



**Minutes**  
**Chapter Technology Transfer Committee**

<b>Friday, February 7, 2025</b>			
CTTC	8:00am – 12:00pm	Hilton Orlando, Lake Mizell B	Hybrid
Member Services Subcommittee	1:00pm – 5:00pm	Hilton Orlando, Lake Mizell B	In-person
Operations Subcommittee	1:00pm – 5:00pm	Hilton Orlando, Lake Louise B	In-person
<b>Saturday, February 8, 2025</b>			
Executive Subcommittee	8:00am – 9:00am	Hilton Orlando, Lake Mizell B	In-person
CTTC	9:00am – 12:00pm	Hilton Orlando, Lake Mizell B	Hybrid

**Action Items**

# – Pg.	Assignment	Status	Action Item
1 – 4	RVCs and Staff		Remind Chapter CTTC Chairs and DLs to submit DL forms for <u>all</u> DL visits – both allocated and non-allocated. We want to make sure that DLs are getting credit for every visit whether the transportation is reimbursed or not.
2 – 4	RVCs		Every Region needs to test the digital <a href="#">DL Evaluation Form</a> this spring so it will be ready to launch for the 25-26 SY. Regions V and XI have completed testing.
3 – 4	Staff and DL WG		Staff to review DL travel policy and insurance coverage. DL Working Group to review in Phoenix.
4 – 4	Award WG		Determine entry deadline for the Energy Genius Award
5 – 4	DL WG	In progress – RVC’s will not disclose the number of DL visits remaining so we can track how many requests are received after all allocations are used	Review regional allocations document
6 – 4	Abhi	In progress	Create a transition document that outgoing RVCs can follow when training their incoming RVC
7 – 4	Award WG and Staff	In progress	Review the Tech Award website, including an information regarding feedback or what makes a successful entry
8 – 4	Matthew, Murat, and David	In Progress; reviewing and will present update in Phoenix	Tech Award judging to put together ideas for new judging criteria for retro-commissioning entries.
9 – 4	CTTC Workshop WG		Develop a new CTTC annual webinar and corresponding timeline
10 – 4	DL WG		Develop a 1-page document for DLs with guidance and tips on presenting to students

11 – 4	DL WG		Remind chapters to communicate to DLs who their audience will be and what level of presentation is preferred (i.e. basic, intermediate, advanced)
12 – 4	Conor and Kevin		Review CRC PPT for any updates
13 – 4	Liz		Email Operations Subcommittee her Tech Hour topic list
14 – 4	Operations Subcommittee	In progress; Liz and Ken made a list and will review a schedule; list has been added to Basecamp; Eric will support and create pings/reminders in Basecamp when it is time for an item to be reviewed	Make a list of CTTC-related items/forms/documents that need regular maintenance and select a time when that review occurs
15 – 5	Video Ad Hoc (Ken, Matthew, and Abhi)		Ad hoc for short recorded videos (idea from Doug Zentz)
16 – 5	DL WG		Digitize DL Summary Report and review to determine if a separate form is needed for virtual visits
17 – 5	DL WG and Conor/Kevin		Encourage communication between the DL and chapter to discuss presentation length. Add to the CRC PPT and CTTC webinar.

### **Motions**

<b># – Pg.</b>	<b>Motion</b>	<b>Vote</b>
1 – 3	That CTTC recommends that the psychometric chart and software be free to the world.	Tabled – need financial impact
2 – 3	To give the same number of points to DSA/ESA for serving as a Society judging member of the Technology Awards. Give back credit to all members that have participated in the past for the commitment to providing their volunteer time to the committee.	19-0-0 CNV
3 – 4	To create a new Technology Awards subcommittee chapter chair position in the CIQ. The position would be called Chapter Technology Awards Subcommittee Chair.	3-12-1 CNV
4 – 4	To add virtual centralized training for the CTTC position.	1-16-2 CNV
6 – 5	The Argentina Chapter recommends to CTTC to increase the maximum number of Distinguished Lecturers (DL) allocated visits so that each Region has 1.5 DL allocated visits per chapter, beginnings July 1, 2026.	3-13-0 CNV
7 – 5	Colombia Chapter recommends to CTTC to train Distinguished Lecturers (DLs) on how to better present to students on technical and non-technical topics at universities and in Student Branches, effective July 1, 2025.	19-0-0 CNV

### **Attendance**

- All members present: Daniel, Heric, Elizabeth, Murat, Abhi, Stephanie, Don, Matthew, Eric, Kevin, Steven, David, Nikola, Matt, Esteban, Sivakumar, Conor, Krishna, Osama, John, Kenneth, and Wei

### **Full Committee Agenda – Friday, February 7, 2025**

1. **Call to Order** – Redmond

2. **Roll Call/Introduction of Guests** – Redmond
3. **ASHRAE Value Statement** – Redmond
  - a. *In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*
  - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
  - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
  - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
4. **Roll Call/Introduction of Guests** – Redmond
5. **Review of Agenda** – Redmond
6. **Approval of Minutes** – June 21-22, 2024 during 2024 Annual Conference – Redmond (**Attachment A**)
  - a. John moved to approved, and Matthew seconded. Vote: unanimous approval
7. **Special Reports**
  - a. BOD Ex-Officio – Wei Sun (**Attachment K**)
  - b. Planning Committee – Samir Traboulsi (**Attachment I**)
    - i. New ASHRAE Strategic Plan
8. **Review of Action Items** – Redmond (**Attachment B**)
9. **Review of Regional Statistics** – Redmond (**Attachment D**)
10. **CRC Motion Referrals** – Redmond (**Attachment E**)
  - a. Five CRC motions were referred to CTTC by Members Council. Each motion was referred to a CTTC subcommittee, which was discussed during their mid-year calls.
  - b. Upon further discussion, the subcommittees will review again during their meetings this afternoon and we will make final decisions during our meeting tomorrow.
11. **Internal Motions:**
  - a. **Motion #1:** Connor moves that CTTC recommends that the psychometric chart and software be free to the world. Osama second.
    - i. Heric moves to table this motion. Abhi second. Need a financial impact.
  - b. **Motion #2:** Matthew moves to give the same number of points to DSA/ESA for Judging member of the Technology Awards. Give back credit to all members that have participated in the past for the commitment to providing their volunteer time to the committee. Kevin second.
    - i. Background: Right now the form is only giving points to Judging member of the Technology Awards (excluding members of CTTC). This is still a volunteering of your time to this. This volunteer is not required to do this as a CTTC member.
    - ii. Vote: 19-0-0 CNV

### **Full Committee Agenda – Saturday, February 8, 2025**

1. **Call to Order** – Redmond
2. **ASHRAE Value Statement** – Redmond
  - a. *In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*
  - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
  - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
  - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
3. **Roll Call/Introduction of Guests** – Redmond

#### 4. Review of Agenda – Redmond

#### 5. Subcommittee Reports

##### a. Member Services – Holmes (**Attachment F**)

###### i. New action items:

1. **Action Item #1:** Remind Chapter CTTC Chairs and DLs to submit DL forms for all DL visits – both allocated and non-allocated. We want to make sure that DLs are getting credit for every visit whether the transportation is reimbursed or not.
2. **Action Item #2:** Every Region needs to test the digital [DL Evaluation Form](#) this spring so it will be ready to launch for the 25-26 SY. Regions V and XI have completed testing.
3. **Action Item #3:** Staff to review DL travel policy and insurance coverage. DL Working Group to review in Phoenix.
4. **Action Item #4:** Awards Working Group to determine nomination deadline for the Energy Genius Award

###### ii. Existing action items that have not been completed:

1. **Action Item #5:** DL Working Group to review regional allocations document
2. **Action Item #6:** Abhi to create a transition document that outgoing RVCs can follow when training their incoming RVC
3. **Action Item #7:** Award Working Group and Staff to review the Tech Award website, including an information regarding feedback or what makes a successful entry
4. **Action Item #8:** Tech Award judging to put together ideas for new judging criteria for retro-commissioning entries.

##### b. Operations – Zakelj (**Attachment G**)

###### i. New action items:

1. **Action Item #9:** CTTC Workshop Working Group to develop a new CTTC annual webinar and corresponding timeline
2. **Action Item #10:** DL Working Group to develop a 1-page document for DLs with guidance and tips on presenting to students
3. **Action Item #11:** DL Working Group to remind chapters to communicate to DLs who their audience will be and what level of presentation is preferred (i.e. basic, intermediate, advanced)
4. **Action Item #12:** Conor and Kevin to review CRC PPT for any updates

###### ii. Existing action items that have not been completed:

1. **Action Item #13:** Liz to email subcommittee her Tech Hour topic list
2. **Action Item #14:** Operations Subcommittee to make a list of CTTC-related items/forms/documents that need regular maintenance and select a time when that review occurs

#### 6. CRC Motion Referrals – Redmond (**Attachment E**)

##### a. Follow-up discussion regarding the five CRC referred motions. Full details included in Attached E, and a summary provided below:

###### i. **Motion #3:** To create a new Technology Awards subcommittee chapter chair position in the CIQ. The position would be called Chapter Technology Awards Subcommittee Chair.

1. CTTC Vote: 3-12-1 CNV, motion fails
2. CTTC Comments: In the spirit of society streamlining chapter operations, per society strategic plan, technology awards should be initiated at the chapter level through collaboration between CTTC chair and Honors & Awards chair. [this would be redundant to add specific Chapter Technology Awards chair]

###### ii. **Motion #4:** To add virtual centralized training for the CTTC position.

1. CTTC Vote: 1-16-2 CNV, motion fails

2. CTTC Comments: CTTC supports the intent of this motion. They have created a Working Group to create an annual webinar for CTTC Chapter Chairs that will reinforce what is taught at the CRCs.
  - iii. Motion: That Staff provide a summary of the chapter speaker review online form with names and emails to the Chapter CTTC Chair within a week of the program.
    1. CTTC Comments: complete – this is already available
  - iv. **Motion #5:** The Argentina Chapter recommends to CTTC to increase the maximum number of Distinguished Lecturers (DL) allocated visits so that each Region has 1.5 DL allocated visits per chapter, beginnings July 1, 2026.
    1. CTTC Vote: 3-13-0 CNV, motion fails
    2. CTTC Comments: Based on our DL travel budget we are looking at adding five allocated visits to the current SY and then giving those extra visits to Regions outside of North America for the next SY.
  - v. **Motion #6:** Colombia Chapter recommends to CTTC to train Distinguished Lecturers (DLs) on how to better present to students on technical and non-technical topics at universities and in Student Branches, effective July 1, 2025.
    1. Amended motion: Colombia Chapter recommends to CTTC to ~~train~~ provide guidance and tips to Distinguished Lecturers (DLs) on how to better present to students on technical and non-technical topics at universities and in Student Branches, effective July 1, 2025.
    2. CTTC Vote: 19-0-0 CNV
7. **Status of 2024-25 MBOs** – Redmond (**Attachment H**)
8. **New Business** – Redmond
  - a. A chapter asked if we could digitize the PDH sign-in sheet. They've had multiple issues with not being able to read handwriting and feel like a digital sign-in sheet would streamline the process. Should this be overseen at our level, or give the chapters the ability to create their own?
    - i. Keep it at the local level, especially since PDH requirements can vary by state.
    - ii. Those PDH forms should be archived locally in the event of audits.
    - iii. Some sample PDH forms have been uploaded to Basecamp.
9. **Remarks**
  - a. Membership Promotion – Ershed Jaman
10. **Open Discussion**
  - a. **Action Item #15:** Ad hoc for short recorded videos (idea from Doug Zentz); Ken (Chair), Matthew, Abhi
  - b. **Action Item #16:** Is a different DL Summary Report needed for virtual visits? Not everything on the current DL Summary Report is applicable for virtual visits. Digitize this as well. Add to DL Working Group to review.
  - c. **Action Item #17:** Encourage communication between the DL and chapter to discuss presentation length. Add to the CRC PPT and CTTC webinar.
  - d. Look at adding dedicated time for DL comments on the Saturday CTTC agenda.
  - e. Reasoning behind current number of DLs on the roster. Should more DLs be added so local chapters have more DLs to pick from? CTTC RVCs are putting together Regional Speaker Lists that could assist with finding local speakers that aren't necessarily DLs.
11. **Executive Session**
  - a. Approval of award recipients (Dan Mills Chapter Programs Award and Donald A. Siller Refrigeration Award). Vote: 15-1-0 CNV
  - b. Distinguished Lecturer roster for SY 25-26. Vote: 16-0-0 CNV
12. **Next Meeting** – June 20-21, 2025 at the 2025 ASHRAE Annual Conference in Phoenix, Arizona
13. **Adjournment**



**Minutes  
Chapter Technology Transfer Committee**

<b>Friday, June 21, 2024</b>			
CTTC	8:00am – 12:00pm	JW Marriott, 308 (3)	<a href="#">Hybrid</a>
Member Services Subcommittee	1:00pm – 5:00pm	JW Marriott, 308 (3)	<a href="#">Hybrid</a>
Operations Subcommittee	1:00pm – 5:00pm	JW Marriott, 307 (3)	<a href="#">Hybrid</a>
<b>Saturday, June 22, 2024</b>			
Executive Subcommittee	8:00am – 9:00am	JW Marriott, 308 (3)	<a href="#">Hybrid</a>
CTTC	9:00am – 12:00pm	JW Marriott, 308 (3)	<a href="#">Hybrid</a>

**Action Items**

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

**Motions**

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

## Attendance

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

## Full Committee Minutes – Friday, June 21, 2024

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

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

**Full Committee Minutes – Saturday, June 22, 2024**

1. **Call to Order** – Reilman
2. **ASHRAE Value Statement** – Reilman
  - a. *In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*
  - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
  - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
  - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
3. **Roll Call/Introduction of Guests** – Reilman
4. **Review of Agenda** – Reilman
5. **Remarks**
  - a. BOD Ex-Officio – Wei Sun
6. **Subcommittee Reports**
  - a. Member Services – Redmond (**will be included as Attachment H**)
    - i. **Motion #4:** Mathew moves to give the full \$10,000 to Sustainable Travel International as directed by the ASHRAE chapter and region carbon guide, for the 2024-25 SY. Abby Seconds.
      1. Subcommittee vote: 6-0-3 CNV
      2. Full committee vote: 16-0-3 CNV. Motion passes.
    - ii. **Motion #5:** Chris moves to put the Energy Genius Award under the awards working group. John Seconds.
      1. Subcommittee vote: 8-0-0 CNV
      2. Full committee vote: 18-0-1 CNV
    - iii. **Motion #6:** Abby moves to move the Technology Award Society Deadline from September 1, 2025 to June 30, 2025, and going forward. Abhi Seconds.
      1. Subcommittee vote: 8-0-0 CNV
      2. John moves to amend to June 1, 2025. Matt Archey seconds.
        - a. Vote: 11-6-2 CNV. Amendment passes.
      3. **Updated Motion #6:** To move the Technology Award Society Deadline from September 1, 2025 to June 1, 2025, and going forward.
        - a. Full committee vote: 16-2-1 CNV. Motion passes.
  - b. Operations – Holmes (**will be included as Attachment I**)
    - i. **Motion #7:** Matt moves to approve the recommended MOP changes. Liz seconds.
      1. Subcommittee Vote: 8-0-0 CNV
      2. Full Committee Vote: 19-0-0 CNV. Motion passes.
7. **Status of 2023-24 MBOs** – Reilman (**Attachment J**)
  - a. MBO 1: Demographics of CTTC Chapter Chairs for 23-24 SY:
    - i. The average age is 42.
    - ii. Gender breakdown: 10% female, 56% male, 34% unreported
    - iii. **Action Item #9:** Staff to confirm demographic information Society-wide for comparison
  - b. MBO 9: As of 5/22/24, 101 out of 199 chapters (51%) have a CTTC co-chair (or additional CTTC position) listed on their CIQ.

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

<b>% of Chapters</b>	33%	67%	27%	29%	67%	55%	36%	20%	38%	36%	36%	94%	70%	38%	73%
----------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

8. **Change of Chair** – Reilman/Redmond

- a. Recognition of outgoing members:
  - i. Andrew Reilman – Chair
  - ii. Frank Rivera – Region I RVC
  - iii. Matt Archey – Region III RVC
  - iv. Chris Adams – Region IV RVC
  - v. Abby Brophy – Region IX RVC
  - vi. Tyler Bradshaw – Region X RVC
  - vii. Thiago Portes – Region XII RVC
- b. Recognition of current members changing roles:
  - i. Daniel Redmond – 1<sup>st</sup> Vice Chair to Chair
  - ii. Heric Holmes – 2<sup>nd</sup> Vice Chair to 1<sup>st</sup> Vice Chair
  - iii. John Constantinide – Chapter Programs Coordinator to 2<sup>nd</sup> Vice Chair
  - iv. Kenneth Shifflett – Region VIII RVC to Chapter Programs Coordinator
- c. Recognition of incoming members:
  - i. Murat Bayramoglu – Region I RVC
  - ii. Stephanie Mages – Region III RVC
  - iii. Don Gariepy – Region IV RVC
  - iv. Steven McConnell – Region VIII RVC
  - v. David Griffin – Region IX RVC
  - vi. Nikola Kravik – Region X RVC
  - vii. Esteban Baccini Jauregui – Region XII RVC
  - viii. Krishna Mitra – Region XV RVC
- d. 2023-24 MBOs – Redmond **(Will be included as Attachment K)**
- e. Appointment of 2024-25 Subcommittees and Mentors – Redmond **(Attachment L)**

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

10. **Adjournment**

**Action items from 2024 Annual Conference in Indianapolis:**

#	Assignment	Status	Action Item
2	Speaker Evaluation Ad Hoc	In process; each Region will test this spring so form can go live for 25-26 SY; Society make a QR code	Take the comments discussed and work with staff to review
4	Award Working Group	Complete – Judging Panel Chair will notate if there is any generic reasoning that an entry was not selected	Reach out to Tech Awards Judging Panel Chair (Charlie Bertuch) to find out the best way to get feedback on entries that were not selected
5	Award Working Group & Staff	In process – confirm sample entries to include; include chapter / region / Society process	Review Tech Award website, including any information regarding feedback or what makes a successful entry
7	DL Working Group	Complete – duplicate of action item from Fall 2024 mid-year call	Look at number of DL allocations

**Action items from 2024 Winter Conference in Chicago:**

#	Assignment	Status	Action Item
2	Operations Subcommittee	In progress; Liz and Ken made a list and will review a schedule; list has been added to Basecamp; Eric will support and create pings/reminders in Basecamp when it is time for an item to be reviewed	Make list of CTTC-related items/forms/documents that need regular maintenance and select a time when that review occurs.

**Action Items from Fall 2023 mid-year call:**

#	Assignment	Status	Action Item
3	Award Promotion Ad Hoc, John	In Progress; Matthew, Murat, and David will review and present update in Phoenix	Tech Award judges will put together ideas for new judging criteria for retro-commissioning entries. Then the judges, John, and staff will reach out to EBCx-related TCs and ask for their feedback.



FEBRUARY, 2025

## ASHRAE CERTIFICATION: Information Chapters & Members Need

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

### NEW! Developments

- ✓ Since a March 1, 2024 launch, the [Certified Decarbonization Professional](#) (CDP) has been ASHRAE's **2<sup>nd</sup> most** applied for certification.



- ✓ **25% Application Discount through March 31.**
- ✓ Chapter Technology Transfer: CT19 (for Certification and Recertification) now is a PAOE point line item that the ASHRAE database system will **automatically assign**.
- ✓ In calendar year 2024, **over 1,200** ASHRAE Certification Exam Study Guide PDFs (BCxP, BEMP and CHD) have either been sold or selected as a renewing Member Benefit.

### Developments

- **Over 1,000 Test Center Locations** Worldwide
- Certification [Presentation](#) for Chapter Meeting Delivery



## How can ASHRAE Certification help Chapters and Members?

### *Value for Chapters*

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

### *Value for Chapter Members*

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

Nearly **4,500 ASHRAE certifications** earned by built-environment professionals since 2007.

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

**Summary of CTTC Regional Statistics (Updated April 16, 2025)**  
**2024-25**

<b>ACTIVITY</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	<b>XIII</b>	<b>XIV</b>	<b>XV</b>	<b>RAL</b>	<b>Total</b>
<b>CRC Workshop (2024-25 Society Year)</b>	Fall	Fall	Fall	Fall	Fall	Spring	Fall	Spring	Fall	Fall	Spring	Fall	Fall	Fall	Fall	Fall	
Total number of chapters in Region	15	9	11	7	12	11	14	15	13	14	11	16	10	9	12	21	200
Total number of sections in Region	0	0	1	4	1	3	0	3	4	2	4	8	5	7	1	1	44
Number of chapters present	8	9	8	6	7		9		9	12		13	8	9	11	11	120
Number of CTT chapter chairs or co-chairs present in-person	3	9	3	10	4		7		6	6		12	8	5	8	11	92
Number of CTT chapter chairs or co-chairs present virtually	0	0	0	0	0		2		0	0		1	0	0	0	0	3
Percentage of chapter participation	53%	100%	73%	86%	58%	0%	64%	0%	69%	86%	0%	81%	80%	100%	92%	52%	62%
Percentage of CTT chapter chair participation	20%	100%	27%	143%	33%	0%	64%	0%	46%	43%	0%	81%	80%	56%	67%	52%	51%
CRC Workshop Evaluation Summary Completed	0	1	1	0	1		0		1	0		0	1	0	1	1	7
<b>PAOE - Completed after close of SY</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	<b>XIII</b>	<b>XIV</b>	<b>XV</b>	<b>RAL</b>	<b>Total</b>
No. of Chapters Reporting PAOE Points:																	0
No. of Chapters Making Society Minimum (550):																	0
No. of Chapters Making Society PAR (1500):																	0
No. of Chapters Reporting TC Presentations																	0
Highest PAOE Points by a Chapter:																	0
Percentage of chapters reporting	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
Percentage of chapters making Society Minimum	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
Percentage of chapters making Society PAR	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.0%
<b>DISTINGUISHED LECTURERS - as of 1/22/25</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	<b>XIII</b>	<b>XIV</b>	<b>XV</b>	<b>RAL</b>	<b>Total</b>
Number of Allocations	15	11	13	10	12	13	11	14	13	13	12	13	12	10	10	13	195
Number of allocations used	6	4	6	3	7	7	11	12	8	9	2	8	9	9	5	5	111
Number of common pool visits used	4	2	0	1	1	3	2	0	4	1	0	9	2	1	4	6	40
Number of Multi-Chapter visits (allocated)	0	2	2	0	1	3	3	5	3	1	2	2	6	4	6	3	43
Number of chapters hosting (inc. pool/multi visits)	10	7	7	5	8	10	12	13	10	10	7	14	10	4	10	19	156
Percentage of chapters hosting	67%	78%	64%	71%	67%	91%	86%	87%	77%	71%	64%	88%	100%	44%	83%	90%	76.7%
Percentage of used allocations	40%	36%	46%	30%	58%	54%	100%	86%	62%	69%	17%	62%	75%	90%	50%	38%	57.1%
Total percentage of use:	67%	55%	46%	40%	67%	77%	118%	86%	92%	77%	17%	131%	92%	100%	90%	85%	77%
Number of non-allocated visits	3	1	5	5	4	3	4	6	9	3	2	16	1	3	16	37	118
Total number of in-person visits	12	6	7	7	12	13	13	17	14	13	2	27	11	11	23	10	198
Total number virtual visits	1	1	4	2	0	0	4	1	7	0	2	6	1	2	2	38	71
Total number of DL visits	13	7	11	9	12	13	17	18	21	13	4	33	12	13	25	48	269
<b>CHAPTER VISITS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	<b>XIII</b>	<b>XIV</b>	<b>XV</b>	<b>RAL</b>	<b>Total</b>
Number of in-person chapter visits made:	1	2	2	1	3	0	2	0	0	0	0	0	3	3	1	0	18
Number of virtual chapter visits made:	0	0	0	0	0	0	1	0	0	4	0	6	2	0	12	5	30
Percentage of chapters visited:	7%	22%	18%	14%	25%	0%	21%	0%	0%	29%	0%	38%	50%	33%	108%	24%	24%
<b>CTTC AWARDS (Fall 2024 Submissions)</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	<b>XIII</b>	<b>XIV</b>	<b>XV</b>	<b>RAL</b>	<b>Total</b>
Dan Mills Chapter Programs Award	0	1	0	1	0	0	0	1	0	1	0	1	1	0	0	1	7
Donald A. Siller Refrigeration Award	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Technology Awards: Number of Regional Entries	3	14		0	5	14	2	0	0		8	4	9	0	0	0	59
Technology Awards: Number of Society Entries	0	13	2	0	5	6	2	0	0	3	2	3	8	0	0	0	44

## Referred CRC Motions

Region	Chapter	Assignment	Motion Summary
II	Hamilton	MS	Create new Tech Award subcommittee chair position on CIQ
II	Hamilton	Op	Implement CTTC Centralized Training
VII	Tennessee Valley	MS	Staff provide speaker review form to Chapters
XII	Argentina	MS	Increase DL allocated visits to 1.5 per chapter
XII	Columbia	MS & Op	Train DLs on how to present to students

1. Region II, Hamilton Chapter, Motion #24-2-1
  - a. Motion: To create a new Technology Awards subcommittee chapter chair position in the CIQ. The position would be called Chapter Technology Awards Subcommittee Chair.
    - i. Background: CTTC is the most time-consuming chair position. In an effort to help delegate tasks from the CTTC chair, we motion a new technology awards chair be created. This chair position could be modeled after the refrigeration chair position and report to the CTTC chair.
    - ii. Fiscal Impact: \$0
    - iii. Staff Impact: Small
    - iv. Vote: 8-0-0 CNV
    - v. Status: Referred to CTTC for an update by the 2025 Winter Conference
    - vi. CTTC feedback:
      - a. Operations Subcommittee vote on motion: 0-9-0 CV
      - b. CTTC vote: 3-12-1 CNV, motion fails
      - c. Comments: In the spirit of society streamlining chapter operations, per society strategic plan, technology awards should be initiated at the chapter level through collaboration between CTTC chair and Honors & Awards chair. [this would be redundant to add specific Chapter Technology Awards chair]
2. Region II, Hamilton Chapter, Motion #24-2-2
  - a. Motion: To add virtual centralized training for the CTTC position.
    - i. Background: CTTC is the most critical Position. If we can't get people to a meeting in a well-lit, comfortable location; with an engaging, easily understandable speaker; to hear a timely topic of broad interest; with a quality meal; and in a convenient location....they won't stay in ASHRAE nor encourage their colleagues to join (MP fails); they won't donate to research (RP fails); they won't encourage students or young engineers to participate (oops there go Student Activities and YEA). There should be centralized training to help chapters that cannot have the past CTTC chair train the new CTTC chair and provide continuity between the chapters. The training should be 2 weeks after the society annual meeting.
    - ii. Fiscal Impact: TBD
    - iii. Staff Impact: Minimal
    - iv. Vote: 8-0-0 CNV
    - v. Status: Referred to CTTC for an update by the 2025 Winter Conference. This motion was also sent to the Members Council Region Operations Subcommittee as reference when discussing one of their MBO's this year "reevaluate our past approach to 'Society to Chapter' training methods and determine the most effective way to deliver centralized RP, MP, SA and Treasurer training virtually, by end of Q2 (budget requirement)."
    - vi. CTTC feedback:

- a. Society-wide webinar to reinforce what is covered at CRC?
  - b. Avoid ‘Centralized Training’ terminology
  - c. Done once annually
  - d. CTTC vote: 1-16-2 CNV, motion fails
  - e. Working Group: Abhi (Chair), Heric, Matthew, Esteban, Matt
  - f. Comments: CTTC supports the intent of this motion. They have created a Working Group to create an annual webinar for CTTC Chapter Chairs that will reinforce what is taught at the CRCs.
3. Region VII, Tennessee Valley Chapter, Motion #24-7-2
  - a. Motion: That Staff provide a summary of the chapter speaker review online form with names and emails to the Chapter CTTC Chair within a week of the program.
    - i. Background: CTTC has developed an online template for chapters to use to evaluate speakers. The chapter needs to have the feedback on the speaker quality in order to continue to provide quality programs.
    - ii. Fiscal Impact: \$0
    - iii. Staff Impact: 10 hours (staff has been contacted about this issue, and they indicated that they are working toward provided this motion’s intent)
    - iv. Vote: 8-3-3 CNV
    - v. Status: Referred to CTTC for an update by the 2025 Winter Conference.
    - vi. CTTC feedback: this is already complete – chapters have access to the individual digital feedback forms.
4. Region XII, Argentina Chapter, Motion #24-12-1
  - a. Motion: The Argentina Chapter recommends to CTTC to increase the maximum number of Distinguished Lecturers (DL) allocated visits so that each Region has 1.5 DL allocated visits per chapter, beginnings July 1, 2026.
    - i. Background: According to the “Regional DL Allocations & Host CTTC Instructions (2024-25)” document, Attachment A, Society has allocated for Society Year 2024-2025 195 DL allocated visits, of which Region XII has 13 DL allocated visits assigned. As an example, Region XII has 16 Chapters and 8 Sections, which means Society cannot ensure 1 DL per Chapter unless they do Multi Chapter visits. Society should ensure that any chapter can request at least 1 DL allocated visit on their own. As many chapters find the DL program very useful for their own activities, and they do a lot of technical activities, the Argentina Chapter recommends increasing the number of maximum DL allocated visits for all regions. The recommendation is to increase the number of DLs allocated visit for this Society Year from 195 to 298 (i.e., 1.5 DL allocated visits per Chapter multiplied by 199 Chapters to get 298 DL Allocated visits).
    - ii. Fiscal Impact: \$309,000.00 for Society Year 2024-2025 (Calculated as 103 extra visits multiplied by \$3,000, an average cost of transportation per visit)
    - iii. Staff Impact: Additional time for staff to administer the program
    - iv. Vote: 16-0-0 CNV
    - v. Status: Referred to CTTC for an update by the 2025 Winter Conference
    - vi. Staff Comment: As additional background, allocations are distributed based on the number of chapters and chapter members in each Region. Any unused allocations become pool visits (which are open to any chapter in any region on a first-come, first-served basis) as of December 1 each year. If a chapter wants additional DL visits, they can be ready to submit their requests on December 1. Below are the number of pool visits from the past five years:
      - a. 2023: 77
      - b. 2022: 83
      - c. 2021: 152

- d. 2020: no DL travel due to COVID
  - e. 2019: 37
- vii. CTTC feedback:
  - a. Should we look at moving the pool date up to October 1 or November 1? By December 1 most chapters are done planning for the year.
  - b. DL Working Group is reviewing allocation formula.
  - c. Action Item: DL Working Group to evaluate pre-Society year DL assignments; allows planning for the SY to begin prior to July 1; everything except the financial aspect is taken care of prior to July 1
    - 1. Would need to update the Participation Form to add SY
  - d. Member Services Subcommittee:
    - 1. Voted down, but looking at adding 5 DL visits into the pool this year, and then into non-North American regions next year.
  - e. CTTC vote: 3-13-0 CNV, motion fails
- 5. Region XII, Columbia Chapter, Motion #24-12-8
  - a. Motion: Colombia Chapter recommends to CTTC to train Distinguished Lecturers (DLs) on how to better present to students on technical and non-technical topics at universities and in Student Branches, effective July 1, 2025.
    - i. Background: For DLs who want to present to students, it is proposed that DLs are trained to provide technical and non-technical presentations that students can understand. The audiences would be for students at universities where they have Student Branches. This will allow the technical content to be better communicated, attract new Student Members to the Student Branches, and have better preparation in face-to-face and virtual meetings for the next generation of DLs.
    - ii. Fiscal Impact: None
    - iii. Staff Impact: Program administration estimated to be 8 hours per month, on average
    - iv. Vote: 15-1-0 CNV
    - v. Status: Referred to CTTC for an update by the 2025 Winter Conference
    - vi. CTTC comments: staff reached out to chapter to see if there was a specific DL visit that prompted this motion. How can we better review DL nominee's presentation skills?
      - a. Feedback from John as RXII DRC: From what I understand, Colombia Chapter sees the need to have DLs better communicate with student members. I have seen this through our Region, and in my experience as Chapter Programs Coordinator, where DLs are considered or asked to present to students, but the student presentation was not as productive or fruitful from a member retention and technology transfer standpoint. The intent of DLs is to bring experts to convey technical knowledge, and that in turn brings member value. If students do not understand what is being communicated, then member value is lost with student members, the future of ASHRAE.
      - b. Operations Subcommittee:
        - 1. Consider providing DLs with best practices document for presenting to students, as opposed to a separate dedicated training.
        - 2. Conor moves to amend the motion as follows, 2<sup>nd</sup> by Liz: Colombia Chapter recommends to CTTC to ~~train~~ provide guidance and tips to Distinguished Lecturers (DLs) on how to

better present to students on technical and non-technical topics at universities and in Student Branches, effective July 1, 2025.

i. Vote on amendment: 6-0-0 CNV

ii. Vote on amended motion: 6-0-0 CNV

c. CTTC comments:

1. Trying to better review a DL's presentation skills during nomination process

2. Vote on amended motion: 19-0-0 CNV



**CTTC Member Services Subcommittee**  
**February 7, 2025 from 1:00-5:00pm**

**Action Items**

# – Pg.	Assignment	Action Item
1 – 2	RVCs and Staff	Remind Chapter CTTC Chairs and DLs that it is important to submit DL forms for <u>all</u> DL visits – both allocated and non-allocated. We want to make sure that DLs are getting credit for every visit whether the transportation is reimbursed or not.
2 – 2	RVCs	Every Region needs to test the digital <a href="#">DL Evaluation Form</a> this spring so it will be ready to launch for the 25-26 SY. Regions V and XI have completed testing.
3 – 3	Staff & DL Working Group	Review DL travel policy and insurance coverage. DL WG to review in Phoenix.
4 – 4	Award Working Group	Determine nomination deadline for the Energy Genius Award

1. **Call to Order** – Holmes
2. **Roll Call/Introduction of Guests** – Holmes
  - a. Subcommittee Members: Heric (Chair), Ken, Abhi, Osama, Matthew Klok, Matt Parkes, Murat, Don, David, Esteban
3. **ASHRAE Value Statement** – Holmes
  - a. *In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*
  - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
  - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
  - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
4. **Action Items** – Holmes
  - a. Action items from Fall 2024 mid-year call:

Assignment	Status	Action Item
Staff	Complete – it was not one specific issue or DL visit triggered this motion	Regarding referred motion #5, Staff to research if there were specific DL visits that did not go well to trigger this motion
DL Working Group	In process – RVC's will not disclose the number of DL visits remaining so we can track how many requests are	Review Regional Allocations document in preparation for Orlando

	received after all allocations are used	
Abhi	In process	Create a transition document that outgoing RVCs can follow when training their incoming RVC
Staff	Complete – CTTC is now responsible for all aspects, but can ask MTG.BEQ for assistance with judging	Follow up with John to confirm next steps for the Energy Genius Award

b. Action items from 2024 Annual Conference in Indianapolis:

Assignment	Status	Action Item
Award Working Group	Complete – Judging Panel Chair will notate if there is any generic reasoning that an entry was not selected	Reach out to Tech Awards Judging Panel Chair (Charlie Bertuch) to find out the best way to get feedback on entries that were not selected
Award Working Group & Staff	In process	Review Tech Award website, including any information regarding feedback or what makes a successful entry
DL Working Group	Complete – duplicate of action item from Fall 2024 mid-year call	Look at number of DL allocations

c. Action items from Fall 2023 mid-year call:

Assignment	Status	Action Item
Award Promotion Ad Hoc, John, Thiago	In Progress; Matthew, Murat, and David will review and present update in Phoenix	Tech Award judges will put together ideas for new judging criteria for retro-commissioning entries. Then the judges, John, and staff will reach out to EBCx-related TCs and ask for their feedback.

5. **Referred Motions** – Holmes

- a. Need to present a recommendation to the full committee for approval. Will then be reported to Members Council.

6. **DL Program & Distinguished Lecturer Working Group** – Shifflett

- a. DL Mixer at 2025 Winter Conference in Orlando will be Friday, February 7 from 5:15-6:30pm. We will have food and a cash bar.
- b. **Action Item #1:** Remind Chapter CTTC Chairs and DLs that it is important to submit DL forms for all DL visits – both allocated and non-allocated. We want to make sure that DLs are getting credit for every visit whether the transportation is reimbursed or not.
- c. **Action Item #2:** Every Region needs to test the digital [DL Evaluation Form](#) this spring so it will be ready to launch for the 25-26 SY. Regions V and XI have completed testing.
- d. Review of DL transportation costs:
  - i. From July 1, 2024 thru January 31, 2025 there were a total of 79 allocated or pool visits. Out of that:
    - a. We have received reimbursement requests for 66 of those visits

- b. Total reimbursement amount of \$75,780.70
  - 1. Average domestic reimbursement: \$576.22
  - 2. Average international reimbursement: \$1,974.38
  - 3. Average multi-chapter reimbursement: \$1,763.66
- c. 22 were multi-chapter visits
  - 1. 14 of those multi-chapter visits were international
- d. 27 visits utilized ATC to book flights
- ii. Out of our \$200k budget, we have spent \$101.9k. The difference between the \$101k actuals and \$75k in reimbursement requests is made up from:
  - a. ATC bookings for future DL travel
  - b. DL travel reimbursements from the previous SY, but processed this SY
- e. Review of Region allocations
- f. DL Roster *Executive Session*
- g. Discussion of a potential DL networking event at Annual Conferences:
  - i. Invite all DLs, including incoming DLs
  - ii. Similar to the mixer, but gives DLs a chance to network and form mentorships for new DLs
  - iii. Include appetizers and cash bar
- h. **Action Item #3:** review DL travel policy and insurance coverage. DL WG for review in Phoenix.

**7. Technology Awards**

- a. We received 44 entries this year, which is one more than last year.
- b. Entries by Region:

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	RAL
0	13	2	0	5	6	2	0	0	3	2	3	8	0	0	0

- c. The judging panel met October 18-19 at ASHRAE HQ.
- d. New Society deadline for 2025 is June 1. Staff sent an email reminder to the full committee – please be sure to communicate this deadline change with your chapters so everyone is prepared to submit to Society by June 1, 2025.
- e. When submitting Society-level entries, please email them directly to Rhiannon at [rmasterson@ashrae.org](mailto:rmasterson@ashrae.org) and not to [chapterprograms@ashrae.org](mailto:chapterprograms@ashrae.org). Rhiannon will provide the following confirmation to RVCs for all received Society submissions:
  - i. Email receipt when submission is received.
  - ii. Overview of all submissions from the Region immediately following the deadline.

**8. CTTC Awards – Khurana**

- a. *Executive Session*
  - i. We received 7 entries (one more than last year) for the Dan Mills Chapter Programs Award from the following Regions: II, IV, VIII, X, XII, XIII, and RAL
  - ii. We received 1 entry for the Donald A. Siller Refrigeration Award from Region XV
  - iii. We will vote to approve recipients for both awards, and then the full committee will vote to approve
- b. Energy Genius Award:
  - i. CTTC is responsible for all aspects of this award (promotion, receiving nominations, and review of submissions) and it should be treated like the Dan Mills and Donald Siller Awards.
  - ii. We can ask MTG.BEQ for assistance with judging if needed.
  - iii. Will follow the same schedule as Dan Mills/Donald Siller: need to approve recipient at Winter Conference and present at Annual Conference.
    - a. Should we keep the September 30 deadline?

- b. This is not presented at the Plenary, so should it be presented at the CTTC meeting like the Donald Siller Award?
  - c. **Action Item #4:** The Awards Working Group to determine the nomination deadline for the Energy Genius Award.
- c. It was pointed out that new CTTC RVCs may not be familiar with CTTC and Refrigeration Chairs who would be good nominees for these awards. Remind outgoing RVCs to train their incoming RVCs on this topic.
  - i. Abhi will create a transition document that outgoing RVCs can follow when training their incoming RVC.



**CTTC Operations Subcommittee**  
**February 7, 2025 from 1:00-5:00pm**

**Action Items**

# – Pg.	Assignment	Action Item
1 – 3	CTTC Workshop Working Group	Develop new CTTC annual webinar and timeline
2 – 3	DL Working Group	Develop a 1-page document for DLs with guidance and tips on presenting to students
3 – 4	DL Working Group	Remind chapters to communicate to DLs who their audience will be and what level presentation is preferred (i.e. basic, intermediate, advanced)
4 – 5	Conor and Kevin	Review CRC PPT for any updates

**Motions**

# – Pg.	Motion	Vote
1 – 4	To create a new Technology Awards subcommittee chapter chair position in the CIQ. The position would be called Chapter Technology Awards Subcommittee Chair.	0-9-0 CV

1. **Call to Order** – Zakelj
2. **Roll Call** – Zakelj
  - a. Subcommittee Members Present: Liz (Chair), John, Siva, Eric, Kevin, Conor, Stephanie, Steven, Nikola
3. **ASHRAE Value Statement** – Zakelj
  - a. *In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*
  - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
  - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
  - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
4. **Action Items** – Zakelj
  - a. Action items from Fall 2024 mid-year call:

Assignment	Status	Action Item
Staff	Complete	Put AIs on Basecamp as a to do list and subcommittee to review through Basecamp
Staff		Let RVCs know which visits have not provided feedback forms so they can follow-up with the chapter
Staff	In process – emailed 1/29	Email current Tech Award judges to ask for feedback regarding retro commissioning AI

Liz		Email subcommittee her Tech Hour topic list
Staff	Complete – yes they are interested	Ask TRAC if they are interested in Tech Hour topics for Sarah’s presidential year
RVCs	Complete	Review Regional Statistics and provide comments by January 15
Staff	Complete – The DL selects what address they want listed on their profile	Update the DL online database to list both home and work addresses.
Staff	Complete	Clarify page max for Society entries on Tech Award nomination

b. Action items from 2024 Winter Conference in Chicago:

Assignment	Status	Action Item
Operations Subcommittee	In progress; Liz and Ken made a list and will review a schedule; list has been added to Basecamp; Eric will support and create pings/reminders in Basecamp when it is time for an item to be reviewed	Make list of CTTC-related items/forms/documents that need regular maintenance and select a time when that review occurs.

5. Referred Motions – Zakelj

a. Region II, Hamilton Chapter, Motion #24-2-2

i. Motion: To add virtual centralized training for the CTTC position.

1. Background: CTTC is the most critical Position. If we can't get people to a meeting in a well-lit, comfortable location; with an engaging, easily understandable speaker; to hear a timely topic of broad interest; with a quality meal; and in a convenient location....they won't stay in ASHRAE nor encourage their colleagues to join (MP fails); they won't donate to research (RP fails); they won't encourage students or young engineers to participate (oops there go Student Activities and YEA). There should be centralized training to help chapters that cannot have the past CTTC chair train the new CTTC chair and provide continuity between the chapters. The training should be 2 weeks after the society annual meeting.
2. Fiscal Impact: TBD
3. Staff Impact: Minimal
4. Vote: 8-0-0 CNV
5. Status: Referred to CTTC for an update by the 2025 Winter Conference. This motion was also sent to the Members Council Region Operations Subcommittee as reference when discussing one of their MBO’s this year “reevaluate our past approach to ‘Society to Chapter’ training methods and determine the most effective way to deliver centralized RP, MP, SA and Treasurer training virtually, by end of Q2(budget requirement).”
6. CTTC comments:
  - a. Is this asking to add virtual CT along with the CRC CTTC workshop or replace the CRC CTTC workshop with the virtual CT? As written, it is asking to add virtual CT into the mix.

- b. Vote to approve motion: 4-0-2 CNV
- 7. Operations Subcommittee comments:
  - a. Supportive of annual webinar
  - b. Motion defeated, but the intent of the motion is maintained through the creation of a kickoff or refresher webinar that CTTC will host for all chapter level CTTC chairs every year. This will reinforce the training they receive at CRC.
  - c. Side discussion regarding planning for better attendance at CRC:
    - i. Focus on affordable hotel locations – should be a part of CRC planning discussions
  - d. **Action Item #1:** Working Group: Nikola, Stephanie, Steven, Conor, and Eric
  - e. Topics to include:
    - i. DL planning – go through the checklist
    - ii. What’s happened or changed over the past year
    - iii. Q&A
    - iv. Feedback from chapters to RVCs and Society
  - f. When to host this webinar?
- b. Region XII, Columbia Chapter, Motion #24-12-8
  - i. Motion: Colombia Chapter recommends to CTTC to train Distinguished Lecturers (DLs) on how to better present to students on technical and non-technical topics at universities and in Student Branches, effective July 1, 2025.
    - 1. Background: For DLs who want to present to students, it is proposed that DLs are trained to provide technical and non-technical presentations that students can understand. The audiences would be for students at universities where they have Student Branches. This will allow the technical content to be better communicated, attract new Student Members to the Student Branches, and have better preparation in face-to-face and virtual meetings for the next generation of DLs.
    - 2. Fiscal Impact: None
    - 3. Staff Impact: Program administration estimated to be 8 hours per month, on average
    - 4. Vote: 15-1-0 CNV
    - 5. Status: Referred to CTTC for an update by the 2025 Winter Conference
    - 6. CTTC comments:
      - a. Staff reached out to chapter to see if there was a specific DL visit that prompted this motion.
      - b. Consider providing DLs with best practices document for presenting to students, as opposed to a separate dedicated training.
      - c. Conor moves to amend the motion as follows, 2<sup>nd</sup> by Liz: Colombia Chapter recommends to CTTC to ~~train~~ provide guidance and tips to Distinguished Lecturers (DLs) on how to better present to students on technical and non-technical topics at universities and in Student Branches, effective July 1, 2025.
        - i. Vote on amendment: 6-0-0 CNV
        - ii. Vote on amended motion: 6-0-0 CNV
- 7. Operations Subcommittee comments:
  - a. **Action Item #2:** One-page document for DLs
    - i. Things to consider when presenting to students
    - ii. Defer to DL Working Group



- b. Draft 25-26 PAOE User Guide. Note that all automated items will be listed separately in each category and all line items will be renumbered accordingly. Any recommended changes should be included in our report to Members Council.
  - i. Recommend CT 4 and 5 be removed – already included or note much use (papers)
  - ii. CT 22 clarified acronyms, removed TAC template as outdated
  - iii. CT 33 clarify air travel is in mileage not money
  - iv. Need to include previous request from certification staff: for CT6 can we alphabetize the list of certifications and add the new CDP certification?

CT6	10 points; (50 points maximum)	For each informational presentation at a chapter meeting on the <b>certification</b> program (BEMP, CHD, HFDP, HBDDP, BCxP, BEAP, OPMP)
-----	--------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

8. **Chapter Notes Newsletter**

- a. November: reminder to schedule DL visits, DL video, DL nominations due 12/1

9. **CTTC CRC Presentation**

- a. A full review of the CTTC CRC PPT is done every year prior to the Spring CRCs (first CRC is last week of April). Need to get this on the schedule.
- b. **Action Item #4:** Conor and Kevin to review CRC PPT for any updates

10. **Ad Hocs**

- a. Digital Speaker Eval & Regional Speaker List (Heric, Ken, Matt, Abhi, John): review the digital speaker evaluation form to be used for both DLs and non-DL speakers, and review purpose and need for Regional Speaker List

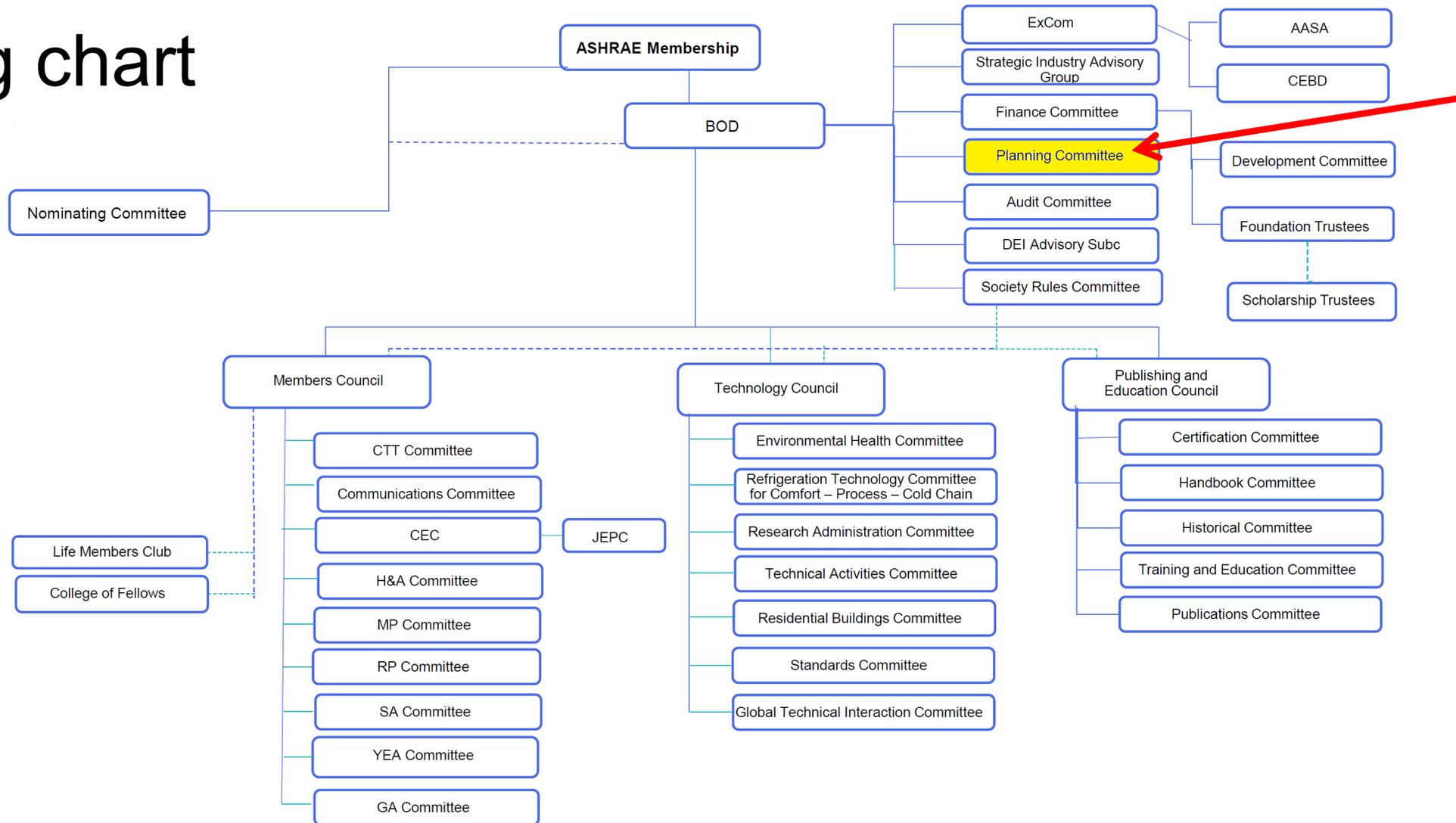
MBO #	Description	Measurable Metric	Completion % /Date	Updates	MBO Comments
1	CTTC Executive to review programs, budget and expenses to make recommendations to Members Council prior to Winter Conference 2025.	- complete submission prior to Winter Conference 2025	Winter Conference 2025	In process - will review budget in Orlando	In support of the Members Council Planning Subcommittee's MBO to prepare a 2-year fiscal plan, all reporting committees should include their own MBO to review their programs, budget and expenses and make recommendations to the Planning Subcommittee by the Winter Meeting.
2	Encourage recruitment of diverse representation in Chairs and RVCs by encouraging all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters). Includes update to CRC training material specific to this MBO.	- encourage diversity of chapter chairs and co-chairs with quarterly email to Chapter Presidents, CTTC Chairs and RVCs - Updated CRC training slides  - target minimum 80% chapters with co-chairs  - review demographic information on CIQ and note trends	Winter Conference 2025	The average age of CTTC Chapter Chairs for 23-24 is 42.  Gender breakdown: 10% female, 56% male, 34% unreported.  We will compare to data from next SY. We will implement tactical outreach and evaluate effectivity.  As of December 3, 2024, 56% of chapters have two or more CTTC people on their CIQ. RVCs to contact chapters needing co-chairs for support. SY 21-22: 37%	Diverse representation results in proactive outreach. CTTC can provide a quarterly email flyer that Chapters can forward to their membership to promote awareness that Grassroot Committees are actively seeking members of underrepresented groups from our community.  Many other MBOs and initiatives are reliant on enough volunteers to share the tasks. Work with all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters)  All Standing Committees of Member Council should include an MBO that identifies and recommends additional ways of promoting inclusion and fostering community and networking within ASHRAE in general, and within their function specifically, by the end of Q4.
3	Implement approved carbon offset measures.	Transfer of SY 24-25 funds in alignment with ASHRAE Chapter and Region Carbon Guide.	Winter Conference 2025	Complete - CTTC utilized the recently approved funds toward carbon offset measures (Sustainable Travel International).	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.
4	Promote CTTC awards through planned submission of the following by each region:  - minimum one (1) technology award submission into society competition  - minimum of one (1) Dan Mills Chapter Programs Award OR one (1) Donald A. Siller Refrigeration Award submission into society competition.	Increased award submissions noted in Regional statistics	Winter Conference 2025	For SY 23-24 we had a 23% increase in entries in tech awards, but not all regions submitted entries. For SY 24-25 we had a 2 % increase in entries, but only 9 Regions submitted entries.  We had one Donald Siller submission this year, which is more than last year. Combining awards working groups for more support.  We had 6 Dan Mills entries and 1 Donald Siller.	Each chapter should have at least one submission to the regional level. At least one submission to Society from these areas: Region VIII (Mexico), Region XII (Caribbean, Central/South America), Region XIII, Region XIV, and RAL.  Current, major, changes in refrigerant technology and regulation have a significant effect on members. Promotion of refrigeration activities and recognition through awards will highlight the need for tech transfer related to the "R" in ASHRAE.
5	Complete four Tech Hour recordings and broadcast a minimum of three during the year. At least one non-technical topical and one decarbonization topic.	Minimum recording of four (4) and broadcast of three (3) tech hour recordings.	Annual Conference 2025	in process	To continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative Tech Hour programs during the 24-25 SY.
6	At least 50% of Chapter Programs (including DL) use electronic eval form.	Compile data	Winter Conference 2025	Evaluation form is complete and testing is ongoing. Will go live SY 25-26.	expect RVCs to roll out this fall to all chapters
7	Ensure that 100% of Regions report their regional statistics and give time to review and discuss challenges, achievements and trends	Regional statistics will be sent to RVCs minimum 30 days in advance of Winter and Annual conference. All RVCs to review and comment prior to conferences.	Winter Conference 2025	Our Regional Statistics document has been added to Basecamp and RVCs are reminded to update their information leading up to each ASHRAE Conference	Statistics for PAOE and other Regional data provide a valuable metric for evaluating the health of Chapter operations. Recent years have shown a decline in consistent reporting.



**Planning Committee  
(PLC)**

# Who is the Planning Committee?

- Org chart



# What does the Planning Committee do?

- **Role**

- The role of the Planning Committee (PLC) is to assist the Board of Directors (BOD) and the **organization** in the development of strategic thinking for the future.
- The PLC uses an approved method of **soliciting continuous strategic planning from the councils and committees** for use in advising the Board of Directors on ideas which may be considered for changes to the strategic goals and directions of the Society.
- On a regular basis the PLC:
  - Reports on Findings & Recommendations
  - Provides Gap Analysis on Strategic directions & goals of committees

# What does the Planning Committee do?

## • Subcommittees

### Innovation and Implementation Subcommittee:

- Oversee Strategic Plan implementation
- **Teams with ASHRAE Councils and Committees** to ensure each develops appropriate timelines for implementation, metrics to measure success, and a method to measure progress related to the strategic plan
- Develops methodology to **identify gaps** and overlaps in implementing the Strategic Plan
- **Solicits creative ideas from the membership**, makes strategic assessments, identifies strategies, develops and recommends new initiatives to the PLC to adopt as strategic goals
- Makes recommendations for next year, three (3) year, five (5) year, ten (10) year, and twenty (20) year goals.

# What does the Planning Committee do?

## Validation and Documentation Subcommittee (is responsible for):

- Receiving, reviewing, and quantifying each Council and Committee's MBOs.
- Receiving the Continuous Strategic Planning (CSP) input from the committees and councils and presenting them to the full PLC for consideration by the Board of Directors at the Fall BOD meeting.
- Updating the survey, reviewing the responses, and compiling summary information and potential actionable items from the annual Membership Survey.
- Utilizing the metrics and Key Performance Indicators (KPIs) to evaluate the success and progress of the Strategic Plan and presenting them for the full PLC Annual Meeting.

# What does the Planning Committee do?

## • Strategic Plan

The Planning Committee (PLC) is responsible for ASHRAE's long-range and strategic planning activities on a continuing basis. The PLC role is to assist the Board of Directors (BOD) and the organization to think strategically in planning for the future.



### Healthy, Sustainable and Resilient Communities

Providing a healthy, productive and resilient indoor environment, while minimizing greenhouse gas emissions, is critical to today's built environment. Further, global stakeholders' leveraging of ASHRAE's standards and technical resources presents an opportunity for ASHRAE to solidify global leadership in supporting healthy, sustainable and resilient communities. ASHRAE prioritizes timely identification of industry trends, expedient content development, and forges key partnerships to advocate and collaborate with industry.



### Empowered Workforce

The development of a skilled, competent, and solutions-oriented workforce is critical to addressing the challenges facing the built environment and the HVAC&R industry, today and in the future. ASHRAE continues to provide educational and professional development resources. Our members and industry partners need these tools to implement key initiatives such as decarbonization, resiliency, and indoor environmental quality goals and policies. ASHRAE, with the support of our chapters and regions, partners with key industry stakeholders in tackling the unique workforce challenges facing the industry globally.



### Organizational Agility

ASHRAE's ability to serve communities, the industry, the current and future workforce, and provide value to its volunteer members, is dependent on forward-looking products, services, and solutions. ASHRAE will use emerging technologies to support the development of resources and knowledge flow between ASHRAE's chapters, regions, technical bodies, and the industry, harnessing organizational and operational efficiencies.



### Emerging Technologies

In today's rapidly evolving landscape, emerging technologies are revolutionizing the built environment and HVAC&R industry, expanding numerous career opportunities. By combining technological advancements such as AI with human creativity, both seasoned professionals and new talent can collaborate to drive industry-wide progress. Advanced automation and AI-enabled systems propel energy efficiency and smart buildings, enhance comfort and IEQ, improve operations and maintenance, and deliver holistic and sustainable solutions for industry professionals. ASHRAE engages in a thoughtful process to evaluate and prioritize opportunities to leverage new technologies.

# How does the Planning Committee affect you?

- The Planning Committee (PLC) helps ASHRAE Committee and TC's design their goals and MBO's to align with the ASHRAE Strategic Plan.

# How can the Planning Committee help you?

- Members of the Planning Committee (PLC) are available to help discuss anything related to ASHRAE's Strategic Plan, or even regarding your MBO's (and how they align with the Strategic Plan)
- Members of PLC are available to carry your suggestions / inputs back to PLC.



# Contact Information

SAMIR R. TRABOULSI, PhD., P.Eng.

Email Address:

[traboulsi.Samir@gmail.com](mailto:traboulsi.Samir@gmail.com)

[Samir.traboulsi@mail.ashrae.org](mailto:Samir.traboulsi@mail.ashrae.org)

- Chandrias Jolly, [CJolly@ashrae.org](mailto:CJolly@ashrae.org)



# ASHRAE 2025 – 2028 Strategic Plan Presentation

PLC – Strategic Plan Development Subcommittee

# Strategic Plan Development Subcommittee



**Dunstan Macauley**  
Co-Chair



**Devin Abellon**  
Co-Chair



**Buzz Wright**  
Member



**Carrie Brown**  
Member



**Chandra Sekhar**  
Member



**Sheila Hayter**  
Member



**Mick Schwedler**  
Member

# Strategic Plan Development Consultants



McKinley Advisors (McKinley) is an award-winning association consulting firm dedicated to accelerating associations' positive impact on the world. Our in-house research team and experience working with associations sets us apart. We work in partnership with association executives and volunteer leaders to identify and address their most significant challenges and opportunities.

McKinley provides services through four practice areas—Strategy and Innovation, Organizational Excellence, Business Transformation, and Research and Insights.



**Megan Cruz, CAE**  
Practice Director



**Julia Riordan, M.A.**  
Associate Consultant

# Strategic Goals

1

Position ASHRAE as the **global leader** in advanced solutions to improve indoor environmental quality (IEQ) and address climate change.

2

Pursue **impact-focused engagement** by targeting stakeholders to support a strong workforce and maximize utilization, adherence, and trust of ASHRAE's global expert resources.

3

Increase the **accessibility** of ASHRAE content, resources, and member opportunities.

## OBJECTIVES

- a. Lead the development of widely adopted standards to support indoor environmental quality, decarbonization, and resilience.
- b. Develop alliances and diverse working groups that position ASHRAE to lead and collaborate globally in identifying challenges, defining solutions, and developing approaches to address them.
- c. Develop resources based on member needs and industry trends.

- a. Tailor and target engagement and resources to ASHRAE members and defined key stakeholders.
- b. Provide guidance to targeted stakeholders on impactful ways to maximize the positive downstream effect of their engagement on the built environment.
- c. Empower professionals in their journey to maximize industry impact in support of ASHRAE's mission and vision.
- d. Pursue partnerships to amplify the impact of ASHRAE's mission and support the HVAC&R and built environment workforce.

- a. Identify and address structural, content, and financial barriers to access.
- b. Align communication and delivery methods and formats to enhance accessibility and effectiveness of content, resources, and volunteer opportunities.
- c. Strengthen communication channels with and through chapters and regions to empower contribution to the Society as thought partners in adapting resources to local context and needs.

# Strategic Initiatives



## Healthy, Sustainable and Resilient Communities

Providing a healthy, productive and resilient indoor environment, while minimizing greenhouse gas emissions, is critical to today's built environment. Further, global stakeholders' leveraging of ASHRAE's standards and technical resources presents an opportunity for ASHRAE to solidify global leadership in supporting healthy, sustainable and resilient communities. ASHRAE prioritizes timely identification of industry trends, expedient content development, and forges key partnerships to advocate and collaborate with industry.



## Empowered Workforce

The development of a skilled, competent, and solutions-oriented workforce is critical to addressing the challenges facing the built environment and the HVAC&R industry, today and in the future. ASHRAE continues to provide educational and professional development resources. Our members and industry partners need these tools to implement key initiatives such as decarbonization, resiliency, and indoor environmental quality goals and policies. ASHRAE, with the support of our chapters and regions, partners with key industry stakeholders in tackling the unique workforce challenges facing the industry globally.



## Organizational Agility

ASHRAE's ability to serve communities, the industry, the current and future workforce, and provide value to its volunteer members, is dependent on forward-looking products, services, and solutions. ASHRAE will use emerging technologies to support the development of resources and knowledge flow between ASHRAE's chapters, regions, technical bodies, and the industry, harnessing organizational and operational efficiencies.



## Emerging Technologies

In today's rapidly evolving landscape, emerging technologies are revolutionizing the built environment and HVAC&R industry, expanding numerous career opportunities. By combining technological advancements such as AI with human creativity, both seasoned professionals and new talent can collaborate to drive industry-wide progress. Advanced automation and AI-enabled systems propel energy efficiency and smart buildings, enhance comfort and IEQ, improve operations and maintenance, and deliver holistic and sustainable solutions for industry professionals. ASHRAE engages in a thoughtful process to evaluate and prioritize opportunities to leverage new technologies.

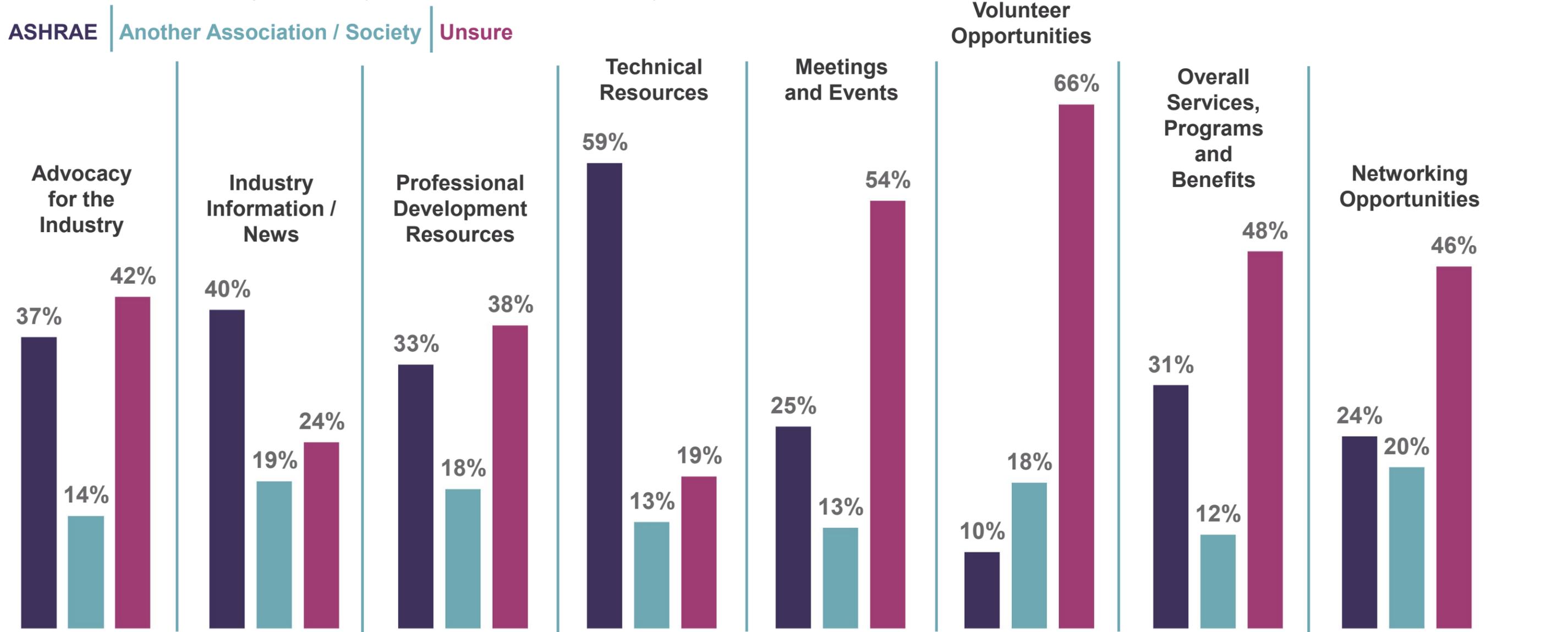
# Project Phases



# Primary Resources

Considering the resources you turn to, which one [offers the best/most valuable]...

n=1,261; Base: All respondents (Members & Nonmembers)



Courtesy of McKinley Advisors

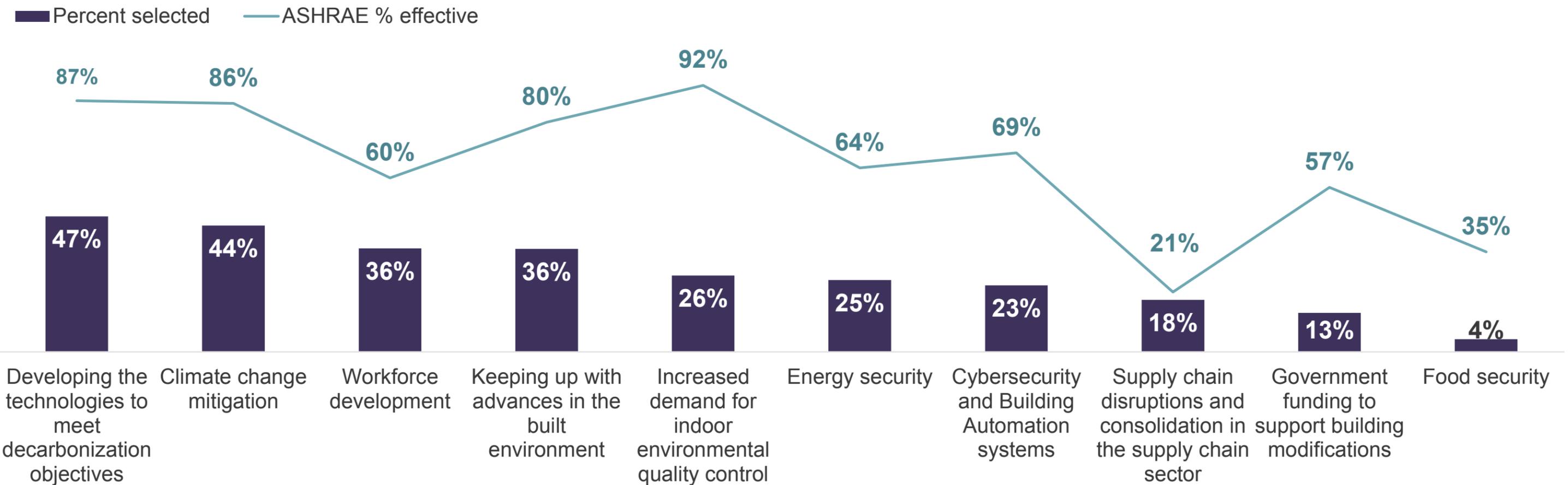
# Challenges and Effectiveness

*What are the top trends or challenges that will have the greatest impact on the HVAC&R engineering industry in the next 3-5 years? Please select up to three.*

**n=1,185; Base: All respondents**

*ASHRAE % effective In your opinion, how effective is ASHRAE in helping to address these challenges?*

**n=788; Base: Current members; % somewhat + very effective.**



*Courtesy of McKinley Advisors*

# Trends and Challenges Summary

## Top Challenges



Developing the technologies for decarbonization



Climate change mitigation



Workforce development



Keeping up with advances in the built environment

## Top Roles



Provide standards, guidelines, and research



Provide education, training, and certification



Support innovation and technology



Advocate, increase awareness, promote, recruit

## Effectiveness at Addressing Challenges

### Most effective

- Increased demand for indoor environmental quality control (92% effective)
- **Top challenge:** Developing the technologies to meet decarbonization objectives (87% effective)
- **Top challenge:** Climate change mitigation (86% effective)
- **Top challenge:** Keeping up with advances in the built environment (80% effective)

### Least effective

- Govt. funding to support buildings modifications (43% not effective)
- Food security (65% not effective)
- Supply chain disruptions and consolidation in the supply chain sector (79% not effective)

*Courtesy of McKinley Advisors*

# Key Research Findings



ASHRAE is operating from a place of strength. Members find ASHRAE's standards and technical guidelines to be highly valuable.

Organizational streamlining is required to increase resource accessibility, member engagement, agility, and speed to market.

Members want to see ASHRAE increase its agility to contend with industry trends and challenges. Members found ASHRAE to be particularly effective during periods of mobilization, such as Covid-19.

ASHRAE's global presence is a strength *and* area of opportunity.

*Courtesy of McKinley Advisors*

# Key Takeaways from BOD Strategic Planning Retreat

There is opportunity for ASHRAE to improve the accessibility of, and engagement with, its resources – by members, chapters, and diverse audiences.

There are numerous industry trends that will undoubtedly shape the future of the industry and ASHRAE, including decarbonization, climate change, workforce, advances in the built environment, and AI.

ASHRAE is perceived as being “slow” and “complex”, which has resulted in missed opportunities for the organization.

ASHRAE needs to be nimble and agile in response to industry trends, to maintain its positioning as a valued resource for technical guidance.

Strategic planning is an opportunity for ASHRAE to refine and focus its strategy and define its spot of value in the industry.

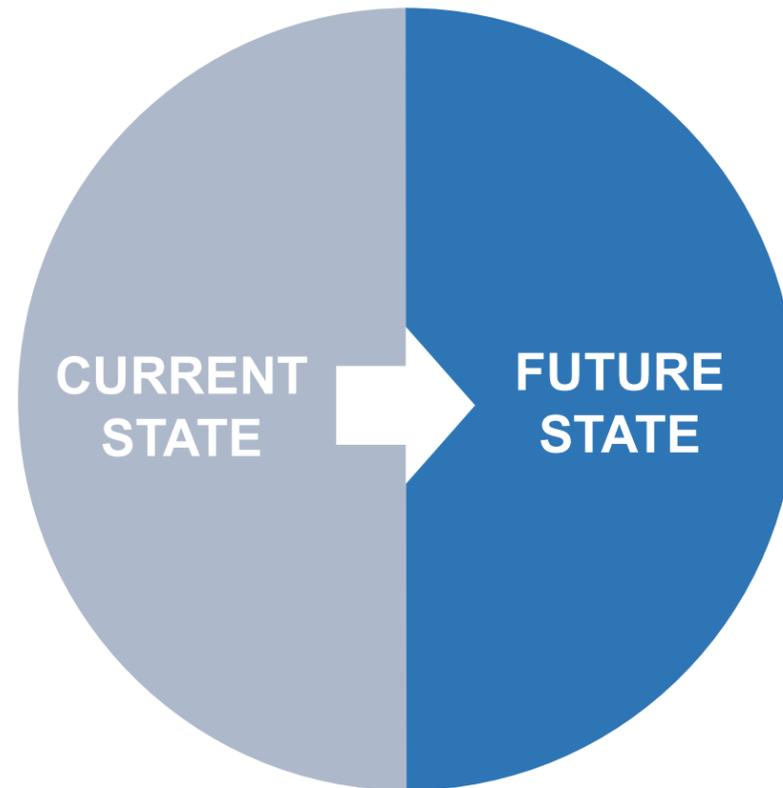
*Courtesy of McKinley Advisors*



# Envisioned State of ASHRAE



The ASHRAE of today was described as resilient and dependable. At the same time, the association is perceived to be supporting unsustainable levels of commitments and complexity, resulting in an organization that is slow, with limited agility or ability to focus on the future.



The ASHRAE of 2030 is agile, high-tech, focused, and sustainable. ASHRAE is collaborative and versatile.

# Strategic Initiatives



## Healthy, Sustainable and Resilient Communities

Providing a healthy, productive and resilient indoor environment, while minimizing greenhouse gas emissions, is critical to today's built environment. Further, global stakeholders' leveraging of ASHRAE's standards and technical resources presents an opportunity for ASHRAE to solidify global leadership in supporting healthy, sustainable and resilient communities. ASHRAE prioritizes timely identification of industry trends, expedient content development, and forges key partnerships to advocate and collaborate with industry.



## Empowered Workforce

The development of a skilled, competent, and solutions-oriented workforce is critical to addressing the challenges facing the built environment and the HVAC&R industry, today and in the future. ASHRAE continues to provide educational and professional development resources. Our members and industry partners need these tools to implement key initiatives such as decarbonization, resiliency, and indoor environmental quality goals and policies. ASHRAE, with the support of our chapters and regions, partners with key industry stakeholders in tackling the unique workforce challenges facing the industry globally.

# Strategic Initiatives



## Organizational Agility

ASHRAE's ability to serve communities, the industry, the current and future workforce, and provide value to its volunteer members, is dependent on forward-looking products, services, and solutions. ASHRAE will use emerging technologies to support the development of resources and knowledge flow between ASHRAE's chapters, regions, technical bodies, and the industry, harnessing organizational and operational efficiencies.



## Emerging Technologies

In today's rapidly evolving landscape, emerging technologies are revolutionizing the built environment and HVAC&R industry, expanding numerous career opportunities. By combining technological advancements such as AI with human creativity, both seasoned professionals and new talent can collaborate to drive industry-wide progress. Advanced automation and AI-enabled systems propel energy efficiency and smart buildings, enhance comfort and IEQ, improve operations and maintenance, and deliver holistic and sustainable solutions for industry professionals. ASHRAE engages in a thoughtful process to evaluate and prioritize opportunities to leverage new technologies.

# Strategic Plan Rollout

## 2025-28 Strategic Plan Available for Committees and Councils



A preview of the new Strategic Plan is available for committees, councils and chapters to reference while planning for the upcoming Society year.



The complete 2025-28 Strategic Plan will be announced at the 2025 ASHRAE Annual Conference.

Download the Strategic Plan at  
[ashrae.org/strategicplan](https://ashrae.org/strategicplan)

Download



Thank  
You!



1

## ASHRAE Policies

[ABOUT](#) | [TECHNICAL RESOURCES](#) | [PROFESSIONAL DEVELOPMENT](#) | [CONFERENCES](#) | [COMMUNITIES](#) | [MEMBERSHIP](#)

Code of Ethics

Harassment and Discrimination

Commercialism

We will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interest.

ASHRAE strictly prohibits and does not tolerate discrimination against members or applicants for membership because of such individual's race, color, religion, age, sex, sexual orientation, national origin, physical or mental disability, pregnancy, genetic information, veteran status, uniformed service member status, or any other category protected under applicable law.

ASHRAE's Commercialism Policy allows for Society activities that fulfill the mission of technological advancement with adherence to business plans that generate income to offset operational expenses such as AHR Exposition, ASHRAE periodicals, website, and Society conference events such as the Welcome Party, luncheons, registration kits, and receptions.

Value Statement

In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

2

**Marketing Central** 

[ABOUT](#) | [TECHNICAL RESOURCES](#) | [PROFESSIONAL DEVELOPMENT](#) | [CONFERENCES](#) | [COMMUNITIES](#) | [MEMBERSHIP](#)

**MARKETING CENTRAL**

ASHRAE has a **NEW TAGLINE!** Shaping Tomorrow's **Global** Built Environment Today.



Shaping Tomorrow's Global  
Built Environment Today

Download Now at [Marketing Central](#)

[Download](#)

3

**2025-28 ASHRAE Strategic Plan** 

[ABOUT](#) | [TECHNICAL RESOURCES](#) | [PROFESSIONAL DEVELOPMENT](#) | [CONFERENCES](#) | [COMMUNITIES](#) | [MEMBERSHIP](#)

**2025-28 Strategic Plan Available for Committees and Councils**

 A preview of the new Strategic Plan is available for committees, councils and chapters to reference while planning for the upcoming Society year.

 The complete 2025-28 Strategic Plan will be announced at the 2025 ASHRAE Annual Conference.

Download the Strategic Plan at  
[ashrae.org/strategicplan](https://ashrae.org/strategicplan)

[Download](#)

4

# ASHRAE Board of Directors



[ABOUT](#)
TECHNICAL RESOURCES
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP

**President**



**M. Dennis Knight, P.E.**  
BEMP, Fellow Life Member ASHRAE  
Mt. Pleasant  
South Carolina

**President-Elect**



**Bill McQuade, P.E., CDP**  
Fellow ASHRAE  
Jessup,  
Maryland

**Treasurer**



**Sarah Maston, P.E., BCxP,**  
LEED AP  
Hudson, Massachusetts

**Secretary**



**Jeff Littleton**  
Peachtree Corners,  
Georgia

**Vice Presidents**



**Devin Abellon, P.E.**  
Portland, Oregon



**Kenneth Fulk, P.E.**  
Allen, Texas



**Wade Conlan, P.E.**  
BCxP, CxA  
Maitland, Florida



**Chandra Sekhar, Ph.D., CPEng.**  
Fellow ASHRAE  
Singapore

5

# ASHRAE Director and Regional Chairs



[ABOUT](#)
TECHNICAL RESOURCES
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP

**Region I**



**Charles Bertuch**  
Manlius, New York

**Region II**



**Genevieve Lussier**  
Quebec, Canada

**Region III**



**Sherry Abbott-Adkins, P.E., CPD, GPD,**  
LEED AP Westminster, Maryland

**Region IV**



**Bryan Holcomb**  
Oak Ridge, North Carolina

**Region V**



**James Arnold, P.E.**  
Dublin, Ohio

**Region VI**



**Susanna Hanson**  
Sturgeon Bay, Wisconsin

**Region VII**



**Scott Peach, P.E.**  
Mobile, Alabama

**Region VIII**



**Joseph Sanders**  
Oklahoma City, Oklahoma

**Region IX**



**Jonathan Smith, P.E.**  
Lenexa, Kansas

**Region X**



**Buzz Wright, P.E.**  
Tucson, Arizona

**Region XI**



**Rob Craddock**  
Saskatchewan, Canada

**Region XII**



**John Constantinide, P.E.**  
Merritt Island, Florida

**Region XIII**



**Cheng Wee Leong, P.E.,**  
Singapore

**Region XIV**



**Mahroo Eftekhari, CEng., DPhil**  
Loughborough, UK

**Region XV**



**Richie Mittal, Fellow ASHRAE**  
New Delhi, India

**Region-at-Large**



**Bassel Anbari, P.E.**  
Abu Dhabi, United Arab Emirates

6

# ASHRAE Directors at Large

[ABOUT](#)
TECHNICAL RESOURCES
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP



**Doug Cochrane, P.Eng., CDP**  
Mississauga, Ontario, Canada



**Blake Ellis, P.E., CDP**  
Overland Park, Kansas



**Patrick Marks, P.E.**  
York, PA



**Corey Metzger, P.E.**  
Omaha, NE



**Carrie Brown, Ph.D.**  
Oakland, California



**Wei Sun, P.E.**  
Ann Arbor, Michigan



**David Yashar, Ph.D.**  
Gaithersburg, Maryland



**Luke Leung, P.E, BEMP**  
Clarendon Hills, Illinois



**Heather Schopplein-Anderson, P.E.**  
Santee, California

7

# Government Affairs

[ABOUT](#)
TECHNICAL RESOURCES
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP

### GOVERNMENT OUTREACH



**Get Involved!**  
[136](#) Government Outreach  
Events during the 23-24 SY

### GOVERNMENT AFFAIRS UPDATE



**BI-WEEKLY NEWSLETTER**

Sign up for the Government  
Affairs Update  
online or email  
[GovAffairs@ashrae.org](mailto:GovAffairs@ashrae.org)

### LETTERS & TESTIMONY



180 Technology Parkway, N11 • Peachtree Corners, GA 30090-2977 • Tel: 404.638.8400 • Fax: 404.321.3476

Greg Stapp  
2023-2024 Elected President  
 Equipment Design, Inc.  
1911 Old Glenview Way, Ste. 200  
Oak, NC 27019  
Phone: 919.781.4441  
Email: [greg@equipmentdesign.com](mailto:greg@equipmentdesign.com)

November 17, 2023  
California Energy Commission  
Docket Unit, ME-4  
Docket No. 22-85TD-01  
717 P Street  
Sacramento, California 95814

Sent via email to: [docket@energy.ca.gov](mailto:docket@energy.ca.gov)  
RE: Docket 22-85TD-01: 2023 Update to California Energy Code

Dear Chair Hochschild and Commission Members:

Thank you for the opportunity to comment on Docket 22-85TD-01, California's proposed 2023 Building Energy Efficiency Standards.

ASHRAE is a technical and professional society with a mission to serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields. Our more than 51,000 members include over 1,000 members in California. Since 1984, ASHRAE has been involved in improving technology for the built environment, including through research, voluntary consensus-based standards development, training/education and certification.

8



## Government Affairs

ABOUT | 
 TECHNICAL RESOURCES | 
 PROFESSIONAL DEVELOPMENT | 
 CONFERENCES | 
 COMMUNITIES | 
 MEMBERSHIP

Share your Expertise with Government Officials through the new [SMEs for GOEs Program](#)




Policymakers and elected officials need your expertise to make better decisions as they craft legislation and regulations impacting HVAC&R and the built environment.

The Government Affairs Committee (GAC) has developed a new program to identify Subject Matter Experts (SMEs) who can effectively communicate with non-technical audiences such as government officials

**BE THE SOURCE** of technical expertise for these decisions!

**Sign up online or email [GovAffairs@ashrae.org](mailto:GovAffairs@ashrae.org)**

9



## RP and ASHRAE Foundation: Supporting ASHRAE's Mission

ABOUT | 
 TECHNICAL RESOURCES | 
 PROFESSIONAL DEVELOPMENT | 
 CONFERENCES | 
 COMMUNITIES | 
 MEMBERSHIP

**Society Year ending June 30, 2024**



**\$2.7M Research Promotion Campaign**  
*(Research, YEA, ALI, Scholarships, General)*



**\$1.5M** Raised for Endowments



**\$232,100** Awarded through  
52 Scholarships



**\$1.9M** Raised for Research



**\$57,600** Raised by College  
of Fellows and Life Members Club



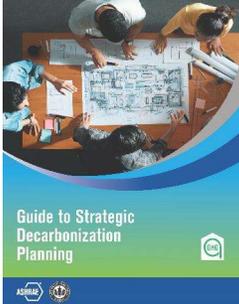
**\$1.18M** Given by ASHRAE  
Regions, Chapters and Sections

More than 4,000 contributions from Members, Organizations and other Associations

10

# Center for Excellence in Building Decarbonization (CEBD)

ABOUT | **TECHNICAL RESOURCES**
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP




- Developed Project Summaries for eight (8) CEBD projects
- New eLearning Course on Grid Interactive Buildings
- Publication of Guides:
  - ✓ Grid Interactive Buildings for Decarbonization Design
  - ✓ Decarbonizing Hospital Buildings
  - ✓ TM65 Addendum for North America with CIBSE
  - ✓ Building Decarbonization Retrofits for Commercial & Multifamily Buildings
  - ✓ Decarbonizing Building Thermal Systems: A Guide for Applying Heat Pumps & Beyond with NREL
  - ✓ *Whole Life Carbon Guide for Building Systems: In Process*
  - ✓ *Guide to Strategic Decarbonization Planning with USGBC: In Process*

11

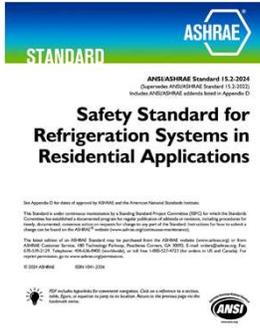
# Standards

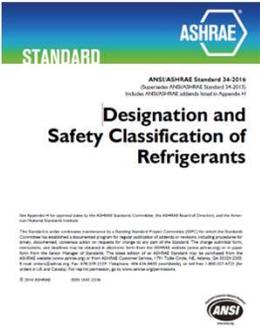
ABOUT | **TECHNICAL RESOURCES**
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP

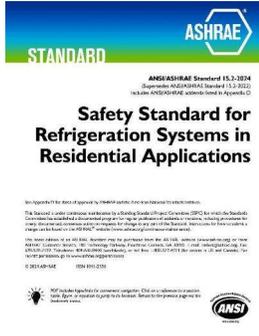
Building Energy Modeling

Updated Early! Refrigeration Safety Standards







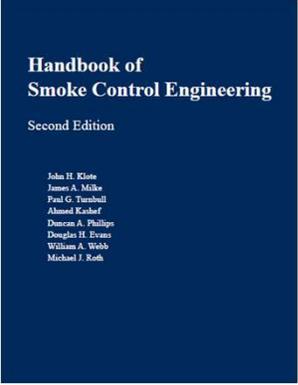


12

**ASHRAE Bookstore**

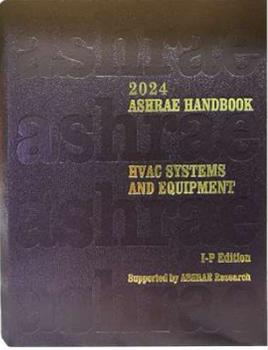
ABOUT | **TECHNICAL RESOURCES** | PROFESSIONAL DEVELOPMENT | CONFERENCES | COMMUNITIES | MEMBERSHIP

**Get the Latest and Greatest Publications**



**Handbook of Smoke Control Engineering**  
Second Edition

John H. Kline  
James A. Miller  
Paul G. Turnbull  
Ahmed Khashaf  
Damon A. Phillips  
Douglas H. Evans  
William A. Webb  
Michael J. Roth



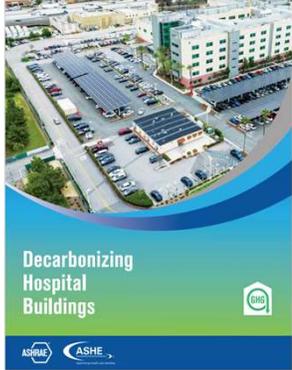
**2024 ASHRAE HANDBOOK**  
**EVAC SYSTEMS AND EQUIPMENT**

T-P Edition  
Supported by ASHRAE Research

**Just Released**



**Building Decarbonization Retrofits for Commercial and Multifamily Buildings**



**Decarbonizing Hospital Buildings**

13

**Professional Development**

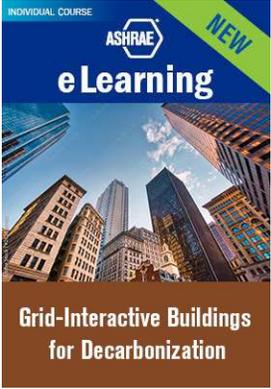
ABOUT | TECHNICAL RESOURCES | **PROFESSIONAL DEVELOPMENT** | CONFERENCES | COMMUNITIES | MEMBERSHIP

**eLearning**

**ASHRAE Learning Institute**

**Certification**

**New Course**



**Grid-Interactive Buildings for Decarbonization**

**New Training in Orlando**  
Ultra-Low-Energy Buildings and Microgrids:  
Tools for Resilience and Decarbonization  
February 10 | 2:45 PM



**Solar Energy Systems Design, Applications, and Real-World Best Strategies**  
February 11 | 9 AM

**New Certification**



**Record Application Total in SY 2024**

14

**2025 Conferences**

ABOUT | TECHNICAL RESOURCES | PROFESSIONAL DEVELOPMENT | **CONFERENCES** | COMMUNITIES | MEMBERSHIP

**ASHRAE**

-  Qatar, Doha, April 23-24, 2025  
**Third International Conference on Energy and Indoor Environment for Hot Climates**
-  Denver, August 13-15, 2025  
**2025 ASHRAE Conference for Integrated Design, Construction & Operations**
-  Montreal, September 24-26, 2025  
**IEQ 2025 Conference**  
Co-Organized by ASHRAE and AIVC
-  Chicago, October 22-24, 2025  
**2025 ASHRAE Building Decarbonization Conference**
-  Clearwater Beach, FL, December 8-11, 2025  
**Buildings XVI Conference**



**ASHRAE** 2025 ASHRAE Annual Conference  
Phoenix, AZ, June 21-25, 2025  
Registration opens in Spring 2025. See you in Phoenix!

15

**ASHRAE at the AHR Expo**

ABOUT | TECHNICAL RESOURCES | PROFESSIONAL DEVELOPMENT | **CONFERENCES** | COMMUNITIES | MEMBERSHIP

**ASHRAE**

**Meet and Greet with Dennis Knight at the ASHRAE Booth (3201) Monday at 3:00 PM**



**M. Dennis Knight, P.E., BEMP, Fellow ASHRAE  
2024-25 ASHRAE President**

**Stop by the ASHRAE Booth 3201 and Bookstore 455 while at the AHR Expo.**

Your paid conference badge provides entry to the show.

Grab your ASHRAE Member device charging lanyard while visiting the ASHRAE booth!

16

## New ASHRAE Region XV

ABOUT
TECHNICAL RESOURCES
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP

ASHRAE Region-At-Large

Effective July 1, 2024



Director and Regional Chair: **Bassel Anbari**

ASHRAE Region XV

Effective July 1, 2024



Director and Regional Chair: **Richie Mittal**

17

## Committees and Student Scholarships

ABOUT
TECHNICAL RESOURCES
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP

### Find Committees and Nominate Yourself or Others

FEB 2025

February 14:

Nominations for appointed committees are due.

JUN 2025

June:

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

SEP 2025

September:

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

### Communities > Student Zone > Scholarships

44 Society Scholarships Available for 2025-2026 SY

Each year the ASHRAE Foundation awards scholarships of up to **\$12,500 USD** each to qualified students.

Spread the word

to students and encourage them to apply.

Consider donating

to help support the scholarship program.

18



# Membership

ABOUT
TECHNICAL RESOURCES
PROFESSIONAL DEVELOPMENT
CONFERENCES
COMMUNITIES
MEMBERSHIP

## Have you selected your Annual Membership Benefit?

Benefits are selected during the join & renewal process. If you haven't done so, login and select from benefit options available.

<p><b>eLearning Course</b></p>  <p><b>150+</b> to choose from</p>	<p><b>ASHRAE Standard or Guideline</b></p>  <p><b>100+</b> to choose from</p>	<p><b>ASHRAE Handbook</b></p>  <p>PDF version of the most recent</p>	<p><b>Handbook Online</b></p>  <p><b>4</b> most recent</p>	<p><b>ASHRAE Certification Exam Study Guide</b></p>  <p><b>3</b> to choose from</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**New, Full Dues Paying Members Automatically Get:**

<p><b>1 Free Registration</b></p>  <p>to Winter or Annual Conference</p>	<p><b>12 Months FREE</b></p>  <p>Handbook Online</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

## HONORS & AWARDS

The following award nominations have a May 1 deadline:

Fellow | Honorary Member | ASHRAE Hall of Fame | F. Paul Anderson Award  
 ASHRAE Pioneers of the Industry | Award for Distinguished Public Service

19



# Media Inquiries



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

Please send all media inquiries to [publicrelations@ashrae.org](mailto:publicrelations@ashrae.org) before responding to members of the press.

20



Thank you!  
Questions or Comments?

[ashrae.org](http://ashrae.org)