



Historical Committee
Wednesday October 13, 2021
Virtual Meeting

Minutes

1. Call to Order

Mr. Morasch called the meeting to order at 5:00 pm EDT.

2. Code of Ethics and Values Commitment

Mr. Morasch read the ASHRAE Code of Ethics and Values Commitment aloud to the committee.

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

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

3. Introduction of Committee Members and Visitors

Committee members and guests introduced themselves and it was noted that the 2021-2022 Historical Committee Roster was posted on Basecamp for committee members to reference as needed.

Spencer Morasch, Chair
Nissun Feiner, Vice-Chair
Robert Thomas Pollard
Glenn Remington
Atilla Biyikoglu
Wei Sun
Norman Grusnick
Steven Marek
Donald Brandt, PEC Chair, absent

4. Review of Agenda

Mr. Morasch reviewed the agenda with the committee with no new items added for discussion.

Mr. Morasch reported that the main purpose of this interim meeting is to confirm committee subcommittee assignments to get started on work to complete the MBO's as shown in [Attachment A](#).

5. Action Items - Meeting of June 3, 2021

The committee reviewed and reported on progress of action items from the June 3, 2021, meeting.

<u>No.</u>	<u>Responsible</u>	<u>Action Item</u>
1	Remington	Meet with a trained archivist to discuss the development of a "finding aid" for ASHRAE's archive. On-going.
2	Remington	Develop parameters and guidelines for content inclusion in ASHRAE's archive. On-going. (Related to Item #1)
3	Feiner	Develop an outline for templates and procedures for document storage ASHRAE's archive. On-going. (Related to Item #1)
4	Remington	Develop an Historical Newsletter. On-going.
5	Feiner	Develop a document reporting on diversity in ASHRAE and the HVACR industry. On-going.

Mr. Remington also asked that Staff send out hotel information to the committee as soon as possible after it is provided to staff. **(ACTION ITEM 1) Complete.**

6. Historical Subcommittees

Mr. Morasch reviewed with the committee the Historical Subcommittee assignments and action items assigned to the subcommittees during the Historical Committee Meeting of June 3, 2021.

6.1 **Administrative/Archives**

Members: Remington -Chair, Grusnick, Biyikoglu, Morasch (ExO)

The committee discussed at length the long-term goal and efforts to digitize ASHRAE archives. A "finding aid", defined as a tool to help users find *most requested items* within an archive, was discussed as an important component of an effective archive. Mr. Remington volunteered to try and meet with a trained archivist to discuss the development of a "finding aid".

(ACTION ITEM 2)

The committee still plans to use Basecamp as storage and communication between committee members. The committee discussed the archive project procedures and strategies. It was

decided Mr. Nagengast and Mr. Remington will work on developing parameters and guidelines for historical content to be included in the archive. **(ACTION ITEM 3)**

Basecamp was discussed as a potential storage solution for electronic documents and files. A template or structure might need to be created for that specific use. Mr. Feiner will work on developing an outline for templates and procedures for document storage ASHRAE's archive. **(ACTION ITEM 4)**

6.2 **Communications/Regional Historians Guidelines**

Members: Feiner- Chair, Sun, Morasch (ExO)

Mr. Morasch reported that the Historian Guidelines document is current and up to date.

After some discussion of reinstating the Historians Newsletter, Mr. Remington with help from Mr. Nagengast, volunteered to work on developing a newsletter again will report to the committee on their progress at the next meeting. **(ACTION ITEM 5)**

Mr. Morasch noted that upon request, he can email copies of past newsletters for possible re-use.

6.3 **Awards/Leadership Voices**

Members: Feiner - Chair, Pollard, Morasch (ExO)

Ms. Shelia Hayter and Mr. Barney Buroughs have been chosen for the next two Leadership Voices interviews to be filmed at the next in-person meeting. The committee also discussed the importance of including industry innovators and leaders, as well as retired staff.

It was reported to the committee that the ASHRAE employee assigned videography has left ASHRAE and there is no plan to fill this position again. Mr. Lull volunteered to video interviews when they can be done in the future.

7. Historical Committee MBOs

Mr. Morasch reviewed the 2021-2022 Historical Committee MBOs with the committee as shown in [Attachment A](#).

Develop proposals to improve the opportunities for Regional Historians to participate in Historical Committee activities. (Assigned to: Communications / RVC Guidelines Committee)

With a limited budget, the committee will continue to encourage on-line participation of Regional Historians at Society Historical Committee meetings.

Members discussed who should receive the Historical Newsletter. An action Item was assigned to staff to request Chapter/Regional Services provide the committee with an email list of Regional Historians. **(ACTION ITEM 6)**

(Secretary's Note: A request was sent to Chapter/Regional Services to send the list to Mr. Morasch.)

Mr. Pollard noted there is an ASHRAE email alias setup to allow easy distribution to the Region RVCs and then also the RVC's to send to the Chapter Historians in their Region. Mr. Pollard also I have a short write-up on how to use

Develop PAOE and recommended changes to 2022- 2023 PAOE. (Assigned to: Communications / RVC Guidelines Committee)

Encourage younger members of ASHRAE to have an interest in historical-related activities of the Society. (Assigned to: Communications / RVC Guidelines Committee)

History Category PAOE update summary report at Annual & Winter Meetings to include copy similar to 2019-2020 Annual meeting. Most recent report dated 1/11/2021 was included with Historical Committee Meeting Minutes of June 3, 2021. (Attachment B) (Assigned to: Communications / RVC Guidelines Committee)

Encourage Chapter Historians who don't Attend their Regional CRC to complete the Chapter Historians Training Power Point and promote on-line History Workshop participation at CRCs. (Assigned to: Communications / RVC Guidelines Committee)

Foster collaboration with other international societies to improve our historical research and support history-related activities of the Society. (Assigned to: Morasch & Feiner)

Mr. Anderson suggested a presentation be made and sent to Life Members to possibly raise some money for historical projects.

Leadership Recall - Arrange for videos at Winter Conference - January 2022. (Assigned to: Awards / Leadership Recall Committee)

Leadership Recall - Arrange for videos at Annual Conference – June 2022. (Assigned to: Awards / Leadership Recall Committee)

This MBO will remain on-going. The ASHRAE Annual Conference for June 2022 will be an in-person meeting – first time since the January 2020 Winter Conference. The committee will continue efforts to schedule virtual and in-person meetings.

Digitize archived Journals & Transactions. (Assigned to: Administrative / Archives Committee)

This MBO will remain on-going, and the committee will continue efforts for digitalization of ASHRAE material.

Historical Awards Encourage submission of nominations for Chapter Historian Gold Ribbon Awards and the Society Lou Flagg Historical Award. (Assigned to: Awards / Leadership Recall Committee)

Historical Committee Newsletter - Resume publishing a newsletter for the target audience of Regional & Chapter Historians. (Assigned to: Communications / RVC Guidelines Committee)

8. Old Business

During the June 3, 2021, Committee Meeting, the committee discussed the Society's efforts to encourage diversity with the establishment of a Task Group. Mr. Feiner will work on developing a document related to historical diversity within ASHRAE. **(ACTION ITEM 7)**

9. New Business

None.

10. Other Business

10.1 Pilot plaque project which will be installed in Orange, Texas.

It was reported that the cost of the program is born by the organization.

10.2 Reference Manual

Mr. Morasch reminded committee members that they should review and become familiar with the committee's Reference Manual is posted to Basecamp and the Historical Committee's page of the ASHRAE website. (Attachment C)

11. Adjournment

Mr. Morasch adjourned the meeting at 6:06 pm EDT.

MBO Submission to PEC Planning								
FINAL - July 30, 2021								
Revised with Committee Assignments - Oct 19, 2021								
Author:	Spencer Morasch - Chair, Historical Committee							
Council:	Publishing and Education Council							
Committee:	Historical Committee							
Reference Doc:	ASHRAE Strategic Plan 2019-2024							
Society Year:	2021-2022							
MBO #	Description	Metric	Historical Committee Assigned	Committee Members	Strategic Plan Initiative # (can be more than 1)	Strategic Plan Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
		(how do we determine success?)		Chair in RED colored font.				
example	Explore frequent use of digital live trainings for Grassroots, which will provide quick feedback and help from Grassroots.	Max 3-5 best practices			3 & 4	1b, 2a,b,c 3a,b	11/30/2020	No
1	Develop proposals to improve the opportunities for Regional Historians to participate in Society Historical Committee activities	Continue on-line participation of Regional Historian's at Society Historical Committee Meetings	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	3	2c, 3a	6/30/2022	No
2	Develop PAOE Recommended Changes to 2022-2023 Society Year PAOE	To get ahead of the PAOE Committee Cycle with proposal for the following year's (Society Year 2022-2023) PAOE Letter in Summer 2022, Historical PAOE subcommittee needs to work with the PAOE subcommittee of Members Council during the Fall 2021 to Submit recommendations.	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	12/31/2022	No
3	Encourage younger members of ASHRAE to have interest in history-related activities of the Society	Proposing to keep the PAOE line item "For a local Chapter Historical activity performed by an actively engaged YEA member". Reference 2021-2022 PAOE Newsletter - Tag# YEAB (under YEA)	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	6/30/2022	No
4	Historical Category PAOE Update Summary Report at Annual & Winter Conferences to include copy similar to 2019-2020 Annual Meeting. Most recent report dated 1/11/2021 was included with Historical Comm. Meeting Minutes of June 3, 2021 (Attachment C).	To encourage Regional Historians to target the below PAR performing Chapters in their Region based on the previous year's Historical PAOE Summary.	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	1/31/2022	Yes
5	Encourage Chapter Historians who don't Attend their Regional CRC to complete the Chapter Historians Training Power Point and promote on-line History Workshop participation at CRCs	Update the Chapter Historians Training PowerPoint. Add points for submittal of a completed MBO with phone discussion with Regional Historian prior to August 30 of current fiscal year. Promote on-line workshop participation at CRCs	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	2a	6/30/2022	No
6	Foster collaboration with other international societies to improve our historical research and support history-related activities of the Society	1.) Continue work on collaboration. HC has links with similar groups in CIBSE and AICARR - opportunity to pursue to work w/similar committees in CEN, International Institute of Ammonia Refrigeration (IAR), International Institute of Refrigeration (IIR), & Global Cold Chain Alliance (GCCA). 2.) Continue work to investigate ASHRAE membership in the IEEE History Center. Grow support in the Life Members Club to fundraise and create an endowment fund that would provide ongoing financial support to sustain membership in the IEEE History Center.	Morasch & Feiner	Spencer Morasch & Niss Feiner	4	2b	6/30/2022	No for some groups, but YES for IEEE History Center
7	Leadership Recall - Arrange for videos at Winter Conference - January 2022	Arrange two Presidential interviews. Review other potential interviewees	Awards / Leadership Recall Committee	Niss Feiner / Robert Pollard / Spencer Morasch (ExO)	4	1b, 2c	1/31/2022	Possibly
8	Leadership Recall - Arrange for videos at Annual Conference - June 2022	Arrange two Presidential interviews. Review other potential interviewees	Awards / Leadership Recall Committee	Niss Feiner / Robert Pollard / Spencer Morasch (ExO)	4	1b, 2c	6/30/2022	Possibly
9	Digitize Archived Journals + Transactions	Encourage digitalization of all Society Journals and Transactions	Administrative / Archives Committee	Glen Remington / Norman Grusnick / Atilla Biyikoglu / S. Morasch (ExO)	3	3b	6/30/2022	Yes
10	Historical Awards - Encourage submission of nominations for Chapter Historian Gold Ribbon Awards and the Society Lou Flagg Historical Award.	A min. of one Gold Ribbon Award Nominee in each Region, and at least two nominations submitted for the Lou Flagg Historical Award	Administrative / Archives Committee	Glen Remington / Norman Grusnick / Atilla Biyikoglu / S. Morasch (ExO)	4	2a	12/31/21 for Lou Flagg Award, 6/30/22 for Gold Ribbon Award Nominations.	No
11	Historical Committee Newsletter - Resume publishing a newsletter for the target audience of Regional & Chapter Historians.	4 Newsletters published during the Society year.	Communications / Regional Historian Guidelines Committee	Niss Feiner / Wei Sun / Spencer Morasch (ExO)	4	1b, 2a, 2c	4 Editions: Target publish dates of July, Oct., Jan. & April.	No

2021-22 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

HISTORICAL CATEGORY

MINIMUM: 100 POINTS

PAR: 300 POINTS

Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter are not acceptable for PAOE points unless a credible connection may be established by the Chapter Historian and approved by the Regional Historian. Histories for the Gold Ribbon Award shall be written by the Chapter Historian from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, standard, person, event or company; or from detailed research as outlined in the document “The How To Guide for Researching.” All sources must be cited and referenced in a Bibliography attached at the end of the submittal document. Information obtained solely from electronic material or sources is not acceptable.

Points Related to Chapter Historical Activities:

H1	150 points; (150 points maximum)	For digitizing complete chapter historical archives posting on the chapter website and/or electronic storage and updating annually; (include a minimum of meeting minutes, monthly newsletters, listing of chapter executive inventory of historic items and memorabilia not scan-able and CRC reports)
H2	200 points; (200 points maximum)	For each history of a chapter, updates of the chapter history (5 years for a Chapter History), and history of a system, standard, person, event or a company significant to the Chapter’s history (Society Gold Ribbon Award). (Note: A Chapter history must be completed before other histories can be submitted for the Gold Ribbon Award.)
H3	50 points; (50 points maximum)	For chapter historical display at CRC (updated annually or new display)
H4	50 points; (50 points maximum)	For creating a chapter timeline with annual updates adding previous year events and posting on the chapter website and/or electronic storage
H5	50 points; (50 points maximum)	For program on history as all or part of a monthly chapter meeting
H6	100 points; (no maximum)	For each interview with Fellow ASHRAE member
H7	50 points; (50 points per individual; 300 points maximum)	For inviting Life members to one of the monthly chapter meetings
H8	25 points; (200 points maximum)	For publishing articles on chapter, company or member history in chapter newsletter, Society publication, chapter social media or chapter website with a maximum of 8 articles

Regional Historian Assigns/Enters the following points:

H9.1	100 points; (100 points maximum)	FOR THE INCOMING CHAPTER HISTORIAN: For attendance at the CRC Workshop
H9.2	50 points; (50 points maximum)	For completing the ASHRAE History Workshop Template between the start of the CRC and the start of the new ASHRAE Society year on July 1
H10	100 points; (100 points maximum)	For chapter historian participating in new historical based activities unique to the Region or Society; chapter needs to have Regional Historian’s prior approval for this activity to qualify
H11	100 points; (no maximum)	For each leadership recall interview, copy must be submitted to RVC by June 30
H12	50 – 100 points; (100 points maximum)	For planning/goal setting session with Regional Historian, including the preparation and submission of the respective Chapter’s Historical MBOs (<i>points assigned by Regional Historian by October 1 or 2 weeks after the CRC, whichever is later</i>)
H13	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with Regional Historian (<i>points assigned by Regional Historian by June 30</i>)



ASHRAE HISTORICAL COMMITTEE
REFERENCE MANUAL

APPROVALS:

HISTORICAL COMMITTEE June 24, 2018

ASHRAE HISTORICAL COMMITTEE

REFERENCE MANUAL

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ASHRAE HISTORICAL COMMITTEE

1. INTRODUCTION

The Reference Manual of a Society General Committee is a document developed within the committee for its own guidance and to serve as an educational tool for new members. The Reference Manual requires approval of the committee only and does not require approval by the body to which it reports.

Abbreviations:

BOD	Board of Directors
CRC	Chapters Regional Conference
MOP	Manual of Procedures
PAOE	Presidential Award of Excellence
PEC	Publishing and Education Council
DAL	Director at Large
ROB	Rules of the Society Board of Directors
SBL	Society By-Laws
CO	Coordinating Officer

2. GENERAL COMMITTEE GOALS

- 2.1 To anticipate and deal with matters of historical nature for the Society.
- 2.2 To work in close cooperation with the PEC to accomplish Society strategic plan goals and objectives.
- 2.3 To carry out the general requirements of the committee as detailed in ROB 2.410 (see Attachment A).
- 2.4 To complete the committee objectives as determined by the Committee Chair each year. These will change from year to year as the committee needs and programs change.
- 2.5 To review the committee Manual of Procedures (MOP) on an annual basis and recommend changes when necessary.
- 2.6 To maintain the committee Reference Manual such that it reflects the current procedures and guidelines of the committee.

- 2.7 To solicit annual nominees for the Lou Flagg Award, evaluate their historical presentations to determine the most outstanding submission for the current or previous Society Year; and, to forward the name of the recommended award recipient to the Honors and Awards Committee at the current Society Year's winter meeting. All nominations must have been awarded a Gold Ribbon before they can be considered for the Lou Flagg Award.
- 2.8 To review and update the criteria for the Lou Flagg and Gold Ribbon Awards and make changes as necessary.

3. COMMITTEE MEMBERSHIP

- 3.1 The committee shall consist of nine members. It is recommended that at least one committee member be from outside the United States. One of the nine shall be appointed by the Society President as chairman and one as vice chairman. The chairman of the committee shall be a non-voting member of the Publishing and Education Council
- 3.2 Regional historians from each ASHRAE region are assigned as non-voting corresponding members.
- 3.3 A BOD Ex-Officio member and a Coordinating Officer (CO) are assigned by the Society President.
- 3.4 The Society President may appoint any person or persons to serve in a consulting capacity to this committee.
- 3.5 Service on the committee is intended to be for a 3-year period. Appointments are made, however, in the spring each year by the President-Elect for the administrative year covered by his/her term as Society President.

4. COMMITTEE CHAIR

- 4.1 The chair shall set the objectives for the committee prior to each Society year as outlined in the MOP. These objectives should:
- be in harmony with the scope and purposes of the committee

- reflect the current Society Presidential Theme
 - reflect the Society strategic plan
 - address the various categories identified in the Historical PAOE.
- 4.2 The chair shall prepare a status report of the objectives which will be included in the committee's report at the winter meeting. A final report of the objectives will be included in the committee report at the Society annual meeting. The objectives prepared by the committee vice chair for the next year will also be included in the annual meeting report. These two reports will keep PEC up to date with what the committee is accomplishing during the Society year that is ending and what is planned for the upcoming year.
- 4.3 The chair shall work with the staff liaison in constructing the committee budget and multi-year fiscal plan.
- 4.4 The chair shall work in conjunction with the staff liaison to prepare the agenda prior to each committee meeting.
- 4.5 The chair shall appoint committee members to a number of different subcommittees to conduct the business of the committee and to accomplish the committee objectives. The chair shall appoint one member of each subcommittee as the Subcommittee Chair. Consultants may be appointed as well to the subcommittees, either as the chair or as a member.
- 4.6 The chair shall review and approve the content of the minutes of the committee meetings that are prepared by staff liaison before they are e-mailed to committee members.
- 4.7 The chair shall suggest appointments to the committee for the coming year at the request of the President-Elect.
- 4.8 The chair shall serve as a non-voting member of the PEC and attend their meetings to report on the activities of the committee.
- 4.9 The chair shall assign experienced committee members to serve as mentors for incoming committee members.
- 4.10 The chair shall mentor the incoming chair to provide for a smooth and effective transition.

5. VICE CHAIR

- 5.1 The vice chair shall assume the responsibilities of the chair in his/her absence.
- 5.2 The vice chair shall serve as chair of specifically assigned subcommittees or be a member of specific subcommittees, or be responsible for completion of other tasks as assigned by the chair.
- 5.3 The vice chair shall prepare for the assumption of the chair prior to the turnover at the annual meeting by:
 - 5.3.1 Preparing objectives for the forth coming year.
 - 5.3.2 Assigning chairs and members to subcommittees for the forth coming year to accomplish these objectives.
 - 5.3.3 Suggesting revisions to the MOP and Reference Manual as needed to reflect these objectives and tasks.
- 5.4 The vice chair shall present his/her objectives for the forth coming year to the committee at the Society annual meeting in June. These objectives will be included in the report presented by the current committee chair to PEC at the annual meeting as an information item. A copy of the objectives will be sent to ASHRAE Headquarters to the assistant to the BOD.
 - 5.4.1 If the incoming committee chair does not submit his/her objectives to the PEC at the annual meeting in June, the assigned DAL is responsible for contacting the incoming committee chair and working with him/her to complete objectives. The assistant to the BOD will send copies of objectives to the BOD Ex Officio, committee staff liaison and council staff liaison. Staff liaisons will send objectives to committee and council members.
 - 5.4.2 Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.

6. COMMITTEE MEMBERS

- 6.1 Committee members shall attend the ASHRAE Society winter and annual meetings. Attendance at PEC meetings is encouraged.
- 6.2 Committee members shall actively serve as chair or as a member of various subcommittees, and be responsible for completion of other tasks as assigned by the chair.

7. **CONSULTANTS**

- 7.1 Consultants shall attend the Historical Committee meeting at the Society winter and annual meetings and attend all assigned subcommittee meetings.
- 7.2 Consultants shall actively serve as a member of subcommittees and be responsible for completion of other tasks as assigned by the chair.
- 7.3 Consultants shall provide input or establish programs for the committee in the area of expertise for which the consultant has been appointed.

8. **EX-OFFICIO BOD MEMBER**

- 8.1 A director-at-large (DAL) may be assigned as an ex-officio member of the Historical committee. He/she usually shall keep the coordinating officer informed of any deliberations or resolutions of the committee which may affect the general policies of the Society.
- 8.2 The board ex-officio shall serve the committee in an advisory capacity and shall provide liaison with the BOD, the councils, and other committees.
- 8.3 The board ex-officio shall provide support to the committee as follows:
 - Communication and interpretation of Presidential goals.
 - Guidance in fiscal planning.
 - Monitoring of progress toward completion of annual objectives.
 - Assistance in developing action plans to achieve Strategic Plan Objectives.
 - Monitoring of progress toward completion of Strategic Plan Objectives.
 - Ongoing review of the committee's MOP.

- Advise the Historical committee of any BOD action or ROB changes and any upcoming changes in the PAOE that will affect the operation of the committee
- 8.4 The board ex-officio shall assess the committee's scope, operation, and personnel and shall suggest changes as needed.
- 8.5 The board ex-officio shall attend all meetings of the committee, except in cases of conflict with the BOD meeting - the Board Meeting shall take precedence.
- 8.6 In cases of conflict between other appointed committees, the DAL should devote an equal amount of time to each committee in question.

9. STAFF LIAISON

- 9.1 The staff liaison shall serve as secretary to the committee.
- 9.2 The staff liaison shall record and issue the minutes of each meeting within 60 days.
- 9.3 The staff liaison shall retain all records pertaining to the committee.
- 9.4 The staff liaison shall correspond on behalf of the committee as needed.
- 9.5 The staff liaison shall serve as committee liaison with ASHRAE headquarters officers and staff, and provide liaison to the Society archivist.
- 9.6 The staff liaison shall work with the chair to insure continuity and effectiveness of the committee.

10. SUBCOMMITTEES

- 10.1 The chair shall form subcommittees to conduct the business of the committee in a practical and efficient manner. As conditions change, existing subcommittees may be dissolved and others created.
- 10.2 The chair may appoint committee members to any of the various subcommittees. Subcommittee members should be voting members of the committee, but the chair may appoint additional subcommittee members when there is a need for individuals who have experience in certain areas that are of importance to the committee.

10.3 Subcommittee members are appointed for a period of one year. If a member's term continues into the next Society year, he/she may be reappointed to the same subcommittee or be appointed to a different subcommittee by the incoming chair.

10.4 Committee objectives are assigned to one of the following subcommittees:

10.4.1 Administrative Subcommittee

- a. The administrative subcommittee shall review annually the ROB that pertain to the committee and the MOP to ensure they are in line with Society objectives and indicative of the activities of the committee.
- b. The administrative subcommittee shall review annually the Reference Manual to ensure it currently reflects the operations of the committee.

10.4.2 Leadership Recall Subcommittee

- a. Leadership Recall is a program that develops and archives audio and video taped interviews with Society Presidential Members and other ASHRAE members of distinction. The purpose of the program is to record, in their own words, these leaders' comments on how they have contributed to progress of the HVAC&R industry. The interviews are stored in the ASHRAE archives at ASHRAE headquarters and made available on the ASHRAE website. They are conducted by a member of the Historical Committee, arranged by headquarters staff and produced by a professional audio/video crew.
- b. The responsibilities of the subcommittee are as follows:
 - Develop and/or update an annual schedule of prospective interviews, including the names of the leaders to be interviewed and the Member assigned to conduct each interview.
 - Develop a list of suggested topics and questions for each interview. (See Attachment E.)
 - Establish an AV format for conducting the interviews based on a review of the effectiveness of past interviews.

- Review the Leadership Recall website and recommend changes and improvements as needed.

10.4.3 Communication Subcommittee

- a. The communication subcommittee shall communicate through the Regional Historians and subsequently to the Chapter Historians worldwide, to encourage them to identify and publish historical projects of all types. The communication should be bi-directional to assist the committee with news of exciting worthwhile historical projects so that news from one chapter can reach all other historians and the Society. The Gold Ribbon Award, PAOE points, publication in Insights and the Journal and recognition at CRCs will be typical rewards for this communication.
- b. The communication subcommittee shall solicit articles with historical themes from the Chapters for publication in ASHRAE Insights.
- c. The communication subcommittee shall arrange for symposiums, seminars, etc. of historical content to be held at Society meetings. As well the subcommittee shall arrange for historical displays at Society Meetings. Ideally the material for these sessions and displays would come from knowledgeable members as well as the chapters and individuals who have contributed to articles in ASHRAE publications. Note! All publications shall be submitted according to ASHRAE's Electronic Literature Submission Guidelines.
- d. The communication subcommittee shall annually review the Regional and Chapter's Historian's Guide and shall make revisions as necessary to reflect the duties and responsibilities of the chapter and regional historians and the current criteria for PAOE.
- e. The communication subcommittee shall encourage publication of ASHRAE Journal articles as well as special publications.

- f. The communication subcommittee shall coordinate special projects of historical themes as requested by the BOD.
- g. The communication subcommittee shall coordinate special projects of historical themes as requested by the BOD.

10.4.4 Archives Subcommittee

- a. The archives subcommittee shall establish policy and guidelines for the maintenance of the Society archives in Atlanta. Review policy and guidelines annually to ensure they are appropriate. The archives committee should be the initial arbitrator of discussion involving archival policy. This role as arbitrator is subject to approval by the PEC and designed to enforce policy for administering the archives.
- b. The archives subcommittee shall provide suggestions for preserving archives in the Regions and chapters. The archives subcommittee shall review programs and guidelines annually to ensure they are appropriate.
- c. The archives subcommittee shall seek significant acquisitions of historical material for ASHRAE library. Possible sources include: contributions from retired members, photocopies or originals of significant material found through research and where appropriate the outright purchase of important books, journals, artwork or artifacts.

10.4.5 Awards Subcommittee

- a. The awards subcommittee shall review policy and guidelines for the Lou Flagg Award and the Gold Ribbon Award at each meeting and recommend any changes to the committee for approval. Any changes in the Lou Flagg Award criteria shall be forwarded to the Honors and Awards Committee for their approval.
- b. The awards subcommittee shall review all submissions for the Lou Flagg Award prior to the winter meeting. All submissions are due to the staff liaison at ASHRAE Headquarters no later than December 1. A list of no more than four candidates, with their total

score as determined by the subcommittee, shall be forwarded to the staff liaison by January 10 prior to the winter meeting for distribution to the committee. In the event that there is only one nomination, Lou Flagg Award runners-up from the previous year may also be considered. All nominations must have been awarded a Gold Ribbon before they can be considered for the Lou Flagg Award.

11. COMMITTEE ACTIVITIES

11.1 Lou Flagg Historical Award

11.1.1 Each year the committee solicits nominees for the Lou Flagg Award from the Regional Historians and members of the society historical committee for the best historical presentation during the current or previous society year prior to the winter meeting. All nominees are judged by the committee based on established criteria that have been approved by the society Honors and Awards committee (see Attachment B). The individual that receives the highest point total is named the recipient of the award for that year and is presented the award at the annual meeting. All nominations must have been awarded a Gold Ribbon before they can be considered for the Lou Flagg Award.

11.2 Seminars and Forums

11.2.1 From time to time, the committee presents topics of a historical nature during the technical sessions at the winter and annual. A time slot is requested from the society Program Committee. An outline of the proposed session and the list of speakers are presented for approval in advance of the meeting. Committee members as well as other knowledgeable persons may contribute to these presentations. The committee can also co-sponsors programs with other committees when the topic relates to a common goal of both committees.

11.3 Articles in Publications

11.3.1 As a means of keeping society members aware of the historical events from our society or the HVAC&R industry, the committee annually requests from the publisher of ASHRAE Insights that a small paragraph titled “Historical Minute” be included in each issue. These are typically quotes or facts from the past that are presented in an amusing tone.

11.3.2 Whenever an article is brought to the attention of the committee that is considered of unusual historical significance, a request can also be made to the publisher of the ASHRAE Journal that the publication be considered for inclusion in a future edition.

HISTORICAL COMMITTEE

(520-132)

2.410.001 SCOPE AND PURPOSE

The Historical Committee shall encourage and carry on historical research and provide support to history-related activities of the Society. (ROB 520-132-002)

2.410.002 MEMBERSHIP**2.410.002.1 Composition**

The members of this committee are as follows

- This committee shall consist of nine members. One of the ~~seven~~ nine shall be appointed as chairman and one as vice chairman. In addition, a regional historian from each ASHRAE region is assigned as a non-voting corresponding member. A BOD ex-officio member and a coordinating officer are assigned. (92-01-29-36C/98-01-16-13/06-06-28-11B/07-01-31-10/07-06-27-20)
- Board ex-officio and coordinating officer

2.410.002.2 Qualifications

It is recommended that at least one committee member be from outside the United States. (96-02-22-51/01-06-27-22B)

2.410.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

The chairman of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)

2.410.003 OPERATION**2.410.003.1 General Requirements**

This committee shall sponsor, encourage and conduct research into the history of advances of the arts and sciences of heating, ventilating, air conditioning and refrigeration. (ROB 520-132-002)

This committee shall conduct historical symposiums, seminars, etc., and sponsor historical displays at Society meetings. (ROB 520-132-002)

This committee shall encourage authorship and publication of articles of a historical nature. (ROB 520-132-002)

This committee shall locate and identify items of historical significance and determine if such items may be moved to more convenient locations for display or availability. (ROB 520-132-002)

This committee shall encourage regional and chapter historians to gather historical information and artifacts to be located in a convenient and available location in each region or chapter. (ROB 520-132-002)

A repository and catalog of literature of historical significance shall be maintained. (ROB 520-132-0)

LOU FLAGG HISTORICAL AWARD

The Lou Flagg Historical Award recognizes the vital role historians play in identifying and preserving the accomplishments of its members and the industry. It is presented at the Society annual meeting to the individual who prepares the most outstanding historical presentation nominated during the current or previous society year. Nominations may be submitted yearly from each region. In addition, a member of the Society Historical Committee may also nominate other members of the Society who have prepared historical presentations that fall within the definition of historical significance as described below. The nominations must be submitted to Society headquarters by December 1 of the current Society year for consideration. Presentations in electronic format are required. All nominations must have been awarded a Gold Ribbon before they can be considered for the Lou Flagg Award.

The person who prepares the presentation that receives the most points from the nominations submitted and is considered of a quality acceptable for the award, as judged by the Historical committee, shall be recommended to the Honors and Awards Committee to be the recipient of the award. Criteria for determining the award recipient are as follows:

Historical Significance	35 points
Quality of Presentation	25points
Innovation	20 points
Photographs	20 points

Historical Significance: The presentation may be on a person, company, project, event, system or object invented or created that is of historic value or significantly contributed to the advancement of the HVAC&R industry. The relevance of the historical value or significance shall be clearly addressed.

Innovation: The depth to which the individual went, during the information gathering process, to locate and to identify the information should be emphasized. Projects should describe the facts pertaining to the preparation of the article.

Photographs: The utilization of photos or illustrations in the submittal should enhance the presentation. All photos should be identified (who, what, when, where and why).

Quality of Presentation: Presentation should be logical, concise and effective with significant features clearly highlighted. It should have simple to read system schematics or charts and easy to follow series of photos. A presentation in electronic format is required.

Honors and Awards Recommendation

Name of Award: Lou Flagg Award

Name of Candidate (s): _____

Statement of Candidate's qualifications for the award (required for H & A approval):

The signature below certifies that:

- The procedures for the award above submitted to the Honors and Awards Committee on _____ were followed in making this recommendation.
- To the best knowledge of the nominator, the nominee adheres to the ASHRAE Code of Ethics.

Council/Committee Chair

Date

Please submit to:
Honors & Awards Committee
Staff Liaison
1791 Tullie Circle, NE
Atlanta, GA 30329
rdouglas@ASHRAE.org

GUIDELINES FOR AWARDS

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.

MENTORING PROGRAM

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

- Before the next meeting of the Board of Directors/Board of Governors, Council or Committee Meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.
- The mentor should make every effort to update the new member on:
 1. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
 2. Review the Rules of the Society Board of Directors (ROB) that apply to the committee and the Manual of Procedures (MOP) with the new member.
 3. Discuss the typical meeting format and member duties and responsibilities.
- The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:
 1. Member's field of expertise and employer
 2. Chapter and city of the new member
 3. Former chapter, region and Society positions previously held by the new member
- The new member will be sent a copy of the Rules of the Society Board of Directors (ROB) for the Historical Committee, Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have the following responsibilities:

1. Assign a mentor to each incoming new member of the group prior to the first meeting.
2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

ATTACHMENT D

Process of Measurement at the Society and Regional Level:

Measurement	Actual %	Tool	Responsible Party
1. Each Board of Directors/Board of Governors, Council, Committee will include the mentoring program in their Manual of Procedures (MOP).		MOP	Committees/Council
2. The Committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the Council at each meeting.		MBO	Committees/Council
3. The mentoring program will be monitored to determine its effectiveness through the MBO process.		MBO	Council
4. The Councils at each annual meeting will include in their report to the Board of Directors the status of that Council's mentoring program.		BOD Report	Council

Process of Measurement at the Chapter Level:

Focus and measurement will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by retention % reduction for new members who have belonged to the Society for less than two years.

Measurement	Actual %	Tool	Responsible Party
1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee
2. Retention decrease of new members		Membership Report	Membership Committee

LEADERSHIP RECALL INTERVIEW QUESTIONS

The following are some questions for general areas to be covered. Edit and add to this list of questions for the person being interviewed and their position held or award won.

1. Would you give a brief biographical sketch of your life. (Place and date of birth, family size, early schooling, higher education, employment background outside of the HVAC industry, current family—spouse, children.)
2. What attracted you to engineering and the HVAC industry?
3. What was your first job in the HVAC industry and where did it lead?
4. Describe the industry at that time. What were the challenges that you and your colleagues were facing?
5. How and when did you get started in ASHRAE?
6. What was your ASHRAE chapter, regional and Society experience?
7. What were the major issues facing ASHRAE during your presidency?
8. What was your presidential theme?
9. What significant motions/actions did you and Excom execute during your term.
10. What do you consider to be the major accomplishments during your term?
11. Did any humorous events take place during your term?
12. Are there any things that you wish you could have done differently?
13. What events have changed ASHRAE since your presidency?
14. What events have changed the industry since your presidency?
15. What has ASHRAE meant to you personally?
16. What advice would you give to a young person entering the HVAC field?
17. What other interests and/or hobbies do you have?
18. Any other comments you would like to make?

The final list of questions should be given to the person being interviewed to review and provide comments before the interview.