0%	9%	0%	0%	0%	12%	11.2%
Number of non-allocated visits	5	5	6	1	3	7	2	10	3	0	3	8	5	1	23	82
Total number of DL visits	6	5	7	3	5	8	5	16	5	0	4	8	5	1	26	104
CHAPTER VISITS																
No. of visits made:			1	4								0	1			6
Percentage of chapters visited:	0%	0%	9%	57%	0%	0%	0%	0%	0%	0%	0%	0%	10%	0%	0%	5%
LIAISON CONTACTS																
No. of contacts made:			0	0								0	0			0
CTTC AWARDS (Fall 2020)																
Dan Mills Chapter Programs Award	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	3
Donald A. Siller REF Award	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technology Awards: Number of Regional Entries			4	3								3	4			14
Technology Awards: Number of Society Entries	1	7	2	0	1	8	4	0	0	4	1	3	5	0	0	36

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. Aside from DLs in this room, how many of you are aware of what the CTT Committee's activities are? (*Most likely very few are)*

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

To enhance the flow of information from Society to chapters, CTTC focuses on three programs: the Distinguished Lecturer, or DL, program, Tech Hour, and the training of chapter-level CTTC Chairs. The DL program offers quality, recognized speakers for the chapters for a low cost. Tech Hours, the successor of the annual Webcast, provide 1-hour technical discussions that can be used for Chapter seminars and Professional Development Hours. Finally, chapter-level CTTC Chair training ensures that chapters are providing quality programs for local ASHRAE memberships.

To facilitate the flow of technical information from chapters to Society, CTTC also has three programs. The first is the Technology Awards, which recognizes excellent projects that our members have been involved in. Additionally, we promote Technical Committee membership to Chapter members. Lastly, we encourage Chapter members to collaborate on handbook chapter reviews.

I very much appreciate your time, as you have a lot on your plate this morning. I am available for questions if you have any now. Here is also my e-mail in case questions come to mind later. *(Hand out your e-mail address)*

CTTC Liaison Talking Points

- o 2020-21 Tech Hours –
  - o 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).
  - o We plan on releasing two new Tech Hours in the coming months:
    - Commissioning
    - ASHRAE Building EQ
  - o 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
  - o www.ashrae.org/techhour

- o 2020-21 DL Program
  - o 69 lecturers
    - Representing 12 countries
    - Total of 12 different languages spoken
  - o Multiple presentations approved for continuing education credits
  - o Visit CTTC webpage for details

- o Technology Awards – Encourage project entry at the TC and Chapter level
  - o Regional Deadline – Check with your RVC
  - o Society Deadline – September 1st

- o Questions for the audience
  - o What information can be taken from your TC/Committee to the Chapters?
  - o What can CTTC assist your TC/Committee with?

Joyce Abrams   jabrams@ashrae.org
Director Member Services

TO: Mohammad H Al Tassi, Chapter Technology Transfer Committee Chair
              Rhiannon Masterson, Chapter Technology Transfer Committee Staff Liaison

FROM: Joyce Abrams

DATE: December 14, 2021

SUBJECT: Members Council Referral to the Chapter Technology Transfer Committee

During the Members Council November 2021 virtual fall meeting, the council referred the motion below to the Chapter Technology Transfer Committee for consideration. Please note the motion below was not vetted by Members Council. I appreciate your keeping me advised of your actions. Let me know if you have any questions. Thank you.

Colombia Chapter – Motion 22 (11/4/2021):
That the Society includes within the members Bio information data of Distinguished Lecturers´ reported years as DL through the ASHRAE DL program, beginning July 1, 2022.

Background: One of the most globally-recognized activities in ASHRAE is the Distinguished Lecturers Program, which promotes and spreads our technology and trends across every country, chapter, and member.

DL members are experienced and recognized engineers within ASHRAE, but this recognition is not included as of today as an important component of the Bio Members´ information.

This motion is an invitation to support and thank our DLs for their unique contribution.

Fiscal Impact: Staff time and programming at $5,000.

MANAGEMENT BY OBJECTIVES

CHAPTER TECHNOLOGY TRANSFER COMMITTEE ASHRAE SOCIETY YEAR 2021-22

MOHAMMAD TASSI, CHAIR

MBO	STATUS	Due Date	Assigned To	MBO Comments
1. Work with all chapters to conduct at least two HVAC events relevant to COVID-19 Precautionary measures and recovery plans	Waiting for RVC feedback	June 2022	All RVCs	In line with ASHRAE Strategic Plan/ Item 2: Indoor Environmental Quality. Given the ongoing COVID-19 Pandemic, this initiative becomes of high importance
2. Work with all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters)	Waiting for RVC feedback	June 2022	All RVCs	Capacity building, sharing expertise and succession planning are essential factors for CTTC success at Chapter, Regional and Society levels.
3. Resume the original plan for broadcasting three Tech-Hours per year	Ongoing	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item 4: Improve Chapter Engagement, Capacity and Support
4. Set a plan for further collaboration with TCs and other ASHRAE Committees	Ongoing / TAC video & newsletter	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining.
5. Finalize the online DL Evaluation system, and enroll it at least for interested Chapters	Ongoing / Ad Hoc	June 2022	- Services Sub-Committee, - Digital DL Evaluations Ad HOC & - Online DL Ad Hoc	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The current DL operations includes inefficient manual DL forms for request, approval, and evaluation process with filling multiple manual forms and rolling them via multiple emails in addition to maintaining manual DL logs and statistical records
6. Work towards reaching online DL platform that covers DL requests, approval and logging capabilities. (Target: finalize a reliable robust plan for implementation at a later stage)	Ongoing / DL Automation Ad Hoc	June 2022		
7. Review the current DL selection criteria, and existing DL database, then initiate proper measures for providing wider DL diversity of relevant topics (leadership, management, finance...), languages, gender (more female DLs), and even age groups (opportunities for YEA)	Ongoing / DL Diversity & Outreach Ad Hoc	June 2022	- Member Services Sub-Committee & - DL Program Team	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The DL program has high potentials for reaching wider range of audience and facilitating higher chapter engagement through providing wider spectrum of program deliverables
8. Conduct at least two additional full Sub-Committee virtual meetings per year (in addition to the Winter and Annual Meetings)	Ongoing / On Schedule	Fall 2021 Spring 2022	- Operations & Member Services Sub-Committees - Staff support	In Line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. This initiative proved to Enhances CTTC communications, and leads to higher level of preparedness for the full Committee meetings

50% off eLearning coupons for ASHRAE Chapters

Affordable Virtual Learning ▪ Available 24/7

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 or enjeru@ashrae.org

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

- Essentials of Controls – NEW!
- Essentials of Dedicated Outdoor Air Systems (DOASs) – NEW!
- Achieving Zero-Energy Building Design – NEW!
- 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
- Indoor Environmental Conditions for Human Comfort

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

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.

January 28, 2022

ASHRAE Refrigeration Committee-Comfort, Process and Cold Chain (REF-CPCC)

Liaison Report to
Chapter Technology Transfer Committee

2022 Winter Meeting Las Vegas, Nevada

Liaison: Charlie Hon

chon@truemfg.com

1

ASHRAE Covid Activities

https://www.ashrae.org/search?q=Covid
(737 items listed)

https://www.ashrae.org/technical-resources/resources

2

Regulatory Activities on Refrigerants - EPA

The AIM Act was passed early in 2021
2022-2023 10% reduction from Baseline
2024-2028 40% reduction from Baseline
2029-2033 70% reduction from Baseline
2034-2035 80% reduction from Baseline
2036-   84% reduction from Baseline

Phasedown of Hydrofluorocarbons (HFCs): Issuing Allowance Allocations | US EPA

3

A consortium of States have formed the "United States Climate Alliance"

(The "Alliance" now includes 24 States and more than 55% of the US population)

States with regulations in place for restrictions of refrigerant use similar to SNAP 20 & 21 rules

California, Colorado, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Rhode Island, Vermont, Virginia, Washington

Connecticut, Hawaii, Oregon, and Pennsylvania are working on similar Regulations

4

Regulatory Activities on Refrigerants

UL/CSA 60335-2-40 (Air Conditioning) has increased charge sizes for Flammable Refrigerants

UL/CSA 60335-2-89 (Refrigeration Equipment) has increased charge sizes for Flammable Refrigerants

IEC 2-24, 2-34, 2-40, and 2-89 committees are working on similar proposals

5

UNEP OzonAction Virtual Exhibition
https://ozone.unep.org/coldchainexhibition/index.html

UN Global Status Report for Sustainable Cold Chains
https://coolcoalition.org/status-of-the-global-food-cold-chain-summary-briefing/

IIR-UNEP Cold Chain Technology Brief- Vaccines
https://www.unep.org/ozonaction/news/news/ozonaction-and-iir-shine-spotlight-vaccine-cold-chain-technology

6

GFCCC-UNEP Cold Chain Database Model

- http://www.foodcoldchain.org/gfccc-unep-announces-the-launch-of-their-cold-chain-database-and-modelling-initiative/

- *GFCCC-UNEP OzonAction Cold Chain Modelling Press Release*

- *GFCCC-UNEP Cold Chain Database Methodology Final*

7

Refrigeration Committee
For Comfort, Process and Cold Chain

Webpage: Refrigeration Technology Committee for Comfort, Process, and Cold Chain (ashrae.org)

Recent Meeting Minutes
Manual of Procedures, Rules of the Board, Reference Manuals
Members First! Newsletters
Meeting Sunday January 30, 2022 at 8:00 am – 12:00 pm

(Refrigeration Committee Has been renamed)

8

- **REF Webpage**
  - **Refrigeration Technology Awards by REF**
    - **Recognize the Designer and Owner of the Refrigeration Project exhibiting the Best Innovation and/or New Technology with Links to:**
      - **"Milton W. Garland Commemorative Refrigeration Award for Project Excellence"**
      - **"Refrigeration Comfort Cooling Award for Project Excellence"**
      - **Awarded at Plenary Session during Annual Conference**

9

Chapter Program Support – Efforts Underway

- **Encourage Expert Refrigeration Speakers for Distinguished Lecturer Program**

- **Encourage Refrigeration Programs with broad appeal to Chapters**

- **Develop list of Refrigeration Programs and Speakers with wide appeal**

10

- **Advance Chapter Interest in Refrigeration**
  - **Seeks to promote Refrigeration Education and Training for Students and Seasoned Practitioners**

  - **Technology Transfer Programs**
    - **Refrigeration Programs at ASHRAE Conferences**
    - **"George C. Briley ASHRAE Journal Award"**
      - **Best Refrigeration-related Article**
      - **Awarded at REF Meeting, Winter Conference**

11

- **Advance Chapter Interest in Refrigeration**
  - **REF continues to work with and thru CTTC to Identify and Develop Resources and Implement Programs to enhance Chapter Refrigeration Activities including:**
    - **Work with the TCs to develop Hands-on, Low-Cost Refrigeration Projects for College Lab Classes**
    - **Present Seminars at ASHRAE Conferences on Refrigeration Topics**
    - **Promote and solicit applications for Milt Garland, Comfort Cooling, and George Briley Refrigeration Awards**
    - **Submit recommendations to CTTC for PAOE criteria for Chapter Refrigeration Activities**
    - **Strongly encourage RVCs to actively promote strong Chapter participation in the recently approved "R in ASHRAE" Award**

12

THANK YOU

For your Participation & Support of ASHRAE Activities

CTTC – Plan your Chapter Programs

- **April**: set meeting schedule
- **May**: first meeting/conduct survey
- **July**: develop/budget programs
- **August**: contact speaker and make arrangements
- Use the CTTC Chapter Chair calendar available at www.ashrae.org/cttc. Send your program schedule to your CTTC RVC before October.
- When planning virtual events, use the ASHRAE Virtual Meeting Guidance.
- Publish annual program schedule in Chapter newsletter each month
- Determine each speaker's needs
- Publicize speaker's information (bio and topic summary) with photo in newsletter prior to meeting
- Provide monthly meeting reminder
  - Before meeting via phone calls and e-mail

ASHRAE Certified

ASHRAE CERTIFICATION:
Information Chapters & Members Need

Developments

NEW! (Feb., 2022) Certification Study Guide: Building Energy Modeling Professional *(BEMP)*
- ✓ Must-have guide to study of key energy modeling resources linked to exam job tasks
- ✓ 100-question BEMP practice exam

NEW! "Value of ASHRAE Certification" Survey Data

- ✓ Compelling value propositions:

Employee	**Employer**
"*Increased credibility.*" (69%)	"*Evidence of the level of competence.*" (90%)
"*Improved career opportunities.*" (60%)	"*Greater confidence in … skills.*" (85%)
"*Increased earning power.*" (43%)	"*Led to business opportunities.*" (54%)

- ✓ "Executive Summary" of survey results

NEW! "Certification" Presentation for Chapter Meeting Delivery

- ✓ Download from "CTTC Program Resources" webpage

NEW! "Certification" Articles in "Chapter Notes" Monthly Newsletter

- ✓ Monthly Certification news items of interest to Members

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 **3,500 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 Tim Kline at tkline@ashrae.org,

ASHRAE

Communications Committee

Thursten Simonsen

January 29, 2022

Communications Committee

- Let us know if there is anything to bring back to the committee or anything you'd like the committee to address.

- The Communications Committee serves all three councils within ASHRAE.

Communications Committee 2021–2022 Initiatives

- Continue virtual "Office Hours" on communications-related topics
- Increase communication with other ASHRAE committees and Regional chairs
- PPT with information on Communications Committee information sent to all chapter presidents and regional communications chairs Winter 2021
- WordPress theme for Chapter websites
- Canva Templates
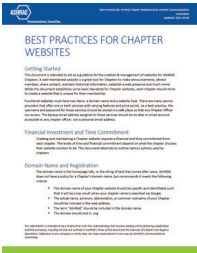- Make CRC workshops more interactive

---

Slide 1

Will save you time!

Website Best Practices for Chapters

BEST PRACTICES FOR CHAPTER WEBSITES

- Perfect for Chapter or Region Webmasters of Communications Chairs
- Incudes free Wix template and WordPress theme
- Covers do's and don'ts of creating or maintaining a website for your ASHRAE chapter

ashrae.org/communications

Slide 2

Email Best Practices for Chapters

GETTING DELIVERED: EMAIL TIPS
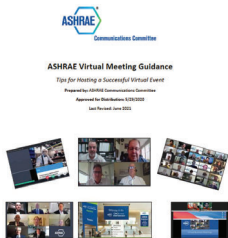
- How do I get my email delivered to my chapter?
- What software do I use?
- Where do I start?

ashrae.org/communications

Slide 3

Virtual Meeting Guidance

ASHRAE Virtual Meeting Guidance
Tips for Hosting a Successful Virtual Event
Prepared By: ASHRAE Communications Committee
Approved for Distribution 3/20/2020
Last Revised: June 2021

- 20-page document with links and a table of contents will help you plan and successfully execute a virtual event
- A collaboration with Chapter Technology Transfer Committee (CTTC)
- Great for individuals simply attending virtual events too!

ashrae.org/communications

Slide 4

Basecamp

Basecamp Project Overview
Prepared By: ASHRAE Communications Committee
Approved for Distribution 4/15/2020

- Oversees Basecamp use for Society
  - New Basecamp project creation
  - Old Basecamp project archiving
  - Training (documents, videos, live training)
  - Tips & Tricks and more!
  - Need help or have questions? Start with the Basecamp Project Overview document.

ashrae.org/basecampguidance

Basecamp 4 - News and Updates

- New Home Screen
  - Your Schedule
  - Your Announcements
- The Lineup
  - Start and end dates on projects
  - Better projection
- Doors
  - Links to other tools
  - Just links for now to another app, product, or service

- Cloud Files
  - Third-party services to the Docs & Files section in your Basecamp Teams and Projects
- Encryption
  - Back-end significant update for personal privacy
  - Basecamp now encrypts chats, messages, comments, to-dos, documents, and other content in each account.

  ashrae.org/basecampguidance

App Development Guidelines

"APP" ACCEPTABLE USE AND DEVELOPMENT POLICY
Prepared By: ASHRAE Communications Committee
Approved for Distribution 2018

- Creation and Maintenance basic guidelines
  - "App" Acceptable Use and Development Policy Old Basecamp project archiving.
  - Your Group's Online Identity.
  - Creating and Managing Content.
  - Privacy, Legal Advice, Recommendations.
  - Virtual footprint.

  ashrae.org/communications

Social Media Guidance

- Social Media Best Practices PPT

- Free Downloadable Planning Template

- ASHRAE Content on YouTube

Free Canva Templates

- Free customizable graphics for your chapter's social media and communications efforts.
- Simply login, customize and the graphics are ready to use.
- Templates Include: Tech Session, Virtual Meeting, Chapter Meeting, Message from the Chapter President, Happy Hour and Golf Outing

  ashrae.org/marketingcentral

  A free Canva account is needed.

Stay in touch with "Office Hours"

Communications AMA (Ask Me Anything!)
Hosted by Eleazar Rivera Mata
Presented live February - 10, 2022 | 11 am -12 pm ET

Social Media Tips and Guidelines
Hosted by Anuj Gupta
Presented live March 3, 2022 | 8 am - 9 am ET

Using Basecamp for ASHRAE Work
Hosted by Thursten Simonsen
Presented live April 14, 2022 | 4 pm – 5 pm ET

Links to register and previous recordings are at **ashrae.org/communications**

OFFICE HOURS
COME WITH YOUR
QUESTIONS ABOUT:
• WEBSITES
• EMAIL
• SOCIAL MEDIA
• BASECAMP
• VIRTUAL MEETINGS
• EVENT REGISTRATION

Questions?

- How can we help?

- ashrae.org/communications

- Follow us on Facebook!
  facebook.com/ashraecommunicationscommittee

Thank you!