



**Minutes
Chapter Technology Transfer Committee**

Friday, June 21, 2024			
CTTC	8:00am – 12:00pm	JW Marriott, 308 (3)	Hybrid
Member Services Subcommittee	1:00pm – 5:00pm	JW Marriott, 308 (3)	Hybrid
Operations Subcommittee	1:00pm – 5:00pm	JW Marriott, 307 (3)	Hybrid
Saturday, June 22, 2024			
Executive Subcommittee	8:00am – 9:00am	JW Marriott, 308 (3)	Hybrid
CTTC	9:00am – 12:00pm	JW Marriott, 308 (3)	Hybrid

Action Items

# – Pg.	Assignment	Action Item
1 – 2	Anastasia	Post current DL ratings online
2 – 2	Speaker Evaluation Ad Hoc	Take the comments discussed and work with staff to review
3 – 2	Staff	Make the DL video available in the discussed locations
4 – 2	Award Working Group	Reach out to Tech Awards Judging Panel Chair (Charlie Bertuch) to find out the best way to get feedback on entries that were not selected
5 – 2	Award Working Group & Staff	Review Tech Award website, including any information regarding feedback or what makes a successful entry
6 – 2	RVCs	Review the DL information on the Regional Statistics Spreadsheet and send any updates to staff
7 – 2	DL Working Group	Look at number of DL allocations
8 – 3	Staff	Provide NEMI with discussed feedback
9 – 4	Staff	Confirm demographic information Society-wide for comparison to MBO statistics for CTTC demographics

Motions

# – Pg.	Motion	Vote
1 – 2	Approval of previous meeting minutes (Attachment A)	17-0-0 CNV
2 – 3	To spend \$10,000 on carbon offset programs recommended in the <i>Chapter & Region Carbon Guide</i> using the guidance provided in the guide for calculation. Deferred to the Member Services Subcommittee.	17-2-0 CNV
3 – 3	To add information on the DL profile on ASHRAE’s website of where the DL is willing and able to travel	4-13-0 CNV
4 – 4	To give the full \$10,000 budget to Sustainable Travel International as directed by the ASHRAE Chapter and Region Carbon Guide, for the 2024-25 SY.	16-0-3 CNV
5 – 4	To put the Energy Genius Award under the CTTC Awards Working Group	18-0-1 CNV
6 – 4	To move the Technology Award Society Deadline from September 1, 2025 to June 1, 2025, and going forward.	16-2-1 CNV
7 – 4	To approve the recommended MOP changes	19-0-0 CNV

Attendance

- All members present: Andy, Daniel, Heric, Frank, Abhi, Matthew Archey, Chris, Matthew Klok, Eric, Kevin, Ken, Abby, Tyler, Matt Parkes, Thiago, Siva, Conor, Osama, John, Liz, Wei
- All incoming members present: Murat, Don, Steven, Nikola, Esteban, Krishna, Stephanie

Full Committee Minutes – Friday, June 21, 2024

1. **Call to Order** – Reilman
2. **Roll Call/Introduction of Guests** – Reilman
3. **ASHRAE Value Statement** – Reilman
 - a. *In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*
 - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
 - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
 - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
4. **Review of Agenda** – Reilman
5. **Approval of Minutes** – January 19-20, 2024 during 2024 Winter Conference – Robert (**Attachment A**)
 - a. **Motion #1:** Klok moved to approve the minutes, seconded by Constantinide. Unanimous approval, CNV.
6. **Review of Action Items** – Reilman (**Attachment B**)
 - a. Staff to continue to work with IT on testing the digital DL form (DL Participation Form and Evaluation Form)
 - i. **Action Item #1:** Anastasia to post current DL ratings online
 - ii. **Action Item #2:** Speaker Evaluation Ad Hoc will take the comments discussed and work with staff to review.
 1. Should Chapter CTTC Chairs still have access to completed individual evaluation forms since they reviewed the paper versions? Is this possible with the digital evaluation forms?
 - b. Determine next steps for DL mixer video footage
 - i. **Action Item #3:** Staff to make the video available in the following locations:
 1. DL webpage
 2. Social media
 3. Include link in emails when soliciting DL nominations
 4. Chapter Notes
 5. Ask about including in a newsletter that goes to all members
 6. ASHRAE app
 7. CRC: definitely during the CTTC workshop, and if possible during a time when all CRC attendees can view it
 - c. **Action Item #4:** Award Working Group reach out to Tech Awards Judging Panel Chair (Charlie Bertuch) to find out the best way to get feedback on entries that were not selected. Is there a way to easily provide feedback? Was it not innovative enough? Did the project not save enough energy?
 - i. **Action Item #5:** Award Working Group and Staff to review Tech Award website, including any information regarding feedback or what makes a successful entry.
7. **Special Reports**
 - a. Certification – Marianna Vallejo (**Attachment C**)
 - b. Membership Promotion – Ron McCarty
 - c. Publications – Frank Mills
8. **Review of Regional Statistics** – Reilman (**Attachment D**)

- a. Discussion on how to increase attendance at CRCs and CTTC workshop training. Review of hurdles that specific Regions experienced that impacted attendance.
 - b. **Action Item #6:** RVCs to review the DL information and send any updates to staff
 - c. **Action Item #7:** DL Working Group to look at number of DL allocations
9. **New Business – Reilman**
- a. The Regional Operations Subcommittee of Members Council is working to update the [Manual of Chapter Operations](#) (MCO). They have asked each grassroots committee to review their specific sections of the MCO (2.7 and Appendix 2C) and provide any recommended updates by the 2024 Fall Members Council meeting. Should this be assigned to a subcommittee or a small group of volunteers? (**Attachment E**)
 - i. Assign to the Operations Subcommittee; review during today’s subcommittee meetings if there is time
 - b. We now have a budget line dedicated to DL travel carbon mitigation measures (\$10,000 max). What are our next steps? Reference the *Chapter & Region Carbon Guide* (**Attachment F**)
 - i. **Motion #2:** Constantinide moves to spend \$10,000 on carbon offset programs recommended in the *Chapter & Region Carbon Guide* using the guidance provided in the guide for calculation. Brophy seconds.
 - 1. Holmes moves to defer to the DL Working Group. Constantinide seconds.
 - a. Holmes moves to amended to defer to the Member Services Subcommittee. Constantinide seconds. Vote: 17-2-0 CNV. Motion Passes.
 - c. National Energy Management Institute’s (NEMI) proposal to invite chapters to their training centers. NEMI is already active with ASHRAE through government affairs and participation in TCs and SPCs, but they want to engage more productively. Their training centers showcase equipment from multiple manufacturers and they are aware of ASHRAE’s non-commercialism policy. This would fall in line with Dennis’ workforce theme. How does CTTC feel about this proposal?
 - i. We recommend that NEMI work directly with the local ASHRAE Chapters as opposed to promoting this from the Society or Regional levels.
 - ii. **Action Item #8:** Staff to provide NEMI with this feedback
10. **CRC Motion Referral**
- a. Spring 2024 Region XI CRC, Manitoba Chapter, Motion 24-11-5 (**Attachment G**)
 - i. **Motion #3:** To add information on the DL profile on ASHRAE’s website of where the DL is willing and able to travel
 - 1. Background: It is difficult to find DLs for chapters in low-interest geographies (i.e. Canadian prairies). Having this information publicly available would allow chapter CTTC chairs across the region to see and plan for combined trips to make it worthwhile.
 - 2. Fiscal and Staff Impact: Minimal cost to collect information from DLs and update website
 - 3. Vote: 6-4-1 CNV
 - 4. CTTC’s vote on motion: 4-13-0 CNV. Motion fails.
 - a. Feedback: If a chapter is having difficulty booking a DL, then the Chapter CTTC Chairs should work with their CTTC RVC for assistance. If a DL is non-responsive to a CTTC RVC, please notify ASHRAE Staff.

Full Committee Minutes – Saturday, June 22, 2024

1. **Call to Order** – Reilman
2. **ASHRAE Value Statement** – Reilman
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 - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
 - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
 - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
3. **Roll Call/Introduction of Guests** – Reilman
4. **Review of Agenda** – Reilman
5. **Remarks**
 - a. BOD Ex-Officio – Wei Sun
6. **Subcommittee Reports**
 - a. Member Services – Redmond (**will be included as Attachment H**)
 - i. **Motion #4:** Mathew moves to give the full \$10,000 to Sustainable Travel International as directed by the ASHRAE chapter and region carbon guide, for the 2024-25 SY. Abby Seconds.
 1. Subcommittee vote: 6-0-3 CNV
 2. Full committee vote: 16-0-3 CNV. Motion passes.
 - ii. **Motion #5:** Chris moves to put the Energy Genius Award under the awards working group. John Seconds.
 1. Subcommittee vote: 8-0-0 CNV
 2. Full committee vote: 18-0-1 CNV
 - iii. **Motion #6:** Abby moves to move the Technology Award Society Deadline from September 1, 2025 to June 30, 2025, and going forward. Abhi Seconds.
 1. Subcommittee vote: 8-0-0 CNV
 2. John moves to amend to June 1, 2025. Matt Archey seconds.
 - a. Vote: 11-6-2 CNV. Amendment passes.
 3. **Updated Motion #6:** To move the Technology Award Society Deadline from September 1, 2025 to June 1, 2025, and going forward.
 - a. Full committee vote: 16-2-1 CNV. Motion passes.
 - b. Operations – Holmes (**will be included as Attachment I**)
 - i. **Motion #7:** Matt moves to approve the recommended MOP changes. Liz seconds.
 1. Subcommittee Vote: 8-0-0 CNV
 2. Full Committee Vote: 19-0-0 CNV. Motion passes.
7. **Status of 2023-24 MBOs** – Reilman (**Attachment J**)
 - a. MBO 1: Demographics of CTTC Chapter Chairs for 23-24 SY:
 - i. The average age is 42.
 - ii. Gender breakdown: 10% female, 56% male, 34% unreported
 - iii. **Action Item #9:** Staff to confirm demographic information Society-wide for comparison
 - b. MBO 9: As of 5/22/24, 101 out of 199 chapters (51%) have a CTTC co-chair (or additional CTTC position) listed on their CIQ.

Region	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	RAL
# of Chapters	5	6	3	2	8	6	5	3	5	5	4	15	7	3	24

% of Chapters	33%	67%	27%	29%	67%	55%	36%	20%	38%	36%	36%	94%	70%	38%	73%
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8. **Change of Chair** – Reilman/Redmond

a. Recognition of outgoing members:

- i. Andrew Reilman – Chair
- ii. Frank Rivera – Region I RVC
- iii. Matt Archey – Region III RVC
- iv. Chris Adams – Region IV RVC
- v. Abby Brophy – Region IX RVC
- vi. Tyler Bradshaw – Region X RVC
- vii. Thiago Portes – Region XII RVC

b. Recognition of current members changing roles:

- i. Daniel Redmond – 1st Vice Chair to Chair
- ii. Heric Holmes – 2nd Vice Chair to 1st Vice Chair
- iii. John Constantinide – Chapter Programs Coordinator to 2nd Vice Chair
- iv. Kenneth Shifflett – Region VIII RVC to Chapter Programs Coordinator

c. Recognition of incoming members:

- i. Murat Bayramoglu – Region I RVC
- ii. Stephanie Mages – Region III RVC
- iii. Don Garipey – Region IV RVC
- iv. Steven McConnell – Region VIII RVC
- v. David Griffin – Region IX RVC
- vi. Nikola Kravik – Region X RVC
- vii. Esteban Baccini Jauregui – Region XII RVC
- viii. Krishna Mitra – Region XV RVC

d. 2023-24 MBOs – Redmond **(Will be included as Attachment K)**

e. Appointment of 2024-25 Subcommittees and Mentors – Redmond **(Attachment L)**

9. **Next Meeting** – February 11-12, 2025 at the 2025 ASHRAE Winter Conference in Orlando, Florida

10. **Adjournment**