



Minutes

**Chapter Technology Transfer Committee
Orlando Hilton
January 31 – February 1, 2020**

Attendance

Members Present

Nathan Hart
 Thursten Simonsen
 Mohammad Al Tassi
 Charles Bertuch
 Daniel Redmond
 Jeffrey Gilbeaux
 Christopher Adams
 Carl Schultz
 Andrew Babler
 David Ballard
 Peter Sudbeck
 Russell Pratt
 Kevin Blankemeier
 Heric Holmes
 Walter Lenzi
 Renjie Jerry Huang
 Serafin Grana
 Ahmad Nour
 Stephen Piccolo
 Andrew Reilman
 Ashish Rakheja

Members Absent

Chuck Gulledge

Guests

Mark Bettin
 Charles Hon
 Robin Bryant
 Jesus Lopez
 Keith Reihl
 Pam Duffy
 Luiz Henrique d'Avila
 Doug Cochrane
 John Constantinide
 Bernardo Baldasso
 Pat Marks
 Keiron Nannan
 Larissa Alves

Staff

Rhiannon Masterson
 Anastasia Meadows
 Joyce Abrams
 Eunice Njeru

Principal Approved Motions

No. – Pg.	Motion
1 – 3	The minutes from the CTTC meeting held June 21-22, 2019 in Kansas City be approved.
2 – 7	Approve the two updates to the Dan Mills nomination form.
3 – 8	To amend the referred motion as follows: Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been be <u>be</u> in the grade of Member and in good standing <u>as an Affiliate, Associate, or Member for three years prior to the start of their term</u> for three years prior to the start of their terms...
4 – 8	Regional Vice Chairs shall hold Member grade or higher in the Society, shall be in the grade of Member and in good standing as an Affiliate, Associate, or Member for three years prior to the start of their term.
5 – 8	Host the CTTC dinner at the Annual Conference and the DL Mixer at the Winter Conference. For the DL Mixer, extend it by 30-60 minutes (depending on room availability and cost) and provide slightly heavier food options.

Action Items

No. – Pg.	Responsibility	Summary of Action
1 – 5	Regional Statistics Ad Hoc	Incorporate edits and email to committee for approval prior to spring conference call.
2 – 5	Staff	Staff to research the background and purpose of the Online Chapter Programs ad hoc and confirm chair.
3 – 5	Staff	Staff to research if HQ is already using a more commercial survey program that CTTC can use for the DL evaluations forms. Provide response in time for Annual Conference.

4 – 6	Staff	Staff to research if anyone else on staff is using PolIEV or a similar software.
5 – 6	Staff	Staff to include updated DL data on the form before review at the conference.
6 – 6	Staff	Staff to send out liaison assignment document
7 – 7	Thursten	Make sure that we have reorganization information from TAC.
8 – 7	Full Committee	For our mid-year call, think about how we want to reorganize our liaison responsibilities.
9 – 7	Operations Subcommittee	Research budget and number of videos per year and have report ready by early March.
10 – 7	Operations Subcommittee	Complete 2-3 <i>Keynotes</i> articles to submit to staff by March 10.
11 – 8	Staff	Provide Mr. Sudbeck with budget for CTTC dinner at Annual Conference in Austin.

Minutes

I. CALL TO ORDER

- A. Chair Hart called the meeting to order at 8:02am.

II. ROLL CALL/INTRODUCTION OF GUESTS

III. ASHRAE CODE OF ETHICS COMMITMENT

- A. Chair Hart read the ASHRAE Code of Ethics: *In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.* (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

IV. REVIEW OF AGENDA

- A. BOD Ex-Officio Ashish asked to have his presentation moved to today.

V. DINNER ARRANGEMENTS

- A. Mr. Lenzi reviewed plans for the CTTC/GAC dinner, scheduled for 6:30-8pm at Bar Louie. Meet in the lobby at 6pm. So far 5-6 CTTC members have signed up.

VI. APPROVAL OF MINUTES

- A. It was moved and seconded that:
 - i. **Motion (1)** The minutes from the CTTC meeting held June 21-22, 2019 in Kansas City be approved.
 - ii. **Motion (1) passed.** Vote: 18-0-0 CNV.

VII. REVIEW OF ACTION ITEMS

- A. Action item (1 – 3): Assigned to Regional Statistics Ad Hoc to conduct conference calls. Reported as complete.
- B. Action item (2 – 4): Assigned to Regional Statistics Ad Hoc to submit recommends. Reported as complete.
- C. Action item (3 – 4): Assigned to Regional Statistics Ad Hoc to have at least one member participate in subcommittee check-in calls. Reported as complete.
- D. Action item (4 – 4): Assigned to staff to research clicks for CTTC *Keynotes* articles. Reported as complete.
- E. Action item (5 – 6): Assigned to staff to work with Marketing to update the Liaison Talking Points document. Reported as complete.
- F. Action item (6 – 8): Assigned to Mr. Simonsen to update the CTTC Resource Manual to reflect changes to Webcast. Report as in process and will review during subcommittee meeting.

- G. Action item (7 – 8): Assigned to Mr. Hart and Mr. Holmes to take the lead on the November 2019 Tech Hour. Reported as complete.
- H. Action item (8 – 8): Assigned to Mr. Piccolo and Mr. Simonsen to take the lead on the February 2020 Tech Hour. Reported as complete.
- I. Action item (9 – 8): Assigned to Mr. Piccolo and Mr. Simonsen to find potential speakers for the February 2020 Tech Hour. Reported as complete.
- J. Action item (10 – 8): Assigned to Mr. Ballard and Mr. Al Tassi to take the lead on the May 2020 Tech Hour. Reported as in process.
- K. Action item (11 – 8): Assigned to Mr. Piccolo and staff to schedule a Tech Hour call to finalize production schedule. Reported as complete.
- L. Action item (12 – 9): Assigned to staff to provide notification in March regarding tentative DL allocations for next Society Year. Reported as pending.
- M. Action item (13 – 9): Assigned to Mr. Reilman to respond to the retired DL. Reported as complete.
- N. Action item (14 – 9): Assigned to staff to provide refreshment options for Orlando DL Mixer. Reported as complete
- O. Action item (15 – 10): Assigned to Member Services Subcommittee to revise the Resource Manual relating to the Dan Mills award. Report as in process.
- P. Action item (16 – 10): Assigned to Mr. Sudbeck, Mr. Lenzi, Mr. Huang, Mr. Grana, and Mr. Nour to review MBO #5. Reported as complete as it was reviewed at the Region XII CRC.
- Q. Action item (17 – 11): Assigned to staff to send reminders regarding CTTC award submissions. Reported as complete with a note to notify RVCs before nominees are notified so that the RVC can contact those who weren't selected to let them know why.
- R. Action item (18 – 12): Assigned to Mr. Lenzi to coordinate the CTTC dinner. Reported as complete.

VIII. SPECIAL REPORTS

- A. BOD Ex-Officio – Ashish Rakheja
 - i. Mr. Rakheja reviewed the BOD update PowerPoint.
- B. Certification Committee – Mark Bettin, Chair
 - i. Mr. Bettin handed out a certification brochure that reviewed the digital badging and available certifications. Two certifications are recognized by Better Buildings and four are ANSI certified.
 - ii. Over 3,000 people have been certified and the passing rates vary from 60-80%. Close to 600 people have applied for the newest certification and about 70 have passed.
 - iii. There is value to chapters through PAOE – 100 points for new certification and 50 points for recertifications.
 - iv. When asked if there are prep courses available, Mr. Bettin replied that the ASHRAE website provides reference/resource materials and eLearning courses that go along with the different topics, but there are no dedicated prep courses and there are no plans to create a prep course or workshop.
- C. Refrigeration Committee – Charles Hon, Member
 - i. Review of the name change to Refrigeration Technology Committee for Comfort Process and Cold-Chain.
 - ii. Review of new subcommittees, regulations, and regulatory activities.
 - iii. Mr. Hon explained that they have a difficult time getting their members interested in serving as Distinguished Lecturers.
- D. eLearning – Eunice Njeru, ASHRAE Staff
 - i. Ms. Njeru reviewed the available 50% coupon, LinkedIn presence, and the goal to create awareness for eLearning programs.
 - ii. eLearning allows you to learn at your own time since it is completely online. And 80% is needed to pass the test and then a certificate is provided.
 - iii. Review of reasons to use eLearning and popular courses.

- E. Professional Development Committee – Keith Reihl, Vice Chair
 - i. Review of restructure of committee – name changing to Training and Education Committee (TEC) and taking on eLearning.
 - ii. Creating rolling PowerPoint slides to promote upcoming events. If CTTC is interested in helping with this, TEC will put together slides on a continual basis for CTTC to push out. CTTC expressed an interest in minimizing the number of slides that need to be pushed out – maybe once or twice per year.
 - iii. Looking to align courses with certification subjects.

IX. ADHOCS REPORTS

A. Regional Statistics Ad Hoc

- i. Review of Regional Statistics sheet with ad hoc's recommended edits regarding MBOs, PAOE, co-chairs, planning sessions, Tech Awards, DLs, and sections.
- ii. What do we want this form to reflect? Effectiveness of RVCs? Track our progress?
- iii. Feedback from full committee:
 - 1. This document can serve as a way for us to hold each other accountable or an opportunity to track stats.
 - 2. Look at creating and MBO or pilot category so items are removed after a set amount of time.
 - 3. How often should this document be updated? Certain topics are only applicable at one of the two conferences.
- iv. Review of recommended edits with intent to implement in time for spring conference call.
 - 1. Combine chairs and co-chairs: yes
 - 2. Move planning session to PAOE: yes
 - 3. Eliminate workshop evaluations: leave as-is
 - 4. Move Tech Awards to Awards section: yes
 - a. Remove percentages: yes
 - 5. Remove DL percentages: leave as-is
 - 6. Remove sections: move under number of chapters
 - a. Move chapters and Regions to the top above CRCs, but without a category title.
 - 7. **Action Item (1)** – Incorporate edits and email to committee for approval prior to spring conference call.

B. Online Chapter Programs Ad Hoc

- i. No update available
- ii. **Action Item (2)** – Staff to research the background and purpose of the Online Chapter Programs ad hoc and confirm chair.

C. Online DL Content Form Ad Hoc

- i. Looking at implementing an online DL evaluation process, which Region II is already doing.
- ii. Review of Region II process:
 - 1. They wanted to replace the paper form due to limited number of responses (out of 60 attendees, they would receive less than five completed forms). They created an online version that is emailed to everyone who has registered, which streamlines the process. They currently use the free version of Survey Monkey, which limits them to ten questions.
 - 2. **Action Item (3)** – Staff to research if HQ is already using a more commercial survey program that CTTC can use for the DL evaluations forms. Provide response in time for Annual Conference.
 - 3. What would it cost for Society to get a program if they aren't using one already?

X. DL Presentation

- A. Pam Duffy reviewed interactive polling software that she uses during her DL presentations (PolleEV.com). The software is \$79/month. Ms. Duffy reported that she finds it effective and engaging and it allows for up to 700 responses. There is a free version of the software, which only allows for 25 responses.
- B. Advantages: good reviews, easy for audience to use, immediate feedback
- C. Challenges: learning curve for presenters, technology required (wifi, presenter app), set-up and testing, requires DL use their own laptop for presentation
- D. Ms. Duffy proposed that CTTC support the use of this software. The Teams option is \$84/month. There is also a pilot program, which would allow a couple of DLs to use the software for one year. (The pilot program can have up to two concurrent presenters.)
- E. Send this information to the Member Services Subcommittee for review this afternoon and we can discuss again tomorrow.
- F. **Action Item (4)** – Staff to research if anyone else on staff is using PolleEV or a similar software.

XI. REVIEW OF REGIONAL STATISTICS

- A. The committee reviewed and discussed the regional spreadsheet.
- B. The CRC data looks to be on trend. Mr. Hart asked if anyone had seen changes in CRC attendance with ASHRAE now covering transportation for chairs OR co-chairs. Multiple RVCs have seen co-chairs in attendance. All feedback was positive since this changed encourages more people to be in attendance.
- C. Planning sessions are phone calls/meetings between the RVC and their chapter chairs – not a planning meeting for CRC.
- D. We had 27 Technology Awards submissions – many of which came in at the last minute. A discussion was had on whether or not to move up the deadline by a week or two, but it was decided to keep the September 1 deadline.
- E. In regards to Distinguished Lecturers, all allocations have been claimed.
 - i. **Action Item (5)** – Staff to include updated DL data on the form before review at the conference.
- F. Review of chapter visits. Should visits be geared toward chapter that have low participation?

XII. LIAISON TALKING POINTS

- A. Chair Hart reviewed the Liaison Talking Points document.
- B. **Action Item (6)** – Staff to send out liaison assignment document

XIII. CALL TO ORDER, SATURDAY, FEBRUARY 1, 2020

- A. Chair Hart called the meeting to order at 9:09am.

XIV. ROLL CALL/INTRODUCTION OF GUESTS

XV. REMARKS

- A. Building EQ, Doug Cochrane and John Constantinide
 - i. There will be a portal demo tomorrow. The portal includes English, French, and Spanish.
 - ii. Mr. Cochrane and Mr. Constantinide reviewed case studies and the involvement of schools in central Florida who were audited.
- B. Membership Promotion, Pat Marks, RVC
 - i. Mr. Marks reviewed the membership survey results pertaining to the types of presentations at the chapter level. About 75% of new members want more technical presentations.
- C. Neither the BOD Ex-Officio or the Coordinating Office were in attendance.

XVI. TAC EXCOM LIAISON MEETING SUMMARY REPORT

- A. CTTC, CEC, Residential, Environmental, and other standing committee were in attendance.
- B. Chair Hart brought up the desire to have a Distinguished Lecturer highlight speaker topic and that CEC was interested. We could look at a 1-1.5 hour timeslot for multiple DLs to give a brief talk. Look at forming an ad hoc to get this done.
- C. As in Kansas City, there will not be individual section head breakfasts, just one breakfast for everyone. TAC wants just one person from CTTC with bullet points or a single slide with 2-3 of the most important items we'd like to share. We can also provide a handout. Since there are still nine TC sections, it still makes sense to have RVCs 1-9 assigned to them so that we don't burden one RCS with everything. Moving forward, TAC has indicated that they will provide information about the breakfast in advance of the conference. It was decided that Mr. Ballard will attend the breakfast in Orlando.
- D. **Action item (7)** – Make sure that we have reorganization information from TAC.
- E. **Action item (8)** – For our mid-year call, think about how we want to reorganize our liaison responsibilities.

XVII. SUBCOMMITTEE REPORTS

A. OPERATIONS SUBCOMMITTEE

- i. Mr. Al Tassi reported for the Operations Subcommittee (Attachment 1).
- ii. Discussion of Tech Hour budget and number of videos per year. The Subcommittee will take more time to look at the time and cost and come back with a proposal to the full committee in time for the spring conference call.
 - 1. **Action Item (9)** – Research budget and number of videos per year and have report ready by early March.
- iii. **Action Item (10)** – Complete 2-3 *Keynotes* articles to submit to staff by March 10.
- iv. Reviewed PAOE recommendations and unanimously agreed to accept discussed changes.

B. MEMBER SERVICES SUBCOMMITTEE

- i. Mr. Simonsen reported for the Member Services Subcommittee (Attachment 2).
- ii. Review of two minor grammatical updates to Dan Mills nomination form.
 - 1. **Motion (2)** – Approve the two updates to the Dan Mills nomination form.
 - 2. **Motion (2) passed.** Vote 18-0-0 CNV.

XVIII. STATUS OF 2019-20 MBOs

- A. Chair Hart reviewed the 2019-20 MBOs (Attachment 3).

XIX. MEMBERS COUNCIL REFERRALS

- A. Motion 7C from Region IX (Kansas City Chapter): That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows: “Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms...~~”
 - i. During the Members Council November 2019 meeting in Atlanta, the council referred the attached motion to each of the Grassroots Committees for review to determine what works best for them and if their specific ROB should be updated as suggested in the motion.
 - ii. It was discussed whether a brand-new member should be eligible to serve as RVC. Is it up to the Regions to make sure they nominate qualified individuals?
 - iii. To amend motion as follows: **Motion (3)** Regional Vice Chairs shall hold Member grade or higher in the Society, shall ~~have been~~ be in the grade of Member and in good standing as an Affiliate, Associate, or Member for three years prior to the start of their term ~~for three years prior to the start of their terms...~~
 - iv. **Motion (3) passed.** Vote 13-5-0 CNV.

- v. **Motion (4)** Regional Vice Chairs shall hold Member grade or higher in the Society, shall be in the grade of Member and in good standing as an Affiliate, Associate, or Member for three years prior to the start of their term.
- vi. **Motion (4) passed.** Vote 14-2-2 CNV.

XX. NEW AND OLD BUSINESS

A. Technical Program Presenter List – Kansas City

- i. Chair Hart explained that the list should be disseminated to chapters so they have a list of topics beyond what is offered by Distinguished Lecturers. These topics are vetted by CEC. Be sure to check the list as some might be local to your chapter or Region and could serve as speakers at your Chapter or CRC. You could also pull from this list to create a Regional speakers list.

B. DL mixer and CTTC dinner

- i. There has been discussion on how to move forward with both the DL mixer and the CTTC dinner. The following options were proposed:
 - 1. Host a DL mixer twice per year, at each conference
 - 2. Eliminate the CTTC dinner
 - 3. Host a DL mixer at the Winter Conference and a CTTC dinner at the Annual Conference
- ii. CTTC ExCom suggests moving forward with option #3. They also recommend that we look at hosting our own CTTC dinner, as opposed to co-hosting with GAC. When GAC was established, many of their members moved over from CTTC, which led to the co-sponsored dinner.
- iii. After discussion, it was decided to test run option #3 (while option #1 was a close second).
- iv. As the Region VIII RVC, Mr. Sudbeck will research dinner/happy hour options.
 - 1. **Action Item (11)** – Provide Mr. Sudbeck with budget for CTTC dinner at Annual Conference in Austin.
- v. **Motion (5)** – Host the CTTC dinner at the Annual Conference and the DL Mixer at the Winter Conference. For the DL Mixer, extend it by 30-60 minutes (depending on room availability and cost) and provide slightly heavier food options.
- vi. **Motion (5) passed.** Vote 17-0-1 CNV.

XXI. NEXT MEETING – June 2020 – Austin, Texas

XXII. ADJOURNMENT

- A.** The meeting was adjourned at 12:04pm on Saturday, February 1, 2020.

Attachments

- 1. Operations Subcommittee Report
- 2. Member Services Subcommittee Report
- 3. 2019-20 CTTC MBOs

CTTC OPERATIONS SUBCOMMITTEE AGENDA

FRIDAY, JANUARY 31, 2020 – 1:00-5:00 P.M. – Lake Monroe A

Mohammad Al Tassi, Chair

Serafin Grana

Steve Piccolo

David Ballard

Andrew Babler

Walter Lenzi

Christopher Adams

Renjie Jerry Huang

Rhiannon Masterson (Staff)

Ahmad Saleh Nour

I. REVIEW/ FOLLOWUP ON SEP 16, 2019 SUB-COMMITTEE CONFERENCE CALL CONCLUSIONS

- A. 2019-20 Tech-Hour speakers and topics_ Completed
- B. New Keynote articles _ not completed
- C. POAE modifications_ ongoing
- D. Allow attending DLs speak in the CTTC training at CRCs _Positive Feedback
- E. Promote the usage of new ASHRAE DL Introduction Slides _ Weak DL compliance
- F. MBO#4: hold 3 Tech-hours in 2020-19 _ ongoing
- G. MBO#7: hold 2 Sub-committee conference-meetings in 2019-20 _ ongoing

II. STATUS OF ASSIGNED ACTION ITEMS (ATTACHMENT A)

- A. 7 – 8 (Hart and Holmes) Take the lead on the November 2019 Tech Hour program, to cover the topic of humidity. [Completed]
- B. 8 – 8 (Piccolo and Simonsen) Take the lead on the February 2020 Tech Hour, to cover the topic of ethics. [Completed]
- C. 9 – 8 (Piccolo and Simonsen) Reach out to TC members to find potential speakers for the February 2020 Tech Hour program. [Completed]
- D. 10 – 8 (Ballard and Al Tassi) Take the lead on the May 2020 Tech Hour program, to cover the topic of commissioning or losses in hydronic piping. [in Progress/ subject confirmed as Commissioning/ Filming in 2-3 week of March 2020]
- E. 11 – 8 (Piccolo and Staff) Schedule a conference call for the entire Tech Hour Ad Hoc for July 2019, to finalize production schedule. [Completed]]

III. TECH HOUR

- A. The first 2019-20 Tech Hour (Humidity/ by Tylor) was a good start
 - I. Took more effort than expected. It was recommended by Staff to reduce the number of tech hours into 2/ year
 - II. Has already been watched by 1,400 people / with an overall positive feedback
 - III. Relatively Low slide show time for such technical subject. It's recommended to show the slides with the speaker in a small window at one of the screen corners
- B. Next 2 Tech-hours for 2019-20:
 - I. Ethics: review has been completed/ to be filmed and posted in Feb 2020
 - II. Commissioning: under Review/ to be filmed in 2nd-3rd week of March 2020, and posted in May 2020
- C. Formatting for 2020-21
 - I. It's recommended to make only two Tech-hours in 2020-21 year (Oct & April/ TBC by Marketing)
- D. Recommended topics for 2020-21 (2 topics)
 - I. ALI Tech-Hour about one of their hot topics (TBD by ALI)
 - II. Hydronic Vs Electric Heating systems
 - iii. ASHRAE 90.1 applicability in unlisted climatic zone areas
 - IV. Field Case-Study on ASHRAE HQ (could be any energy related installation)
- E. Marketing & Sponsorship opportunities (ATTACHMENT H)

- i. Marketing campaign is expected to be launched in 2020 / after issuance of the third Tech Hour of May 2020.
- ii. No objection to open sponsorship opportunities for the Tech-hour program via Marketing
- iii. Not recommended to request prior member registration to watch the Tech-Hour especially at this early stage of Tech-Hour production.

IV. KEYNOTES CHAPTER NEWSLETTER – Sent monthly to Chapter Officers

- 50% discount on E-Learning / by Walter/ before March 10, 2020
- Tech-Hour : Steve / before March 10, 2020
- PAOE Overview/ by Ahmad/ Before March 10, 2020
- DL Update/ by Chris and Andrew Reilman/May 2020; once the new DLs are approved and informed

V. TECH-HOUR BUDGET:

Motion for CTTC Committee: Set the annual budget for the Tech-Hour at \$50,000 :
 For 9 Against 0 Abstaining 0

VI. PAOE

- A. President Elect “Chuck Gulledge” requested Members Council to review the existing PAOEs for all Committees and provided detailed comments on most items to come up with new 2020-21 PAOEs that are simpler, and more direct to the point/ with clear focus on specific topics/ without any duplications and/or contradictions.
- B. The latest updated version of the CTTC PAOEs looks as follows:

2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)	
CHAPTER TECHNOLOGY TRANSFER CATEGORY	
MINIMUM: 550 POINTS	PAR: 1050 POINTS
Efficient use of volunteers' time:	
CT1 30-100 points (50-100 points maximum)	For a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs and Refrigeration) with a minimum of a chair and a co-chair
CT2 10000 additional points (50-100 points maximum)	If CTTC committee includes a refrigeration subcommittee chair
Building Performance:	
CT3 100 points (no maximum)	For each Technology Award entry into Regional or Society competition (each Technology Award entry counted only once (100 additional points if the Building EQ topic is included as part of the Technology Award submission)
CT4 100 points (no maximum)	For each Milton Gariand Award of Comfort Cooling Award entry
CT5 50 points (200 points maximum)	For each chapter program or chapter sponsored educational seminar with a clearly defined sustainability theme (e.g. energy efficiency, indoor air quality, high performance buildings) with 50 points additional for refrigerating Building EQ
Planning and Administrative Activities:	
CT6 30 points (50 points maximum)	For completing and publishing meeting schedule and speakers by October 1, or 2 weeks after the CRC, whichever is later
CT7 30 points (250 points maximum)	For maintaining submitting summary of speaker reviews quarterly to CTTC RVC for use in regional speaker database
CT8 33 points (100 points maximum)	For advertising of ASHRAE Certifications (e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.)
CT9 33-50 points (no maximum)	For submitting DL event summary critique form within 15 days of DL visit
Awards and Submission Activities:	
CT3 300 points (no maximum)	For each Technology Award entry at Regional level
CT4 300 points (no maximum)	For each Technology CTTC Award entry at Society level (including Technology Award, Milton Gariand Award, Comfort Cooling Award entry, Donald A. Silver Refrigeration Award, Dan Mills Chapter Programs Award)
CT10 30000 points (no maximum)	For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. (Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, a residential oriented theme, developing economic effective building operations or if it is performed by a V&A member.) (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education)
Meetings, Presentations or Events:	
CT14 150 points (150 points maximum)	For a chapter program if the technical topic is a panel discussion about effective building operations, including representatives from the local building owner/operators, researchers undertaking studies on smart buildings, controls service providers, or other specialists relevant to the topic. The intent is to have the panel discuss the problems and opportunities related to effective building operations and the impact of technology in the chapter assigned area.
CT15 150 points (150 points maximum)	For a chapter program if the technical topic is a panel discussion about building resilience, such as research undertaken studies, or a panel discussion on building resilience controls service providers addressing how control strategies and resilience are linked, cyber security challenges in the built environment, technical representatives from the local weather authority sharing insights about future weather patterns, utility representatives to discuss how buildings impact grid performance, or other specialists relevant to the topic. The intent is to have the panel discuss where the integration of resilience into new and existing buildings and how it might affect infrastructure in the Chapter assigned area.

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Comment [MT16]: Moved to Awards Section

Comment [MT17]: Moved to Awards Section with spelling correction

Comment [MT18]: Partially duplicated with CO 50. It's recommended to keep it in CTTC as it is directly related to DL topics and speakers / usually managed by CTTC chairs. It will be moved to the below section for "Meetings, Presentations, or Events"

Comment [PD19]: Duplicative; currently in Communications.

Comment [MT20]: Agree on moving it to Communications

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Comment [MT21]: Moved to Presidential Initiative area

Comment [MT22]: Moved to Presidential Initiative area

2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CT13	500 points; (500 points maximum)	For a chapter program of the technical topic of a panel discussion about business in buildings. The panel should consist of indoor air quality specialists, interior designers, psychologists specializing in the effects of the indoor environment, and other specialists relevant to the topic. The intent is to have the panel discuss how buildings may improve the quality of life of its occupants.
CT14	100 points; (600-800 points maximum)	For each 45-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter.
CT15	100 points; (no maximum)	For each joint meeting with AIA, USGBC, IES, or other HVAC/R-related organization, and/or other engineering society (or other equivalent organization) (25 additional points if the joint meeting is held with other refrigeration industry-related societies, e.g., RSES or IIRAC).
CT16	50 points; (300 points maximum)	For each chapter program or chapter sponsored educational seminar with a clearly defined sustainability theme (e.g., energy efficiency, indoor air quality, high-performance buildings) with 50 points additional for referencing Building EQ.
	50 points; (300 points maximum)	For each chapter program or chapter sponsored educational seminar with a clearly defined Refrigeration theme.
	100 points; (600 points maximum)	For each chapter meeting presenting one of the recorded Tech-Hour programs (available on ASHRAE 365).

Comment [MT23]: Moved to Presidential Initiative area

Comment [MT24]: Partially duplicated with CO 30. It's recommended to keep it in CTC as it is directly related to DL topics and speakers / usually managed by CTC chairs. It will be moved to the below section for "Meetings, Presentations, or Events"



CT16	100 points; (600 points maximum)	For each 2-hour seminar sponsored/hosted by the chapter on a building science topic other than HVAC/R.
CT17	100 points; (no maximum)	For each joint meeting with HVAC/R peer societies, organizations, and/or associations.
CT17	100 points; (no maximum)	For each ASHRAE certification earned, or renewed by a chapter member during the current fiscal year during the Society President's term. (An additional 50 points is earned for each ASHRAE certification renewed by an ASHRAE member during the Society President's term.)
CT18	100 points; (no maximum)	For conducting a live remote chapter meeting organized together with a chapter from another country.
CT19	100 points; (600 points maximum)	For each 1-hour Technical Section on Refrigeration Design held in conjunction with a chapter meeting.
CT20	50 points; (no maximum)	For each chapter program on natural or low-GWP refrigerants, safe refrigerant use and/or refrigeration fluids (e.g., Standard 43 and/or 24, future refrigerants, and refrigeration practices for line sizing, oil return and piping for cold chain or HVAC systems).
CT21	50-100 points; (600-800 points maximum)	For each chapter seminar/ program by a DL (allocated or under-a-nonallocated visit).
CT22	50 points; (50 points maximum)	Equi-holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry-related programs.
CT23	50 points; (no maximum)	For refrigeration tour to an industrial food or beverage processing plant, low-temperature refrigeration manufacturing facility or plant, cold storage warehouse or modern supermarkets.
	50 points; (no maximum)	For each chapter seminar/ program by a DL with multi-chapter visits.
	100 points; (600 points maximum)	For each chapter member who is currently serving on any of the following ASHRAE committees/ groups: TC, TRG, MTG, SPC, and SSPC (CTTC, IVM or NVM).
	100 points; (600 points maximum)	For each chapter member who is VSA or NVA.
CT24	50-100 points; (400-600 points maximum)	For each chapter member who is currently serving that also serves on an ASHRAE TC to give <u>give</u> a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at www.ashrae.org/taq under heading "General TC Information".

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2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CT25	50 points; (100 points maximum)	For each chapter program on Indoor Air Quality/Environmental Health (Points doubled if related to a Residential project)
CT26	50 points; (50 points maximum)	For each chapter program having a GAC presentation
CT27	15 points; (no maximum)	For each program on business, management, developing economic or legal education (minimum 45 minute presentation; maximum 2 per subject area)
CT28	100/35 points; (no maximum)	For each technical tour with a 30 minute presentation
CT29	10/35 points; (no maximum)	For each chapter monthly meeting held where continuing education credits (e.g., PDHs, CEUs) are provided for attendees
Chapter Member and VSA Activities:		
CT30	15-20 points; (100 points maximum)	For each article (minimum 100 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website (maximum of two articles per month) (an additional 15 points if submitted by VSA member; not to exceed 100 additional bonus points)
CT31	50 points; (300 points maximum)	For each chapter presentation (minimum 15 minutes) given by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of one particular TC's, TG's or SPC's efforts (Research activities, Standards activities, Handbook activities, etc.) (Points doubled if the presenter is part of the Refrigeration Committee, Residential Committee or a VSA member)
CT32	100 points; (no maximum)	For each Technology Award entry into Chapter competition (Points doubled if submitted by a VSA member)
RVC Assigns/Enters the following points:		
CT33	100 points; (200 points maximum)	For the incoming Chapter CTT committee chair or co-chair attending the CTC/CRC workshop at CRC
CT33	15 points; (100 points maximum)	For each other chapter member attending the CTC/CRC workshop at CRC
CT34	100 points; (no maximum)	For submitting Donald A. Coker Refrigeration Award application
CT35	100 points; (no maximum)	For submitting Tom Mill Chapter Refrigeration Award application
CT36	50-100 points; (200/400 points maximum)	For planning/cool setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)
CT37	40-100 points; (400-100/300 points maximum)	For achieving goals established in cool-setting session with RVC (points assigned by RVC by June 30)

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**CTTC Member Services Sub-Committee Report
Orlando, FL (USA)
January 31, 2020**

Chair: Thursten Simonsen

Attendees:

Heric Holmes

Charles Bertuch

Carl Schultz

Kevin Blankemeier

Andrew Reilman

Anastasia (ASHRAE Staff)

Peter Sudbeck

Daniel Redmond

Russell Pratt

Jeffrey Gilbeaux

Nathan Hart

I. STATUS OF ASSIGNED ACTION ITEMS

Action Items	Due Date	Status
13-9	Prior to Winter Mtg Jan 2020	Andrew Reilman - Respond to the retired DL who submitted the proposal and advise him of the Committee's decision but also encourage him to reach out to their local Chapter CTTC Chair and CTTC RVC and advise of his desire to continue to serve as a non-DL speaker. Andrew completed this. There are no hurt feelings. The DL would like to be emeritus.
15-10	Completed at Kansas City Mtg	Revise the associated informational items in the Resource Manual related to the Dan Mills award to include additional instructions to the Judging Panel that "Along with the review of the point criteria and other submitted items the Judging Panel shall consider the applicants activities as it relates to other areas of chapter importance such as sustainability, diversity and inclusion, etc." A motion was considered by the full CTTC Committee at the Kansas City, MO mtg, and forwarded to Members Council. This action item can be closed.

II. DISTINGUISHED LECTURER PROGRAM

- A. DL Review (*EXECUTIVE SESSION*)**
- B. Approval of New DLs & 2020-21 DL Roster (*EXECUTIVE SESSION*)**
- C. New DL feedback (*EXECUTIVE SESSION*)**
- D. DL Mixer**

The scheduling of the DL Mixer was discussed based on feedback that another night may be considered – should the DL Mixer remain on Friday or change to a different day moving forward?

The committee discussed this and determined that Friday still offers the fewest conflicts with other ASHRAE activities, and we are getting very good attendance. No changes at this time.

- E. Update on DL feedback:
 - I. Can we get forms translated into other languages? – The committee is supportive of translation, but the question comes up of what language and who will translate it. Discussed that this is best handled at the Region/Chapter level.
 - II. Can we create electronic evaluations? – Some chapters are already doing this, but it has not been replicated at a region or society level. We had an example of a chapters Survey Monkey (the free version is limited to 10 questions) presented to the subcommittee by Daniel Redmond. **ACTION ITEM:** Kevin Blankemeier and Daniel Redmond will take an action item to create a 1-page overview and a presentation for the June mtg in Austin, TX to give to all of the RVC's.
 - III. How can DLs evaluate the chapter host? – DL's currently turn in their visit summary to ASHRAE Programs Staff, which includes prompts to evaluate the chapter hosting, as well as A/V and facilities in free response. See next item for additional action.
- F. Review of DL Summary Report Form (**AGENDA ATTACHMENT J**)
 - I. Any necessary updates or edits? – The form looks good as is, and there is already a method in place to share to the DL Chair, Ad Hoc, and RVC as needed when concerns are raised. There would be a benefit for the DL Ad Hoc to review these during the year, rather than only the problem ones. **ACTION ITEM:** staff shall send a batch of received summary forms to the DL Ad Hoc twice a year, in spring and fall, for the Ad Hoc to review for general feedback.

III. TECHNOLOGY AWARDS

- A. Review of Tech Awards judging feedback:
 - I. Should ASHRAE codes and standards be redacted from entries? Can the entire block of information on the bottom of the 1st page of entries be left as is? – Recommend that ASHRAE Staff no longer redact the information in item #6 on the first page of the Technology Award Submission, and also not redact the ASHRAE Standards throughout the submission document. This will be included in the action item below.
 - II. Consider requiring schematics, energy data, etc. (“shall” or “must” instead of “should”). There were great submissions missing key data and it may be beneficial to be very clear what is expected to be provided for the judging panel.
 - III. Please require that entries provide climate zone data, as it impacts the systems that may be designed for a particular project and what may be considered innovative for that climate zone.
 - IV. Give instructions to submitters to consider some wording changes to be more general in their descriptions, thereby reducing the information that must be redacted (i.e. hotel instead of the actual name of the hotel and engineer instead of the actual name of the engineer in write-ups). The actual names can be saved for the cover page where requested.

ACTION ITEM: Thursten will review the Technology Award forms and instructions and bring recommended changes to the subcommittee at the June mtg in Austin, TX. The intent is not to modify the award, but only to make editorial and minor changes to address the above. Will follow-up in June 2020.

IV. CTTC AWARDS (**EXECUTIVE SESSION**)

V. NEW BUSINESS

- A. Revisions to Dan Mills Chapter Programs Award submission requirements (**ATTACHMENT K**) – Heric Holmes motioned to accept the changes as proposed. Daniel Redmond seconded. Committee discussed briefly and called for a vote:

For 9 Against 0 Abstaining 0
Chair Voting? Yes No X
Motion Passed? Yes X No

B. The Sub-Committee discussed the Dan Mills points criteria award, and that for some chapters it can be difficult to achieve the 150 points, and also that some criteria is no longer lining up well with the PAOE criteria for CTTC. Recommend having an Ad Hoc within the subcommittee to review the point criteria award and come to the June meeting with recommendations to update the point criteria form. The Ad Hoc will be led by Charles Bertuch and include Daniel Redmond, Kevin Blankemeier, and Carl Schultz.

MANAGEMENT BY OBJECTIVES
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE
 ASHRAE SOCIETY YEAR 2019-20
 NATHAN HART, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
<p>1. RVCs to coordinate with chapter programs chairs to conduct a minimum of three (3) Indoor Environmental Quality (IEQ) focused meetings per Region over the society year. This equates to a minimum of 45 IEQ themed presentations over the 19-20 society year.</p>	Open	June 2020	All RVCs	<p>ASHRAE Strategic Plan item 2 is a greater focus on IEQ over the next 5 years. Most regions have between 6 and 20+ chapters that conduct at least 8 meetings per year. This equates to only 7% or less of the overall meetings in a region (less than 1 per chapter) that need to be related to IEQ. This is a very attainable goal and will help fulfill Strategic Plan items 2 and 4 while providing greater member benefits.</p>
<p>2. All RVCs to work with their DRC, RMCR, Regional planning committee, and nominating committee to identify and implement a Regional CTTC RVC committee comprised of a minimum of 3 members. Preferably, the committee would consist of the current RVC, past RVC and 1-2 potential future RVCs.</p>	Open	December 2019	All RVCs	<p>There has been an issue in many regions with identifying future candidates for a RVC position and likewise some uncertainty from incoming RVCs as to their responsibilities on the committee. Having a regional CTTC RVC committee will help retain outgoing knowledge and prepare future RVCs for the responsibilities of this position while providing the current RVC additional resources to help share the work load of this position and the many associated responsibilities.</p> <p>This aligns with ASHRAE Strategic Plan item 3 and 4 which is organizational streamlining and improve chapter engagement, capacity and support.</p>
<p>3. RVCs to visit the three chapters in their region struggling the most. This intended to be an in-person visit, but if time and cost are an issue, a minimum of three additional phone calls (per chapter) to the CTTC or Programs chair for the struggling chapter can substitute.</p>	Open	March 2020	All RVCs	<p>One of the items that was highlighted through the Ad Hoc committee responsible for last year's MBO No. 1 was that it is difficult to get good communication from struggling chapters and additional electronic communication does not seem to be addressing the issues. The best way to make sure that the Region understands the issues the struggling chapters are facing and help them overcome these issues is to meet with them in person.</p> <p>This supports Strategic Plan Item 4 – Improve chapter engagement, capacity and support.</p>

<p>4. Operations Sub-Committee and Web Broadcast Sub-Committee to establish three webcast topics, dates and formats for the new webcast series. These committees shall assign a minimum of three (3) different members from Operations and ExCom to be responsible for each of the three webcasts for a total of nine (9) members involved.</p>	<p>Open</p>	<p>October 2019</p>	<p>Operations Sub-Committee & Web Broadcast Sub-Committee</p>	<p>The web broadcast has been a good conduit to disseminate information to the membership for the past 10+ years. The previous format has reached a point where it is not economically feasible to continue for the cost per viewer. A new format was tried this year and did not receive any additional traction. It was felt that multiple smaller webcasts throughout the year would provide better benefit with less production cost. However, to accomplish this will require more committee member involvement to spread out the responsibility for multiple webcasts.</p> <p>This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.</p>
<p>5. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large for a minimum of 5 total from outside North America.</p>	<p>Open</p>	<p>June 2020</p>	<p>All RVCs</p>	<p>International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards.</p> <p>This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.</p>
<p>6. Submit 3 Applications for each of the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award</p>	<p>Open</p>	<p>September 2019</p>	<p>All RVCs</p>	<p>The Dan Mills Program Award recognizes the best programs chair in the society which helps improve chapter engagement by acknowledging future chapter and society leaders. This supports Strategic Plan Item 4.</p> <p>The Donald Siller Refrigeration Award recognizes outstanding refrigeration projects and aligns with Strategic Plan items 1 and 2 – Resilient buildings and IEQ.</p>
<p>7. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year per full sub-committee</p>	<p>Open</p>	<p>November 2019 & March 2020</p>	<p>Member Services & Operations</p>	<p>This was something that our previous chair, Mr. Mehboob, initiated between the summer and winter meetings last year. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3.</p>