



**Minutes  
Chapter Technology Transfer Committee**

<b>Friday, February 3, 2023</b>			
CTTC	8:00am – 12:00pm	Omni, Pine (A-South)	<a href="#">Hybrid</a>
Member Services Subcommittee	1:00pm – 5:00pm	Omni, Pine (A-South)	In-person only
Operations Subcommittee	1:00pm – 5:00pm	Omni, Maple C (A-South)	In-person only
DL Mixer	5:15pm – 6:30pm	Omni, Pine (A-South)	In-person only
<b>Saturday, February 4, 2023</b>			
Executive Subcommittee	8:00am – 9:00am	Omni, Pine (A-South)	In-person only
CTTC	9:00am – 12:00pm	Omni, Pine (A-South)	<a href="#">Hybrid</a>

**Action Items:**

No. - Pg.	Assignment	Action Item
1 – 2	Staff	Add CRC attendance breakdown (virtual vs. in-person) to Regional Statistics spreadsheet
2 – 2	DL Working Group	Simplify wording for virtual, in-person, or hybrid DL visits on Participation Form
3 – 3	Operations Subcommittee	Discuss font size requirements on Technology Award nominations
4 – 3	Staff	Does Society have a current decarbonization offset program? What would be the cost to use the airline proposed offset program (ATC)?
5 – 3	Award Ad Hoc	Add decarb element to the Dan Mills Point Tally Form
6 – 3	Operations Subcommittee	Update CTTC CRC presentation and include decarb information
7 – 3	DL Working Group	Survey DLs to determine willingness to travel and feedback on decarb efforts
8 – 3	Staff & John	Update Regional Statistics Spreadsheet to include virtual vs in-person chapter visits and remove liaison contacts. John to share his chapter visit check list on Basecamp.
9 – 5	Kenneth	Take CTTC’s feedback regarding hotel sustainability to CEC
10 – 5	Member Services Subcommittee	Discuss alternative day/time for the DL Mixer
11 – 5	Operations Subcommittee	Research and provide feedback on how to handle PDH requests submitted to CTTC

**Motions:**

No. - Pg.	Motion	Vote
1 – 4	The DL Working Group recommends the removal of the following criterion from the DL Nomination Evaluation spreadsheet: “I watched the DL / nominee speak, and I give this rating.”	18-0-0
2 – 4	The DL Working Group recommends the following addition and changes to the DL Nomination Evaluation spreadsheet...	18-0-0

3 – 5	Add “Exemplary decarbonization recognition” after Award of Engineering Excellence to application page 1, 4 <sup>th</sup> paragraph second sentence.	18-0-0
4 – 5	To reimburse transportation for the entrant (or one designated design team member from the award application) of the Technology Award of Engineering Excellence to attend the Plenary session starting with the 2024 Technology Awards.	18-0-0

**Attendance:**

- Members present: Daniel Robert, Andrew Reilman, Daniel Redmond, Frank Rivera, Abhi Khurana, Matthew Archey, Christopher Adams, Arunabha Sau, Elizabeth Zakelj, Grant Page, Kenneth Shifflett, Abigail Brophy, Tyler Bradshaw, Janice Peterson, Thiago Corrêa Fonseca Portes, Sivakumar Gadam, Osama Atef Khayata, John Constantinide, Heric Holmes, Wei Sun, Rhiannon Masterson, Anastasia Meadows
- Members absent: Mahroo Eftekhari

**Minutes – Friday, February 3, 2023**

1. **Call to Order** – Robert
2. **Roll Call/Introduction of Guests** – Robert
3. **ASHRAE Code of Ethics Commitment** – Robert  
*In this and all other 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 we shall avoid all real or perceived conflicts of interests.*
4. **ASHRAE Diversity Commitment** – Robert  
*ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We proactively pursue and celebrate diverse and inclusive communities understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities our Society serves. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought styles, religion, nationality, socio-economic status, belief systems, sexual orientation or education.*
5. **Review of Agenda** – Robert
6. **Approval of Minutes** – June 24 & 25, 2022 during 2022 Annual Conference – Robert (**Attachment A**)
  - a. Motion by Adams, second by Constantinide. Unanimous approval.
7. **Review of Action Items** – Robert (**Attachment B**)
  - a. #4: **Action Item #1:** Add CRC virtual vs. hybrid attendance to Regional Statistics spreadsheet
  - b. #5: **Action Item #2:** Add requirement to specify if DL visit was virtual, in-person, or hybrid
    - i. All virtual visits should be non-allocated
  - c. #8: Staff to Prepare plan for updated new member orientation
    - i. In the past we’ve hosted the new CTTC member orientation during the time that CTTC meets at the Annual Conference. After discussion during the 2022 Annual Conference in Toronto, we believe it would be more beneficial to host the new member training virtually prior to the Annual Conference, which would give the new committee members time to learn and review the information before the Annual Conference.
    - ii. The incoming CTTC members are typically decided in March or April, so we could set up the virtual new member orientation in May or early June.
8. **Remarks**
  - a. BOD Ex-Officio – Wei Sun
9. **Special Reports**
  - a. Certification Committee, Grant Page (**Attachment C**)
10. **Ad Hoc Reports**
  - a. DL Automation
    - i. Members: John (Chair), Grant, Abhi, Aru, Osama, Frank, Daniel Redmond
    - ii. Working with IT to finalize the digital DL form

- iii. Worked with the Nashville Chapter on the digital survey form. We need to work on getting that digital form directly to staff.
    - a. Promoting Award Nominations and Technology Awards
      - i. Members: Chris (Chair), Mahroo, Frank, Liz, Grant, Janice, Abby
      - ii. New Technology Awards Nomination form being implemented this year – merged the previous short and long forms into one streamlined form
      - iii. Discussion on the value and optics of receiving second place
      - iv. How to increase the value of receiving a Technology Award, especially at the local level. Look at creating more of a buzz around the recipients when they are announced – put project profiles on the Tech Award page, use social media, Journal podcast
      - v. **Action Item #3:** The Operations Subcommittee will discuss font size requirements
    - b. Decarbonization (**Attachment D**)
      - i. Members: Daniel Robert (Chair), Daniel Redmond, Andy, John, Abhi, Aru
      - ii. Start tracking flight miles for DLs at the Society level, and have chapters track flight miles for any other presenters
      - iii. **Action Item #4:** Does Society have a current offset program? What would be the cost to use the airline proposed offset program (ATC)?
        - 1. Society does not have a current offset program
        - 2. ATC: \$25 per 10k miles
      - iv. **Action Item #5:** Award Ad Hoc to add decarb element to Dan Mills Point Tally Form
      - v. **Action Item #6:** Modify CTTC CRC presentation to include decarb information
        - 1. Add CTTC CRC presentation updates to Operations Subcommittee responsibilities
      - vi. **Action Item #7:** Survey DLs to determine willingness to travel and feedback on decarb efforts
11. **Review of Regional Statistics** – Robert (**Attachment E**)
  - a. For chapter visits, track in-person vs. virtual. **Action Item #8:** Staff to update spreadsheet
    - i. What defines a chapter visit? Active participation. John will share his chapter visit check list on Basecamp.
  - b. Liaison contacts can be removed
12. **Liaison Talking Points** – Robert (**Attachment F**)
  - a. John to pull from this script to create talking point slides for RVCs to use at chapter visits

## Full Committee Agenda – Saturday, February 4, 2023

1. **Call to Order** – Robert
2. **Roll Call/Introduction of Guests** – Robert
3. **ASHRAE Code of Ethics Commitment** – Robert  
*In this and all other 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 we shall avoid all real or perceived conflicts of interests.*
4. **ASHRAE Diversity Commitment** – Robert  
*ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We proactively pursue and celebrate diverse and inclusive communities understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities our Society serves. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought styles, religion, nationality, socio-economic status, belief systems, sexual orientation or education.*
5. **Review of Agenda** – Robert
6. **Special Reports**
  - a. Green Building Initiative (GBI), Vickie Worden (CEO & President)
    - i. GBI is collaborating with the ASHRAE Building EQ Committee on ways to feature the new Building EQ pathway as part of the Green Globes certification process.
7. **Subcommittee Reports**
  - a. Member Services – Reilman (**Attachment G**)
    - i. **Motion #1:** The DL Working Group recommends the removal of the following criterion from the DL Nomination Evaluation spreadsheet: “I watched the DL / nominee speak, and I give this rating.”
      1. Background: This criterion has hindered the DL evaluation process when using this form for the first time. Not all DLs know and have heard DLs present. Because of this inconsistency, the criterion was not considered in the previous DL evaluation. Passage of this motion would eliminate the criterion in column AG of the DL Evaluation Sheet tab and row 28 of the DL Evaluation Rules & Guidance tab. The CTTC Resource Manual would need to be updated to reflect the removal of this criterion.
      2. Financial Impact: Staff costs
      3. DL Working Group Vote: 4-0-0 CV. Full Committee vote: 18-0-0 CNV
    - ii. **Motion #2:** The DL Working Group recommends the following addition and changes to the DL Nomination Evaluation spreadsheet:
      - In the DL Evaluation Sheet tab, under the “Nomination / Update” group, add the following: In-Person, Virtual, & Hybrid Options
      - In the DL Evaluation Sheet tab, recalculate the “Complete Nomination / Update” category in the Bonus group to include the In-Person, Virtual, & Hybrid Options category
      - In the DL Evaluation Rules & Guidance tab, under the Nomination / Update Category, add the following: In-Person, Virtual, & Hybrid Options
      - In the DL Evaluation Rules & Guidance tab, in the Explanation column adjacent to the added In-Person, Virtual, & Hybrid Options category, add the following: For DLs and nominees, is there an indication that presentations can be made at in-person, virtual, and hybrid meetings?
      1. Background: In a post-COVID environment, North America chapters are moving back to in-person meetings, while a majority of chapters outside of North America are hosting both in-person, virtual, and hybrid meetings. This addition provides added transparency to Chapter-level CTTC Chairs when considering DLs for their Chapter meetings. The CTTC Resource Manual would need to be updated to reflect the removal of this criterion.

2. Financial Impact: Staff costs
  3. DL Working Group Vote: 4-0-0 CV. Full Committee vote: 18-0-0 CNV
  - iii. **Motion #3:** Add “Exemplary decarbonization recognition” after Award of Engineering Excellence to application page 1, 4<sup>th</sup> paragraph second sentence.
    1. Subcommittee vote: 7-0-0. Full committee vote: 18-0-0 CNV
    2. ASHRAE honors only buildings and industrial facilities or processes that are outstanding in design innovation. An award in a category is not given if entries do not meet the highest standards. The Award of Engineering Excellence is given at the judges’ discretion.
  - iv. Motion voted on at subcommittee meeting: To reimburse travel for the Technology Award of Engineering Excellence recipient to attend the Plenary session. Vote: 7-0-0
    1. Abhi motion, John second for edited motion:
      - a. **Motion #4:** To reimburse transportation for the entrant (or one designated design team member from the award application) of the Technology Award of Engineering Excellence to attend the Plenary session starting with the 2024 Technology Awards.
        - i. Fiscal Impact: Approximately \$1,500 reimbursed per ASHRAE’s Transportation Policy
        - ii. Vote: 18-0-0 CNV
    - v. Motions to approve new DL roster, Dan Mills Chapter Programs Award recipient, and Donald A. Siller Refrigeration Award recipient. **EXECUTIVE SESSION**
  - b. Operations – Redmond (**Attachment H**)
    - i. Discussion on venue sustainability plans for conference hotels. **Action Item #9:** Kenneth will take CTTC’s feedback to CEC.
8. **Status of 2022-23 MBOs** – Robert (**Attachment I**)
- a. #7: **Action Item #10:** Member Services Subcommittee to discuss alternative day/time for the DL Mixer. Should it be moved to Saturday?
9. **New Business** – Robert
- a. How to handle PDH requests submitted to CTTC
    - i. **Action Item #11:** Operations Subcommittee to research and provide feedback
  - b. Succession planning
    - i. The following positions will roll off at the end of this Society Year:
      1. Region V RVC (Aru Sau)
      2. Region VI (Liz Zakelj)
      3. Region VII (Grant Page)
      4. Region XI (Janice Peterson)
      5. Region XIV (Mahroo Eftekhari)
      6. Tech Hour Coordinator (Heric Holmes)
10. **Next Meeting** – 2023 ASHRAE Annual Conference in Tampa, Florida
11. **Adjournment**



**Minutes  
Chapter Technology Transfer Committee**

**Friday, June 24, 2022**  
**Full Committee – 8:00am-12:00pm – [WebEx](#)**  
**Saturday, June 25, 2022**  
**Full Committee – 8:00am-12:00pm – [WebEx](#)**

**Action Items**

<b>No. – Pg.</b>	<b>Assignment</b>	<b>Action</b>
1 – 2	Staff	Staff to continue to work with IT on testing the digital DL form
2 – 2	Holmes	Look at the logistical feasibility of recording multiple Tech Hours at ASHRAE HQ during the 2023 Winter Conference in Atlanta
3 – 2	Redmond	Review program idea slides
4 – 4	RVCs	Start tracking in-person vs. virtual attendance for hybrid CRC meetings
5 – 4	DL Working Group	Review the DL statistics reported and necessary DL forms
6 – 4	DL Working Group and Staff	Clarify the time zone on the DL invitation
7 – 4	Constantinide	Confirm with TAC future breakfast plans and liaison communication
8 – 4	Staff	Prepare plan for updated new member orientation

**Motions**

<b>No. – Pg.</b>	<b>Status</b>	<b>Action</b>
1 – 2	Passed	Approval of previous CTTC meeting minutes from January 28 & 29, 2022
2 – 2	Passed	That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately
3 – 3	Passed	That the Chapter Technology Transfer Committee (CTTC) Resource Manual be updated as follows, effective immediately
4 – 4	Passed	Approve updates to Technology Award submission form

**Full Committee Agenda – Friday, June 24, 2022**

1. **Call to Order** – Al Tassi
2. **Roll Call/Introduction of Guests** – Al Tassi
3. **ASHRAE Code of Ethics Commitment** – Al Tassi  
*In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interest. (See full Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)*
4. **ASHRAE Simplified Rules of Order (Attachment A)**
  - a. At the 2022 Winter Conference, the BOD approved the ASHRAE Simplified Rules of Order and Meeting Fundamentals as the new rules of order to be used at all levels of Society. The intent of the new rules is to streamline meetings by providing simpler meeting guidance, allowing members to focus more on business and not the details of parliamentary procedure.

Councils and Committees are expected to be fully operational in the new meeting guidance beginning July 1, 2022.

- b. Please familiarize yourself with the attached quick reference document. These rules should be used in place of Roberts Rules of Order during all Society meetings.
5. **Review of Agenda** – Al Tassi
6. **Approval of Minutes** – January 28 & 29, 2022 Meetings – Al Tassi (**Attachment B**)
  - a. **Motion #1:** Moved by Reilman, seconded by Rivera. 16-0-0.
7. **Review of Action Items** – Al Tassi (**Attachment C**)
8. **Remarks**
  - a. BOD Ex-Officio – Ashish Rakheja (**Attachment P**)
9. **Special Reports**
  - a. Certification – Grant Page, Certification Committee Member (**Attachment N**)
  - b. REF-CPCC – Charles Hon, REF-CPCC Committee Member (**Attachment O**)
  - c. Communications, Thursten Simonson, Communications Committee Member
10. **Ad Hoc Reports**
  - a. DL Automation (**Attachment D**)
    - i. Members: Daniel Redmond (Chair), John Constantinide, Ahmad Nour, Grant Page
    - ii. We are continuing to test the digital form so that a copy can be sent to the corresponding RVC and CTTC Chapter Chair. Once testing is complete, we will test in the fall and hope to have a final version by the 2023 Winter Conference.
      1. **Action Item #1:** Staff to continue to work with IT on testing the digital form
    - iii. The following CTTC members have been added to this ad hoc: Abhi, Aru, Osama, and Frank
    - iv. Can the digital form be customized by a chapter? At this time, we are mimicking the DL forms, but we hope to expand the reach of these digital forms so that chapters can use them as they see fit.
  - a. DL Diversity & Outreach (**Attachment E**)
    - i. Members: John Constantinide (Chair), Mohammad Al Tassi, Abby Brophy, Mahroo Eftekhari, Heric Holmes, Janice Peterson, Andy Reilman, Daniel Robert, Liz Zakelj
  - b. Promoting Award Nominations and Technology Awards (**Attachment M**)
    - i. Members: Chris Adams (Chair), Mahroo Eftekhari, Daniel Redmond, Frank Rivera, Daniel Robert, Liz Zakelj
    - ii. This subcommittee will wordsmith update #5 in Attachment M and present tomorrow for a vote. We want to make sure that we are giving RVCs the ability to elevate submissions that are worthy of a Society review.
    - iii. We will look at creating a new ad hoc to review the need for requiring a year’s worth of energy usage for Technology Award submissions.
11. **Subcommittee Reports**
  - a. Member Services – Robert (**Attachment F**)
    - i. As of today, the total number of DL visits for 21-22 is 304 (59 of which were allocated visits).
  - b. Operations – Reilman (**Attachment G**)
    - i. Planning on recording a Tech Hour in July.
    - ii. **Action Item #2:** Look at the logistical feasibility of recording multiple Tech Hours at ASHRAE HQ during the 2023 Winter Conference in Atlanta.
    - iii. **Action Item #3:** Daniel Redmond to review program idea slides
    - iv. MOP updates:
      1. **Motion #2:** That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately:
        - o Section 11.1, ASHRAE Distinguished Lecturers Program
          - 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 ~~Program Committee Working Group~~ and acceptance of the Distinguished Lecturer.

- a. Background: Update to reflect the official name change of the group of CTT members that oversee the DL Program.
- b. Fiscal Impact: None
- c. Vote: 16-0-0 CNV

v. Resource Manual updates:

1. **Motion #3:** That the Chapter Technology Transfer Committee (CTTC)

Resource Manual be updated as follows, effective immediately:

- o Appendix K: ASHRAE Distinguished Lecturers Program – Lecturer Nomination Instructions and Form
    - Included updated form that was approved by CTTC
  - o Appendix L: Instructions to Host Chapter Technology Transfer Chair (HCTTC)
    - Update DL allocation for 22-23 SY
  - o Addition of Distinguished Lecturers Conduct Guidance document
    - Will be added as Appendix T
  - o Appendix T: ASHRAE Technology Awards
    - Judging: A minimum of seven judges will be selected, utilizing the region rotation schedule provided in the CTT Resource Manual. At least one judge will be selected by the CTT Committee Chair and ~~two~~ one judges ~~are to~~ will be provided by Technology Council. ~~It is suggested that the CTT judge mentioned above serve as the Technology Awards subcommittee chairperson for the following year.~~
    - ASHRAE Technology Awards Judges Selection Guidelines:
      - 4: At least one judge should be from outside North America. ~~See triple asterisk\*\*\* years on the rotation schedule chart, when this position may need to be a recommendation from Tech Council or the CTT Chair~~
      - 6: ~~At least three and no~~ No more than ~~four~~ five judges should be selected from the previous year's list of judges. No judge should serve for more than three years.
    - Rotating Schedule for Technology Awards Program Judges
      - ~~\*\*\* At least one Judge should be from outside North America~~
- a. Background: Housekeeping updates
  - b. Fiscal Impact: None
  - c. Vote: 16-0-0 CNV

12. **Liaison Talking Points** – Al Tassi (**Attachment I**)

- a. John and Heric will attend the TC Chair breakfast

## **Full Committee Agenda – Saturday, June 25 – 8:00am-12:00pm**

1. **Call to Order** – Al Tassi
2. **Roll Call/Introduction of Guests** – Al Tassi
3. **ASHRAE Code of Ethics Commitment** – Al Tassi  
*In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interest.* (See full Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)
4. **ASHRAE Diversity Statement**
5. **Review of Agenda** – Al Tassi
6. **Special Reports**
  - a. Sarah Maston – Technology Council
  - b. Dan Russell – Membership Promotion
7. **Ad Hoc Update**
  - a. Promoting Award Nominations and Technology Awards (**Attachment M**)
    - i. **Motion #4:** Approve updates to Technology Award submission form. Vote: 16-0-0 CNV
8. **Review of Regional Statistics** – Al Tassi (**Attachment H**)
  - a. **Action Item #4:** Start tracking in-person vs. virtual attendance for hybrid CRC meetings
  - b. DL Info:
    - i. **Action Item #5:** Review the DL statistics reported and necessary DL forms. Start tracking in-person vs. virtual DL presentations, including non-allocated visits. Find out if DL visits benefit other grassroots efforts.
9. **Status of 2021-22 MBOs** – Al Tassi (**Attachment J**)
10. **New Business** – Al Tassi
  - a. **Action Item #6:** Clarify the time zone on the DL invitation
11. **Change of Chair** – Al Tassi/Robert
  - a. Recognition of outgoing members
    - i. Mohammad Al Tassi – Chair
    - ii. Daniel Redmond – Region II RVC
    - iii. Jerry Huang – Region XIII RVC
    - iv. Ahmad Nour – RAL RVC
    - v. Ashish Rakheja – BOD Ex-Officio
  - b. Recognition of incoming members:
    - i. Andy Reilman – 1<sup>st</sup> Vice Chair
    - ii. Daniel Redmond – 2<sup>nd</sup> Vice Chair
    - iii. Wei Sun – Board ExO
    - iv. RVCs
      1. Abhi Khurana – Region II
      2. Sivakumar Gadam – Region XIII
      3. Osama Atef Khayata – RAL
  - c. 2022-23 MBOs – Robert (**Attachment K**)
  - d. Appointment of 2022-23 Subcommittees and Mentors – Robert (**Attachment L**)
    - i. Technology Award Judging Panel
      1. Confirm Charles Bertuch as Chair and who will serve as the Region I judge
    - ii. TC Liaisons
      1. **Action Item #7:** John to confirm with TAC future breakfast plans and communication
12. **Next Meeting** – 2023 ASHRAE Winter Conference
13. **New Member Orientation**
  - a. **Action Item #8:** Prepare plan for updated new member orientation. Look at hosting it prior to the conference meetings so the new members come in prepared. Be sure to distribute the PowerPoint to new members before the orientation.
14. **Adjournment**

**Action Items assigned during the 2022 Annual Conference in Toronto**

<b>No. – Pg.</b>	<b>Assignment</b>	<b>Status</b>	<b>Action</b>
1 – 2	Staff	In progress	Staff to continue to work with IT on testing the digital DL form
2 – 2	Holmes	Complete	Look at the logistical feasibility of recording multiple Tech Hours at ASHRAE HQ during the 2023 Winter Conference in Atlanta
3 – 2	Redmond	In progress	Review program idea slides
4 – 4	RVCs	In progress	Start tracking in-person vs. virtual attendance for hybrid CRC meetings
5 – 4	DL Working Group	Complete	Review the DL statistics reported and necessary DL forms
6 – 4	DL Working Group and Staff	Complete	Clarify the time zone on the DL invitation
7 – 4	Constantinide	Complete – the breakfast will continue for at least two years; John will serve as TAC liaison and we can eliminate the section specific liaisons	Confirm with TAC future breakfast plans and liaison communication
8 – 4	Staff	Complete	Prepare plan for updated new member orientation



FEBRUARY, 2023

## ASHRAE CERTIFICATION: Information Chapters & Members Need

- ✓ Earn 100 and 50 PAOE points, respectively, for Member certification and recertification
- ✓ Need a Certification PAOE point chapter report for the Society Year? Contact Anastasia Meadows, Chapter Programs Coordinator at [AMeadows@ashrae.org](mailto:AMeadows@ashrae.org)

### NEW! Developments

#### NEW! *Certification Study Guide: [Building Commissioning Professional](#) (BCxP)*

- ✓ Exam task-by-task self-assessments linked to key ASHRAE publications
- ✓ Quick quizzes
- ✓ 120-question practice exam

#### NEW! Over 1,000 [Test Center Locations](#) Worldwide

- ✓ Meets growing demand for ASHRAE certification

### Recent Developments

- **ROB Ensures Recognition of Certification Designations in ASHRAE Media**
- **Developing Economies Member Pricing – 40% Discount**
- **“Certification” [Presentation](#) for Chapter Meeting Delivery -**
- **“Certification” Articles in “Chapter Notes” Monthly Newsletter**



## How can ASHRAE Certification help Chapters and Members?

### *Value for Chapters*

- ✓ Grow Chapter membership | **Increase participation at education events.** Certificants need PDHs!
- ✓ **Earn 100 and 50 PAOE points**, respectively, for Member certification and recertification.

### *Value for Chapter Members*

- ✓ **Validation** of specialized job knowledge, skills and ability
- ✓ Unparalleled **recognition** | **Career development**

Over **3,500 ASHRAE certifications** earned by built-environment professionals in these key jobs:

Commissioning      Energy Auditing      Energy Modeling      HVAC Design  
Healthcare Facility Design      High-Performance Building Design

For assistance, including requests for promotional materials, please contact Tim Kline at [tkline@ashrae.org](mailto:tkline@ashrae.org),

## CTTC Decarbonization Call

Tuesday, November 29, 2022 at 12pm Eastern

### Attendees:

Daniel Redmond, Daniel Robert, Andy Reilman, John Constantinide, Abhi Kurana, Aru Sau, Rhiannon Masterson, Anastasia Meadows

### Action Items:

Assignment	Status	Action Item
John		Provide small speech on decarb to use at the DL mixer in Atlanta
Dan		Make PAOE updates and report at the Atlanta meeting
Abhi		Provide an update during the CTTC Atlanta meeting with our discussions and ideas, including multi-chapter DL visits
Daniel		Discuss with Margaret Smith the possibility of the Foundation endowment for decarbonization

### Minutes:

#### 1. CTTC MBO #6:

MBO	Due Date	Assigned To	ASHRAE Strategic Plan	MBO Comments
Work toward reducing our carbon footprint while continuing to provide member benefits and services.	June 2023	All Subcommittees	4	ASHRAE is promoting decarbonization to reduce GHG. CTTC needs to embrace this and find ways to reduce our carbon footprint, which shows everyone that we not only promote decarbonization, but we are doing our best to practice it.

#### 2. Distinguished Lecturer Program:

- a. We need to make it easier for chapters to share a DL to increase the number of multi-chapter visits. We should open this dialogue with chapters to encourage them to host the DL at a different chapter each day. This may disrupt a chapter's regular meeting schedule, but we can explain the importance of this effort. Redmond referenced a time when his chapter needed to change their meeting day, but instead of receiving negative feedback, they had attendees present that aren't usually able to attend.
  - b. This will be easier in certain areas where chapters are closer together and within a drivable distance.
  - c. We would need to give plenty of notice; this is not something that could be implemented immediately.
  - d. Our goal is to empower and encourage the chapters to be creative to help reduce carbon, while making sure the RVC is active and involved. However, we also want to make sure we encourage the DLs since this would increase the length of their visit trips.
3. ASHRAE's decarb effort is focused on standards, publications, and education. There is no member services-based decarb effort.
  4. Should we promote that we're focusing on decarb?
  5. How else could we increase member benefit without necessarily reducing carbon?
  6. Ideas:

- a. Offset carbon by donating back to ASHRAE headquarters. The new HQ ad hoc is looking for ways to improve, but don't have money to spend. Is there a need for an ESG committee?
  - b. Every time you use a DL, pitch in 'X' amount of money to offset the carbon usage.
  - c. Set up an endowment through the Foundation dedicated to decarb efforts within ASHRAE. Ask DLs to donate their honorarium there. This could go toward the chapter RP goal. Ask a chapter to donate \$50 for every DL visit? Set a minimum, but no maximum. Ask RP to make a recognition for decarb funds donated.
  - d. Create best practices on how to book a speaker while also focusing on decarb. Encourage multi-chapter visits, choose venues with a sustainability plan, etc.
7. PAOE:
- a. If we want to make any recommendations to PAOE, make sure they are presented this year for implementation during the next SY. Discussed PAOE ideas – **Attachment A**
  - b. Ginger's theme next year focuses on decarb, so there will be many PAOE line items focusing on that.
8. Look at adding decarb element to Dan Mills point tally form.
9. Look at creating an award for the DL who does the most multi-chapter visits.
10. Try to use 30-45 minutes to discuss decarb with all RVCs during the Atlanta meeting.
11. Should we recognize any DLs at the Atlanta mixer? Those who have done a good job over the past couple of years. Most in-person, most virtual, most multi-chapter.

PAOE updates discussed during our call

Activity	Points	Count	Value	Percentage	
<b>Awards and Submission Activities:</b>					
CT12 For each Technology Award entry at Regional level	300	26	56.79	14.36%	
CT13 For each CTTC Award entry at Society level (including Technology Award, Milton Garland Commemorative Refrigeration Award for Project Excellence, Comfort Cooling Award for Project Excellence entry, Donald A. Siller Refrigeration Award, Dan Mills Chapter Programs Award)	500	14	53.10	07.73%	
<b>Meetings, Presentations or Events:</b>					
CT14 For each 1-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter	600	100	121	117.00	66.85%
CT15 For each chapter meeting presenting one of the recorded Tech-Hour programs (available on ASHRAE 365)	600	100	21	18.97	11.60%
CT16 For each joint meeting with HVAC&R peer societies, organizations, and/or associations	100	82	87.22	43.30%	
CT17 For each ASHRAE certification earned, or renewed by a chapter member during the current fiscal year	100	57	66.63	31.49%	
CT18 For each chapter seminar/program by a DL with multi-chapter in person visits and/or virtual visits or other speaker	50	79	27.55	43.65%	
CT19 For each chapter member who is currently serving on any of the following ASHRAE committees/groups: TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project)	600	100	81	81.43	44.75%
CT20 For each chapter member who is currently serving on an ASHRAE TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project) giving 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 <a href="http://www.ashrae.org/tcs">www.ashrae.org/tcs</a> under heading "General TC Information"	100	50	25	07.02	13.81%
CT21 For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees	50	95	67.56	52.49%	
CT22 For hosting an "ASHRAE Technical Committee (TC) Members" chapter meeting in which TC attendees will be presented	300	100	8	06.19	04.42%
<b>RVC Assigns/Enters the following points:</b>					
CT23 For the Chapter CTT committee chair or co-chair attending the CTTC workshop at CRC	200	200	124	69.14	68.51%
CT24 For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)	200	100	80	52.14	44.20%
CT25 For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)	100	100	72	25.37	39.78%

to reduce carbon footprint

Increase to a tiered approach:  
 - 200 for a 2-chapter visit  
 - 500 for a 3-chapter  
 - 1000 for a 4-chapter

aligns with society decarbonization goals  
 - CTTC separately looking at an award for DLs maximizing this

New Category 50 PAOE points held at a venue with an established and current sustainability plan - MAX 200 points

## Summary of CTTC Regional Statistics 2023 ASHRAE Winter Conference

ACTIVITY	Reg. I	Reg. II	Reg. III	Reg. IV	Reg. V	Reg. VI	Reg. VII	Reg. VIII	Reg. IX	Reg. X	Reg. XI	Reg. XII	Reg. XIII	Reg. XIV	RAL	Society Average/Sum
<b>CRC (2022 calendar year)</b>																
Total number of chapters in region	15	9	11	7	12	11	14	15	13	14	11	16	10	9	32	199
Total number of sections in Region	0	0	1	4	1	3	0	3	4	2	3	6	5	3	3	38
Number of chapters present	4	9	8	4	5	8	7	12	10	10	12	12	10	9	20	140
Number of CTT chapter chairs or co-chairs present	2	9	6	3	5	8	5	12	9	5	9	11	10	9	20	123
Percentage of chapter participation	27%	100%	73%	57%	42%	73%	50%	80%	77%	71%	109%	75%	100%	100%	63%	73%
Percentage of CTT chapter chair participation	13%	100%	55%	43%	42%	73%	36%	80%	69%	36%	82%	69%	100%	100%	63%	64%
CRC Workshop Evaluation Summary Completed	0	0	0	0	1	0	1	0	0	1	0	0	1	0	1	5
<b>PAOE</b>																
No. of Chapters Reporting PAOE Points:																0
No. of Chapters Making Society Minimum (550):																0
No. of Chapters Making Society PAR (1050):																0
No. of planning sessions held																0
No. of Chapters Reporting TC Presentations																0
Highest PAOE Points by a Chapter:																0
Percentage of chapters reporting	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
Percentage of chapters making Society Minimum	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
Percentage of chapters making Society PAR	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
<b>DISTINGUISHED LECTURERS</b>																
Number of Allocations	17	10	14	8	11	14	10	15	13	15	12	13	10	8	22	192
Number of allocations used	6	5	3	3	7	8	3	10	12	12	3	6	10	8	15	111
Number of common pool visits used	4	2	1	1	1	1	6	0	8	0	0	0	0	6	6	36
Number of Multi-Chapter visits	0	0	0	0	1	1	0	4	0	0	1	2	3	2	2	16
Number of chapters hosting (inc. pool/multi visits)	15	9	11	7	12	11	14	15	13	14	11	16	10	9	32	199
Percentage of chapters hosting	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100.0%
Percentage of used allocations	35%	50%	21%	38%	64%	57%	30%	67%	92%	80%	25%	46%	100%	100%	68%	58.2%
Total percentage of use:	59%	70%	29%	50%	73%	64%	90%	67%	154%	80%	25%	46%	100%	175%	95%	77%
Number of non-allocated visits	3	0	6	3	1	5	3	3	9	1	2	7	0	2	14	59
Total number of DL visits	13	7	10	7	9	14	12	13	29	13	5	13	10	16	35	206
<b>CHAPTER VISITS</b>																
No. of visits made:	1	3	3	1		2	0	5	1	2	2	10	5	2	18	55
Percentage of chapters visited:	7%	33%	27%	14%	0%	18%	0%	33%	8%	14%	18%	63%	50%	22%	56%	24%
<b>LIAISON CONTACTS</b>																
No. of contacts made:	0	0	5	0		0	0	0	0	0	0	0	0	3	0	8
<b>CTTC AWARDS (Fall 2021)</b>																
Dan Mills Chapter Programs Award	0	1	1	1	0	0	0	1	1	0	0	1	0	0	0	6
Donald A. Siller REF Award	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	
Technology Awards: Number of Regional Entries	1	7	6	3		16	6	3	0	6	9	4	5	0	66	
Technology Awards: Number of Society Entries	1	5	2	0	4	6	3	0	0	5	4	1	4	0	35	

## ASHRAE CTTC SCRIPT FOR LIAISON INTRODUCTION

*Sample script that a CTTC RVC can use to introduce CTTC to one of the Technical Committees, whether during the Sunday morning TC Chair meeting or one of the subcommittees. Each RVC should feel free to customize as they see fit.*

Hello, I am the CTTC Liaison for your committee. Before I give you an update on our activities, I would like to ask a quick question. Aside from DLs in this room, how many of you are aware of what the CTT Committee's activities are? *(Most likely very few are)*

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

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

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

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

## CTTC LIAISON TALKING POINTS

- 2022-23 Tech Hours –
  - Tech Hours were implemented in 2020 to replace the annual Webcast and they provide a 1-hour technical discussion that can be used for PDHs.
  - We plan on releasing the following Tech Hour topics this Society Year:
    - Decarbonization
    - Refrigeration
  - [www.ashrae.org/techhour](http://www.ashrae.org/techhour)
- 2022-23 DL Program
  - 71 lecturers
    - Representing 12 countries
    - Total of 11 different languages spoken
  - Multiple presentations approved for continuing education credits
  - Visit CTTC webpage for details
- Technology Awards – Encourage project entry at the TC and Chapter level
  - Regional Deadline – Check with your RVC
  - Society Deadline – September 1<sup>st</sup>
- Questions for the audience
  - What information can be taken from your TC/Committee to the Chapters?
  - What can CTTC assist your TC/Committee with?



**Agenda**  
**CTTC Member Services Subcommittee**

<b>Friday, February 3, 2023</b>			
Member Services Subcommittee	1:00pm – 5:00pm	Omni, Pine (A-South)	In-person only

**Action Items from the 2022 Annual Conference in Toronto:**

No.	Assignment	Status	Action
1	Staff	In progress	Staff to continue to work with IT on testing the digital DL form
4	DL Working Group	In progress	For the Regional Statistics info, review the DL statistics reported and necessary DL forms. Start tracking in-person vs. virtual DL presentations, including non-allocated visits. Find out if DL visits benefit other grassroots efforts.

**Action Items from mid-year call:**

No.	Assignment	Status	Action
1	Anastasia	Complete	Resend the DL Mixer invitation to CTTC and let the RVCs know they can invite their CTTC Chapter Chairs.
2	Rhiannon	Complete	Remind RVCs about the updated Technology Award application form
3	Rhiannon	Complete	Email Chris Adams to see if his Atlanta Chapter Chair can recommend restaurants for the CTTC dinner
4	Abhi	Complete	CTTC dinner plans for the 2023 Annual Conference

**Motions from this meeting:**

# – Pg.	Motion	Vote
1 – 2	Move forward with DL Participation Form edits and for IT to complete the web-based form.	6-0-0
2 – 3	Consensus motion: <ul style="list-style-type: none"> <li>• The DL Working Group recommends the removal of the following criterion from the DL Nomination Evaluation spreadsheet: “I watched the DL / nominee speak, and I give this rating.”</li> <li>• The DL Working Group recommends the following addition and changes to the DL Nomination Evaluation spreadsheet...</li> </ul>	6-0-0
3 – 3	Add “Exemplary decarbonization recognition” after Award of Engineering Excellence to application page 1, 4 <sup>th</sup> paragraph second sentence.	6-0-0

4 – 3	To reimburse travel for the Technology Award of Engineering Excellence winner to attend the Plenary session.	6-0-0
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1. **Call to Order** – Reilman
2. **Roll Call/Introduction of Guests** – Reilman
  - a. Subcommittee Members: Andy (Chair), Chris, Abigail, John, Grant, Janice, Thiago
3. **ASHRAE Code of Ethics Commitment** – Reilman  
*In this and all other 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 we shall avoid all real or perceived conflicts of interests.*
4. **ASHRAE Diversity Commitment** – Reilman  
*ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We proactively pursue and celebrate diverse and inclusive communities understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities our Society serves. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought styles, religion, nationality, socio-economic status, belief systems, sexual orientation or education.*
5. **Review of Agenda and Previous Meeting Minutes (Attachment A)** – Reilman
  - a. Moved by John, seconded by Chris. Passed unanimously.
6. DL Program
  - a. After a call with ASHRAE Marketing and IT, we are moving forward with IT creating the digital DL form. Last week staff tested an updated version of the participation form.
    - i. **Motion #1:** Move forward with DL Participation Form edits and for IT to complete the web-based form. 6-0-0.
  - a. Hosting the DL mixer at the Winter Conference in Atlanta. The majority of RSVPs are for DLs, with just a handful of CTTC Chairs.
  - b. Review of DL nominations. **EXECUTIVE SESSION**
  - c. Requested updates to DL Nomination Evaluation sheet (**Attachment B**)
    - i. Motion 1: The DL Working Group recommends the removal of the following criterion from the DL Nomination Evaluation spreadsheet: “I watched the DL / nominee speak, and I give this rating.”
      1. Background: This criterion has hindered the DL evaluation process when using this form for the first time. Not all DLs know and have heard DLs present. Because of this inconsistency, the criterion was not considered in the previous DL evaluation. Passage of this motion would eliminate the criterion in column AG of the DL Evaluation Sheet tab and row 28 of the DL Evaluation Rules & Guidance tab. The CTTC Resource Manual would need to be updated to reflect the removal of this criterion.
      2. Financial Impact: Staff costs
      3. DL Working Group Vote: 4-0-0 CV
    - ii. Motion 2: The DL Working Group recommends the following addition and changes to the DL Nomination Evaluation spreadsheet:
      1. In the DL Evaluation Sheet tab, under the “Nomination / Update” group, add the following: In-Person, Virtual, & Hybrid Options
      2. In the DL Evaluation Sheet tab, recalculate the “Complete Nomination / Update” category in the Bonus group to include the In-Person, Virtual, & Hybrid Options category

3. In the DL Evaluation Rules & Guidance tab, under the Nomination / Update Category, add the following: In-Person, Virtual, & Hybrid Options
4. In the DL Evaluation Rules & Guidance tab, in the Explanation column adjacent to the added In-Person, Virtual, & Hybrid Options category, add the following: For DLs and nominees, is there an indication that presentations can be made at in-person, virtual, and hybrid meetings?
  - a. Background: In a post-COVID environment, North America chapters are moving back to in-person meetings, while a majority of chapters outside of North America are hosting both in-person, virtual, and hybrid meetings. This addition provides added transparency to Chapter-level CTTC Chairs when considering DLs for their Chapter meetings. The CTTC Resource Manual would need to be updated to reflect the removal of this criterion.
  - b. Financial Impact: Staff costs
  - c. DL Working Group Vote: 4-0-0 CV
- ii. The subcommittee voted on the above two motion as one consensus motion:
  1. **Motion #2:** 6-0-0

## 7. Technology Awards

- a. From Ginger Scoggins: My President Elect Advisory committee has discussed the possible need for an ASHRAE Technology Award focusing on building decarbonization. I was tasked with bringing this item to your attention so this can be discussed at the next CTTC meeting.
  - a. *Response:* “Awards category and grading addresses greenhouse gas emissions and environmental impact.” Exemplary decarbonization recognition will be added to the judges discretion for award winners.
    - i. **Motion #3:** Add “Exemplary decarbonization recognition” after Award of Engineering Excellence to application page 1, 4<sup>th</sup> paragraph second sentence. 6-0-0.
  - b. Chapter and Regional deadlines are coming up in the spring. Society-level deadline is always September 1.
  - c. Rhiannon to work with Tracy Steward (most winning female Technology Award recipient) on promotional material to encourage female applicants.
  - d. **Motion #4:** To reimburse travel for the Technology Award of Engineering Excellence winner to attend the Plenary session. 6-0-0.

## 8. CTTC Awards **EXECUTIVE SESSION**

- a. Dan Mills Chapter Programs Award
- b. Donald A. Siller Refrigeration Award

## 9. Ad Hocs

- a. DL Automation Ad Hoc
  - i. Members: John (Chair), Grant, Abhi, Aru, Osama, Frank, Daniel Redmond
- b. Promoting Award Nominations and Technology Awards Ad Hoc
  - i. Members: Chris (Chair), Mahroo, Frank, Liz, Grant, Janice, Abby



**Minutes**  
**CTTC Operations Subcommittee**

<b>Friday, February 3, 2023</b>			
Operations Subcommittee	1:00pm – 5:00pm	Omni, Maple C (A-South)	In-person only

**Action Items from the 2022 Annual Conference in Toronto:**

No.	Assignment	Status	Action
3	Redmond	Complete	Review program idea slides <ul style="list-style-type: none"> <li>First discussed at 2022 Winter Conference: Should CTTC provide chapters with slides that review topics of interest that can be included with their intro slides used at chapter meetings? Would need to be updated on an annual basis.</li> <li>Spring 2022 mid-year call: Further develop the idea of providing information slides for chapters and next steps. We will poll the full committee to see if what we offer fulfills this action item.</li> </ul>

**Action Items from mid-year call:**

No.	Assignment	Status	Action
1	Matt	Complete	Follow-up from Action Item #3 from the Toronto Conference: Pull from the existing information and create a summarized version for the CTTC page.
2	Daniel & Rhiannon	Complete	Review eLearning Chapter Notes article from Liz
3	Aru	In progress	Connect with Mick Schwedler regarding a decarbonization article for Chapter Notes
4	Rhiannon	Complete	Review all CTTC pages for accuracy and streamlining. Rhiannon will review which Resources Manual documents are already listed on the website.

**Action Items from this meeting:**

No. – Pg.	Assignment	Action
1 – 2	Staff	Add the Word and PPT link under the ‘Program Resources’ section on the CTTC page
2 – 2	Staff	Work with the web team to update and reformat the CTTC webpages
3 – 3	Subcommittee and Staff	Review CTTC CRC slides by late March. Rhiannon to send out a Doodle Poll (plan for a 2-hour call).

1. **Call to Order** – Redmond
2. **Roll Call/Introduction of Guests** – Redmond

- a. Attendees: Daniel Redmond (Chair), Matt, Heric, Frank, Kenneth, Liz, Osama, Siva, Daniel Robert, Rhiannon, Julia (RV RMCR)
  - b. Subcommittee Members unable to attend: Tyler, Aru
- 3. **ASHRAE Code of Ethics Commitment** – Redmond  
*In this and all other 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 we shall avoid all real or perceived conflicts of interests.*
- 4. **ASHRAE Diversity Commitment** – Redmond  
*ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We proactively pursue and celebrate diverse and inclusive communities understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities our Society serves. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought styles, religion, nationality, socio-economic status, belief systems, sexual orientation or education.*
- 5. **Review of Agenda and Previous Meeting Minutes (Attachment A)** – Redmond
  - a. Motion Matt, second Siva. Unanimous approval.
- 6. **Action Items**
  - a. Mid-Year Call Action Items:
    - i. #1: Draft Word document and PPT (**Attachment C and D**)
    - ii. **Action Item #1:** Add the Word and PPT link under the ‘Program Resources’ section on the CTTC page
- 7. **Tech Hour**
  - a. The Tech Hour Working Group (Heric, Frank, Abhi, Liz, Tyler) has been meeting once a month and has a plan in place to record up to four Tech Hours by the end of the SY:
    - i. Hospital Decarbonization with Walt Vernon – this was recorded in early December and release is planned for February 23
    - ii. Refrigeration with Steve Kujak – will film in February or March
    - iii. Building Decarbonization with Mick Schwedler
    - iv. Emotional Intelligence with Karine Leblanc – will film in February or March
    - v. The Fraternal Twins of Decarbonization and Resilience with Erin McConahey
  - b. Heric will work on a transition process for whomever takes over his roll next SY.
- 8. **Chapter Notes Newsletter**
  - a. Writing a decarbonization article to coincide with TRAC’s request for DLs who specialize on this topic. Aru has reached out to Mick Schwedler, who has agreed to write a couple of paragraphs on the topic for submission by mid-March.
  - b. Liz has written an eLearning article that was included in the January newsletter.
- 9. **MOP & Resource Manual Updates**
  - a. No updates needed for either document
  - b. All of Members Council’s reporting committees are being asked to review the necessity of their Resource Manual, since many of the items included within a Resource Manual are already available on the committee’s webpage.
  - c. Review of what Resource Manual documents are already included on CTTC webpages and overview of CTTC webpages streamlining (**Attachment B**). We recommend that all of the documents be added to the CTTC webpages and discontinue use of the Resource Manual.
    - i. **Action Item #2:** Rhiannon will work with the web team to update and reformat the CTTC webpages
- 10. **CTTC CRC Presentation**
  - a. Updates needed:

- i. General update/refresh
- ii. Add decarb information
- b. Plan to meet twice before the Annual Conference to review and make updates: March and May. Plan to have an updated presentation at the start of the 23-24 SY
- c. **Action Item #3:** review slides by late March. Rhiannon to send out a Doodle Poll (plan for a 2-hour call).

## 11. PAOE

- a. Review of edits to CTTC-related PAOE items
  - i. Par is currently 1050. Suggest an increase to 1500.
  - ii. CT7: Society Officer present Presidential Theme
    - 1. Since the presentation is recorded, make it 100 points for showing the 30-minute Presidential Theme video at a chapter meeting or event.
  - iii. CT12: good as-is
  - iv. CT15: good as-is
  - v. CT19: 100, 200, 400 with a 1200 maximum
  - vi. CT22: deleted
  - vii. CT23: minor wording update
  - viii. CT25: logistical question – how to confirm if a chapter has a DL nominee
  - ix. CT26: added BEQ and decarbonization
  - x. CT27: reintroduction of previous line item
  - xi. CT28: 50 points for hosting a chapter meeting at a venue that has an established and current sustainability plan
  - xii. CT31: 250 points (250 max) for maintaining and submitting an annual carbon footprint of program speakers air travel (calculated based on air transportation of speaker from speaker's city of origin to city of presentation and back, multi-chapter visits are to split the air travel total by the number of chapters). Points assigned by RVC by June 30.
- b. Discussion on multi-chapter DL visits that cross Regions. If a DL has a layover in a different Region, could they make a presentation at that chapter?
- c. eLearning UNEP funded courses discussion; more investigation needed

### Management by Objectives (MBOs)

Chapter Technology Transfer Committee | ASHRAE Society Year 22-23 | Daniel Robert, Chair

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan	MBO Comments
1. Complete four Tech Hour recordings and broadcast a minimum of three during the year.	Ongoing	June 2023	Operations Subcommittee, Tech Hour Working Group, RVCs	1, 2, 3	To continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative Tech Hour programs during the 22-23 SY.
2. Continue to work towards reaching a fully operational DL platform that covers DL requests, approval, evaluation, and logging capabilities with a long-term vision of having this platform available to all chapter presenters.	Ongoing	June 2023	Member Services Subcommittee, DL Automation Ad Hoc	3	The current DL operations includes inefficient manual DL forms for the request, approval, and evaluation process. The digital platform should greatly help minimize this by help managing all this online. Once the DL version is under operation, the plan would be to gather the info of all the speakers invited at Chapter events and share valuable info amongst all chapters.
3. Work with all RVCs to increase the number of Technology Awards submissions, both regionally and at the Society level.	Incomplete	June 2023	RVCs	4	Each chapter should have at least one submission to the regional level. Increase the overall number of Society submissions by 25% (compared to 21-22). At least one submission to Society from these areas: Region VIII (Mexico), Region XII (Caribbean, Central/South America), Region XIII, Region XIV, and RAL.
4. Enroll a minimum of four TC members as Distinguished Lecturers (DLs).	Complete	January 2023	Member Services Subcommittee	1, 2, 4	There has always been a gap between TC members and Chapter members. By getting TC members to participate in the DL program, we will reduce the gap between both entities and allow a greater diffusion of knowledge.
5. Conduct two mid-year virtual subcommittee meetings per year.	Ongoing	Fall 2022, Spring 2023	Operations and Member Services Subcommittees	3	We will continue to enhance CTTC communications to ensure we are all meeting our goals in a timely manner.
6. Work toward reducing our carbon footprint while continuing to provide member benefits and services.	Ongoing	June 2023	All Subcommittees	4	ASHRAE is promoting decarbonization to reduce GHG. CTTC needs to embrace this and find ways to reduce our carbon footprint, which shows everyone that we not only promote decarbonization, but we are doing our best to practice it.
7. Reestablish the DL mixer at the 2023 Winter Conference in Atlanta with the target of having 50% or more of DLs present.	Partially complete	February 2023	Member Services Subcommittee	3, 4	The DL mixer started about five years ago at Winter Conferences and was put on hold due to the pandemic. This event allows CTTC members and DLs to get together to socialize and discuss ideas for the DL program.
8. Increase submissions for the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award (at least one submission from each Region for Mills and three submissions for Siller).	Incomplete	November 2022	Member Services Subcommittee, RVCs	4	Interest for these awards is declining. CTTC will review the submittal form and required points. RVCs will play an active role in seeking out qualified candidates.

\*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support