

### Minutes

# Chapter Technology Transfer Committee Virtual - GotoMeetings

### Friday, June 19, 2020

Full Committee – 8:00am-10:00pm – GotoMeetings Subcommittee Meetings – 10:00-12:00pm – GotoMeetings Saturday, June 20, 2020

Executive Subcommittee - 7:00-8:00am - GotoMeetings Full Committee - 8:00am-12:00pm - GotoMeetings New Member Orientation - 12:00-1:00pm - GotoMeetings

### **Attendance**

Members Present
Nathan Hart
Thursten Simonsen
Mohammad Al Tassi
Charles Bertuch
Daniel Redmond
Jeffrey Gilbeaux
Christopher Adams
Carl Schultz

Christopher Adams
Carl Schultz
Andrew Babler
David Ballard
Peter Sudbeck
Russell Pratt
Kevin Blankemeier

Heric Holmes Walter Lenzi Renjie Jerry Huang Serafin Grana

Ahmad Nour Stephen Piccolo Andrew Reilman

Andrew Reilmar Ashish Rakheja

\*Arunabha Sau

\*Elizabeth Zakelj

\*Grant Page

\*Janice Peterson

\*John Constantinide

\*Daniel Robert

### **Members Absent**

Chuck Gulledge

Guests

Mark Bettin

Devin Abellon

Andres Sepulveda

Doug Cochrane

Mick Schwedler

### Staff

Anastasia Meadows Joyce Abrams Eunice Njeru

# **Principal Approved Motions**

No. – Pg.	Motion			
1-3	The minutes from the CTTC meeting held January 31-February 1, 2020 in Orlando be approved.			
2 – 3	To approve changes to regional statistics form and proposed edits.			
3 – 3	To adopt the revised Dan Mills Point Calculation Form as presented.			
4 – 4	To approve a pilot use of 2-4 users of Poll Everywhere (Poll EV) for the DL program.			
5 – 4	To approve the CTTC MOP Tech Hour revisions.			

## **Action Items**

No. – Pg.	Responsibility	Summary of Action
1 – 4	Staff	Send out a batch of received summary forms to DL Ad Hoc
		twice per year in the spring and fall. DL Ad Hoc to review for
		general feedback.

<sup>\*</sup>Incoming 20-21 Members

2 – 4	Reilman	Andy to reach out to track chair Corey Maggie or Tony
		Giometti.
3 – 4	Operations Subcommittee	Update MOP to include all 15 regions and consider other committees. Reflect correct number of voting members chair and vice chairs. Complete by August so that it can be emailed voted on before the fall meeting.

### **Minutes**

#### 1. Call to Order

- a. Chair Hart called the meeting to order at 8:02am
- 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 meeting held January 31-February 1, 2020 in Orlando be approved.
    - ii. Motion (1) passed. Vote: unanimously passed
- 6. Review of Action Items
  - a. Review of action items from January 31-February 1, 2020 meetings
- 7. **Special Reports** (See "Special Reports")
  - a. Certification Committee Chair, Mark Bettin
  - b. eLearning Eunice Njeru, ASHRAE Staff
    - i. Ms. Njeru reviewed the available 50% coupon, LinkedIn presence, and the goal to create awareness for eLearning programs
    - ii. eLearning allows you to learn at your own time since it is completely online
    - iii. 80% is needed to pass the test and then a certificate is provided
    - iv. Review of reasons to use eLearning and popular courses

### 8. Reports from Adhocs

- a. Regional Statistics Bertuch
  - i. Charles reviewed changes as proposed at Orlando meeting and made final edits
  - ii. Motion (2) To approve changes to regional statistics form and proposed edits.
  - iii. Motion (2) passed. Vote: unanimously passed
- b. Online Chapter Programs Ad Hoc Holmes
  - i. Pending research of topic
  - ii. Sunsetting this ad hoc
  - iii. Smaller group to be created Member Services; Guidelines Ad Hoc; guidelines to be drafted and completed by fall conference call so that it can be voted on
    - 1. John Constantinide, Heric Holmes, Grant Page, and Charles Bertuch
- c. Online DL Content Form Ad Hoc Lenzi & Simonsen
  - i. To be taken to subcommittee meeting
  - ii. Refocus back to idea of this committee
  - iii. Joyce Society discourages recording DL content/presentations
- 9. Review of Regional Statistics
- 10. Liaison Talking Points

a. Member services subcommittee to take this on and suggest edits/updates in subcommittee meeting on 6/19/20

### 11. Subcommittee Meetings

- a. Member Services 10:00-12:00pm GotoMeetings
- b. Operations 10:00-12:00pm GotoMeetings
- c. Executive Saturday, June 20, 2020 7:00-8:00am GotoMeetings

#### 12. Call to Order

- a. Chair Hart called the meeting to order at 8:07am
- 13. Roll Call/Introduction of Guests
- 14. Remarks
  - a. BOD Ex-Officio presentation Ashish Rakheja

### 15. Subcommittee Reports

- a. Member Services Simonsen
  - i. **Motion (3)** To adopt the revised Dan Mills Point Calculation Form as presented.
  - ii. Motion (3) passed. Vote: unanimously passed
- b. Operations Al Tassi

### 16. Status of 2019-20 MBOs

a. Chair Hart reviewed the 2019-2020 MBOs

### 17. Members Council Referrals

- a. Status of Members Council referrals from Orlando Winter Conference:
  - i. That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows: "Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms..."
    - 1. Members Council suggested to withdraw the motion and resubmit. No need to bring a revised motion. Waiting for status from other standing committees because other committees have already submitted a revised motion.

### 18. Old Business

- Action items from Orlando 5-6 review (Orlando Minutes): standing action item. Send out a batch of received summary forms to DL Ad Hoc twice per year in the spring and fall. DL Ad Hoc to review for general feedback.
- b. PollEV DL motion:
  - i. **Motion (4)** To approve a pilot of 2-4 users of Poll Everywhere (Poll EV) for the DL Program.
  - ii. Motion (4) passed. Vote: unanimously passed
- c. Action Item: Andy to reach out to track chair Corey Maggie or Tony Giometti.

### 19. New Business - Hart

- a. Action Item: Daniel Robert (incoming chair)
  - Operations subcommittee to update MOP to include all 15 regions and consider other committees. Reflect correct number of voting members chair and vice chairs.
     Complete by August so that it can be emailed voted on before the fall meeting.
- b. Updates to CTTC MOP. Any web broadcast mention needs to be updated to Tech Hour. These changes will need to be presented as a motion to Members Council.
  - i. Motion (5) To approve the CTTC MOP Tech Hour revisions.
  - ii. Motion (5) passed. Vote: unanimously passed
  - iii. Section 5A: Committee Membership
    - This committee shall consist of 19 voting members, including a chair, two vice chairs, 14 regional vice chairs, one chapter program coordinator, and one web broadcast <u>Tech Hour</u> coordinator; in addition, 2 non-voting members, consisting of a BOD ex officio member, and a coordinating officer are assigned.

- iv. Section 6: Duties of Committee Members
  - 1. Duties of the Web Broadcast Tech Hour Coordinator
    - a. Duties of the Web Broadcast <u>Tech Hour</u> Coordinator shall include the following:
      - i. Manage web broadcasts and webcasts Tech Hours:
        - 1. Select topic topics at ASHRAE Winter meeting for the following year's broadcast/webcast Tech Hours
        - 2. Solicit ASHRAE Society's relevant committees for speaker recommendations <u>and work with CTTC Staff</u> <u>liaison to organize a call for presenters for each topic</u>
        - 3. Approve speaker's list at ASHRAE Annual meeting <u>The Tech Hour Ad Hoc will review submissions to select presenters</u>
        - 4. Contact speakers for acceptance
        - Forward accepted speaker's list with contact information to CTTC Staff Liaison <u>Assist with review</u> process
        - 6.—Supervise Peer Review Committee selection;
          - a. Three (3) persons selected by Technology
            Council with names provided by specified date
            to CTTC Staff Liaison
          - the broadcast topic selected by CTTC
             Communications Coordinator
          - c. Four (4) persons who are members of CTTC or chosen by CTTC
          - d. All speakers for broadcast
    - b. Duties of the Staff Liaison
      - i. Coordinate logistics, publicity, program, registration, and reporting for CTTC Satellite Broadcasts/Webcasts Tech Hours.
- v. Section 7: Subcommittees
  - 1. Executive Subcommittee:
    - Consists of the chair, first and second vice chairs, Programs
       Coordinator, Web Broadcast <u>Tech Hour</u> Coordinator, and the BOD ExO.
  - 2. Operations Subcommittee:
    - a. Administer satellite broadcasts/webcasts Tech Hours.
- c. Update to the ASHRAE Rules of the Board (ROB). The web broadcast mention needs to be updated to Tech Hour. This change will need to be presented as a motion to Members Council and will then be passed onto the Board and Society Rules Committee.
  - i. 2.403 CHAPTER TECHNOLOGY TRANSFER COMMITTEE
    - 1. 2.403.002 MEMBERSHIP
      - a. 2.403.002.01 Composition
         The members of this committee are as follows
         A. Voting membership shall consist of a chair, two (2) vice-chairs, one
         (1) representative from each region who serves as Regional Vice Chair, one (1) chapter programs coordinator, and one (1) web broadcast Tech Hour coordinator
- 20. Change of Chair Hart/Simonsen
  - a. Recognition of Outgoing Members

- b. 2020-21 MBOs Simonsen
- c. Appointment of 2020-21 Subcommittee and Mentors Simonsen
- 21. Next Meeting January 22-23, 2021 Chicago, IL
- 22. Adjournment

# CTTC Member Services Subcommittee Agenda Friday, June 19, 2020 – 10:00-12:00pm – GotoMeetings

### Thursten Simonsen, Chair

Heric Holmes Russell Pratt
Peter Sudbeck Kevin Blankemeier
Charles Bertuch Jeffrey Gilbeaux
Daniel Redmond Andrew Reilman

**Carl Schultz** 

- 1. Status of Assigned Action Items
- 2. Distinguished Lecturer Program
  - a. 2020-21 DL Formula/Allocations
  - b. DL Mixer Chicago
  - c. DL Orientation Conference Calls
- 3. Technology Awards
- 4. CTTC Awards
- 5. Old Business
- 6. New Business
  - a. DL Program / Poll Everywhere Andy & Mohammad taking lead of the discussion
    - i. consideration for a motion to the full committee to approve.

# CTTC Operations Subcommittee Agenda Friday, June 19, 2020 – 10:00-12:00pm – GotoMeetings

### Mohammad Al Tassi, Chair

Steve Piccolo David Ballard
Andrew Babler Walter Lenzi
Serafin Grana Renjie Jerry Huang
Christopher Adams Ahmad Saleh Nour
Daniel Robert

- 1. Status of Assigned Action Items
- 2. Tech Hour
- 3. Chapter Notes Newsletter
- 4. **PAOE**
- 5. Old Business
- 6. New Business

# CTTC Executive Subcommittee Agenda Saturday, June 20, 2020 – 7:00-8:00am – GotoMeetings

- 1. Call to Order Hart
- 2. Operations Subcommittee Report Al Tassi
- 3. Member Services Subcommittee Report Simonsen
- 4. Review of Committee Financial Statement Hart
- 5. **Old Business** Hart
- 6. **New Business** Hart
- 7. Additional Activities
  - a. Members Council Thursday, June 25 from 9:00am-1:00pm GotoMeeting
- 8. Attachments
  - a. 2019-2020 MBOs
  - b. 2020-2021 MBOs
  - c. Committee Assignments

# Management by Objectives Chapter Technology Transfer Committee ASHRAE Society Year 2019-2020 Nathan Hart, Chair

	мво	Status	Due Date	Assigned To	MBO Comments
1.	RVCs to coordinate with chapter programs chairs to conduct a minimum of three (3) Indoor Environmental Quality (IEQ) focused meetings per Region over the society year. This equates to a minimum of 45 IEQ themed presentations over the 19-20 society year.	Open	June 2020	All RVCs	ASHRAE Strategic Plan item 2 is a greater focus on IEQ over the next 5 years. Most regions have between 6 and 20+ chapters that conduct at least 8 meetings per year. This equates to only 7% or less of the overall meetings in a region (less than 1 per chapter) that need to be related to IEQ. This is a very attainable goal and will help fulfill Strategic Plan items 2 and 4 while providing greater member benefits.
2.	All RVCs to work with their DRC, RMCR, Regional planning committee, and nominating committee to identify and implement a Regional CTTC RVC committee comprised of a minimum of 3 members. Preferably, the committee would consist of the current RVC, past RVC and 1-2 potential future RVCs.	Open	December 2019	All RVCs	There has been an issue in many regions with identifying future candidates for a RVC position and likewise some uncertainty from incoming RVCs as to their responsibilities on the committee. Having a regional CTTC RVC committee will help retain outgoing knowledge and prepare future RVCs for the responsibilities of this position while providing the current RVC additional resources to help share the work load of this position and the many associated responsibilities.  This aligns with ASHRAE Strategic Plan item 3 and 4 which is organizational streamlining and improve chapter engagement, capacity and support.

3.	RVCs to visit the three chapters in their region struggling the most. This intended to be an in-person visit, but if time and cost are an issue, a minimum of three additional phone calls (per chapter) to the CTTC or Programs chair for the struggling chapter can substitute.	Open	March 2020	All RVCs	One of the items that was highlighted through the Ad Hoc committee responsible for last year's MBO No. 1 was that it is difficult to get good communication from struggling chapters and additional electronic communication does not seem to be addressing the issues. The best way to make sure that the Region understands the issues the struggling chapters are facing and help them overcome these issues is to meet with them in person.  This supports Strategic Plan Item 4 – Improve chapter engagement, capacity and support.
4.	Operations Sub-Committee and Web Broadcast Sub-Committee to establish three webcast topics, dates and formats for the new webcast series. These committees shall assign a minimum of three (3) different members from Operations and ExCom to be responsible for each of the three webcasts for a total of nine (9) members involved.	Open	October 2019	Operations Sub- Committee & Web Broadcast SubCommittee	The web broadcast has been a good conduit to disseminate information to the membership for the past 10+ years. The previous format has reached a point where it is not economically feasible to continue for the cost per viewer. A new format was tried this year and did not receive any additional traction. It was felt that multiple smaller webcasts throughout the year would provide better benefit with less production cost. However, to accomplish this will require more committee member involvement to spread out the responsibility for multiple webcasts.  This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.
5.	Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large for a minimum of 5 total from outside North America.	Open	June 2020	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.	Submit 3 Applications for each of the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award	Open	September 2019	All RVCs	The Dan Mills Program Award recognizes the best programs chair in the society which helps improve chapter engagement by acknowledging future chapter and society leaders. This supports Strategic Plan Item 4.  The Donald Siller Refrigeration Award recognizes outstanding refrigeration projects and aligns with Strategic Plan items 1 and 2 – Resilient buildings and IEQ.
7.	Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year per full subcommittee	Open	November 2019 & March 2020	Member Services & Operations	This was something that our previous chair, Mr. Mehboob, initiated between the summer and winter meetings last year. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3.

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

	МВО	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.	Open	June 2021	All RVCs	ASHRAE Strategic Plan Goal 2 promotes maximizing member value and engagement, including through the leveraging of technology. The impacts of the global pandemic have brought immediate reductions to inperson 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.	Open	June 2021	All RVCs	This aligns with ASHRAE Strategic Plan Goal 1 – and promotes local and regional engagement with organizations and councils that may align with ASHRAE's base of knowledge and expertise and drive positive economic, environmental, and social impact through innovation in building design and operations.

3.	CTTC Webcast Ad Hoc Committee and RVCs continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative tech hour programs during the 2020-21 society year. Goal to develop and publish a minimum of three (3) tech hour programs despite the limitations posed by the global pandemic, and to fully engage the ASHRAE marketing initiative for the ASHRAE Tech Hour.	Open	May 2021	All RVCs and Web Broadcast 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 —
4.	RVCs to coordinate with chapter program				Optimize ASHRAE's Organizational Structure to Maximize Performance The DL program has been a consistent
4.	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.	Open	December 2020	DL Program Ad Hoc and RVCs	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.	Open	June 2020	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	Open	November 2019 & March 2020	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.

### 2020-2021 CHAPTER TECHNOLOGY TRANSFER COMMITTEE ASSIGNMENTS 6/13/2020

### **OPERATIONS SUBCOMMITTEE**

### Daniel Robert - CHAIR

Jeffrey Gilbeaux Christopher Adams Elizabeth Zakelj John Constantinide Renjie Jerry Huang Ahmad Saleh Nour Heric Holmes

CTTC	WERCA	ST AD	HOC	COMMIT	TFF
$\mathbf{c}$	VVLDGA	WI AD	1100		

### Heric Holmes - Chair

Thursten Simonsen Mohammad Al Tassi Daniel Robert Bert Phillips John Constantinede \*Presenters

### **PAOE**

## Daniel Robert – Chair Christopher Adams Ahmad Saleh Hour Jeffrey Gilbeaux

### **MEMBER SERVICES SUBCOMMITTEE**

### Mohammad Al Tassi - CHAIR

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

# **Distinguished Lecturer Program**

### Andrew Reilman - Chair

Peter Sudback Charles Bertuch Daniel Redmond Janice Peterson

# **CTTC AWARDS – SELECTION COMMITTEES**

DAN MILLS AWARD	DONALD A. SILLER REFRIGERATION AWARD
Charles Bertuch, Chair	Russell Pratt, Chair
Peter Sudbeck	Peter Sudbeck
Daniel Redmond	Mahroo Eftekhari
CHAPTER PROGRAM STAR	
Kevin Blankemeier, Chair	
Janice Peterson	
Grant Page	

# **TECHNOLOGY AWARDS JUDGING PANEL**

Member	Position
Andrew Reilman	Chair
Wei Dong (Bill) Wang	Region XIII Representative
Charles Bertuch	Region I Representative
Robert Kilpatrick	Region II Representative
Bert Phillips	Region XI Representative
Oswaldo de Siqueira Bueno	Region XII Representative
John Harrod	Technology Council Representative
Heric Holmes	CTTC Chair's Choice

# **TECHNICAL COMMITTEE SECTION LIAISONS AND POSITION ALIAS**

TC Section	CTTC Member	Position Alias
Chair	Thursten Simonsen	cttcchair@ashrae.net
Vice Chair	Mohammad Al Tassi	cttcv1@ashrae.net
Vice Chair	Daniel Robert	cttcv2@ashrae.net
TC Section 1	Charles Bertuch	cttc1@ashrae.net
TC Section 2	Daniel Redmond	cttc2@ashrae.net
TC Section 3	Jeffrey Gilbeaux	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	Peter Sudbeck	cttc8@ashrae.net
TC Section 9	Russell Pratt	cttc9@ashrae.net
TC Section 10	Kevin Blankemeier	cttc10@ashrae.net

### **COUNCIL/COMMITTEE LIAISONS**

Members Council	Thursten Simonsen
Members Council PAOE Subcommittee	Daniel Robert

### **MENTORS**

Incoming CTTC Member	Mentor
Grant Page	Thursten Simonsen
Mahroo Eftekhari	Mohammad Al Tassi
Arunabha Sau	Daniel Robert
Elizabeth Zakelj	Heric Holmes
Janice Peterson	Andrew Reilman
John Constantinide	Christopher Adams

### AD HOC COMMITTEES

# **Regional Statistics Ad Hoc**

Charles Bertuch, Chair Kevin Blankemeier Russell Pratt

# **Online Chapter Programs Ad Hoc**

Heric Holmes, Chair Daniel Redmond John Constantinide

# Online DL Content Form Ad Hoc

Daniel Redmond, Chair Heric Holmes Andrew Reilman