



Minutes
Chapter Technology Transfer Committee

Friday, June 26, 2026			
CTTC	8:00am – 12:00pm	JW – 212 – L2	Hybrid
Subcommittees	1:00pm – 4:30pm	Member Services: JW – 211 – L2 Operations: JW – 210 – L2	In-person
Saturday, June 27, 2026			
Executive Subcommittee	8:00am – 9:00am	JW – 212 – L2	In-person
CTTC	9:00am – 12:00pm	JW – 212 – L2	Hybrid

Action Items

# – Pg.	Assignment	Status	Action Item
1 – 3	Awards Working Group		Review Tech Award judging criteria for IAQ criteria and determine if the full spectrum of IAQ criteria should be incorporated
2 – 3	Awards Working Group		Look at what ASHRAE Standards are listed within the Tech Award entry form
3 – 4	Staff		Work internally to investigate duplicating new Society calendar for chapter/regional events
4 – 6	Mike Boudreau		Coordinate with Dan Borque and Sandeep Mendiratta regarding the Communications Committee Dynamic planning calendar
5 – 6	Staff		Include Julia Keen's DL templates on the DL resource section of the website.
6 – 6	Staff		Determine if ATC can set maximum limits in line with the approved travel caps for DL visits.
7 – 7	Staff		Find out how much it would cost to record a second Tech Hour during the Winter Conference during the same day of filming.
8 – 7	Staff		Coordinate with Marketing and Communications Committee to determine how we can get more exposure to Tech Hour.
9 – 7	Staff		Identify how much technical content is required to PHDs to be approved by AIA and USGBC.
10 – 7	Siva & Richard		Confirm CE credit requirements for international organizations.
11 – 7	Staff		Determine if it is possible to get monthly updates/reports on Tech Hour views.
12 – 7	Staff		Confirm if the Tech Hour link is included in the CRC presentation.
13 – 7	Eric		Evaluate if Tech Hour PAOE point amounts should be increased for 2027-28 SY.

14 – 7	Siva & Staff		Siva to create a roster for Tech Hour speakers to post on Basecamp. Staff to post an existing list for past/present/future speakers.
15 – 7	All CTTC RVCs		Review the CTTC CRC slide deck and provide feedback by the end of 2026
16 – 7	Operations Subcommittee		Review RVC chapter presentation template during their mid-year call and standardize for all RVCs to implement
17 – 8	Liz		finalize MBOs for 2026-27 SY

Motions

# – Pg.	Motion	Vote
1 – 5	To move the DL pool deadline from December 1 to November 1, beginning with the 26-27 Society Year.	14-2-1 CNV, motion passes
2 – 6	To divide \$5,000 Mark W. Fly DL Fund between number of Regions that apply to receive funding for the 2026-2027 year. Funds to be requested by November 1st. After November 1st, the money will be reallocated on a first come first serve basis at the discretion of the DL Funding working group.	15-0-0 CNV, motion passes
3 – 6	To rename the Member Services Subcommittee to the Distinguished Lecturer Subcommittee. Subcommittee will include DL Evaluation Working Group, formerly known as the DL Working Group, and adding a new DL Funding Working Group, which includes the Mark W. Fly funds and DL funding.	16-0-0 CNV, motion passes
4 – 7	To approve the recommended CTTC MOP edits.	15-0-0 CNV, motion passes

Full Committee Agenda – Friday, June 26, 2026

1. **Call to Order** – Holmes
2. **Roll Call/Introduction of Guests** – Holmes
3. **ASHRAE Value Statement** – Holmes
 - 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. **Roll Call/Introduction of Guests** – Holmes
5. **Review of Agenda** – Holmes
6. **Approval of Minutes** – January 30-31, 2026 during 2026 Winter Conference – Holmes (**Attachment A**)
 - a. Matthew motioned to approve, David seconded. Vote: 17-0-0 CNV, motion passes.
7. **Remarks**
 - a. BOD Ex-Officio – Charles Bertuch (**Attachment B**)
 - b. Certification – Marianna Vallejo (**Attachment C**)
 - c. Center of Excellence for Indoor Environmental Quality (CE IEQ) – Matt Archey
 - i. CE IEQ has developed several checklists for IEQ that were recently published [here](#). Would CTTC consider updating the Technology Award criteria to incorporate the full

spectrum of IEQ rather than just IAQ and Thermal Comfort? The following criteria are not currently included: Acoustics, Lighting, Water, Microbiomes.

- ii. **Action Item #1:** Awards Working Group to review Tech Award judging criteria, in particular the IAQ criteria and if/how to incorporate the full spectrum of IAQ criteria.
- iii. **Action Item #2:** Awards Working Group to look at what ASHRAE Standards are listed within the Tech Award entry form (there are currently two listed under the IAQ judging criteria).

8. **Review of Action Items – Holmes (Attachment D)**

a. Mark W. Fly Distinguished Lecturer Fund

- i. Fund is run by ASHRAE Development department (Director = Kirstin Pilot)
- ii. \$5,000 will be available beginning in July 2026.
- iii. The intention of the fund is to help cover chapter-related DL visit expenses for smaller or international chapters that previously have not been able to afford a DL visit. Kirstin suggested that we approach chapters that fit the criteria.
 - 1. Member Services suggested chapters that have not hosted a DL in-person within the past two Society years (see table below). Should RVCs reach out to these chapters to ask if they're interested in utilizing the Mark Fly DL Fund to host a DL?

Region	Chapter(s)
I	Maine
IV	Greenville, South Carolina
V	Evansville, Toledo
VIII	Guadalajara, Mexico City
IX	Big Sky
X	San Joaquin, Sierra Delta, Tri County
XI	Alaska
XIV	Cyprus, Dach (2026), Israeli, Italy (2025)
RAL	Saudi Arabia, South Africa, Sudan

2. Alternative identifiers:

- a. Chapter with less than 30 members
 - b. Chapters not meeting RP goals or with a goal under a set threshold
 - c. Check with Mark Fly
 - iv. Once a chapter is identified that needs funds, Rhiannon/Anastasia will email Kirstin's team with the name of the Chapter, the date of the DL visit, and the exact amount of funds needed. Kirstin's team will transfer the funds directly to the chapter and CTTC's involvement in the process is done.
- b. AI 6: Clarify how to enter chapter events onto meetings calendar hosted on ASHRAE website



What Are You Looking For?

VOLUNTEER MAKE A GIFT BOOKSTORE HELLO STET

ABOUT	TECHNICAL RESOURCES	PROFESSIONAL DEVELOPMENT	CONFERENCES	COMMUNITIES	MEMBERSHIP
Regions	REGIONS	COUNCILS	STUDENT ZONE	YOUNG ENGINEERS IN ASHRAE (YEA)	COLLEGE OF FELLOWS
My F	CHAPTERS	Members Council	Student Activities	Honors & Awards	LIFE MEMBERS CLUB
My T	ASHRAE Chapters	Publishing & Education Council	Competitions	Resources	ASHRAE ASSOCIATE SOCIETY
Com	Chapter Reports, PAOE, CIO	Technology Council	Scholarships & Grants	YEA Committee	ALLIANCE
Regi	Chapter Meetings	COMMITTEES	Student Branches	YEA Events & Programs	MEMORANDA OF UNDERSTANDING (MOU)
Cha	Chapter Resources	Committee Nominations	K-12 Activities	YEA Guide	
Sho	Distinguished Lecturers	Standards Committees	Membership & Meetings		
	PAOE Information	Standing Committees	Educational Resources		
	DOE & LBNL Partnership	Technical Committees	Student Activities		
	VOLUNTEER		Resources		
			Student News		

- i. To enter chapter events, log into your ASHRAE account, select *Chapter* from the left menu, select *Chapter Events* from the top menu, select *Add Event* on the bottom right. Add requested meeting information and save. The event will then populate in the calendar.

Select Chapter: MINNESOTA ☐ Show Past Events?

Event Title	Date	Location	Edit	Delete	Details
Test	6/30/2026 8:00:00 AM	Minnesota			

- ii. This calendar current displays outdated event and an error message shows if you try to view any of the additional result pages.
- iii. Do we want to update this calendar and utilize it? Or do we want to encourage posting chapter events elsewhere, such as Regional Basecamps? Feedback:
 1. Should we try to utilize ASHRAE 365 and mimic the new Society calendar? This isn't an immediate option, so what could we utilize in the meantime?
 2. Chapter/Regional Basecamp pages aren't accessible to all members
 3. We need to encourage chapters to update the calendar when their meetings change
 4. Intended audience: DRCs, DLs, anyone planning multi-chapter or regional events
 5. **Action Item #3:** Staff to work internally to investigate duplicating new Society calendar for chapter/regional events

9. Review of Regional Statistics – Holmes (Attachment E)

- a. For the Regions with a large number of Tech Award entries, how was that achieved? Successful chapter competitions and recognition at CRCs (both Regional and Society-level winners).

10. Status of 2025-26 MBOs – Holmes (Attachment F)

11. Ad Hocs

- a. Subcommittee Structure Ad Hoc – Abhi (chair), Eric, Matthew, KK
 - i. Evaluate if the two CTTC subcommittees need to update their roles and responsibilities. Specifically, should the Member Services Subcommittee only be focused on the DL Program and move everything else to the Operations Subcommittee?
 - ii. Current subcommittee roles and responsibilities:

Member Services	Operations
DL Program (dedicated committee member)	Tech Hour (dedicated committee member)
Awards (Dan Mills Chapter Programs, Donald Siller Refrigeration, Technology Awards, Energy Genius)	CTTC CRC Presentation
	PAOE (CTTC Vice Chair)

- iii. Upcoming Subcommittee Motion: Move all awards to the Operations Subcommittee and leave Member Services with just the DL Program. Vote: 7-0-0 CNV
- iv. Will discuss next steps and details in subcommittee meeting this afternoon
- b. CTTC Schedule Ad Hoc – Nikola (chair), Murat, Stephanie, Sierra
 - i. Review timing of CTTC events throughout the Society Year, including all awards, DL nominations, and opening of the DL pool.
 - ii. Moving DL Pool to November 1:
 - 1. Not all chapters have their year planned out by November 1 and may risk losing their allocated visit if not requested by that date
 - 2. This would help give us a better idea regarding the DL budget
 - iii. **Motion #1:** To move the DL pool deadline from December 1 to November 1, beginning with the 26-27 Society Year.
 - 1. Moved by Kevin, seconded by Abhi. Vote: 14-2-1 CNV

Activity	Deadline	Recommendation	Notes
Regional Tech Awards	At discretion of RVC	Leave as-is	Each RVC can start their Regional competition as early as needed
Society Tech Awards	June 1	Leave as-is	
DL Pool	December 1	November 1	December 1 is too late into the year. Implement change for upcoming 26-27 SY. Ad Hoc will review impact and if additional changes are needed for 27-28 SY.
DL Nominations	December 1	Leave as-is	
Dan Mills & Donald Siller	September 30	Leave as-is	

- c. DL Funding Ad Hoc – Liz (chair), David, Mohamed, Ken
 - i. The Board approved a \$40,000 increase to our DL budget, which brings us to \$260,000 annually beginning with the 26-27 SY.
 - ii. Are there any alternative funding methods to help cover DL costs?

Full Committee Agenda – Saturday, June 27, 2026

- 1. **Call to Order** – Holmes
- 2. **ASHRAE Value Statement** – Holmes
 - 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>
3. **Roll Call/Introduction of Guests** – Holmes
4. **Review of Agenda** – Holmes
5. **Remarks**
- a. Membership Promotion – Darryl Sandlin
 - b. Communications Committee – Sandeep Mendiratta
 - i. [Dynamic planning calendar](#)
 - 1. How is it utilized? It is a template for chapters
 - 2. **Action Item #4:** Mike to coordinate with Dan Borque and Sandeep
6. **Subcommittee Reports**
- a. Member Services – Zakelj (**Attachment G**)
 - i. DL Program
 - 1. Mark W. Fly DL Fund
 - a. **Motion #2:** To divide \$5,000 Mark W. Fly DL Fund between number of Regions that want to apply to receive funding for the 2026-2027 year. Funds to be requested by November 1st. After November 1st, the money will be reallocated on a first come first serve basis at the discretion of the ~~Mark W Fly Fund~~ DL Funding working group.
 - i. Subcommittee Vote: 9-0-0 CNV, motion passes
 - ii. CTTC Vote: 15-0-0 CNV, motion passes
 - 2. Required DL forms and process
 - 3. DL Expense Reimbursement Policy
 - 4. **Action Item #5:** Staff to include Julia Keen’s DL templates on the DL resource section of the website.
 - 5. **Action Item #6:** Staff to determine if ATC can set maximum limits in line with the approved travel caps for DL visits.
 - ii. Technology Awards
 - 1. Received 53 entries – 20% more than previous highest entry count
 - iii. CTTC Awards
 - 1. CTTC ExCom and MTG.BEQ are in communication regarding Energy Genius Award and next steps
 - 2. Tech Awards – ideas for new judging criteria for retro-commissioning entries
 - iv. Subcommittee Structure Ad Hoc
 - 1. The Member Services subcommittee will now only focus on the DL Program and any DL-related initiatives. The Operations subcommittee will oversee all other programs, including all CTTC awards.
 - 2. **Motion #3:** To rename the Member Services Subcommittee to the Distinguished Lecturer Subcommittee. Subcommittee will include DL Evaluation Working Group, formerly known as the DL Working Group, and adding a new DL Funding Working Group, which includes the Mark W. Fly funds and DL funding.
 - a. Moved by David
 - b. Vote: 16-0-0 CNV
 - b. Operations – Khurana (**Attachment H**)
 - i. Tech Hour

1. 25-26 SY: Four videos recorded and two released. Remaining two will be released in July and August 2026.
 2. 26-27 SY: four new videos being planned
 3. **Action Item #7:** Staff to find out how much it would cost to record a second Tech Hour during the Winter Conference during the same day of filming.
 4. **Action Item #8:** Staff to coordinate with Marketing and Communications Committee to determine how we can get more exposure to Tech Hour.
 5. **Action Item #9:** Staff to identify how much technical content is required to PHDs to be approved by AIA and USGBC.
 6. **Action Item #10:** Siva and Richard to confirm CE credit requirements for international organizations.
 7. **Action Item #11:** Staff to determine if it is possible to get monthly updates/reports on Tech Hour views.
 8. **Action Item #12:** Staff to confirm if the Tech Hour link is included in the CRC presentation.
 9. **Action Item #13:** Eric to evaluate if Tech Hour PAOE point amounts should be increased for 2027-28 SY.
 10. **Action Item #14:** Siva to create a roster for Tech Hour speakers to post on Basecamp. Staff to also post an existing list for past/present/future speakers.
- ii. CTTC Workshop
1. Topics:
 - a. DL visits and process – how to best utilize them
 - b. Awards (Tech Awards, Donald Siller, Dan Mills)
 - c. PAOE – how to submit
 - d. CTTC Cheat Sheet
 - e. Speaker evaluations for every speaker
 - i. Conduct DL evaluations at the end of DL presentations
 - ii. Submit other presentations to Regional Speakers List
 - f. Encourage chairs to do YEA/SA focused events
- iii. CTTC CRC Presentation
1. **Action Item #15:** All RVCs to review and provide feedback by the end of 2026
- iv. CTTC Schedule Ad Hoc
- v. Resources for working with chapters:
1. A PPT slide that RVCs can use during chapter presentations has been [added to Basecamp](#). **Action Item #16:** Operations Subcommittee to review this template during their mid-year call and standardize for all RVCs to implement.
 2. Region II used [this Key Performance Indicator \(KPI\) template](#) for their virtual Chapter Chair Office Hour. During the meeting, each chair spoke to their KPIs and the RVC finished with group discussion topics such as DL coordination or Tech Hour.

7. New Business – Holmes

- a. Updates to CTTC MOP ([Attachment I](#))
 - i. Housekeeping edits
 1. Removal of reference CTTC Resource Manual
 2. Milton Garland award name
 3. Customized award deadline tables and updated Tech Award deadline
 - ii. Updates to subcommittee names and objectives
 - iii. **Motion #4:** To approve the recommended CTTC MOP edits. Liz motions to approve edits, David seconds. Vote: 15-0-0 CNV

- iv. Future edit: inclusion of Energy Genius Award once roles and responsibilities are defined after meeting with MTG.BEQ.

8. **Change of Chair** – Holmes/Zakelj

- a. Recognition of outgoing members:
 - i. Heric Holmes – Chair
 - ii. Kevin Muldoon – Region VII RVC
- b. Recognition of current members changing roles:
 - i. Liz Zakelj – 1st Vice Chair to Chair
 - ii. Abhi Khurana – 2nd Vice Chair to 1st Vice Chair
 - iii. Eric Johansen – Region VI RVC to 2nd Vice Chair
- c. Recognition of incoming members:
 - i. Ahmed Bilal – Region VI RVC
 - ii. Stephanie Cianciola – Region VII RVC
- d. Appointment of 2026-27 subcommittees and mentors – Zakelj ([Attachment J](#))
- e. 2026-27 MBOs – Zakelj
 - i. Carry over Regional speakers list and host on Basecamp
 - ii. Carry over Regional Technology Award Committee
 - iii. Carry over Tech Hour – four recording and four broadcast
 - iv. Quarterly check-in for subcommittees; considering October and early January / March and mid or late May
 - v. Monthly budget correspondence
 - vi. Quarterly ExCom call following subcommittee calls
 - vii. **Action Item #17:** Liz to finalize MBOs for 2026-27 SY.

9. **Next Meeting** – January 22-23, 2027 at the 2027 ASHRAE Winter Conference in Chicago, Illinois

10. **Adjournment**



Minutes
Chapter Technology Transfer Committee
January 30-31, 2026
2026 ASHRAE Winter Conference

Action Items

#	Assignment	Status	Action Item
1	Staff and Operations Subcommittee		Clarify definition of chapter visit on Regional Statistics Spreadsheet
2	Staff and Operations Subcommittee		Put together 1-page or PPT slide that RVCs can use for chapter presentations
3	Staff		Review how many times a Tech Award entry has been submitted for a project in a different region
4	Staff		Clarify our current rule so it is clear that Tech Award projects must be entered in the Region of the primary entrant
5	Member Services Subcommittee		Review requirement for a set Regional Technology Award submission deadline
6	Staff		Clarify how to enter chapter events onto meetings calendar hosted on ASHRAE website
7	Staff and Operations Subcommittee		Staff and Operations Subcommittee to add information about meetings calendar to CTTC CRC PPT
8	Staff		Ask that the DL Mixer be included in conference sponsorship program (similar to how YEA Hospitality Suite sponsorship)
9	Staff		Determine process for DL visits that occur early in the Society Year
10	Staff and DL Working Group		Review best method for sharing which DL forms are missing/completed with chapter and RVCs.
11	Staff		Update the DL slides so the final slide of the presentation includes the QR code (for evaluation form) and all information needed for the online form (topic, date, Region, etc)
12	Staff		Check with BEQ Staff if nominations are received
13	Staff		Organize filming of YEA panel Tech Hour at 2027 Winter Conference in Chicago. Panel will be leadership themed.
14	Staff		Send Doodle Poll for subcommittee meeting the week of April 6. Main agenda item will be to finalize the CTTC Workshop slides.
15	Staff		Reach out to Julia to collect her DL email template and feedback
16	DL Funding Ad Hoc		Evaluate DL funding methods

17	Subcommittee Structure Ad Hoc		Evaluate if the two CTTC Subcommittees need to update their roles and responsibilities. Specifically, should the Member Services Subcommittee only be focused on the DL Program and move everything else to the Operations Subcommittee?
18	Staff and DL Working Group		Add a 30-minute presentation from a new DL at conferences moving forward.
19	CTTC Schedule Ad Hoc		Review timing of CTTC events throughout the Society Year (including all awards, DL nominations, opening of the DL pool).
20	DL Working Group		Review current DLs for electrical topics

Motions

#	Motion	Vote
1	Approval of previous meeting minutes	20-0-0 CNV
2	ASHRAE Technology Award Application Form and Instruction form be revised to clarify submission can be submitted in ASHRAE member assigned region or in project location region.	2-18-0 CNV
3	That PAOE points should be created to recognize professional training courses organized by chapters.	20-0-0 CNV
4	To increase the DL budget by \$40,000, effective July 1, 2026.	19-0-1 CNV

Attendance

- All CTTC Members present

Minutes – Friday, January 30, 2026

1. **Call to Order** – Holmes
2. **Roll Call/Introduction of Guests** – Holmes
3. **ASHRAE Value Statement** – Holmes
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 - 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** – Holmes
5. **Approval of Minutes** – 2025 Annual Conference – Holmes (**Attachment A**)
 - a. **Motion #1:** Stephanie moved to approve the minutes, Matthew second. Vote: 20-0-0 CNV.
6. **Remarks**
 - a. BOD Ex-Officio – Charles Bertuch (**Attachment B**)
 - b. Refrigeration Committee – Bruce Lindsay
 - c. Communication Committee – Sandeep Mendiratta, Communication Committee Vice Chair
 - d. Membership Committee – Darryl Sandlin
 - e. YEA Committee – Chris Krieps
 - f. Certification Committee (**Attachment C**)
7. **Review of Action Items** – Holmes (**Attachment D**)

- a. Fall 2025 mid-year call:
 - i. #4: Since 2024 there have been 25 projects submitted and approved (all In Operation assessments)
 - 1. No fee to use the portal, but there are fees for the following:
 - a. One-time set up fee to verify credentials of submitter: \$0-25 based on credential and ASHRAE membership
 - b. Fee for optional system output reports: \$50-200
 - c. Is this available worldwide?
 - ii. #6: The 'Guidelines for Conducting Chapters Regional Conferences' lists multiple example CRC agenda with the workshop times ranging in length from 2 hours to almost 4 hours. In addition, the guidelines note that these are just example agendas and that the actual agenda shall be set by the DRC based on the region's needs and customs. Please work with your DRC in advance of your CRC to request additional time for your workshop if needed.
8. **Review of Regional Statistics** – Holmes ([Attachment E](#))
- a. **Action Item #1:** Staff and Operations Subcommittee to clarify definition of chapter visit
 - b. **Action Item #2:** Staff and Operations Subcommittee to put together 1-page or PPT slide that RVCs can use for chapter presentations
9. **Referred Motions** – Holmes ([Attachment F](#))
- a. **Motion #1:** Region VII, Bluegrass Chapter, Motion 25-7-1: ASHRAE Technology Award Application Form and Instruction form be revised to clarify submission can be submitted in ASHRAE member assigned region or in project location region.
 - i. Feedback from Region VI:
 - 1. Intent of motion is that CTTC allow a submission to be submitted in either the home Region of the entrant or the Region where the project is located. The worry is that members who live in one Region but primarily do work in another Region will change their primary Chapter/Region assignment in order to submit an entry where the project is located.
 - 2. "Our office has started inviting clients to the ASHRAE awards ceremonies which we believe benefits all parties (us for the prestige of the actual award, the Owner for recognition of having the building, and ASHRAE brand marketed to not only engineers but Owners as well). The Owner piece is big for a lot of consultants. I believe this program is a great example of how to market ASHRAE to other industry related individuals and create not only awareness of ASHRAE but hopefully membership as well. Opening it up a little could allow more marketing capabilities as well as more applications."
 - ii. Feedback from subcommittees during 2025 fall mid-year calls:
 - 1. Could make the submission process more complicated
 - 2. If a Region is judging a project based in another Region, they may not have full knowledge of the technology used where the project is located
 - 3. There was an entry that was heavily lead by the owner's side as opposed to the engineering firm
 - 4. Should an entry be engineering firm led?
 - 5. A firm that does a lot of work could dominate a Region's submissions.
 - iii. Feedback during full committee meeting:
 - 1. **Action Item #3:** Staff to review how many times a Tech Award entry has been submitted for a project in a different region.
 - 2. **Action Item #4:** Staff to clarify our current rule so it is clear that projects must be entered in the region of the primary entrant.

3. **Action Item #5:** Should we mandate a set Regional entry deadline? Assign to Member Services Subcommittee for discussion.
- iv. Official CTTC response:
 1. Vote: 2-18-0 CNV, motion fails.
 2. Feedback: The intent of the Technology Awards is to recognize the ASHRAE members who were involved with the design of the project. We also want entries to be consistently submitted in their correct Region. This requested change could also impact the Chapter-level awards.
- b. **Motion #2:** Region XIV, Israeli Chapter, Motion #25-14-1: That PAOE points should be created to recognize professional training courses organized by chapters. *(This was treated as an unofficial referral during our mid-year calls, but this motion has now officially been referred to CTTC and we need to provide a response with our report to Members Council.)*
 - i. Background: Israeli chapter in recent years has organized professional training courses for young engineers and this effort is not recognized by the PAOE system. For example, in the society year of 2024-2025, the following professional training courses were given:
 1. HVAC Systems: 27 sessions; 81 academic hours
 2. Refrigeration: 13 sessions; 39 academic hours
 3. Electric motors: 7 sessions; 28 academic hours
 4. Domestic Water and Plumbing: 13 sessions; 39 academic hours
 - ii. Fiscal Impact: None
 - iii. Staff Impact: None
 - iv. CRC Vote: 5-0-5 CNV
 - v. Feedback from subcommittees during mid-year calls:
 1. PAOE points would be for any professional training course organized by the chapter, not specifically for YEA
 2. Are these trainings designed by the chapter or are they using already created trainings (i.e. Tech Hour)? Chapter created trainings.
 3. Would it need to be separate from the monthly chapter meeting?
 4. Does CT14 cover the intent of this motion? Is the use of the term 'PDH' problematic for chapters outside of the US?

CT14	100 points; (600 points maximum)	For each 1-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter OR for each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees.
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5. Abhi to review this motion and see if it can be worked into the PAOE revision he is working on.
 - vi. Feedback during CTTC meeting:
 1. How many other chapters are creating their own trainings? Could these chapters work with ALI to get their trainings approved?
 2. We don't want to compete with ALI
 3. The Israeli chapter created these trainings in Hebrew. It is a matter of recognizing trainings for non-English speaking chapters that they developed for their local chapter?
 4. Both subcommittees to discuss this afternoon
 - vii. Official CTTC response:
 1. Vote: 20-0-0 CNV, motion passes
10. **Status of 2025-26 MBOs – Holmes (Attachment I)**
- a. **Action Item #6:** Staff to clarify how to enter chapter events onto meetings calendar hosted on ASHRAE website.
 - b. **Action Item #7:** Staff and Operations Subcommittee to add information about meetings calendar to CTTC CRC PPT

Minutes – Saturday, January 31, 2026

1. **Call to Order** – Holmes
2. **ASHRAE Value Statement** – Holmes
 - 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.*
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 - 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** – Holmes
4. **Review of Agenda** – Holmes
5. **Subcommittee Reports**
 - a. Member Services – Zakelj **(will be included as Attachment G)**
 - i. **Action Item #8:** Staff to ask that the DL Mixer be included in conference sponsorship program (similar to how YEA Hospitality Suite sponsorship).
 - ii. **Action Item #9:** Staff to determine process for DL visits that occur early in the Society Year. ATC can't be used until July 1 or else the funds will be applied to the previous Society Year.
 - iii. **Action Item #10:** Staff and DL Working Group to review best method for sharing which DL forms are missing/completed with chapter and RVCs.
 - iv. **Action Item #11:** Staff to update the DL slides so the final slide of the presentation includes the QR code (for evaluation form) and all information needed for the online form (topic, date, Region, etc).
 - v. **Action Item #12:** Staff to check with BEQ Staff if nominations are received
 - vi. **EXECUTIVE SESSION** DL roster for 2026-27
 - vii. **EXECUTIVE SESSION** Dan Mills Chapter Programs Award recipient
 - b. Operations – Khurana **(will be included as Attachment H)**
 - i. **Action Item #13:** Staff to organize filming of YEA panel Tech Hour at 2027 Winter Conference in Chicago. Panel will be leadership themed.
 - ii. **Action Item #14:** Staff to send Doodle Poll for subcommittee meeting the week of April 6. Main agenda item will be to finalize the CTTC Workshop slides.
6. **New Business** – Holmes
 - a. DL Experiences
 - i. Julia Keen will share her email template that she sends to chapters in preparation for a DL visit. Look at adding Julia's feedback into best practices DL documents (including hotel bookings). **Action Item #15:** Staff to reach out to Julia to collect her template and feedback.
 - ii. Mark Fly clarified that his endowment funds will be available at the end of 2026 and that the funds will be used for chapter expenses.
 - b. DL budget
 - i. Cut off DL allocations once we hit our budget. We will stop at 168 allocated visits this Society Year.
 - ii. **Action Item #16:** DL Funding Ad Hoc to evaluate DL funding methods
 1. Members: Liz (chair), Mohamed, Kenneth, David
 - iii. **Motion #4:** To increase the DL budget by \$40,000, effective July 1, 2026.

1. Background: We would like to increase our current budget from \$220,000 to \$260,000. The cost of DL travel has increased from an average of \$1,171 to \$1,312 per visit since last year (12% increase). We do not currently have enough funds to cover the number of DL allocated visits for this Society Year (we have 201 allocated visits, and will need to limit that to 168 allocated visits to stay within budget). CTTC will also look into sponsorship opportunities to help cover these increased travel costs.
2. Fiscal Impact: \$40,000
3. Staff Impact:
4. Vote: 19-0-1 CNV
- c. **Action Item #17:** Subcommittee Structure Ad Hoc to evaluate if the two CTTC Subcommittees need to update their roles and responsibilities. Specifically, should the Member Services Subcommittee only be focused on the DL Program and move everything else to the Operations Subcommittee?
 - i. Members: Abhi (chair), Matthew, Eric, KK.
- d. **Action Item #18:** Staff and DL Working Group to add a 30-minute presentation from a new DL at conferences moving forward.
- e. **Action Item #19:** CTTC Schedule Ad Hoc to review timing of CTTC events throughout the Society Year (including all awards, DL nominations, opening of the DL pool).
 - i. Members: Nikola (chair), Sierra, Murat, Stephanie
- f. **Action Item #20:** DL Working Group to review current DLs for electrical topics
7. **Next Meeting** – June 26-27, 2026 at the 2026 ASHRAE Annual Conference in Austin, Texas
8. **Adjournment**



1

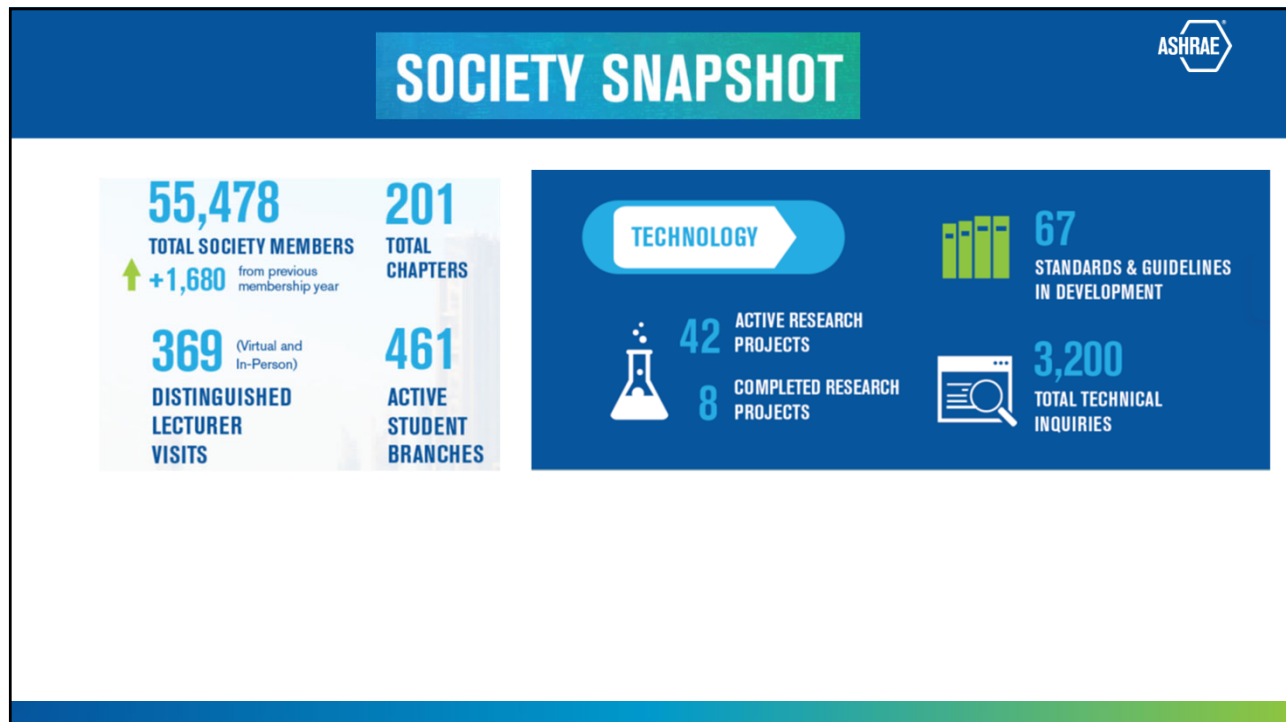
ASHRAE Policies



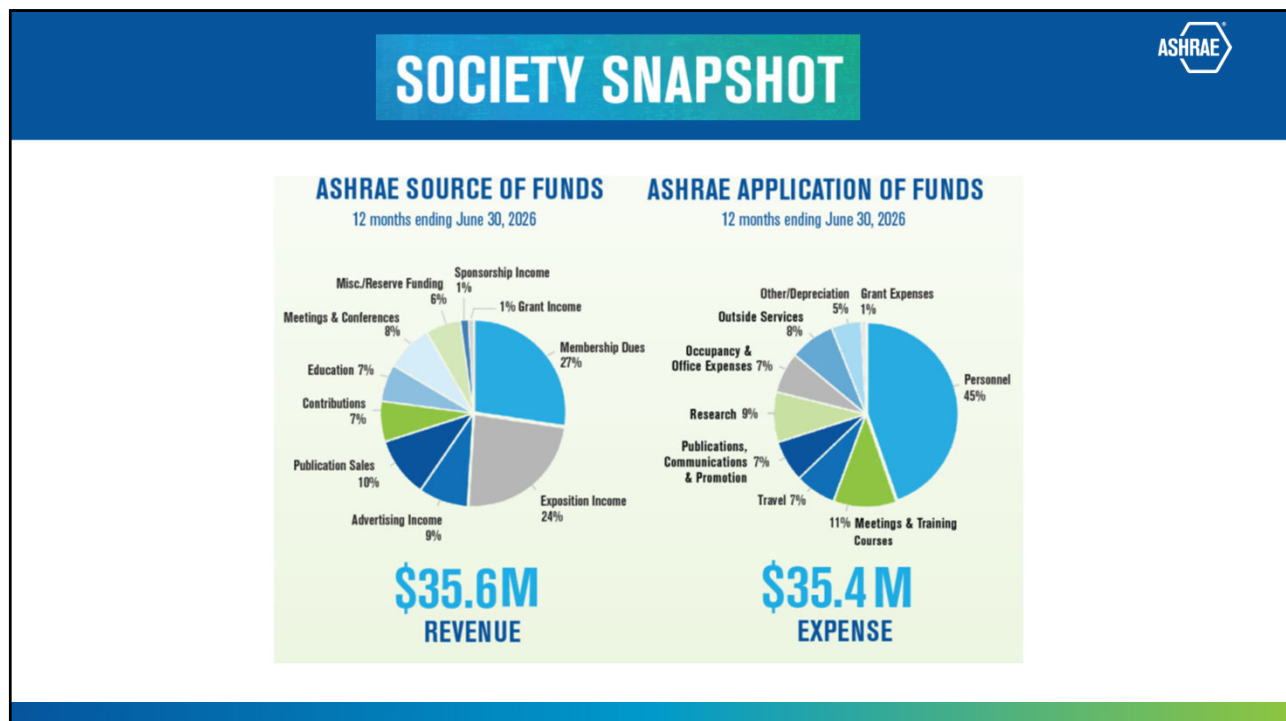
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Code of Ethics We will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interest.	Harassment and Discrimination ASHRAE strictly prohibits and does not tolerate discrimination against members or applicants for membership because of such individual's race, color, religion, age, sex, sexual orientation, national origin, physical or mental disability, pregnancy, genetic information, veteran status, uniformed service member status, or any other category protected under applicable law.	Commercialism ASHRAE's Commercialism Policy allows for Society activities that fulfill the mission of technological advancement with adherence to business plans that generate income to offset operational expenses such as AHR Exposition, ASHRAE periodicals, website, and Society conference events such as the Welcome Party, luncheons, registration kits, and receptions.
Value Statement 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.		

2



3



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ASHRAE Board of Directors 2026-27



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BCxP, LEED AP**
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Peachtree Corners,
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Region IV



Heather Platt Gullede, P.E.,
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Region V



Julia Timberman, P.E.
Columbus, Ohio

Region VI



**Maggie Moninski, P.E., LEED AP,
BD+C**
Chicago, Illinois

Region VII



Carrie Keltly, P.E., LEED AP
Lexington, Kentucky

Region VIII



Keith Reihl, P.E., HBDP, CEM
Houston, Texas

Region IX



Daniel Russell, P.E., HFDP
Nampa, Idaho

Region X



Colin Laisure-Pool, P.E.
Phoenix, Arizona

Region XI



**Russell Lavitt, P.Eng., Fellow
ASHRAE, LEED AP, BD+C**
Winnipeg, Manitoba, Canada

Region XII



Jason Alphonso, P.E., OPMP
Winter Park, Florida

Region XIII



**Ching Loon Ong, P.E., CMVP, Hon
Fellow AFEO**
Subang, Jaya, Malaysia

Region XIV



Eduardo Maldonado
Porto, Portugal

Region XV



Pankaj Dharkar, Fellow ASHRAE
Ahmedabad, India

Region-at-Large



Bassel Anbari, P.E.
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ASHRAE Directors-at-Large



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Brownsville, Minnesota



Patrick Marks, P.E.
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Daniel Nall
Princeton, New Jersey



Martin Dieryckx
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ASHRAE Staff Directors



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**Executive Office
Jeff Littleton**



**Government Affairs
Alice Yates**



**Member Services
Lizzy Seymour**



**Administrative
Services
Craig Wright**



**Technology
Stephanie
Reiniche**



**Marketing
Vanita Gupta**



**Development
Kirstin Pilot**



**Publication &
Education
Mark Owen**

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Marketing Central



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MARKETING CENTRAL



ASHRAE Acronym Guide

Download this quick guide for an easy reference of acronyms commonly used in ASHRAE. Easily see and search through over 400 terms!

DOWNLOAD



Presentations

Find the most current:

- ▶ ASHRAE Leadership
 - ▶ *This Is ASHRAE*
- ▶ ASHRAE Handbook
 - ▶ Standards
- ▶ Technical Committees
- ▶ Other presentations

LEARN MORE



ASHRAE President

Bill McQuade, P.E., CDP, Fellow ASHRAE, LEED AP is ASHRAE's President for the 2025-26 term.

LEARN MORE



ASHRAE Branding Guide

Reference this quick and informative resource for all of your ASHRAE branding needs and questions including logos, color palettes, chapter information, and typography.

LEARN MORE

Visit Marketing Central for marketing materials and resources.

- Brochures
- Press Releases
- Forms
- Chapter Logos
- Newsletters

...and more!

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ASHRAE Society Calendar



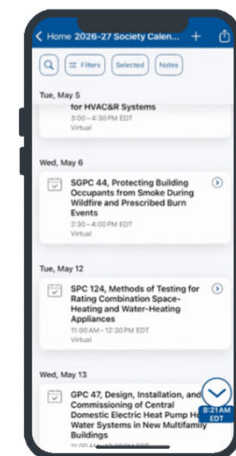
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All ASHRAE events for the Society year in one place for a seamless experience online and on ASHRAE 365.

Contains

- ✓ In-Person and Virtual Meetings & Events
- ✓ ASHRAE BOD, Council, and Committee Meetings
- ✓ Functional Group Meetings
- ✓ Project Committee Meetings
- ✓ Centralized Trainings
- ✓ ASHRAE Training Opportunities
- ✓ Endorsed Events & Tradeshows
- ✓ ASHRAE Winter, Annual, Topical and CRCs

NOTE: ASHRAE Conferences will continue to have detailed events in ASHRAE 365. Chapter and Region events will not be included.



Look for it July 2026!
ashrae.org/calendar

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Vision 2035 Now Available



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Check out the new Vision 2035!

ashrae.org/vision2035

Vision 2035 and previous long-range vision plan editions serve as time-bound milestones advancing ASHRAE's overall [Mission and Vision](#). It provides guidance for continuity across [Strategic Plans](#) through 2035.

Focus Areas

- ✓ Personalized and Resilient Environments
- ✓ Regenerative Development
- ✓ Human Centered and Equitable Design
- ✓ Intelligent Building Lifecycle
- ✓ Low Carbon and Circular Built Environments

Update: [ASHRAE Strategic Plan is extended through 2030](#)

ashrae.org/strategicplan



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President's Luncheon



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Monday, June 29 | 12:15 PM

Ticket Required

Welcome new board members and thank outgoing members at the President's Luncheon.

Hear incoming Society President Sarah Maston introduce the Society Theme:

**Changing the Game:
Retrofitting for Resilience**

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Government Affairs



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Hot Topics in Government Affairs



AI / Data Centers



EPCA Modernization (DOE Appliance and Equipment Standards)



IAQ/IEQ/Thermal Comfort



Refrigerant Transition



Energy Codes, Resiliency and Affordability



Workforce Development (trades and STEM)



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RP and ASHRAE Foundation: Supporting ASHRAE's Mission



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Projections for Society Year ending June 30, 2026



\$2.8M Raised through Research Promotion Campaign



\$830,000 Raised for Endowments with the ASHRAE Foundation



\$275,000 Awarded through 79 Scholarships



\$2M Raised for ASHRAE Research



\$35,000 Raised by College of Fellows and Life Members Club



\$1.2M Given by ASHRAE Regions, Chapters and Sections

More than 3,500 contributions from Members, Organizations and other Associations

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Center for Excellence in Building Decarbonization (CEBD)



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CEBD Strategic Planning Retreat



Building Code Workshops

Strategic Planning Retreat (Held April 24-25, 2026 in Washington, DC)

- ✓ Strategized Alignment with CE IEQ
- ✓ Developed Future Strategic Initiatives & Existing Enhancements

SY 2026-2027 Strategic Initiatives

- ✓ Asserting Leadership in Whole Life Carbon
- ✓ Charting the Path to 2050
- ✓ Accelerating Market Adoption & Insight

Enhancements to Existing Priorities

- ✓ Additional Building Code Assessment Tool (BCAT) Workshops
- ✓ CEBD Chapter Engagement & Ambassador Program
- ✓ Strengthen Committee-to-Committee Collaboration

Additional Activities

- ✓ Tech Council: **Five (5) Research Projects Underway**
- ✓ Members Council: Distinguished Lecturer Presentation on Decarbonization Retrofits
- ✓ Publication & Education Council: **Two (2) Design Guides and Two (2) eLearning Courses**
- ✓ **Building Code Workshop held at Developing Economies Conference**

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Center for Excellence in Indoor Environmental Quality (CE IEQ)



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CE IEQ April 23-24, Washington, DC

Strategic Planning Retreat

- ✓ Develop IEQ Roadmap
- ✓ Harmonize Current & Expedite Future IEQ Guidance
- ✓ Strategize Alignment with CEBD, EHC, & GAC
- ✓ Create External Engagement & Liaison Strategy
- ✓ Develop Future Strategic Priorities

SY 2026-2027 Strategic Priorities

- ✓ Announce and Activate CE IEQ
- ✓ Develop IEQ Operator Checklist
- ✓ **Develop Standards-specific Guidance**
- ✓ Continue Support for 235p
- ✓ Develop a Holistic IEQ Briefing Document
- ✓ Develop Metrics for IEQ & Energy Nexus
- ✓ Review & Strengthen Organizational Relationships



Available July 1, 2026 at
ashrae.org/CEIEQ



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NEW! AI Data Center Framework



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**A one-stop shop
for AI Data Center
planning and development.**

Available in 'Technical
Resources' on ashrae.org.



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Standards & Guidelines



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New Standards

 STANDARD ANSI/ASHRAE Standard 169-2023 Energy Standard for Sites and Buildings Except Low-Rise Residential Buildings (I-P Edition) 	 STANDARD ANSI/ASHRAE/ASHRAE Standard 170-2023 Ventilation of Health Care Facilities 	 STANDARD ANSI/ASHRAE Standard 331-2026 A Control Description Language for Building Environmental Control Sequences 	 STANDARD ANSI/ASHRAE Standard 169-2023 Climatic Data for Building Design Standards
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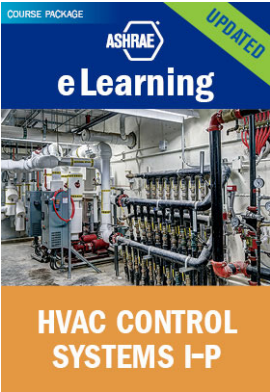
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Professional Development

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eLearning

Updated Course



HVAC CONTROL SYSTEMS I-P

ASHRAE Learning Institute

Free Publication



Register for ALI's Live Virtual Training and receive a FREE ASHRAE Standard or Guideline!

Certification

Record Application Total On Track for SY 2026



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Professional Development

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Thanks to the contributions from **Richard and Mary Farr, the Setty Family Foundation, and the Jim and Nancy Fields Professional Engineering and Technology Development Fund**, the **Professional Development Scholarships** will provide eligible ASHRAE Members with **35%-50% off the listed member registration fee.**

Criteria

- ✓ Within first five years of membership
- ✓ Apply 3 weeks before your course
- ✓ Must include a chapter officer's support letter

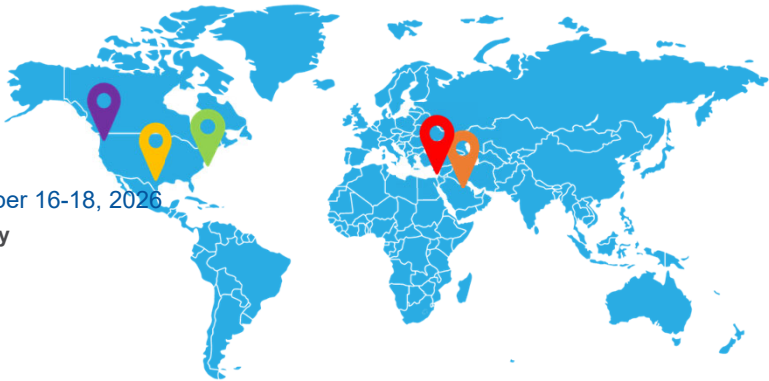
Where to apply? Check the page of the course you're interested in for an application.



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2026 - 27 Topical Conferences

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-  Seattle, WA, September 23-25, 2026
2026 ASHRAE Building Decarbonization Conference
-  Beirut, Lebanon, October 8-9, 2026
Seventh International Conference on Efficient Building Design
-  Kuwait University City, Kuwait, November 16-18, 2026
Ninth International Conference on Energy Research and Development (ICERD – 9)
-  Dallas, TX, March 3-5, 2027
2027 ASHRAE Data Center and AI Integration Conference
-  Baltimore, MD, April 12-13, 2027
Women in ASHRAE Leadership Symposium

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Future Conferences + 2027 ASHRAE Winter Conference

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Changes to Future ASHRAE Annual Conferences

The Future of ASHRAE Conferences Ad Hoc charge is to recommend a new overall Society conference strategy which specifically focuses on changes to the typical Annual Conference.

A recommendation will be made at the 2026 Annual Conference in Austin. Approved changes will be reflected in **the coming years**.

Any approved changes will **not** go into effect until 2030. Annual Conference will remain the same through 2029.



2027 ASHRAE WINTER CONFERENCE

Join us in Chicago
Jan 23 - 27

Registration Opens in
September

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Nominate for Committees and Awards



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Find Committees and Nominate Yourself or Others

SEP
2026

September 18: Nominations for elected positions are due. (Publications & Education Council, Tech Council, RAC, TAC, Standards, Handbook, Nominating)

FEB
2027

February: Nominations for appointed committees are due.

JUN
2026

June: Speak with your committee ExO/CO if your current appointment/elected position ends to be nominated for another.

HONORS & AWARDS

The following awards have a DEC 1 deadline:

Andrew T. Boggs Service Award
Distinguished 50-Year and 75-Year Member Award
Distinguished Service Award (DSA)
Louise & Bill Holladay Distinguished Fellow Award
Exceptional Service Award (ESA)
Eunice Foote Decarbonization Award

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Simplified Model

VOTE TODAY

Proposed Bylaws amendment on Spring Ballot,
emailed to you in late April from noreply@directvote.net.

Member Grade					Student Member Grade			Other		
Member				Young Professional	Tenured Professional	Life Service Member	Presidential Member	Student Member	Student Branch Advisor	Honorary Member
WB Tier 1 Standard Dues	WB Tier 2 80% of dues	WB Tier 3 60% of dues	WB Tier 4 40% of dues	50% (+ tier discount)		FREE		90% (+ tier discount)	80% (+ tier discount)	FREE
Anyone involved in the building sciences industry				Anyone ≤ 35 yo who joins pays this fee first for 2 years	Anyone ≥ 65 yo with 25 years cumulative membership	30 yrs cumulative member + ≥ 65 + DSA or 15 qualifying service points	Served as Society President	Must be currently enrolled in university, college, junior college or technical institute	Faculty member who is ASHRAE member & must submit application and submit annual report	Any notable person of preeminent professional distinction & elected by the BOD
Handbook Online + *Journal , HPB, Insights + Tech Portal + Member Pricing + Voting Privileges and Serve as C,R,S level roles Choice of 1: eLearning Course, Certification Study Guide, Standard or Guideline				Handbook Online + *Journal, HPB, Insights + Tech Portal + Member Pricing		Same as Member + waived dues, extreme discounts to W&A Conferences. Invitations to VIP events (Presidential Only)		Same as Young and Tenured Professionals		Full Member Benefits if requested
Additional New Member Benefits: Receive a Comp Winter or Annual Conference to attend in first 3 years + Handbook Online access for 1 year										

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Proposed Dues Rates

VOTE TODAY

Proposed Bylaws amendment on Spring Ballot,
emailed to you in late April from noreply@directvote.net.

Career and Economic discounts off main dues rate as set by the Board of Directors.

Economic discount based on country of residence as defined by the World Bank.

High Income = Tier 1, Upper Middle Income = Tier 2, Lower Middle Income = Tier 3, Low Income = Tier 4

ASHRAE Membership Dues Rate Table		Career Based Discount				
		All Others	Young Pro OR Tenured Pro	Student Branch Advisor	Student	Life Service & Honorary
Economic Discount		0%	50%	80%	90%	100%
World Bank Tier 1	0%	\$290	\$145	\$60	\$30	FREE
World Bank Tier 2	20%	\$230	\$115	\$45	\$25	FREE
World Bank Tier 3	40%	\$175	\$90	\$35	\$20	FREE
World Bank Tier 4	60%	\$115	\$60	\$25	\$10	FREE

The dues rates and percentages are for **illustrative purposes only**, based on 2026-2027 dues rates. The Finance Committee is responsible for reviewing, recommending changes and interpreting fees, dues, and privileges. (ROB 2.408.004)



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Timeline

Learn More at ashrae.org/2026Bylaws



PLEASE VOTE! Election Closes
Saturday, 3:00 PM CT June 27!



Please vote on the Proposed Bylaws amendment on Spring Ballot. Questions? Email ballot@ashrae.org.

By June 30, 2027: If Bylaws amendment are approved, all changes made to membership database, website, promotional materials, ROB, Committee/Council MOPs and training materials.

July 1, 2027: New model implemented.

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Media Inquiries



**Asked to make a statement
on behalf of ASHRAE?**

Please send all media
inquiries to
publicrelations@ashrae.org
before responding to
members of the press.

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Thank you!

Advance the arts and sciences of heating, ventilation,
air conditioning, and refrigeration to serve humanity.

Create a healthy and sustainable built environment for
everyone.

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JUNE, 2026

ASHRAE CERTIFICATION: Information Chapters & Members Need

- ✓ Earn **100 PAOE points** per each Member Certification and Recertification

NEW! Developments

- ✓ **Record number** of certified professionals: **2,587**
- ✓ **NEW!** *ASHRAE Certification: Information for Government Officials* hard-copy brochure published for use during Government Outreach Events (GOEs)
- ✓ **NEW!** 2025 “Value of ASHRAE Certification” [survey results](#) consistently **higher** than 2021.
- ✓ **NEW!** [Certification Study Guide: Certified Decarbonization Professional](#) (CDP) **launched** in September, 2025, joining study guides for the BCxP, BEMP and CHD programs.

Resources

- **Over 1,000** [Test Center Locations](#) Worldwide
- Monitor *Chapter Notes* for developments, including periodic **discounts!**
- Chapter Technology Transfer: CT19 (for Certification and Recertification) now is a PAOE point line item that the ASHRAE database system will **automatically assign**.
- Certification [Presentation](#) for Chapter Meeting Delivery



How can ASHRAE Certification help Chapters and Members?

Value for Chapters

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

Value for Chapter Members

- ✓ **Validation** of key job knowledge and skills
- ✓ Unparalleled **recognition** | **Career development**

Over **4,600 ASHRAE certifications** earned by built-environment professionals since 2007.

For assistance, including requests for promotional materials, please contact Tim Kline at tkline@ashrae.org.

Meeting	AI #	Assignment	Status	Action Item	Notes
2026 Spring Mid-Year Call - Member Services	1	Staff	Complete	Research chapters who have not hosted a DL in-person in the past two years	Details included in Member Services agenda
2026 Spring Mid-Year Call - Member Services	2	Member Services	Complete	In preparation for Annual Conference, review proposed DL Expense Reimbursement Policy updates, in particular the idea of travel caps for all visit types.	
2026 Spring Mid-Year Call - Operations	1	Staff	Complete	Confirm attendance limits on Webex	Max Webex attendance = 1,000
2026 Spring Mid-Year Call - Operations	2	RVCs	In progress	Provide feedback on CTTC CRC PPT by the end of 2026	
2026 Spring Mid-Year Call - Operations	3	Staff	Complete	Put together brief bullet point list of what a Regional entry needs to update for Society entry	Included in Operations agenda
2026 Spring Mid-Year Call - Operations	4	CTTC Schedule Ad Hoc	In progress	Review impact of moving DL pool date from December 1 to November 1 and if any additional changes are needed for 27-28 SY	
2026 Winter Conference in Las Vegas	2	Staff & Operations	Complete	Put together 1-page or PPT slide that RVCs can use for chapter presentations	Staff compiled draft slide deck; Operations to review and finalize
2026 Winter Conference in Las Vegas	3	Staff	Complete	Review how many times a Tech Award entry has been submitted for a project in a different region	Details included in Member Services agenda
2026 Winter Conference in Las Vegas	6	Staff	Complete	Clarify how to enter chapter events onto meetings calendar hosted on ASHRAE website	Details included in CTTC agenda
2026 Winter Conference in Las Vegas	9	Staff & Member Services	Complete	Determine process for DL visits that occur early in the Society Year	We will approve July visits beginning June 1.
2026 Winter Conference in Las Vegas	10	Staff & DL WG	Complete	Review best method for sharing which DL forms are missing/completed with chapter and RVCs.	Details included in Member Services agenda
2026 Winter Conference in Las Vegas	13	Staff & Operations	In progress	Organize filming of YEA panel Tech Hour at 2027 Winter Conference in Chicago.	Received production estimate; discuss how to proceed
2026 Winter Conference in Las Vegas	15	Staff & DL WG	Complete	Reach out to Julia to collect her DL email template and feedback	Added to DL and CTTC Basecamps
2026 Winter Conference in Las Vegas	16	DL Funding Ad Hoc	In progress	Evaluate DL funding methods	
2026 Winter Conference in Las Vegas	17	Subcommittee Structure Ad Hoc	Complete	Evaluate if the two CTTC Subcommittees need to update their roles and responsibilities. Specifically, should the Member Services Subcommittee only be focused on the DL Program and move everything else to the Operations Subcommittee?	Ad Hoc will present recommendation in Austin
2026 Winter Conference in Las Vegas	18	Staff & DL WG	In progress	Add a 30-minute presentation from a new DL at conferences moving forward.	Unable to accommodate in Austin; discuss where to fit into schedule moving forward
2026 Winter Conference in Las Vegas	19	CTTC Schedule Ad Hoc	Complete	Review timing of CTTC events throughout the Society Year (including all awards, DL nominations, opening of the DL pool).	Ad Hoc will present recommendations in Austin
2025 Winter Conference in Orlando	9	CTTC Workshop WG	In progress	Develop a new CTTC annual webinar and corresponding timeline	Content under development
2025 Winter Conference in Orlando	16	DL WG	In progress	Digitize DL Summary Report	
2024 Annual Conference in Indianapolis	2	Award Working Group & Staff	Complete	Review Tech Award website, including any information regarding feedback or what makes a successful entry	Website updated; five current sample entries posted
2023 Fall Mid-Year Call	1	Matthew, Murat, David	In progress	Tech Award judges will put together ideas for new judging criteria for retro-commissioning entries.	Update will be presented in Chicago

Summary of CTTC Regional Statistics (Updated June 23, 2026)
2025-26

ACTIVITY	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	RAL	Total
CRC Workshop (2025-26 SY)	Fall	Fall	Fall	Fall	Fall	Spring	Fall	Spring	Fall	Fall	Spring	Fall	Fall	Fall	Fall	Fall	
Total number of chapters in Region	15	9	10	7	12	11	14	15	13	14	11	16	11	11	10	22	201
Total number of sections in Region	0	1	1	4	1	3	0	3	4	2	4	8	4	5	2	6	48
Number of chapters present	8	9	9	7	3	4	10	10	8	11		13	10	10	10	13	135
Number of CTT chapter chairs or co-chairs present in-person	6	9	8	8	3	3	8	3	8	8		11	10	4	10	12	111
Number of CTT chapter chairs or co-chairs present virtually	0	0	0	0	0	6	0	6	0	0		1	0	3	0	0	16
Percentage of chapter participation	53%	100%	90%	100%	25%	36%	71%	67%	62%	79%	0%	81%	91%	91%	100%	59%	69%
Percentage of CTT chapter chair participation	40%	100%	80%	114%	25%	82%	57%	60%	62%	57%	0%	75%	91%	64%	100%	55%	66%
CRC Workshop Evaluation Summary Completed	0	0	1	0	1	1	0	0	1	1		0	1	0	1	1	8

PAOE - Completed after close of SY	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	RAL	Total
No. of Chapters Reporting PAOE Points:																	0
No. of Chapters Making Society Minimum (550):																	0
No. of Chapters Making Society PAR (1500):																	0
No. of Chapters Reporting TC Presentations																	0
Highest PAOE Points by a Chapter:																	0
Percentage of chapters reporting	0%	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%	0.0%
Percentage of chapters making Society PAR	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%

DISTINGUISHED LECTURERS - as of 6/17/26	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	RAL	Total
Number of Allocations	15	9	10	7	12	11	14	15	13	14	11	16	11	10	10	23	201
Number of allocations used	13	7	4	1	9	4	6	4	14	7	6	5	8	11	10	13	122
Number of common pool visits used	0	3	1	0	4	2	6	4	4	2	3	14	5	5	2	0	55
Number of Multi-Chapter visits (allocated)	2	3	1	0	1	0	2	2	4	1	4	4	8	2	6	1	41
Number of chapters hosting (inc. pool, multi visits, non-all)	13	9	8	3	10	9	11	10	10	6	10	13	10	7	9	21	159
Percentage of chapters hosting	87%	100%	80%	43%	83%	82%	79%	67%	77%	43%	91%	81%	91%	64%	90%	95%	78.2%
Percentage of used allocations	87%	78%	40%	14%	75%	36%	43%	27%	108%	50%	55%	31%	73%	110%	100%	57%	61.4%
Total percentage of use:	87%	111%	50%	14%	108%	55%	86%	53%	138%	64%	82%	119%	118%	160%	120%	57%	88%
Number of non-allocated visits	3	2	6	3	7	4	11	10	10	3	7	21	1	3	22	88	201
Total number of in-person visits	14	11	8	4	19	9	23	16	26	12	15	36	14	18	24	14	263
Total number virtual visits	2	1	3	0	1	1	0	2	2	0	1	4	0	1	10	87	115
Total number of DL visits	16	12	11	4	20	10	23	18	28	12	16	40	14	19	34	101	378

CHAPTER VISITS Visits to Chapters in your Region where you presented CTTC-related info to either Chapter leadership or members (beyond simply attending a chapter meeting)	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	RAL	Total
Number of in-person chapter visits made:	1	1	0	2	3	2	1	1	3	1	2	0	3	3	2	5	30
Number of virtual chapter visits made:	0	0	1	0	0	1	0	0	0	0	0	2	8	0	4	16	32
Percentage of chapters visited:	7%	11%	10%	29%	25%	27%	7%	7%	23%	7%	18%	13%	100%	27%	60%	95%	29%

CTTC AWARDS	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	RAL	Total
Dan Mills Chapter Programs Award (September 2025 ent	0	1	0	0	0	0	0	1	1	0	0	0	1	0	0	1	5
Donald A. Siller Refrigeration Award (September 2025 en	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technology Awards: Number of Regional Entries (Spring	1	10	8	1	2	13	3	2	7	6	27	0	21	0	2	3	106
Technology Awards: Number of Society Entries (June 202	1	7	5	1	1	5	4	0	4	5	5	0	10	0	2	3	53

MBO #	Description	Metric	Completion % /Date	MBO Comments
1	RVC's to create a regional speakers list and host on basecamp	Complete submission prior to 2026 Winter Conference	In progress; will continue onto SY 26-27 2026 Annual Conference	Regional Speakers lists are important for finding future DL's and to provide less experienced presenters a chance to present at other meetings. It is also a place where retired DL's can still provide speaking engagements.
2	RVC's to update the ASHRAE CTTC Calendar on ASHRAE Website	Have all meeting dates in the calendar for each chapter, so that we can better coordinate chapter visits and RVC visits	Complete; coordinating to review calendars within ASHRAE and next steps 2026 Winter Conference	Better coordination of meetings allows for more use of DL's and coordinated RVC visits. This will help facilitate more visits between Regions as they will be better to see when other chapter meetings are.
3	RVC's to host a Regional Technology Award committee and share results within the Region.	Increased award submissions noted in Regional statistics	Partially complete; will continue to work with remaining Regions to complete 2026 Annual Conference	Each Region should be highlighting the projects that are being put forward with their Region. Ideally these projects can be noted in the chapter newsletters and on the Regional Basecamp.
4	Complete four Tech Hour recordings and broadcast a minimum of three during the year. At least one non-technical topical and one decarbonization topic.	Minimum recording of four (4) and broadcast of three (3) tech hour recordings	Partially complete - four recorded. Two have been released and the other two will go live in July and August 2026. 2026 Annual Conference	To continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative Tech Hour programs during the 25-26 SY
5	RVC's to attend in person one chapter meeting different from their home chapter	Show chapter support from regional executives	Complete 2026 Annual Conference	RVC's should be supporting the weaker chapters and the most effective way to do this is with in person visits
6	Ensure that 100% of Regions report their regional statistics and give time to review and discuss challenges, achievements and trends	Regional statistics will be sent to RVCs minimum 30 days in advance of Winter and Annual conference. All RVCs to review and comment prior to conferences.	Complete 2026 Winter Conference	Statistics for PAOE and other Regional data provide a valuable metric for evaluating the health of Chapter operations. Recent years have shown a decline in consistent reporting.



CTTC Member Services Subcommittee

Friday, June 26, 2026

Report

1. Roll Call: Liz (Chair), Esteban, Murat, Don, David, Matthew, Ken, Mohamed, Mike, Sierra, Anastasia, +Heric, +Stephanie, +Rhiannon
2. **Attachment C_DL Expense Reimbursement Policy_Edits**
 - a. Reviewed at length. Revisions are attached.
 - b. Murat revamped a flow chart sent via email, should this get included in DL and Chapter Info?
3. **DL Program & Distinguished Lecturer Working Group – Shifflett**
 - a. Julia Keen - received, [Staff Action Item] upload to DL resource portion website & send in packet at beginning of society year
 - b. Reviewed visits & travel costs, influenced DL Expense Reimbursement Policy maximum travel table. Still worried that our current budget will not cover the 217 visits we are allocating.
 - c. AI 9 from 2026 Winter Conference (Las Vegas): Determine process for DL visits that occur early in the Society Year
 - i. During our mid-year call we discussed approving July visits and booking flights as early as June 1. Follow-up questions:
 1. Do we want to limit this to just July visits? **July Only for now**
 2. Do we allow early submissions prior to June 1? **June 1 for now**
 - d. We are not able to automate the form process at the current time, but staff can send regular email reminders to CTTC Chapter Chairs/RVCs and DLs regarding missing forms. Send emails at the end of each month for any visit at least two weeks prior that is missing a form.
 - e. Need to have regular (monthly) updates of DL budget / current allocated funds and reimbursements
 - f. [Staff Action Item] Anastasia to determine if ATC can set maximum limits as noted in the Reimbursement Policy table. Rhiannon noted yes when she arrived. Want to use this also data for keeping an eye on the DL Budget
 - g. Discussed adding to form
 - i. Check Box for “are you using ATC” (feedback from DL Info session is generally no)
 - ii. Line for Rough Budget/Cost Anticipated
4. Mark W. Fly Distinguished Lecturer Fund
 - a. David: Motion for Mark Fly Funds Working Group, for 2027-2028, and beyond Matthew 2nd, 9-0-0 CNV, Motion Passes.
 - i. How to reach the groups that need the funding
 - ii. Outline a policy but see how it goes for the 1st year
 1. Plan for this year
 2. Working group for path forward
 - a. Criteria

- b. Managing money
 - c. Timeline
 - d. Path Forward to Expand Fund
 - b. Matt: Motion to divide \$5,000 Mark Fly Fund between number of Regions that want to receive funding for the 2026-2027 year. Funds to be requested by November 1st. After November 1st, the money will be reallocated on a first come first serve basis at the discretion of the Mark W Fly Fund working group. Ken 2nds 9-0-0 CNV, Motion Passes.
- 5. **Technology Awards**
 - a. We received a total of 53 entries, which is 20% more than the previous highest amount within the past five years (44 entries in 2025).
 - b. AI 3 from 2026 Winter Conference (Las Vegas): Review how many times a Tech Award entry has been submitted for a project in a different region. **[Action Item]: Needs the form updated to state that the entry is for the person's location / Region, not the project location.**
 - c. Judging panel:
 - i. Returning: Abby Brophy (Chair), Osama Khayata, Kevin Muldoon, Thursten Simonsen, Mike Pouchak
 - ii. New: David Griffin, Nikola, Sierra Spitulski
 - iii. Need to get the awards out early enough to get the panel more time for judging due to deadline change (sometime in July?)
- 6. Energy Genius Award - Liz to liaison MTG.BEQ Sunday morning.
- 7. DL Funding Ad Hoc
 - a. Groups that also get alternative funding (YEA), committee with other groups to form a means of creating a way to fund this stuff
 - b. Sponsorship Slides
 - c. Means in Society?
 - d. More \$\$ from Society in the budget
 - e. Ongoing discussion
- 8. Preliminary Notes from DL Info Session hosted after Sub-Committee Meeting
 - a. A digital DL form needs to have written space for the DL to indicate if there were extenuating circumstances for travel costs being higher (for example a DLs flight was canceled and they then drove to the chapter meeting)
 - b. DLs would like to see the individual Evaluation Forms the chapter
 - c. Reasons DLs don't use ATC (roughly 5 out of 50 attendees use it)
 - i. Booking through their corporate account can be cheaper
 - ii. Pay out of Pocket for Meals and Lodging if something goes wrong (flight delays/cancelations mid trip)
 - iii. Credit Card carries some Insurance
 - iv. ATC 'terrible to work with, don't respond'
 - v. Like booking own trips
 - vi. Inconvenience is cheaper (how I wrote it in my notes but should probably be something coherent instead.

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ASHRAE DISTINGUISHED LECTURERS (DL) PROGRAM EXPENSE REIMBURSEMENT POLICY

ASHRAE is indebted and deeply appreciative to those ~~Distinguished Lecturers~~ DLs and employers who are able to underwrite the Distinguished Lecturer expenses. ASHRAE also appreciates the efforts of all the lecturers in keeping expenses to a minimum when making travel arrangements.

DL visits fall under two categories:

- Allocated visit: Society reimburses the DL's transportation from their home city to the Host Chapter city (as detailed below). The Host Chapter is responsible for all local expenses.
- Non-allocated visit: The Host Chapter is responsible for all expenses.

The CTTC Regional Vice Chair (RVC) must approve all DL visits. Chapters that arrange a DL visit without the required CTTC RVC approval are responsible for all expenses. DLs are encouraged to ask the Host Chapter if they have received prior approval to ensure there is no confusion.

~~Every year each ASHRAE region may sponsor several Distinguished Lecturer visits, which are funded by the Society. The Regional Vice Chair for Chapter Programs must approve all chapters that will host a Distinguished Lecturer at ASHRAE's expense. Chapters that arrange a lecturer visit without the required approval are responsible for all expenses associated with the visit. Lecturers are encouraged to ask the chapter if they have received prior approval to ensure there is no confusion in this area. If visits are arranged outside of the Distinguished Lecturers Program, the chapter is only responsible for paying the expenses that would normally be reimbursed by the Society and the chapters for such a visit, as outlined below.~~

~~Multi-Chapter visit requests that exceed \$2000 for U.S./Canada visits and \$3500.00 for International visits must receive prior approval from the CTTC Committee. Multi-chapter visits that do not exceed these amounts can be approved by ASHRAE staff. The complete itinerary for multi-chapter visits (including layovers and plane changes) must be approved by staff before travel is confirmed.~~

~~Visit your country's government website for more information on travel and warnings. Refer to the Society Travel Reimbursement Policy for complete details. A list of the U.S State Department's current travel alerts and warnings can be found at the link below:~~

~~http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html~~

1. **Transportation Expense Caps** – Reimbursement for DL visits will be capped as noted below. Any exceptions **must have prior approval** by CTTC and ASHRAE Staff.

	<u>Within home country</u>	<u>International Travel</u>
<u>Single Chapter Visit</u>	<u>\$800</u>	<u>\$1500</u>
<u>Multi-Chapter Visit</u>	<u>\$1200</u>	<u>\$2000</u>

2. **TRANSPORTATION**

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A DL visit must be approved by both the CTTC RVC and Society before transportation is arranged. The maximum amount covered is the lesser of either (a) a 14-day advance purchase economy airfare (b) or the cost of the mode of transportation taken as detailed below, and is limited to the expense cap notated above.

a. Air Travel

- i. Use of ASHRAE's travel service (ATC) is highly encouraged when booking airfare. Fares are directly paid by ASHRAE and you are only able to book approved itineraries, which eliminates the risk of a reimbursement being denied after travel in complete. **Effective July 1, 2024 International travel via ATC unless prior approval (Vegas Meeting Society - may need wordsmithing)**
- ii. Airfare must be purchased at least 14 days prior to travel.
 1. If airfare is purchased within 14 days of travel, ASHRAE will research the cost of a current 14-day advance ticket price and only cover up to that amount.
- iii. ASHRAE will only cover the cost of an economy class ticket.
 1. If you book any class higher than economy, you must document/screenshot the cost of the equivalent economy class ticket at the time of booking. If that economy class comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class ticket and only cover that amount.
 - a. If you have status with an airline and receive complimentary upgrades, you are still required to supply the economy class comparison.
- iv. ASHRAE will only cover air travel to and from the Host Chapter location within the timeframe of the scheduled visit. If the DL chooses to extend their stay at the Host Chapter location, layover location or other location for personal reasons, any additional expenses are the responsibility of the DL.
 1. If you plan on extending your stay, you must document/screenshot the cost of the economy class itinerary that you would have taken just for the DL visit. If that standard itinerary comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class standard itinerary and only cover that amount.
- v. If a DL can reduce airfare expenses by using an alternate airport, they may request ground transportation reimbursement from their home to the alternate airport and vice versa. The total ground transportation reimbursement must be less than the savings of utilizing the alternative airport.
 1. If using an alternative airport, you must document/screenshot the airfare cost of the closer airport as comparison to the airfare cost of the alternative airport. If that airfare comparison is not included with your reimbursement, then ASHRAE will not cover the cost of ground transportation.
- vi. If airfare can be reduced by staying over at a location, then ASHRAE will reimburse for the cost of one night's lodging and food for that one night.
 1. This will only be approved if the expense of one night's lodging plus airfare is less expensive than the alternative airfare without staying over.
 2. If staying overnight at a location, you must document/screenshot the cost of the alternative flight that would not have you stay over. If that flight

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comparison is not included with your reimbursement, then ASHRAE will not cover the cost of lodging and food.

vii. Society will reimburse the cost of one standard checked bag.

b. Auto Rental

i. Auto rental will be authorized only if flights are not available for the designated schedule or if the cost of auto rental plus fuel is less expensive than airfare.

1. If flying is an option, you must document/screenshot the cost of the available airfare cost as a comparison to the cost of auto rental. If that airfare comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class ticket and only cover up to that amount.

ii. Auto rental is not authorized from the DL's home to the airport or vice versa.

iii. Host Chapter officers will often make arrangements to meet the DL at the airport and provide local transportation during their visit.

c. Private Vehicle

i. When driving your private vehicle and claiming reimbursement for mileage, you must include documentation that shows the route and total mileage driven, as well as the beginning and ending address.

ii. Mileage reimbursement is permitted for a DL's drive from their home to the Host Chapter meeting location or a DL's drive from their home to the airport and vice versa (if the DL is flying to the Host Chapter location).

iii. If a DL chooses to drive their private vehicle, ASHRAE will reimburse mileage at the current U.S. Internal Revenue Service reimbursement rate or the 14-day advance economy class airfare, whichever is less.

1. You must document/screenshot the airfare cost as a comparison to the cost of mileage reimbursement. If that flight comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class standard itinerary and only cover up to that amount.

iv. Expenses for mileage incurred other than on a direct route to and from the meeting will not be reimbursed.

d. Other Transportation Options

i. A DL may take alternative modes of transportation, such as a bus or train.

1. You must document/screenshot the cost of a 14-day advance economy class ticket as a cost comparison. If that flight comparison is not included with your reimbursement, then ASHRAE will research the cost of a current 14-day advance economy class standard itinerary and only cover up to that amount.

~~Approval of travel by ASHRAE headquarters is required before lecturer travel arrangements are confirmed.~~

~~Air Travel~~

~~1. ASHRAE policy on the use of air transportation is to pay for the 14-day advance purchase coach fare applicable to the destination. Lecturers who do not comply with the 14-day advance airfare purchase requirement will be reimbursed the cost of a 14-day advance purchase coach ticket. If a lecturer chooses to upgrade seating, the difference in cost is not reimbursable. If the lecturer cannot comply with this policy or has any special circumstances,~~

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- ~~a letter of explanation may be submitted with the expense reimbursement request. Upgraded reservations are the responsibility of the lecturer.~~
- ~~2. Lecturers choosing to use private aircraft will be reimbursed at the lowest commercial rate available within 60 days before the flight based on ASHRAE's reimbursement policy. Under no circumstances will the cost of charter aircraft be reimbursed without prior approval of ASHRAE's Executive Vice President.~~
 - ~~3. Reimbursement will be made for one bag.~~

Auto Rental

~~Auto rental will be authorized only if flights are not available to maintain the lecturer's schedule or if the cost of auto rental plus fuel is less expensive than the airfare. Auto rental is not authorized from the lecturer's home to the airport or from the airport to the hotel or meeting place unless the cost of auto rental, mileage, tolls, and parking is less than the cost of taxi, shuttle, personal auto, or hotel/airport limousine service. When returning a rental car, it should be refueled in order to avoid incurring the rental car company's service charge. Chapter officers will often make arrangements to meet the lecturer at the airport and provide local transportation during the visit.~~

Private Vehicle Transportation

- ~~1. If a lecturer chooses to drive to a meeting location where air transportation is available, ASHRAE may reimburse the 14 day advance purchase coach fare or the current U.S. Internal Revenue Service reimbursement rate, whichever is less. Expenses for mileage incurred other than on a direct route to and from the meeting will not be reimbursed.~~
- ~~2. Expense for use of a lecturer's personal automobile from home to the airport and return will be reimbursed at the current U.S. Internal Revenue Service reimbursement rate.~~

Other Modes of Transportation (i.e., Bus, Train, Boat)

~~The maximum amount that the lecturer will be reimbursed will be equal to the lesser of the actual transportation cost and the 14 day advance purchase coach fare.~~

3. **HOUSING**

~~The Host Chapter will reimburse a DL for a standard, single occupancy room for a maximum of two nights at a moderate rate hotel for each visit. Consideration will be given for a third night for international travel, when necessary. If a lecturer chooses to upgrade or extend accommodations, then the DL is responsible for any additional cost. Chapters are encouraged to assist with local arrangements for a DL's visit. Chapters may offer to make reservations on behalf of the DL; however, a DL reserves the right to make those reservations on their own if preferred.~~

~~The ASHRAE chapter(s) will reimburse the lecturer for a standard, single occupancy room for a maximum of two nights at a moderate rate hotel for each Distinguished Lecturer visit to a chapter. Consideration will be given for a third night for international travel, when necessary. If a lecturer chooses to upgrade accommodations, the difference in cost is not reimbursable. Chapters are encouraged to assist in making all local arrangements for the lecturer and are to be coordinated with the lecturer.~~

4. **PASSPORTS AND VISAS AND INOCULATIONS**

~~Please make sure your passport is current and valid for the length of time necessary required by the country you are visiting. Necessary visas must be obtained through a service in the DL's~~

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home country. Passports and visas may take several months to obtain, so please give yourself enough time to ensure you receive any necessary visas prior to the start of your travel. Any costs associated with passport and visas will not be reimbursed.

~~Necessary visas must be obtained through a service in the lecturer's country. Visas may take several months to obtain. Plan accordingly. Personal physicians should be consulted about inoculation requirements for traveling abroad.~~

5. **Inoculations**

Personal physicians should be consulted regarding inoculation requirements for traveling to the country of the Host Chapter. Any costs associated with inoculations will not be reimbursed.

6. **EXPENSES NOT REIMBURSED BY ASHRAE HEADQUARTERS** **Expenses Covered by Society**

Only the costs below are cover by Society (within any parameters noted above):

- a. Air travel and standard checked bag
- b. Auto rental
- c. Private vehicle mileage
- d. Other transportation options (i.e. bus or train)
- e. Mileage or taxi/ride share from home to airport and airport to home

- ~~1. If a lecturer visit includes a weekend or extended break in the presentation schedule and the lecturer chooses not to stay in the city of the most recent talk or in the city of the next presentation, it is the responsibility of the lecturer to pay the additional expenses associated in any deviation from the direct route. Most "resort" locations involve more expensive hotels, food, etc., and lecturers will be responsible for the differences in expenses. Lecturer will be responsible for any increase in airfare required to travel to and from the resort.~~
- ~~2. Travel Insurance is optional and is not reimbursable.~~
- ~~3. The host ASHRAE Chapter(s) are responsible for reimbursing reasonable meal expenses incurred by only the Lecturer during the visit. Meals are not reimbursable by Society during a lecturer visit. Meals for personal or company business, spouse/friends, and/or chapter officers/members are not reimbursable in any case. The cost of liquor will not be reimbursed.~~
- ~~4. The host ASHRAE Chapter(s) are responsible for provision of local transportation to and from airports. Expenses for taxi, bus, shuttle, or hotel/airport limousine are not reimbursable by Society. If the host ASHRAE Chapter(s) cannot provide the local transportation, Lecturers are encouraged to use the most economical means of transportation.~~
- ~~5. Telephone calls are not reimbursable.~~
- ~~6. Gratuities are not reimbursable.~~
- ~~7. Dry cleaning and laundry are not reimbursable.~~
- ~~8. Passports and inoculations are not reimbursable.~~
- ~~9. Speaker's honorariums are not reimbursable.~~
- ~~10. Personal expenses for extended travel beyond the scheduled visit.~~

7. **Expenses Covered by Chapter**

The Host Chapter oversees their own reimbursement policy, but Host Chapters typically reimburse DLs for the following at a minimum:

- a. Meals (excluding alcohol)
- b. Local transportation
- c. Housing

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8. **Travel Advisories** – Visit your country’s government website for information on travel advisories. You will be notified if ASHRAE elects to restrict DL travel to a certain **country** or **region**.

a. ~~Get rid: A list of the U.S. State Department’s current travel advisories is available here.~~

9. **EMERGENCY SITUATIONS**

If an emergency situation requiring a change in travel should arise, ASHRAE will consider reimbursing the necessary expenses to either change or cancel any arranged travel plans.

~~If an emergency situation requiring a change in travel or hotel reservations should arise while the lecturer is in transit, ASHRAE will consider reimbursing the necessary expense in keeping with the provisions set forth in this Distinguished Lecturer Expense Reimbursement Policy.~~

10. **EXPENSE STATEMENTS**

A DL is required to submit a Distinguished Lecturers Summary Report (DLSR) within 30 days of every visit – whether it is an allocated or non-allocated visit.

- a. Receipts must be included for any claimed expenses and must clearly show the amount claimed and date of purchase. Credit card statements are not considered a valid form of receipt.
- i. Air fare receipts must show the class of ticket purchased. Boarding passes are not considered a valid receipt.
- b. If receipts are in a currency other than US dollars, assure that the currency used is clearly noted on the receipt. ASHRAE will reimburse in US dollars or Canadian dollars at the exchange rate at the time of reimbursement.

1. ~~Lecturers must submit the attached Distinguished Lecturers Summary Report within 30 days of the completion of each lecturer visit. Reimbursement forms should be sent to chapterprograms@ashrae.org.~~
2. ~~Receipts and tickets must be included with any travel reimbursement claim and must clearly show the amount claimed and date of purchase. When senior citizen discounts, bulk purchase coupons, yearly flight package, or frequent flyer coupons are used, boarding passes in lieu of tickets may be included. For electronic tickets, a receipt from the airline, travel agency, or credit card statement will be acceptable.~~
3. ~~All claims should be made in U.S. currency, if possible. Where receipts or tickets are in currencies other than U.S. dollars, the claim must clearly show the type of currency. ASHRAE will reimburse in U.S. dollars at the exchange rate that exists at the time the claim is processed by ASHRAE.~~

11. **QUESTIONS**

Questions concerning this Expense Reimbursement Policy should be directed to chapterprograms@ashrae.org.



Agenda
CTTC Operations Subcommittee
Friday, June 26, 2026

1. **Call to Order** – Khurana
2. **Roll Call** – Khurana
 - a. Subcommittee Members: Abhi (Chair), Eric, Siva, Nikola, Stephanie, Steven, KK, Kevin, Conor, Hung-Wen
3. **ASHRAE Value Statement** – Khurana
 - 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. **Action Items** – Khurana **Attachment A**
 - a. 2026 Winter Conference in Las Vegas:
 - i. AI 2: Put together 1-page or PPT slide that RVCs can use for chapter presentations **Done**
 1. **Attachment B** is a draft slide deck compiled by staff. This subcommittee needs to review and finalize. **Finalized and uploaded on Basecamp.**
 2. **Action Item:** Mike to upload KPI template to Basecamp
 3. **Action Item:** Operations to review template during next call and standardize for all RVCs to implement.
5. **Tech Hour Working Group** – Gadam
 - a. Siva (chair), Eric, Nikola, Conor, Abhi
 - b. All topics – including previously recorded and ideas – are posted [here](#).
 - c. Topics in progress for current 25-26 SY:

Tech Hour Topic	Presenter(s)	Schedule	Notes
#9: IEQ	Marwa Zaatari, Robert Bean, Deborah Steimel- Clair, Erik Miller-Klein	Went live during 2026 Winter Conference	Views: 459
#10: Water / Occupant Health	Bob Bowcock	Went live April 1, 2026	Views: 92

#11: Radiant Heating & Cooling	Devin Abellon	Release date: July 16	
#12: Whole Life Carbon Decarbonization Strategies for New Buildings	Luke Leung	Goal: August	In post-production

d. Topics planned for 26-27 SY: **Total 6 in 26-27**

Tech Hour Topic	Presenter(s)	Schedule	Notes
#13: Sarah Maston Presidential theme-related topic	TBD	TBD	Rhiannon has followed-up with Sarah – no topics yet, but she is interested
#14: Sarah Maston Presidential theme-related topic	TBD	TBD	Rhiannon has followed-up with Sarah – no topics yet, but she is interested
#15: YEA	TBD	Q2-Q3 2026	YEA topic based on leadership. AI 13 from 2026 Winter Conference (Las Vegas): Organize filming of YEA panel Tech Hour at 2027 Winter Conference in Chicago. If filmed on Sun in Chicago: \$11,000 If filmed on Sat or Mon in Chicago: \$16,000
#16: AI	Tobias	Q2-Q3 2026	Speaker finalized. Details TBC

Action Item: Staff to Find out how much it costs to do a 2nd presentation. On Sunday.

Action Item: Staff to coordinate with Marketing and Communications committee to determine how we can get more exposures to Tech Hour.

Action Item: Staff to identify % of technical content required to get a presentation approved for AIA/USGBC

Action Item: Siva/Richard to confirm what requirements do international organizations want to give CE Credits.

Action Item: Staff to determine if it is possible to get monthly update/report on Tech Hour Views.

Action Item: Staff to confirm if tech hour link is in the CRC presentation. If not, add it.

Action Item: Eric to evaluate if Tech Hour PAOE weightage and if it needs to be increased in 27-28SY.

Action Item: Siva to create a roster for Tech Hour Speakers. Post on basecamp. Rhiannon to also post an existing list for past-present-future speakers.

1. CTTC Workshop Working Group – Erik

- a. Training for chapter chairs regarding their roles and responsibilities
- b. Timing:
 - i. Two live presentations in November (accommodate all time zones); allow Q&A
- c. Content:

- i. Goal: how do we engage with the chapter chairs to support them throughout the Society Year
- ii. Recap of items between November thru June
- iii. Topics:
 - 1. DL visits and process – How to utilize them best.
 - 2. Awards
 - a. Tech Award entry process and requirements
 - b. Donald Siller
 - c. Dan Mills
 - 3. PAOE – how to submit
 - 4. CTTC Cheat Sheet
 - 5. Every Speaker should get evaluated
 - a. Conduct DL Evaluations at the end of DL presentation
 - b. Submit other presentations in Regional Speaker List
 - 6. Encourage chairs to do YEA/SA focused events

d. Format:

- i. Live presentation, recorded and posted online
- ii. AI 1 from 2026 Spring Mid-Year Call: Staff to confirm attendance limits on WebEx
 - 1. We can host up to 1,000 attendees on Webex

Action Item: Staff to verify how many attendees can join in a regular-meeting format. If 100 count works, organize this in a format that allows 2-way communication instead of a webinar format.

2. **CTTC CRC Presentation**

- a. Action Item for all RVCs to provide feedback on PPT by the end of 2026

3. **Ad Hocs**

- a. Subcommittee Structure Ad Hoc – Abhi (chair), Eric, Matthew, KK
 - i. Evaluate if the two CTTC subcommittees need to update their roles and responsibilities. Specifically, should the Member Services Subcommittee only be focused on the DL Program and move everything else to the Operations Subcommittee?
 - ii. Current subcommittee roles and responsibilities:

Member Services	Operations
DL Program (dedicated committee member)	Tech Hour (dedicated committee member)
Awards (Dan Mills Chapter Programs, Donald Siller Refrigeration, Technology Awards, Energy Genius)	CTTC CRC Presentation
	PAOE (CTTC Vice Chair)

Awards to be moved under Operations. Member Services to oversee DL Program, associated Ad Hocs and Mark Fly Working Group.

- iii. Motion: Move all awards to the Operations Subcommittee and leave Member Services with just the DL Program. Vote: 7-0-0 CNV
 - 1. This will be presented to CTTC for discussion
- b. CTTC Schedule Ad Hoc – Nikola (chair), Murat, Stephanie, Sierra

- i. Review timing of CTTC events throughout the Society Year, including all awards, DL nominations, and opening of the DL pool.

Activity	Deadline	Recommendation	Notes
Regional Tech Awards	At discretion of RVC	Leave as-is	
Society Tech Awards	June 1	Leave as-is	
DL Pool	December 1	November 1	December 1 is too late into the year. Implement change for upcoming 26-27 SY. Ad Hoc will review impact and if additional changes are needed for 27-28 SY.
DL Nominations	December 1	Leave as-is	
Dan Mills & Donald Siller	September 30	Leave as-is	

- ii. AI 3 from 2026 Spring Mid-Year Call: Staff to put together brief bullet point list of what a Regional Tech Award entry needs to update for Society entry
 1. Congratulations on your successful Regional Technology Award entry! If you plan on submitting your entry into the ASHRAE Society-level competition, please be sure that it meets the required criteria below.
 - a. All three pages of the application are completed, which includes signatures from the engineer of record and building owner.
 - b. The entrant and (up to three) design team members must be current ASHRAE members. Please include ASHRAE member numbers in the application where requested.
 - c. Your narrative may be increased from 4 pages to 10 pages and must be font size 12, double-spaced, 1-inch margins on 8.5/11-inch paper. The 10-page maximum includes any charts, graphics, or diagrams.
 - d. One year of operational data is required and must be included within the 10-page limit of the narrative.



Chapter Technology Transfer Committee

Manual of Procedures

Updated: June ~~2024~~2026

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1. Purpose

The Manual of Procedures of a General Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the committee for its own guidance. The Manual of Procedures (MOP) requires approval of the committee and the council to which it reports. ~~Appendices shall reside in a separate Resource Manual requiring approval by the Chapter Technology Transfer Committee.~~

Commented [RM1]: Housekeeping: Resource Manual no longer exists

2. Establishment

The Chapter Technology Transfer Committee (CTTC) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council.

3. Scope and Purpose

This committee shall provide efficient and effective transfer of current and relevant information throughout the HVAC&R industry. The committee shall develop and maintain high quality and readily available tools to enable chapters to offer informative and attractive industry related information and programs to all target segments. The committee shall maintain a committee structure and membership that supports effective and enthusiastic activities by its volunteer members.

4. Responsibilities

1. This committee reports to Members Council.
2. Identify and develop resources for programs and technical sessions for chapter use.
3. Coordinate dissemination of technical and industry related information to chapters.
4. Promote and administer award programs assigned to this committee.
5. Coordinate input to the Society from chapters on standards, publications, handbooks, and position papers/statements.
6. Coordinate chapter refrigeration activities to include refrigeration related PAOE, refrigeration programs, and awards.
7. Develop, maintain and distribute a regional speakers' list for use by each local chapter in the region in the development of chapter programs.
8. Facilitate program planning guidelines, evaluations, and improvement opportunities for chapters.
9. Assist CTTC Chairs with the reporting of PAOE in accordance with the current Presidential PAOE Newsletter.
10. Attend regional Chapters Regional Conference and present the workshop on CTTC. Support the development of CRC technical sessions.
11. Promote continuing education activities at the chapter level such as ASHRAE developed programs, post-secondary educational programs, and chapter or industry sponsored seminars.
12. Liaison with educational and technical related groups within ASHRAE, as appropriate, to promote technology transfer to the chapters.

13. This committee shall develop procedures for recommending updates to the Strategic Plan on a continuous basis. As a minimum the Committee shall submit a report to Members Council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the Committee's assignments under the strategic plan. The Committee shall report to the Council all recommendation for changes to the Strategic Plan as provided by the Committee's constituents prior to the Annual Meeting.

5. Committee Membership

1. This committee shall consist of voting members, including a chair, one or more vice chair(s), CTTC regional vice chairs, and consultants in various roles; in addition, non-voting members including a BOD ex officio member and a coordinating officer are assigned.
2. The Executive Subcommittee may request non-voting Consultants based on the needs of the committee.
3. The chairman and vice chair(s) of this committee shall be members entitled to vote in the Society.
4. Regional vice chairs shall be Members of the Society in good standing and shall have been Members for three years prior to the start of their terms, reside in the region they represent, and be nominated for the position by their respective CRC.
5. The BOD ex-officio member shall be a director-at-large assigned by the President.
6. The coordinating officer of the committee shall be the chairman of Members Council.
7. The President may appoint any person or persons to serve in a consulting capacity to this committee.

6. Duties of Committee Members

1. Duties of the Chair

Duties of the chair shall consist primarily of direction and operation of the CTT Committee and reporting to Members Council and the Board of Directors as required. Specific duties include:

- A. Attendance at the Chapter Technology Transfer Committee, Members Council, and assigned subcommittee meetings at Society Annual and Winter Meetings.
- B. Presiding over all meetings of the general CTT Committee and the Executive Subcommittee.
- C. Review and coordinate approval of the minutes, as prepared by the staff liaison, at the semi-annual meetings.
- D. Prepare the agendas for the CTTC meetings with the assistance of the staff liaison and committee members.
- E. Preparing written report, including MBO status, to Members Council, at Society Annual and Winter Meetings and at other times as required.
- F. The chair shall annually appoint each member of the Chapter Technology Transfer Committee to one or more standing subcommittees and designate the chair for each subcommittee.

- G. The chair shall appoint ad hoc committees or working groups from the membership of the Chapter Technology Transfer Committee, as necessary.
- H. Recommend, with assistance of the vice chairs and staff liaison, the appointment of the incoming vice chairs and chair of the Chapter Technology Transfer Committee.
- I. Assign a mentor to each incoming new committee member prior to their first meeting.
- J. Coordinating committee activities through the MBO process by transmitting MBOs to the Society President for the upcoming year at the preceding Annual Meeting.
- K. Other duties as assigned by the President or Board of Directors.
- L. Assign action items or initiatives and deadlines to coordinators, subcommittees, or individual committee members, as appropriate.
- M. Champion motions brought forward from this committee.

2. Duties of the Vice Chair (First)

Duties of the vice chair (first) shall include the following:

- A. In the absence of the chair, the vice chair shall assume the chair at any scheduled or called meeting of the Chapter Technology Transfer Committee.
- B. In the event the chair is unable to perform his duties, the vice chair shall assume all the duties of the chair until a successor is selected.
- C. In consultation with the Chapter Technology Transfer Executive Subcommittee, the staff liaison and the BOD ex-officio member, the vice chair shall prepare recommended budgets for the operation of the Chapter Technology Transfer Committee for the coming year for consideration by the Chapter Technology Transfer Committee and Members Council.
- D. Periodically, the Vice Chair shall review with the Director of Member Services expenditures and budget allocations and shall take any action deemed necessary, in cooperation with the Executive Vice President, to stay within the established budget.
- E. The vice chair shall perform other duties which may be assigned by the chair.
- F. Prior to the Society Annual Meeting, the committee vice chair, or the individual who will be the next year's chair, will prepare objectives for the committee for the next year and present these objectives to the committee for review at the committee meeting held during the Society Annual Meeting. The objectives will be included in the committee's report to the Members Council at the Annual Meeting as an information item.
- G. The first vice chair shall be the chair of the CTTC Member Services Subcommittee.
- H. Oversee all liaison activities. Generate liaison report(s) for distribution to appropriate society, regional, and chapter groups.
- I. Serve on CTTC Executive Subcommittee.
- J. Administer CTTC Awards Program

3. Duties of the Vice Chair (Second)

Duties of the vice chair (second) shall include the following:

- A. Management of action item deadlines on behalf of the chair.
- B. The second vice-chair shall be the chair of the CTTC Operations Subcommittee.

- C. Coordinate review of the MOP and Rules of the Board and recommend changes via motions to the committee.
- D. Serve on CTTC Executive Subcommittee.

4. Duties of Programs Coordinator

Duties of the Programs Coordinator shall include the following

- A. Manage the Distinguished Lecturer Program.

In April of each Society year, the Programs Coordinator shall ask the Standing ASHRAE President to complete the required paperwork to become an ASHRAE Distinguished Lecturer for CTTC consideration at the Annual Meeting.

- B. Manage program marketing efforts.
- C. Identify and support chapter media product needs.

5. Duties of Tech Hour Coordinator

Duties of the Tech Hour Coordinator shall include the following:

- A. Manage Tech Hours
- B. Select topics at ASHRAE Winter meeting for the following year's Tech Hours.
- C. Solicit ASHRAE Society's relevant committees for speaker recommendations and work with CTTC Staff liaison to organize a call for presenters for each topic.
- D. The Tech Hour Ad Hoc will review submissions to select presenters.
- E. Contact speakers for acceptance.
- F. Assist with review process.

6. Duties of the Staff Liaison

The staff liaison shall assist in carrying out committee duties. This may include:

- A. Generating, submitting for approval to the chair, and distributing meeting minutes within 60 days after committee meetings.
- B. Distributing agenda and other supporting documents to committee members in a timely manner.
- C. Assist the chair in preparation of timely, informative reports to Members Council and the Board of Directors.
- D. Welcoming new members appointed to the CTT Committee and sending them copies of the current committee roster, MOP, Resource Manual, minutes of the past committee meetings, and other pertinent information, as applicable.
- E. Assisting Operations Subcommittee chair with generating the CTT Committee budget and four-year plan.
- F. Maintaining a copy of accounting records and financial statements for the committee.
- G. Processing appropriate transportation reimbursement requests for committee members.
- H. Supporting the committee in carrying out Strategic Plan Objectives (SPO's).
- I. Updating Committee Manual of Procedures (MOP) as directed by the committee.
- J. Updating and processing materials for the CTT workshops at CRC's.

- K. Assisting Executive Subcommittee in the preparation of materials for training incoming CTT Committee members at the Annual Meeting.
- L. Responding to inquiries from chapters regarding CTTC activities.
- M. Updating speakers' list(s) and other related CTT Committee materials, as necessary.
- N. Provide support for Dan Mills Chapter Programs, Donald A. Siller Refrigeration, and Technology Awards programs. Coordinate notifications, transportation to society meeting, and Society notification to award winners.
- O. Provide administrative and technical support for Chapter Technology Transfer Committee programs.
- P. Coordinate update of web site per committee directives.
- Q. Coordinate logistics, publicity, program, registration, and reporting for CTTC Tech Hour.

7. Duties of the BOD Ex-Officio/Director-at-Large Member

Duties of the BOD ex-officio/director-at-large member include:

- A. Keeping the coordinating officer informed of any deliberations or resolutions of the committee that may affect the general policies of the Society.
- B. Serve the CTT Committee in an advisory capacity and shall provide liaison with the Board of Directors, the councils, and other committees.
- C. Provide support to the CTT Committee as follows:
 - 1. Communication and interpretation of Presidential goals
 - 2. Guidance in fiscal planning
 - 3. Assistance in preparation of annual objectives
 - 4. Monitoring of progress toward completion of annual objectives
 - 5. Assistance in developing action plans to achieve Strategic Plan Objectives
 - 6. Monitoring of progress toward completion of Strategic Plan Objectives
 - 7. Ongoing review of the committee's Rules of the Board and Manual of Procedures (MOP)
- D. Assess the committee's scope, operation and personnel and suggest changes as needed.
- E. Attend all meetings of the Chapter Technology Transfer Committee, except in cases of conflict with the Board of Directors meetings.

8. Duties of Regional Vice Chairs

Regional and chapter responsibilities of Regional Vice Chairs shall include:

- A. Each regional vice chair is authorized and expected to attend the following meetings:
 - 1. Chapter Regional Conference meeting in the region.
 - 2. Regional planning meeting.
 - 3. Visits to chapters in the region as directed by the regional chair.
 - 4. Regular meetings of the committee at the Winter and Annual Meetings of the Society.

- B. Assisting chapters in planning, coordinating and administering chapter programs, technical sessions and seminars.
- C. Promote the use of the ASHRAE Electronic Media Programs to chapters.
- D. Seek input from the CTTC Chair in the form of suggestions for chapter programs that could be developed and produced by ASHRAE. Further develop these suggestions for discussion and approval of the committee.
- E. Solicit Chapter Program Evaluation Summary Forms from each chapter within the region. Submission of forms in a timely fashion should be encouraged.
- F. Monitoring PAOE for chapter CTT activities within the region.
- G. Preparing a Regional Speakers List and distributing it at CRCs to each Chapter Technology Transfer Chair in preparation for annual program planning. Refer to the CTTC webpage for guidelines.
- H. Preparing and conducting CTT Workshop at Chapters Regional Conference (CRC).
- I. Support the coordination and evaluation of technical seminars at the Chapters Regional Conference.
- J. Preparing regional statistics, as required by Society and the CTTC Chair.
- K. Refer to CTTC webpage for an Annual Schedule of suggested activities for a CTT Regional Vice Chair.
- L. Coordinate communication of technical activities at chapter and regional levels.
- M. Administer CTTC Awards Program within region. Solicit entries for each award from the chapters. Forward qualified entries for regional and Society consideration.
- N. Outgoing RVC will transfer all relevant CTT materials, information, standards, etc. to the incoming RVC.
- O. Serve on subcommittees, prepare for and attend any special meetings, and perform other duties as directed by the CTT chair.
- P. Initiate coordination of regional refrigeration member and chapter refrigeration member activities to include refrigeration related PAOE, refrigeration programs, Donald A. Siller Refrigeration Award, and Milton W. Garland Commemorative ~~Comfort Process Cold Chain Award for Project Excellence~~ Award for Refrigeration Project Excellence.

7. Subcommittees

The chair of the CTT Committee shall form subcommittees to conduct the business of the committee in a practical and efficient manner. As conditions change, existing subcommittees may be dissolved. The chair may also form ad-hoc subcommittees on an as needed basis.

The chair shall appoint committee members to each subcommittee. Subcommittee members may include voting members of the CTT Committee and individuals with specific and relevant experience needed on the subcommittee.

Subcommittee members are appointed for a period of one year and may be reappointed by the incoming chair.

Committee objectives are assigned to the following subcommittees:

Commented [RM2]: Housekeeping: update of award name overseen by Refrigeration Committee

Commented [RM3]: Subcommittee updates

1. Executive Subcommittee

- A. Consists of the chair, first and second vice chairs, Programs Coordinator, Tech Hour Coordinator, and the BOD ExO.
- B. Develops and monitors the committee's MBOs; develops budgets and monitors committee expenses.

2. ~~Member Services~~Distinguished Lecturer Subcommittee

- A. Manage Distinguished Lecturer program and related initiatives.
- ~~B. Manage CTTC Awards Programs.~~
- ~~C. Manage program marketing efforts.~~
- ~~D. Develop and maintain regional speaker's list.~~

3. Operations Subcommittee

- ~~A. Manage and assist in the update of the applicable portions of the Committee's web site.~~
- ~~B. Produce/deliver technology transfer newsletters for distribution to chapters.~~
- ~~C. Solicit/publish related Journal and Insights articles.~~
- ~~D.~~A. Administer Tech Hours.
- B. Review and recommend revisions to the CTT PAOE criteria.
- ~~E.~~C. Manage CTTC Awards Programs.

8. Standing Rules

1. All business meetings of the Society, Board of Directors, councils, Executive Committee and other committees shall be governed by the rules of procedures contained in Robert's Rules of Order Newly Revised where the same are not inconsistent with the law or the provisions of the Certificate of Consolidation, the Bylaws, or special rules of the Board of Directors.
 - A. ROB 300-101-004, (74-06-23-22)
2. Standing general committees and special committees normally have their final meeting for the administrative year at the annual meeting. Reports to councils and BOD resulting from such meetings shall be rendered by the outgoing committee chairman and the appropriate DAL who served as BOD ex-officio on the committee.
 - A. The new members of such committees who have been appointed for the succeeding year shall be invited to attend such committee meetings as guests and without vote, but the standard transportation reimbursement shall apply to them.
 - B. ROB 500-105-002, (87-01-19-27)
3. The following categories of committee members do not vote and do not count for a quorum unless specifically indicated: BOD ex-officio members on General Committees, Consultants, Advisors and Staff members.
 - A. ROB 520-102-003, (87-06-28-19)
4. Each committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD and the council to which the committee reports. The BOD or the council may take such steps or see that such steps are taken by the committee, as

may be appropriate to comply with the Society's Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule, or direction of the BOD or the council to which the committee reports.

A. ROB 520-103-001, (87-06-28-19)

5. If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of a committee, or whether any action should be taken by a committee, or in the case of a committee tie vote, the same shall be settled and determined by the BOD or by the council to which the committee reports.

A. ROB 520-103-002, (87-06-28-19)

6. When a recommendation is disapproved by a council, the committee shall be informed of the action, together with a brief statement on the comments leading to the disapproval. The committee can resubmit the recommendation with any statements it desires to make relating to the negative comments or to additional supporting information which it believes could change the council voting

A. In the event the council disapproves a resubmittal of an action, the submitting committee may appeal directly to the BOD. An affirmative vote of two-thirds of the appropriate committee's voting members is required to approve submitting an appeal. On such an appeal, the council shall submit its reasons for disapproval for the consideration of the BOD.

B. ROB 520-104-001, (90-02-14-10)

7. Committee Manuals of Procedures (MOPs), following approval by the committees, shall be submitted to their respective council for approval.

A. ROB 520-106-001

8. Any committee, except those specifically authorized by the Rules of the Board, requesting authority to appoint a representative to coordinate its activities or meet with other organizations or groups having interests similar to those of the committee shall make a written request initially and annually thereafter to the chairman of its council. The request shall include the reasons for the coordination activities or meeting and estimated travel costs, if required, and indicate if the travel costs are budgeted. The council chairman shall take the action deemed appropriate and report action(s) to ExCom.

A. ROB 520-107-001, (93-01-24-5B)

9. Chapter Technical Seminars

1. The purpose of a seminar should be to disseminate current state-of-the-art information in useful form to both ASHRAE and non-ASHRAE members of the community. Additional benefits of such seminars should include strengthening the local chapter as it works together on the seminar, enhancing the stature of ASHRAE in the community, and increased membership in the Society/local chapter.
2. A typical seminar should be from four to eight hours in length and may be conducted in several two to three-hour sessions over a period of weeks or may be conducted in one day.
3. Chapter-sponsored seminars should supplement, rather than compete with courses available at local educational institutions. The scope should be sufficiently narrow to ensure thorough coverage in the time allotted and should be directed toward the practicing engineer or technician.

4. Depending on the topic and intended audience, local technical schools, universities, utilities, other technical societies, neighboring ASHRAE chapters, or private sector organizations may be willing to co-sponsor a seminar. Refer to the Society's Manual for Chapter Operations for guidelines.
5. The Chapter Technology Transfer Committee RVC should seek input from their chapters on seminar topics and speakers that are considered exceptional and could possibly be of interest to other chapters in the Society. This information should be transmitted to the appropriate subcommittee chair responsible for the Regional Speakers' List/Speakers' Bureau. If particular topics are in demand by chapters, specific recommendations should be made to the Chapter Technology Transfer Committee for approval.

10. ASHRAE Distinguished Lecturers Program

The Distinguished Lecturer program provides local ASHRAE chapters, student branches, neighboring universities and colleges, and other organizations the opportunity to collaborate and hear outstanding speakers on the relevant subjects of interest to ASHRAE members and guests.

1. Nomination form, biography/resume, and written outline/abstract of proposed presentations (s) must be received by the Society no later than December 1 of each year. The CTT Committee will review all nominations at the Winter Meeting. Accepted nomination terms will begin upon acceptance by the nominated speaker. The term of initial appointment is two years. The option to renew appointments in two-year increments is at the discretion of the Distinguished Lecturer Working Group and acceptance of the Distinguished Lecturer.
2. At the beginning of each year, CTTC RVCs shall select the chapter(s) in their region to host a Distinguished Lecturer. The number of chapters in each region who may participate in the program will be based upon available resources for the year, as determined by Members Council.
3. Distinguished Lecturer reimbursement will be in accordance with the Expense Reimbursement Policy for the Distinguished Lecturers Program in effect for the current fiscal year. A speaker's honorarium, if any, will be the responsibility of the local ASHRAE chapter.
4. Criteria for the selection of Distinguished Lecturers includes the following:
 - A. Does not have to be an ASHRAE member.
 - B. Must present timely, relevant topics of interest to ASHRAE members and guests.
 - C. Other considerations include recognition such as ASHRAE Fellow, Ph.D., books authored, peer recognition, excellent presentation skills, etc.
 - D. Must be recommended by an ASHRAE member or ASHRAE staff via the Distinguished Lecturer Nomination Form.
 - E. Must submit biography/resume with pertinent data on education, experience, publications, etc.
 - F. Must submit written outline/abstract of proposed presentations.
 - G. Must agree to serve for a minimum two-year term and speak at a minimum of two chapter meetings per year if requested.
5. For additional information on the program, refer to the DL Program section of the CTTC webpage.

11. Chapters Regional Conference (CRC)

The term "Chapters Regional Conference" (CRC) defines a meeting of all the chapters in the region. The Chapters Regional Conference Committee conducts the orientation session, caucus, executive session and business meetings. The conference also includes workshops, technical sessions, technical tours, and addresses by Society officers, regional award presentations and offers opportunities for regional fellowship. A Chapters Regional Conference (CRC) will extend for the amount of time, determined necessary by the Director and Regional Chair (DRC) to conduct the business of the region.

1. Scope - To provide a forum for the dissemination of information pertaining to chapter and regional activities.
2. Purpose - To provide a medium for:
 - A. Chapters to report their activities for the previous year and establish goals for the coming year.
 - B. Regional officers to report their activities and plans.
 - C. Society officers to inform the region of Society plans, review chapter activities within the region and participate in workshops.
 - D. Chapter delegates to submit motions for consideration by the region for proper review and action as it relates to Society activities.
 - E. Chapter delegates to present nominees for Society and regional offices and candidates for honors and awards.
 - F. Conducting chapter workshops that will educate and prepare officers and committee members to fulfill their responsibilities.
 - G. Conducting technical sessions on subjects that will educate as well as increase attendance.
 - H. Organizing social activities that will increase attendance and promote comradeship.
 - I. Recognizing and presenting awards to chapter and regional members.

Attendance at meetings of the Chapters Regional Conference (CRC) is expected of all chapter delegates, alternates, regional vice chairs, regional historian and chapter committee chairs for Membership Promotion, Student Activities, Research Promotion, Chapter Technology Transfer and Historical Committees and regional member and alternate to the Nominating Committee. In addition, any Society member residing in the region is encouraged to attend these meetings. The attendance of chapter officers and committee chairs, although not mandatory, is strongly encouraged.

12. Committee Objectives (MBOs)

Prior to the Society annual meeting, the incoming committee chair will prepare objectives for the committee for the next year and present these objectives to the committee for review during the Society annual meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item.

1. If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex-Officio) is responsible for contacting the incoming committee chair and working with them to complete these objectives.
2. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.
3. A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting.
4. A final report of the objectives will be included in the committee report submitted to the council at the Society annual meeting. The objectives prepared by the incoming committee chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. These two reports on objectives will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.
5. A suggested format for committee objectives (MBOs) is provided by Members Council.

13. Awards Programs

1. Technology Awards:

The purpose of the awards program is to:

- A. Recognize ASHRAE members who design and/or conceive innovative technological concepts that are proven through actual operating data;
- B. Communicate innovative systems designs to other ASHRAE members;
- C. Highlight technological achievements of ASHRAE to others, including associated professionals and societies worldwide, as well as building and facility owners.

Refer to the Awards section of the CTTC webpage for additional information concerning the Technology Awards program.

<u>Action</u>	<u>Due Date</u>
<u>Chapter competition submission deadline, judging, and notification to entrants</u> (Chapter competition is optional)	<u>Determined by Chapter CTTC Chair</u>
<u>Regional competition submission deadline, judging, and notification to entrants</u>	<u>Determined by RVC</u>
<u>Entries due to staff for Society competition</u>	<u>June 1</u>
<u>Judging panel selects recipients</u>	<u>Between July-September</u>
<u>Status update to Society entrants</u>	<u>October</u>
<u>Recognition of 1st Place recipients</u>	<u>Annual Conference Plenary</u>

Commented [RM4]: We will need to add the Energy Genius Award once we meet with MTG.BEQ and solidify roles and responsibilities

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2. Dan Mills Chapter Programs Award

The Dan Mills Chapter Programs Award recognizes a chapter CTTC chair or vice chair who excels in chapter program endeavors and promoting technical and energy activities of the CTT Committee.

Refer to the Awards section of the CTTC webpage for additional information concerning the Dan Mills Chapter Programs Award.

<u>Action</u>	<u>Due Date</u>
<u>Solicitation of entries from high performing CTTC Chapter Chairs</u>	<u>Determined by RVC</u>
<u>Entries due to staff for Society competition</u>	<u>September 30</u>
<u>Awards Working Group reviews entrants and selects recipient</u>	<u>October - December</u>
<u>CTTC recommends recipient to the Honors & Awards Committee and Members Council</u>	<u>Winter Conference</u>
<u>Recognition of recipient</u>	<u>Annual Conference Plenary</u>

3. Donald A. Siller Refrigeration Award

The Donald A. Siller Refrigeration Award recognizes exceptional performance by a Chapter Refrigeration Chair for planning activities and providing technology transfer on the subject of refrigeration.

Refer to the Awards section of the CTTC webpage for additional information concerning the Donald A. Siller Refrigeration Award.

<u>Action</u>	<u>Due Date</u>
<u>Solicitation of entries from Chapter Refrigeration Chairs</u>	<u>Determined by RVC</u>
<u>Entries due to staff for Society competition</u>	<u>September 30</u>
<u>Awards Working Group reviews entrants and selects recipient</u>	<u>October - December</u>
<u>CTTC recommends recipient to the Honors & Awards Committee and Members Council</u>	<u>Winter Conference</u>
<u>Recognition of recipient</u>	<u>Annual Conference CTTC Meeting</u>

4. Award Deadlines and Selection Schedule

The format and schedule for Chapter and Regional Technology, Dan Mills Chapter Programs Award, and Donald A. Siller Refrigeration Awards are at the discretion of Chapter and Regional CTTC members, however, suggested deadlines for each are as follows:

<u>Action</u>	<u>Due Date</u>
<u>1. Submittal Due to RVC for Regional Competition</u>	<u>Determined by RVC</u>
<u>2. Judging of Regional Submittals</u>	<u>Determined by RVC</u>

3. Chapters notified by RVC of Regional Competition Results	Determined by RVC
4. Submittals to Society: • Technology Awards • Dan Mills Chapter Programs Award • Donald A. Siller Refrigeration Award <i>Submit one copy electronically in pdf format to chapterprograms@ashrae.org</i>	September 1 September 30 September 30
5. Staff Liaison sends Dan Mills and Donald Siller entries and ballot to Awards Working Group to select final candidate	October 15
6. Working Group selects recipients and forwards recommendations to staff and CTTC Chair	November 1
7. CTTC recommends final candidates to Honors & Awards and Members Council for approval	Winter Conference
8. Staff notifies winners and non-winners	Following Winter Conference

2026-27
Chapter Technology Transfer Committee (CTTC) Assignments

Distinguished Lecturer Subcommittee (10)

Abhi Khurana – Chair
Murat Bayramoglu
Mike Boudreau
David Griffin
Matthew Klok
Ken Shifflett
Nikola Kravik
Hung-Wen Lin (Richard)
Ahmed Bilal
John Constantinede (Virtual Member)

DL Evaluation Working Group Ken Shifflett – Chair Matthew Klok – Vice Chair John Constantinede Mike Boudreau Hung-Wen Lin (Richard) Ahmed Bilal	DL Funding Working Group Nikola Kravik – Chair Murat Bayramoglu Ken Shifflett David Griffin Matthew Klok Sierra Spitulski
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Operations Subcommittee (11)

Eric Johansen – Chair
Sivakumar Gadam
Stephanie Mages
Steven McConnell
Krishna Mitra
Stephanie Cianciola
Conor Murray
Sierra Spitulski
Mohamed Heider
Don Gariepy
Esteban Baccini

Tech Hour Working Group Sivakumar Gadam – Chair Steven McConnell Stephanie Mages Conor Murray Mohamed Heider Don Gariepy	PAOE Working Group Eric Johansen – Chair Awards Working Group Esteban Baccini – Chair Krishna Mitra Sierra Spitulski Stephanie Cianciola
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Ad Hocs

DL Funding Ad Hoc (Member Services) Liz Zakelj (Chair) David Griffin Mohamed Heider Ken Shifflett	Subcommittee Structure Ad Hoc (Operations) Abhi Khurana (Chair) Eric Johansen Matthew Klok KK Mitra
CTTC Schedule Ad Hoc (Operations) Nikola Kravic (Chair) Murat Bayramoglu Stephanie Mages Sierra Spitulski	

Council/Committee Liaisons

Members Council	Liz Zakelj
Members Council PAOE Subcommittee	Eric Johansen
MTG.BEQ	Esteban Baccini
Technical Activities Committee	Stephanie Mages

Mentors

Incoming CTTC Member	Mentor
Ahmed Bilal – Region VI	Eric Johansen
Stephanie Cianciola – Region VII	Abhi Khurana