



HISTORICAL COMMITTEE

Minutes

June 24, 2018

ASHRAE Annual Conference Houston

<p><u>Introduction of Members and Visitors:</u></p> <p>Voting Members present Kent Anderson, Chair Bruce Flaniken, Vice Chair Ahmed Alaa El Din Lindsey King Bern Nagengast Eric Sturm Stan Westhoff, Region I Pam Immekus, Region IV</p> <p><u>Incoming Voting Member:</u> Peggy Fritz Branislav Todorovic</p> <p><u>Voting Member via Go to Meeting:</u> Oswaldo Bueno</p> <p><u>Region Historians Present via Go to Meeting:</u> Tom Pollard, Region II Dusty Stoabs, Region VIII Dean Borges, Region X</p> <p><u>BOD Ex-Officio:</u> Doug Cochrane, BOD Ex-Officio</p> <p><u>Coordinating Officer</u> Edward Tsui</p>	<p><u>Guests:</u> Jounghwan Ahn David Arnold H.E. Barney Burroughs, Presidential Member Michael Geselowitz Jeff Haberl Julia Keen Chul Kim Larry Markel Kashif Nawaz Glenn Remington Randy Schecengost</p> <p><u>Staff present:</u> Steve Comstock, staff liaison PEC Vanita Gupta, Director of Marketing, ASHRAE Krys Gilstrap Joslyn Ratcliff Emily Sigman, staff liaison</p>
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Call to Order:

Mr. Anderson called the meeting to order at 8:30 am. He invited all those present to introduce themselves and to tell a little bit about themselves

Review of Agenda:

The agenda was reviewed and accepted.

Approval of Minutes:

The Chicago minutes were addressed for approval. Mr. Anderson noted that the motion to approve the budget for 125th Anniversary was not included.

Motion 1: Mrs. Immekus moved that the minutes be approved as amended. Mr. Sturm seconded the motion. Approved 7-0-0

Current Projects 125th Anniversary: Progress Review

Mr. Nagengast reviewed the progress on all the various projects underway for the 125th Anniversary. He has developed a list of 25 people for his book, Giants of the Industry. In order for a person to be added to the list, there had to be enough available materials, including images or photos as well as interesting anecdotal material for each person. His goal is to also include individuals from other parts of the world besides North America and to include women. **Attachment A**

Mr. Comstock related that he had gotten a Word file for Proclaiming the Truth and planned to begin serious work on revising and adding to the book in the near future.

The process to select a group of members to choose the 25 best papers covering the years from 1995-2019 and to add to the 100 best papers chosen for the Centennial was discussed.

About 20 articles have been proposed for the ASHRAE Journal, 10-12 have been chosen, and Journal staff is actively working on the papers. The remainder may be published in the future or could possibly be used for as the basis for technical sessions.

Dr. Haberl reported that there are five papers for Kansas City. Mr. Nagengast stated that using targeted requests, i.e., specific subject requests, to get sessions or papers can be more successful than a general call. Dr. Haberl mentioned a paper that he recently came across from 1970 – he said it was the first conference paper on simulation that he was aware of. He also said there were probably 4-5 papers for Austin and Orlando. One of the papers is about electronic communications. Another one will be the history of YEA. The consensus of the committee was to try to get any historical sessions scheduled before Wednesday afternoon to encourage a robust attendance.

Mr. Markel asked about the possibility of a re-enactment at the Plenary and offered his help. Ms. Gilstrap noted that the re-enactment from the Centennial is posted on ASHRAE's YouTube channel.

Dr. Arnold reported progress on his book, Development of Air Conditioning from 1920-2020. He stated that there have been fewer technical articles published after the 1970s timeframe, particularly on a unique topic. Therefore, the book will be up to date, but there will be less detail for later years.

Mention was made of a series of emails regarding the early days of theater air conditioning. Mrs. Sigman reported that she had preserved the various articles and email exchanges.

Mr. Flaniken reported that his article on what industries drove refrigeration is coming along and starting to come together. He said that he gathers various resource materials, studies them and the information begins to coalesce into the article he will write.

Current Projects 125th Anniversary: Marketing Promotion Plan

Mrs. Gupta presented the overall marketing promotion plan for the museum and brochure projects for the 125th Anniversary. She shared the photo of the special logo for the 125th. Someone suggested that members could send photos and selfies of themselves using the AASHRAE 125 logo from all over the world.

Dr. Keen reported that there were some proposed budget cuts that would affect three of the projects for the 125th anniversary.

Current Projects 125th Anniversary: Oral Histories Presentation

Ms. Gilstrap presented the concept and plan for filming oral history videos. [Attachment B](#)

Current Projects: IEEE Presentation

Mr. Anderson introduced Mr. Michael Geselowitz, the senior historian for IEEE.

Mr. Geselowitz made a presentation of the various ways IEEE is preserving history. He shared a number of interesting concepts for making history available to the Society, members, and casual users, including web, awards, oral histories, and work through universities. He stressed the importance of getting the study of history into the curriculum of schools and colleges. He suggested the possibility of collaboration between ASHRAE and IEEE. [Attachment C](#)

Mr. Markel raised the question of how to retain young members. General discussion followed.

ExO Presentation:

Mr. Cochrane reviewed the ExO presentation to update what Society has accomplished in the last six months as well as to identify any needs. [Attachment D](#)

Current Projects: ASHRAE Milestone/Landmark Proposal:

Mr. Anderson presented his proposal for an ASHRAE Milestone/Landmark program, possibly tied to the ASHRAE 125th Anniversary. [Attachment E](#)

Motion 2: Mr. Flaniken moved to approve the project proposal. Mr. Westhoff seconded the motion. Approved 6-0-0

Current Projects: MOP Revision:

Mr. Anderson stated that the Historical Committee Manual of Operations (MOP) needed to be revised to reflect the two voting members that were added to the committee beginning SY 2017-18. Mrs. Immekus along with several committee members had worked through revising the document [Attachment F](#)

Motion 3: Mr. Nagengast moved to accept the revisions to the MOP, Mrs. Immekus seconded the motion. Approved 6-0-0

Current Projects: Reference Manual Revisions:

Mr. Anderson stated the Reference manual for the Historical Committee was sadly out of date and needed to be revised. Mrs. Immekus along with several committee members had worked through revising the document. After discussion, it was decided to accept the revisions to the document, while noting that there could be additional revisions necessary. **Attachment 8**

Motion 4: Mrs. Immekus moved that the Reference Manual as revised be accepted. Mr. Westhoff seconded the motion. Approved 6-0-0

Current Projects: Archive Policy Proposal:

Mr. Anderson stated his continuing concern that there was no written policy regarding what historical documents should be kept. He mentioned the loss of the Glenn Muffly Patent Index that was discarded by the Engineering Societies Library back in 1982, shortly after ASHRAE moved to Atlanta.

Mr. Nagengast stated that if a decision is made to discard any historical material, the committee should be notified before any action was taken.

Mr. Anderson proposed a revision to the wording of ROB section **1.201.040 Records Retention and Destruction** to address the new policy. **Attachment H**

Motion 5: Mr. Nagengast moved that an archive policy be put in place. Mr. Westhoff seconded the motion. Approved 6-0-0

Current Projects: Lou Flagg Award Form Revisions:

Mr. Anderson stated that the Lou Flagg Award form needed to be updated and made clearer.

Motion 6: Mr. Flaniken moved that the committee vote to accept the Gold Ribbon Form as revised. Mrs. Immekus seconded the motion. Approved 6-0-0

Mr. Flaniken noted that the Nomination Forms for both Hall of Fame and Pioneers of the Industry truncate the content.

Action Item: Upgrade the forms to prevent truncation.

Current Projects: Leadership Recall Candidate List:

Dr. Haberl stated that some candidates who worked on simulation would be good choices. He named Robert Henniger from Gard. He worked on PO program. He also named Larry Diegleman and said that he would be at the conference in Austin.

Mr. Anderson named Bjarne Olesen. He also mentioned the possibility of interviewing retired long time staff members Judy Marshall, Carolyn Kettering and Gloria Cofer.

Mr. Nagengast said that he had spoken with Mike Newman and that Mr. Newman, though retired, still attends ASHRAE conferences.

Dr. Haberl said that the transcript for the Zulfi Cumali Leadership Recall video is missing.

Current Projects: Gold Ribbon Award Form Revisions:

Mr. Anderson stated that the Gold Ribbon Award form needed to be updated and made clearer. Mr. Flaniken said that the original chapter history should cover at least five years, and should be the first chapter history submitted. After that, other histories can be submitted. [Attachment I](#)

Motion 7: Mrs. Immekus moved that the committee vote to accept the Gold Ribbon Form as revised. Mr. Flaniken seconded the motion. Approved 6-0-0

Current Projects: Historians Guide:

Mr. Anderson stated that the committee should discuss any issues or problems with the Historians Guide at every meeting to prevent its getting badly out of date. [Attachment J](#)

Motion 8: Mr. Nagengast moved that the Guide be reviewed at every meeting. Dr. Alaa seconded the motion. Approved 6-0-0

New Business: Proposal for an honorary ASHRAE historian:

Mr. Anderson stated his belief that ASHRAE needed to name an honorary position of ASHRAE Historian. [Attachment K](#)

Motion 9: Mr. Flaniken moved that the committee forward the proposal to Pub/Ed Council. Mrs. Immekus seconded the motion. Approved 6-0-0

New Business: Introduction of Incoming Chair, Bruce Flaniken:

Mr. Anderson introduced Mr. Flaniken as the incoming chair of the Historical Committee.

Mr. Flaniken outlined some of his plans for the coming year, including providing an updated Historical Committee Training PowerPoint and continuing efforts to clean up documents. He is especially interested in giving any necessary tools to Region Historians to encourage them to reach out to their chapter historians.

PAOE:

Mr. Anderson brought up his continuing push to get Historical Committee named as a Grassroots Committee for PAOE. With the reorganization of Pub/Ed Council, he also mentioned the possible move of the committee to Members Council.

Adjournment:

Mr. Anderson adjourned the meeting at 12:05 pm.

UPDATE to ASHRAE 125th Anniversary Sub-Committee

Subcommittee Membership:

Bern Nagengast, Chair
Kent Anderson
Jeff Haberl
Pam Immekus
Eric Sturm
Branco Torodovich
Ron Vallort

Interested individuals asked to be kept in the loop:

David Arnold
Bruce Flaniken
Randy Schrecengost
George Menzies

copy to Emily Sigman, Steve Comstock, Mark Owen

Update as of June 7, 2018

Attached is the latest version of the project summary. The updated timeline with budget numbers for each project is attached to the email.

Please take a good look at the summary and the time line spreadsheet. There will be an extensive discussion of the 125th anniversary plans at the Houston Historical Committee meeting. The “Historical Markers” proposal will also be discussed with the possibility that it will become a Historical Committee project.

Bern Nagengast
125th Sub-Committee chair



Historical Committee (HC)

ASHRAE 125 Year Anniversary Celebration – Action Plan

(Details for each project included on following pages)

As of June 7, 2018

125 Year Anniversary Projects List (approved by Historical Committee and PEC)

- 1. Produce quality industry selective history related publications** (hard or soft cover and/or electronic version)
- 2. 125 most important Transactions Papers or ASHRAE Journal Articles**
- 3. Publish 6-12 historical articles in the *ASHRAE Journal***
- 4. Sponsor at least one technical paper session for the summer and/or winter 2020 meetings.**
- 5. Develop a pictorial calendar for 2019 and 2020**

Other 125th Anniversary Projects (Non-Historical Committee Projects)

- 1. ASHRAE Society History (*Proclaiming the Truth 2nd Edition*)**
- 2. *ASHRAE Journal* Advertising Supplement**
- 3. HVAC&R Museum**
- 4. ASHRAE Oral History**
- 5. ASHRAE Historical Markers**

125 Year Anniversary Projects Details

Historical Committee and PEC approved projects:

- 1. Produce quality industry selective history related publications** (hard or soft cover and/or electronic version)

“How HVAC&R has improved the quality of life worldwide” This would be written to appeal to a general audience thus promoting the importance of engineering and ASHRAE as a benefit to humanity. Author: Ron Vallort and Vanita Gupta ASHRAE Marketing staff.

Total Fiscal Impact: -10000

“History of development of air conditioning systems 1920-2000” Focus would be both equipment and materials, written and illustrated to appeal to engineers as well as a wider audience. Author: David Arnold

Total Fiscal Impact: -20000

“Evolution of components and design build practices after 1900” This would cover the development of factory engineering and construction practices from the inventors/innovators design build to the application manufacturing to application engineering to engineering consultants and then mechanical contractors. Author: Bruce Flaniken

Total Fiscal Impact: -20000

“HVAC&R Giants” This work would be person oriented and highlight the contributions of individuals. Resources for this work would mainly use our existing data base which includes ASHRAE Hall of Fame, Pioneers of the Industry, Leadership Recall and the *Heat & Cold* book, and other important but relatively unknown persons not present in these existing resources. Emphasis on creating reader interest by use of an interesting story and visuals. Proposed title “Adventures in Heat & Cold: Men and women who made your life better.” Author: Bernard Nagengast.

Total Fiscal Impact: -20000

- 2. 125 most important Transaction Papers or ASHRAE Journal Articles.** To be published as part of *Proclaiming the Truth 2nd. Edition*. Abstracts of papers/articles published between 1895 and 1994 were published in the First edition of *Proclaiming the Truth*. Historical Committee to establish a sub-committee to select entries published between 1995 and 2019. Author: Steve Comstock and staff. Total Fiscal Impact: 0
- 3. Publish 6 to 12 historical articles in the ASHRAE Journal.** Articles considered for publication will appeal to the more general interest of *Journal* readers. *ASHRAE Journal* staff has received at least 20 proposals. Possible publication of as many as one article per month from July 1919 through June 2020. Responsibility: Jay Scott and *Journal* staff. Total Fiscal Impact: 0
- 4. Sponsor at least one technical paper session for the summer 1919 and/or winter 2020 meeting.** Solicit 4 or more papers to be presented in a technical session or sessions

(preferably in a format that would be published as a permanent record in *ASHRAE Transactions*) Papers would target specific historical advances or could address a broader history of HVAC&R Technology. Responsibility: Jeff Haberl. Total Fiscal Impact: 0

- 5. Develop a pictorial calendar for 2019 and 2020.** This would be similar to the historical calendars produced annually by CIBSE. These calendars could be sold by ASHRAE to members and companies. Calendar to be available June 1919 covering months June through December 2020. Author: Pam Immekus Total Fiscal Impact: -10000

Other 125th Anniversary Projects:

- 1. ASHRAE Society History (*Proclaiming the Truth 2nd Edition*)**

Proclaiming the Truth book will be updated to cover the 25 year period after the Centennial. This is not a Historical Committee project.

Responsibility: Steve Comstock and staff.

- 2. ASHRAE Journal Advertising Supplement**

Features invited company histories and ads, similar to the feature published for the ASHRAE Centennial. To be published in the December 2019 *Journal*.

This is not a Historical Committee project.

Responsibility: Greg Martin

- 3. HVAC&R Museum**

Display at 2020 Winter Conference. Similar to the museum display at the 1995 Centennial meeting. Sponsorships to be solicited.

This is not a Historical Committee project.

Responsibility: ASHRAE Staff

- 4. ASHRAE Oral History**

Short oral histories by ASHRAE members. Specific use to be defined but can be used on ASHRAE Website and as basis of presentation at 2020 Winter Conference or in display.

This is not a Historical Committee project.

Responsibility: ASHRAE Staff

- 5. ASHRAE Historical Markers**

Identification of HVAC&R related historical sites by plaques, ASHRAE Website information, etc. Possible opportunity for ASHRAE marketing. Project at this point undefined. Proposed by Larry Markel.

This is not currently a Historical Committee project. This will be discussed at the Houston meeting.



FOR THE RECORD
An Oral History of HVAC&R



Look and Feel

Dramatic, intimate, inspiring

Single person interviews

Silent interviewer

No narrator

Recurring Elements

Waveforms

Pull quotes

Grayscale

Left to right pans

Final Product

Official Video	One 15 minute video featuring “best-of” from interviews for use in museum display
Social Media	5 ‘shorts’ feat. interview excerpts leading up to Jan 2020 event. These will be used in conjunction with older LR projects – receiving the same treatment – to give a sense of time
‘Archive’ Interviews	Full, minimally edited interviews posted as part of LR, along with transcript

Interview Subjects

- Walk-ins - Open Hours to be posted
- 50-year distinguished service winners*
- Steve

Angle

- Small, focused perspective from interviewers
 - (larger perspective provided in images and text overlays)
- Sense of reverence toward the industry, ASHRAE

Interview Questions for Atlanta*

1. Please introduce yourself. Tell us what you do for ASHRAE and what you do for your day job.
2. Tell us about your first experience with [air-conditioning/refrigeration/the cold chain].
3. What did the technology look like at that time? What kind of tools were in your briefcase on your first day of work? What about the systems you worked on – what did they look like?
4. What's your earliest memory of ASHRAE? Could be a chapter meeting, or how you first heard about it.
5. Tell us when you realized ASHRAE would play a major, longstanding role in your life.
6. Are there any major revelations in the industry that you specifically recall, or that had some impact on you, personally or professionally? [Prompt with Vallort's article]
7. Your story is part of a mosaic of experiences. That mosaic IS the industry. In just a few words, what do YOU take away and what do you leave behind? What's your legacy?
8. Let's look forward; what will the industry look like in 125 years [2145]? Will ASHRAE be there? What parts of our Society, of our industry, will survive?
9. Even now, at this very moment, we're making an effort to preserve today's expertise for tomorrow's industry. Are there other ways we can reach forward? [prompt with mentoring/networking/globalization]
10. How will history look back upon the work of today's professionals? Why does that matter?
11. What's next?

*Questions expected to change slightly after initial round of interviews, to fill 'gaps' in content.

Resources Required

Additional Staff for Atlanta, Kansas City

Stock music, b-roll template

Transcription services

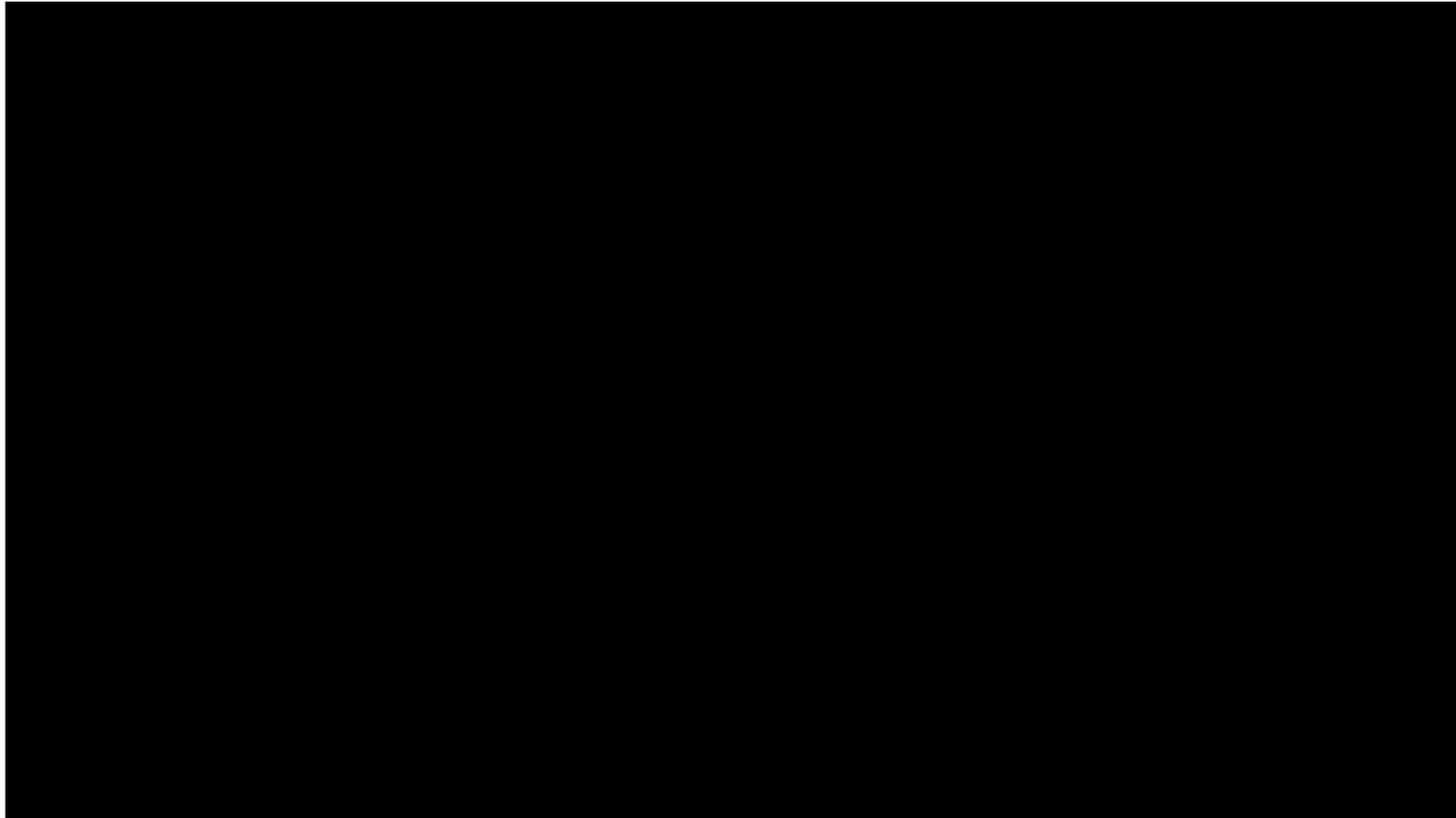
- [“History Template”](#)
- Used for B-roll and laid over interview subjects; populated with materials from brochure, *Proclaiming the Truth*, and other historical sources

- [“Arpeggio-style” music](#)
- Used under interviews and B-roll

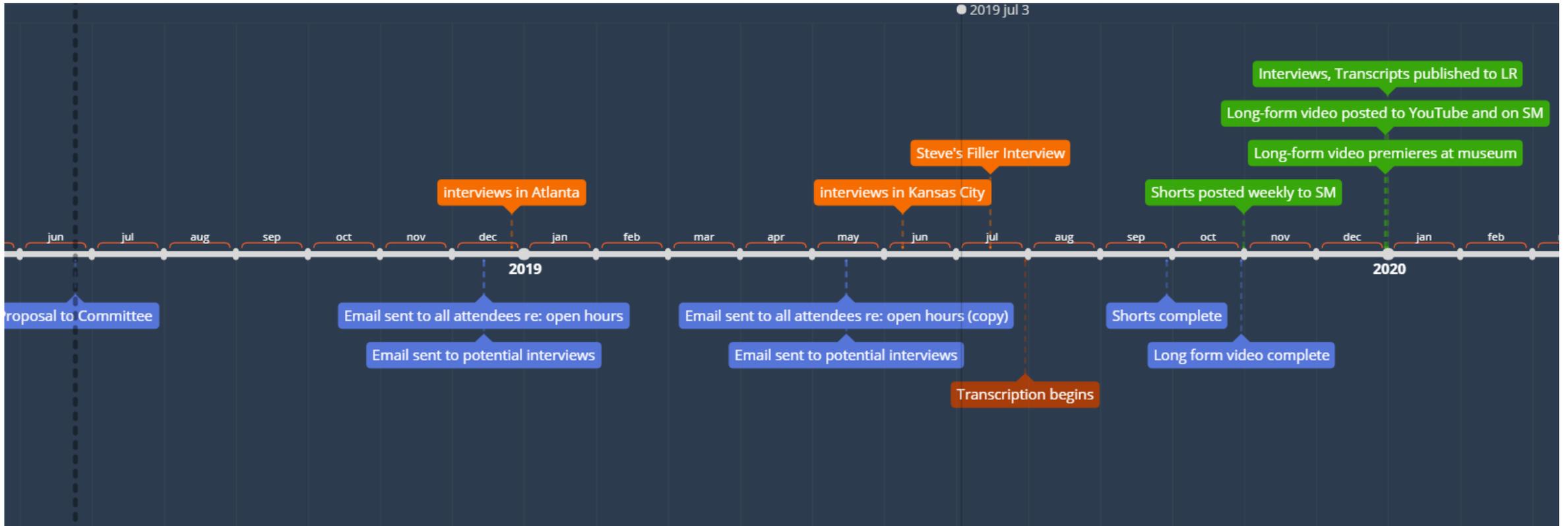
- [Transcription Services](#)
- To capture every interview in its entirety (video will NOT have entire interviews) and further mark this project as archival



- Interviews will be supplemented with footage pulled from 125th brochure, Proclaiming the Truth, [A History of ASHRAE](#), [Centennial footage](#), and other existing resources.
- NO ADDITIONAL SCRIPT is required for this video.



<https://time.graphics/line/81190>



IEEE'S HISTORICAL ACTIVITIES

Dr. Michael Geselowitz, Senior Director

IEEE History Center

June 2018



**IEEE History Center
Hoboken, New Jersey, USA**

IEEE History Center

When is IEEE?

Since 1963 in current form (AIEE + IRE = IEEE)

But, actually, since 1884, IEEE
has been fostering technical
innovation for the benefit of
Humanity.



Celebrating 125 Years
of Engineering the Future

In 2009, we celebrated our 125th anniversary...
Now we are 133 years young, and we are the
largest technological association in the world

What is IEEE?

- **The world's largest professional association for the advancement of technology**
 - more than 423,000 members in more than 160 countries, more than 50% outside the U.S.
 - 334 Sections in ten geographic Regions worldwide and numerous chapters, affinity groups and student branches
 - 39 Societies and seven technical councils—including Education Society, Professional Communication Society, SSIT, TEMS
 - more than 1,800 standards (including under development)
 - Approximately 200 transactions, journals, magazines
 - More than 1,800 conferences in 95 countries
 - More than 4 million documents in the IEEE Xplore Digital Library, with more than 8 million downloads each month
 - Roots in electrical, electronic, and computing fields and related areas of science and technology that underlie modern civilization

History of History at IEEE

- **1963 – Permanent History Committee in very first bylaws of the merged society—largest & one of the oldest technical societies has responsibility to preserve history of technology (and itself)**
- **1980 – History Center professional staff added to assist with centennial celebrations**
- **1990 – Center moved to campus of Rutgers University, which became strategic co-sponsor in the history space – emphasis on research**
- **2000s – emphasis shifts to outreach**
- **2010s – more focus on education within outreach**
- **2014 – Center relocates to Stevens Institute of Technology**

The IEEE History Center : Mission

**Guided by the IEEE History Committee
(which reports to the IEEE Board of Directors)**

Mission:

To foster preservation of, research into, and dissemination of information on the history of IEEE-related technologies, as well as IEEE, its members, and their professions and industries

**Produces
better, more
well-rounded
engineers**

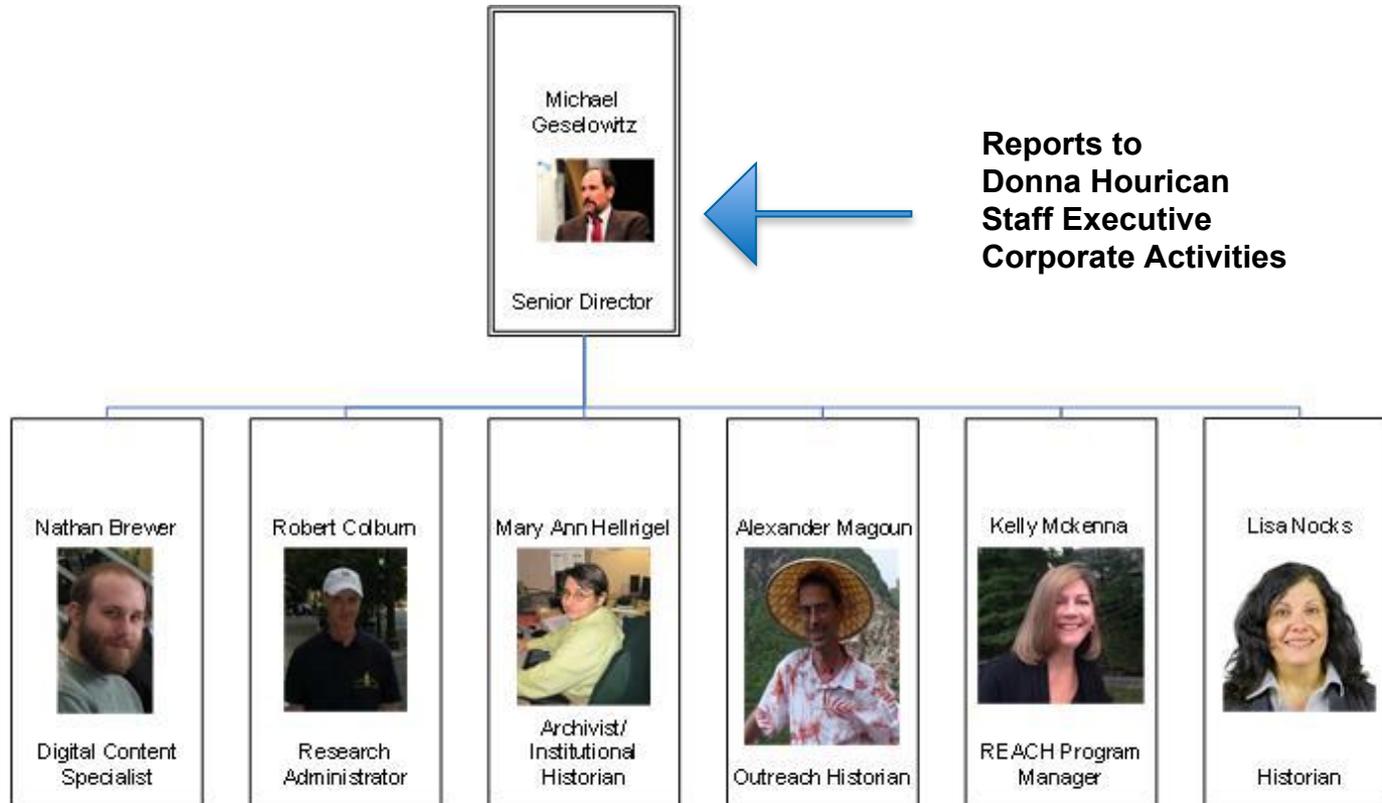
**Raises
awareness
and
appreciation
of the
important
role
engineers
play in
society**

**Corrects
misconcep-
tions of
engineers and
their
profession**

**Enhances the
image of
engineers and
elevates the
prestige of
the
profession in
general and
IEEE in
particular**

**Improves
technological
literacy
among
citizenry of an
increasingly
technological
society**

IEEE History Center Organization Corporate Activities Department



THE IEEE HISTORY CENTER SUPPORT

TOTAL EXPENSES = \$1.3M

**IEEE Operating Funds
(46%)
(=about 1/10% of
IEEE Operating Budget)**



**Stevens Institute of Technology
(strategic educational partner)
(in-kind)**

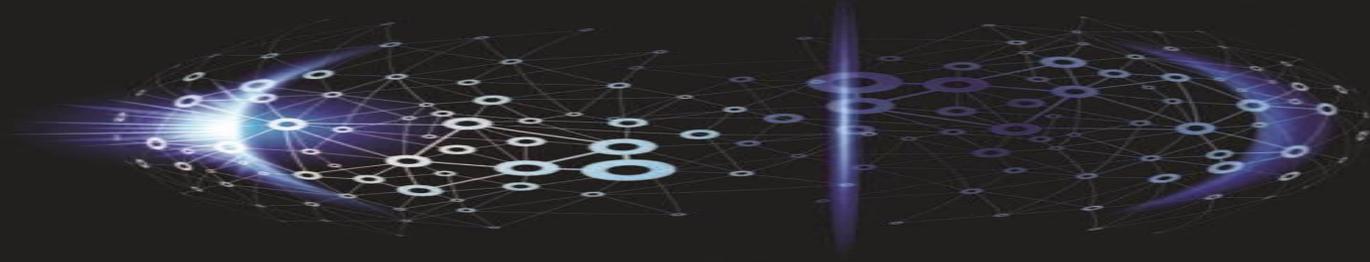


**IEEE Foundation, through
Annual fundraising (10%)
External grant support (3%)
Planned giving Endowment (13%)
REACH Fund (28%)**

IEEE Foundation



THE IEEE HISTORY CENTER— RESOURCES AND PROGRAMS



Wealth of
information
about global
history of
engineering
delivered
through the
Engineering &
Technology
History Wiki
(ethw.org)



Oral Histories



First-Hand Histories



IEEE Milestones



University Education



**Pre-University Education:
IEEE REACH**



**IEEE Archives/
Institutional history**

Engineering & Technology History Wiki

- **Engineering & Technology History Wiki**
www.ethw.org – developed by History Center and maintained on behalf of a consortium of engineering associations – **IEEE, AIChE, AIME, ASCE, ASME, SPE, SWE** (and ASEE has just agreed to join!)
 - **1.3 million annual sessions (1.8 million page views; 1.1 million unique users) in 2017 (about 20% increase over 2016, thanks to Google Ad Grant)**
 - **Growth in all content areas (pages in 1000s)**
 - **Innovation map**
 - **Beginning of 2018 launched enhanced timeline feature (NIC grant)**

Oral Histories/First-hand Histories

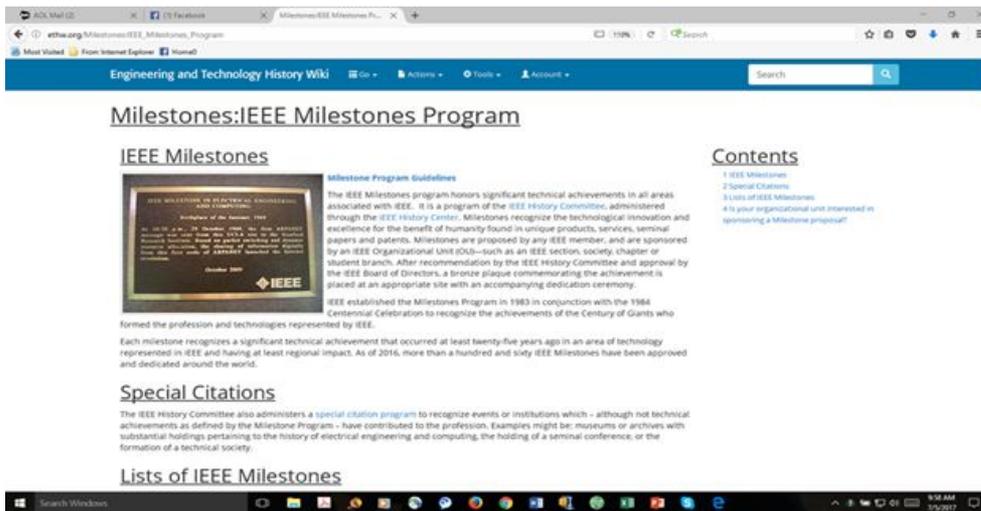
The screenshot shows a web browser window displaying the Engineering and Technology History Wiki page for "Oral-History:Vladimir Zworykin". The page features a title, a sub-header "About Vladimir Zworykin", a photograph of Zworykin, and a detailed biographical text. A "Contents" table of contents is visible on the right side of the page, listing 15 items from "About Vladimir Zworykin" to "Power system for controller". The browser's address bar shows the URL "ethw.org/Oral-History/Vladimir_Zworykin".

Oral Histories: Over 800 transcripts on the ETHW

The screenshot shows a web browser window displaying the Engineering and Technology History Wiki page for "First-Hand:Starting Up Cetus, the First Biotechnology Company - 1973 to 1982". The page includes a title, a sub-header "Chapter 1 - Cetus Beginning", a circular logo for the IEEE 50th Anniversary (1963-2012), and a "Contents" table of contents with 8 items. The text describes the founding of Cetus by Roy D. Merrill and Pete Farley. The browser's address bar shows the URL "ethw.org/First-Hand/Starting_Up_Cetus_the_First_Biotechnology_Company_-_1973_to_1982".

First-Hand Histories: Over 300 on the ETHW

IEEE Milestones



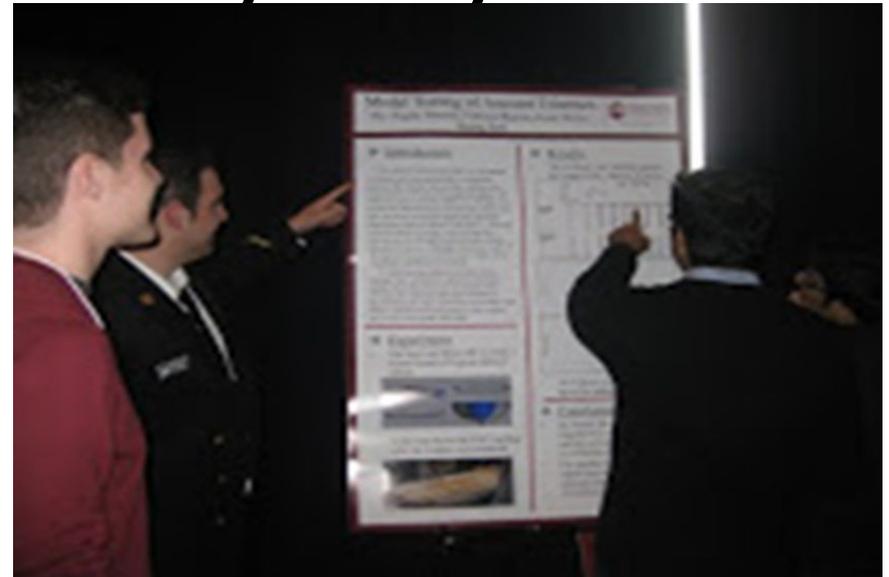
- **9 approvals in 2017; 14 dedications in 6 Regions; full gamut of IEEE fields of interest and 6 decades of history**

- **188 total dedicated so far (plus two special citations), 3 so far this year—last month, 1979 silicon switch, UKRI; this month, Moore's Law (1965), CA**

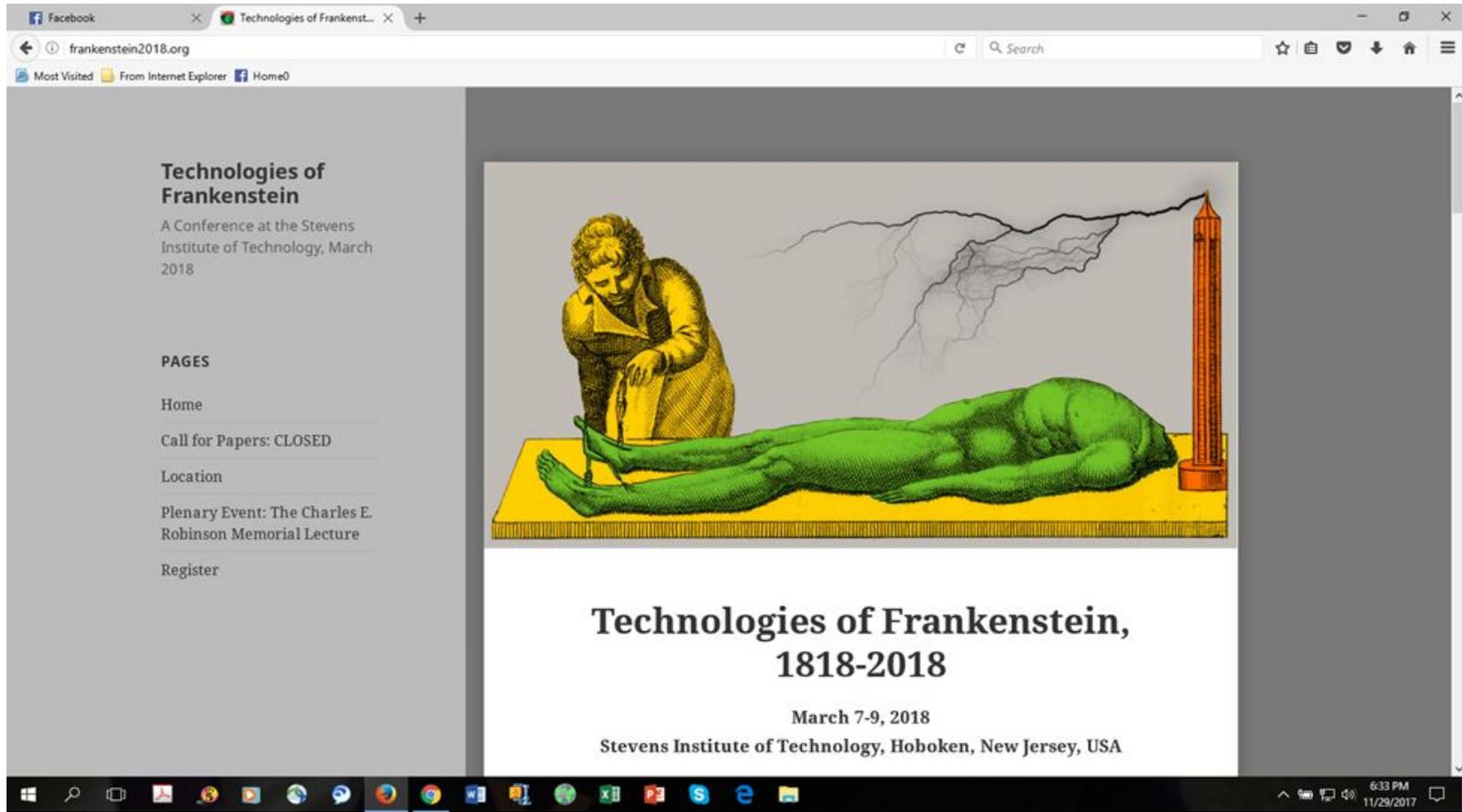
- **Endorsed by any OU**

University Activities

- **Awards: Life Member History Fellowship; William And Joyce Middleton Electrical Engineering History Book Award; SHOT IEEE/Finn Paper Prize; Life Member Internship**
- **Publications: Numerous articles on the ETHW and in IEEE journals, newsletters, conference proceedings; top *Institute* articles; managing monthly history feature for *Proceedings of the IEEE***
- **Lectures & conferences**
- **Library and miscellaneous collections**
- **Stevens courses, symposia, conferences**



University Activities



The image shows a screenshot of a Facebook event page for "Technologies of Frankenstein". The browser address bar shows "frankenstein2018.org". The event title is "Technologies of Frankenstein" and the description is "A Conference at the Stevens Institute of Technology, March 2018". The page lists several options: Home, Call for Papers: CLOSED, Location, Plenary Event: The Charles E. Robinson Memorial Lecture, and Register. The main image features a green Frankenstein's monster lying on a table, with a scientist in a yellow coat leaning over it. A lightning bolt strikes a tall, thin tower in the background. Below the image, the text reads: "Technologies of Frankenstein, 1818-2018", "March 7-9, 2018", and "Stevens Institute of Technology, Hoboken, New Jersey, USA". The Windows taskbar is visible at the bottom, showing the time as 6:33 PM on 11/29/2017.

Technologies of Frankenstein
A Conference at the Stevens Institute of Technology, March 2018

PAGES

- Home
- Call for Papers: CLOSED
- Location
- Plenary Event: The Charles E. Robinson Memorial Lecture
- Register

Technologies of Frankenstein, 1818-2018

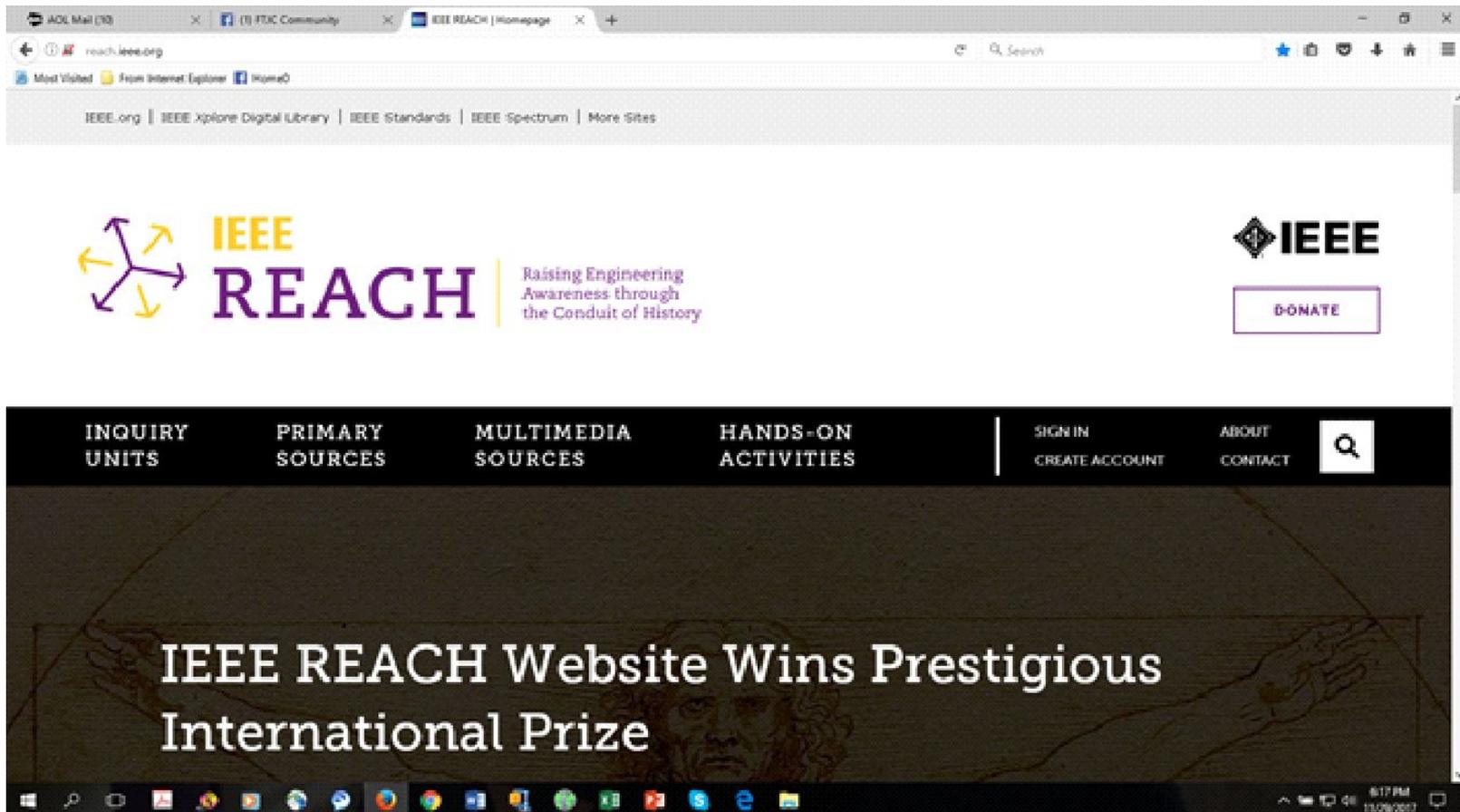
March 7-9, 2018
Stevens Institute of Technology, Hoboken, New Jersey, USA

IEEE REACH: K-12 History of Technology Curriculum

- **Material is Inquiry-based C3 compatible (National Council for the Social Studies)**
- **Beta site (<http://reach.ieee.org>) launched in December 2016 with two units**
- **Has six units (three piloted in person)**
- **Big outreach push—has over 300 registered users with capacity to impact tens of thousands of students; ran teacher PDW**
- **Won Ayrton Prize for Digital Engagement from the British Society for the History of Science**



IEEE REACH



IEEE Archives/Institutional History



- Often do anniversary projects funded by Societies
- Working on “History of IEEE since 1984,” funded by IEEE Societies

Questions?





ASHRAE UPDATE

ExO Report to Committees

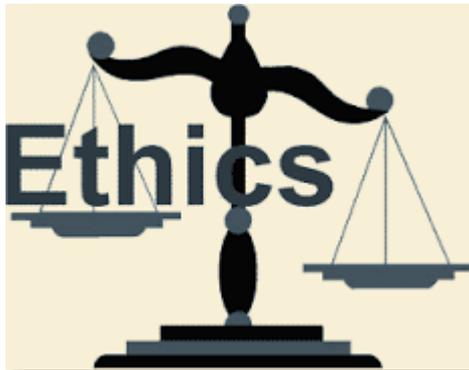
2018 ASHRAE Annual Meeting
Houston



In all your interactions at these meetings
please remember...

Code of Ethics

*"As members of ASHRAE or participants
in ASHRAE committees, we pledge to act
with honesty, fairness, courtesy,
competence, integrity and respect for
others in our conduct."*



Attend President's Luncheon



Monday, June 25

2018-2019 ASHRAE President
Sheila Hayter



ASHRAE Wants You!

- Nominations for appointed standing committees are sought annually.
- Speak with your committee ExO if your appointed term is ending and you wish to be nominated for another Committee (beginning **July 1, 2019**)
- Self-nomination is also encouraged
- Nominations are due by mid-February 2019
- Councils are elected by the Board of Directors, but nominations are needed.



ASHRAE Nominations

ASHRAE website links are always active for member nominations to Board-elected Standing Committee and Council Positions, Appointments to Committees, and Board Officer and Director Recommendations. Once the deadline has passed, your recommendation will be held until the following year's election or appointment session.

❖ Board Officer and Director Recommendations:

Link closes for the following Society year each September 29th

<https://www.ashrae.org/recommendations/cbod>

❖ Board-elected Standing Committee and Council Nominations:

Link closes for the following Society year each September 15th

<https://www.ashrae.org/board-elected-positions/odnom>

❖ Standing Committee Nominations, Appointed by the President-Elect:

Link closes for the following Society year each February 15th

<https://www.ashrae.org/standing-committee-nominations/omnom>

Board-elected Committee and Council Positions

ASHRAE BODY	Minimal Qualifications
Technology Council	<ul style="list-style-type: none"> • One past voting member from each of the following committees: Research Administration, Standards, Technical Activities and from the Board of Directors. • Three (3) at-large members with broad experience and expertise relevant to this council.
Publishing & Education Council	<ul style="list-style-type: none"> • One past voting member from each of the following committees: Certification, Electronic Communications, Handbook, Professional Development, Publications. • Two (2) at-large members with past broad experience and expertise relevant to this council.
Standards Committee	<ul style="list-style-type: none"> • Membership of this committee shall be members of ASHRAE. • Members shall be selected from various interest groups to prevent dominance of any single interest and may include representatives of interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users
Research Administration Committee	<ul style="list-style-type: none"> • Candidates shall be current members of the Society, in Member grade or higher, and have been active members for a minimum of five years. • Candidates normally will have served on more than one Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG), or Technical Resource Group (TRG), for an aggregate of ten or more committee years. • All members of this committee should have significant experience with ASHRAE research activities in one or more technical committee (TC), task group (TG), or standing standards project committee.
Technical Activities Committee	<ul style="list-style-type: none"> • All members of this committee shall hold Member grade or higher in the Society and shall have been members for three (3) years prior to the start of their terms. • All members shall have held at least one leadership role in the Society as chair of a technical committee. • All members shall have served on at least one technical committee (TC), task group (TG), multidisciplinary task group (MTG), or technical resource group (TRG) as a voting member for an aggregate of three or more committee years.
Handbook Committee	<ul style="list-style-type: none"> • The chair, vice chair and volume subcommittee chairs shall hold the grade of Member or higher. • All members of the committee shall be voting members of ASHRAE. Members should have TC Handbook subcommittee experience and knowledge of a broad range of technical topics.
Nominating Committee	<ul style="list-style-type: none"> • Each member of this committee shall hold the grade of Member or higher in good standing in the Society for a period of at least 5 years at the time of selection. • Members and Alternates to the committee shall be individuals knowledgeable in Society affairs.

Standing Committees, Appointed by the President-Elect

Body	Minimum Qualifications
Audit	<ul style="list-style-type: none"> • Current member of the Board of Directors who has not received compensation from ASHRAE for the past three years. • Financial experts who can bring a working knowledge of financial reporting, internal controls and knowledge of the Not for Profit sector.
Building Energy Quotient	<ul style="list-style-type: none"> • Members should be considered for their broad business and marketing experience as well as required technical expertise to guide the development and support of the enterprise. Familiarity with the BEAP and BEMP certifications is also encouraged.
Certification	<ul style="list-style-type: none"> • At least two (2) of the voting members shall be current ASHRAE certification holders. • Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry. • Membership should include broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.
Conferences and Expositions	<ul style="list-style-type: none"> • Members should have previous experience serving on technical or standing committees. • Membership should include several members who have recently served as Technical Committee program subcommittee chairs. • Members should have educational and technical background
Development	<ul style="list-style-type: none"> • The Chair, Vice Chair and Members at Large should have served on the RP Committee, Foundation Board, or should have significant Society leadership experience.
Electronic Communications	<ul style="list-style-type: none"> • Membership should include at least one past voting member from each council. • A substantial number of the members shall have recent experience with electronic
Environmental Health	<ul style="list-style-type: none"> • There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.
Finance	<ul style="list-style-type: none"> • It is suggested that appointments to this committee be made of ASHRAE members who could be considered potential officer candidates.

Standing Committees, Appointed by the President-Elect

Body	Minimum Qualifications
Historical	<ul style="list-style-type: none"> No requirements.
Honors and Awards	<ul style="list-style-type: none"> Committee membership should include at least one Presidential Member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada. Since the work of this committee is secret, members should have a reputation. All members should possess high professional stature.
Planning	<ul style="list-style-type: none"> All voting members except the member who represents YEA must hold the grade of Member or higher in the Society. All councils should be represented on the voting membership of the committee. Members who are serving or have served as Board members One each: Vice President (who serves as coordinating officer), DAL, DRC
Professional Development	<ul style="list-style-type: none"> Membership should include broad representation from the HVAC&R industry. No one interest group should dominate the membership. A majority of the committee members should have experience as developers or providers of continuing education products.
Refrigeration	<ul style="list-style-type: none"> Committee members should be refrigeration-oriented persons and should include a cross-section of the refrigeration industry.
Residential Buildings	<ul style="list-style-type: none"> The majority of the voting members of the committee must be ASHRAE members of Associate Grade or higher.
Society Rules	<ul style="list-style-type: none"> All members shall have been members of the Society for 8 years prior Members should be incoming officers of the Society or incoming Directors.

Presidential Ad Hoc

Ethics Enforcement Procedures Task Group

Ethics Enforcement Procedures Task Group will review and recommend changes to ROB 3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics. In addition, the Task Group will address procedures for Ethics allegations against Officers and/or BOD members. The Task Group may also consider making the review investigation more independent from ASHRAE leadership.

Ethics Policy Report: During Annual Meeting

Regional Staff Support Analysis Task Group

The Regional Staff Support Analysis Task Group is to study the placement of hired representatives (regional staff) in ASHRAE Regions to support volunteer programs, with particular focus on advocacy.

Regional Staff (admin vs. advocacy and possible pilot in 2018-19)



Nomination Process Ad Hoc

The purpose of the **Nomination Process Ad Hoc** is to:

- Reviews all documents of the Nominating Committee including the By-laws, Board-Approved Rule's and Nominating Committee Manual of Procedure and reference manual for current relevance.
- Review election procedures of similar organizations (ASME, ASHE, etc.).
- Determine if one nominee per office on the member ballot is appropriate.
- Determine if we should consider cancelling the tenet of "the job seeks the person, the person does not seek the job."
- Determine if the balance of at-large and regional members of the Nominating Committee is optimal.

Members Council

- Exploring the potential bylaws change tied to the petition
- Considering new membership models (4)

Nominating Committee

- Ad hoc committee is reviewing the nominations process (is not addressing bylaws petition issues)



ASHRAE Associate Society Alliance

- Met in Brussels, Belgium **April 22-23**
- Encourages more effective and fruitful exchange of knowledge and ideas among professionals engaged in the arts and sciences of HVAC&R
- Currently investigating an evolution into a Global HVAC&R Alliance



ASHRAE's Commercialism Policy

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.

Principles for Managing Advertising and Sponsorships

Content should be labeled as advertising or sponsored.

Use of commercial names and logos shall not be done in ways that imply ASHRAE endorsement, approval or certification of products or services.

The inclusion of commercial information shall be done in a fair and unbiased way so as to avoid explicit promotion of a product or commercial entity.

Adhere to accepted business practices specified by the U.S. Federal Trade Commission and recognized publishing authorities.

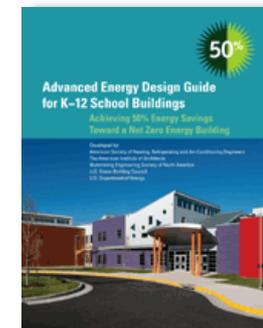
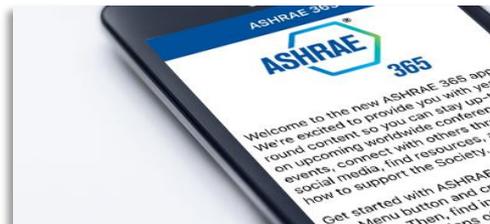
Activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum.

For additional guidance:
ashrae.org/about/governance/ashrae-commercialism-policy-and-guidelines



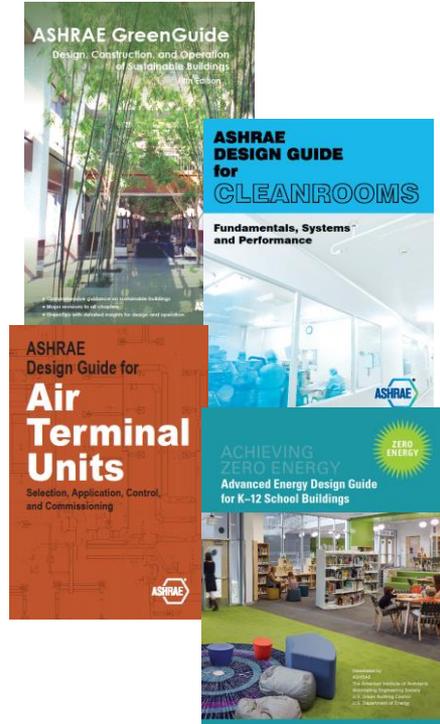
New and Enhanced Resources

- Building EQ Web Portal – **December 2017**
- Advanced Energy Design Guide for K-12 School Building – Achieving Zero Energy – **January 2018**
- Redesigned ashrae.org – **February 2018**
- ASHRAE 365 year round app – **May 2018**
- Handbook PDFs Now in Technology Portal – **June 2018**
- HVAC Designer certification launch – **June 2019**



Recent Publications

- ANSI/ASHRAE/ACCA 211, Standard for Commercial Building Energy Audits
- ASHRAE GreenGuide, 5th edition
- ASHRAE Design Guide for Cleanrooms
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE Guide for Sustainable Refrigerated Facilities and Refrigeration Systems
- Advanced Energy Design Guide for K-12 (Achieving Zero Energy)
- Residential Indoor Air Quality Guide
- 90.1 Portal—Interactive online 90.1 User's Manual that includes Standard 90.1—a new way to use 90.1
- Spanish Translations: Standard 100, Standard 90.1, Hospital Design Guide



Upcoming Publications

- Design Guide for Duct Systems (Winter 2019)
- Design of Datacom Equipment Centers, 3rd Edition (Summer 2018)
- Designers' Guide for District Cooling Guide, 2nd edition (Winter 2019)
- Engineering Management Guide (Fall 2018)
- High-Performance Buildings Simplified Textbook (Spring 2019)
- Multifamily Residential Buildings Guide (Spring 2019)
- Owners' Guide for District Cooling (Winter 2019)
- Residential IAQ Guide (Summer 2018)
- 2018-IgCC Powered by 189.1 (Summer 2018)



New ASHRAE Learning Institute Courses

- Advanced Design for Net Zero Buildings
- Consulting Engineering Essentials
- Cool Thermal Energy Storage Systems
- The Future of Refrigerants: Challenges and Opportunities (MENA) (Dubai Training Center)
- Introduction to Refrigerants
- Latest in High Performance DOAS Systems
- Optimizing Indoor Environments to Increase Building Value
- Refrigerant Selection
- Refrigerant Management
- Save 30% Complying with 90.1-2013



PEC 2017-18 Focus:

Strategies to Improve Content Access

Enhance member access using online delivery

- Technology Portal for *ASHRAE Journal*, Research Reports, Conference Papers
- Handbook PDFs added to Technology Portal to eliminate CDs
- Standard 90.1 Portal to Pair Standard with Users Manual

Expand content available electronically

- Free Online Access to *Science & Technology for the Built Environment*, ASHRAE's journal of archival research

Use web-based tools to optimize volunteer time

- 27 of 62 Handbook Chapter Authoring Teams using Authoring Portal for 2019 Handbook

Customize training and translate publications applying business models

Trackable delivery of Handbooks to more countries



See You There!

- **2018 Congressional Clean Energy Expo and Policy Forum**
July 10, 2018 – Washington, DC – eesi.org/briefings/view/expo2018
- **2018 Building Performance Analysis Conference and SimBuild**
September 26-28, 2018 – Chicago, IL – ashrae.org/BuildPerform2018
- **AHR Expo Mexico**
October 2-4, 2018 – Mexico City, Mexico – AHRExpoMexico.com
- **The Third International Conference on Efficient Building Design**
October 4-5, 2018 – Beirut, Lebanon – ashrae.org/Beirut2018
- **Chillventa**
October 16-18, 2018 – Nurnberg, Germany – chillventa.de
- **Greenbuild**
November 16-18, 2018 – Chicago, IL – Greenbuildexpo.com
- **2019 ASHRAE Winter Conference and AHR Expo**
January 12-16, 2019 – Atlanta, GA – ashrae.org/Atlanta and ashrae.org/AHRExpo2019



Questions?

Please let your ExO know how and where you'd like to serve next!



ASHRAE Milestone/Landmark Program

Proposal: The ASHRAE Historical Committee (HC) recommends that the Board of Directors approve the establishment of an ASHRAE Historical Milestone/Landmark Program.

Background: The major/core engineering societies all have existing programs that recognize milestone or landmark technical contributions in their fields of engineering which represent historically significant achievements that have benefited society. The Institute of Electrical and Electronic Engineers (IEEE), the American Society of Civil Engineers (ASCE), and the American Society of Mechanical Engineers (ASME) have well established milestone and/or landmark recognition programs that have existed for more than 40 years. A summary of those programs is attached as Table 1. It is proposed that ASHRAE establish a similar program as part of the 125th Anniversary celebration activities being planned for the Society 2019 Summer and 2020 Winter meetings.

Objective: To recognize historically significant milestones, landmarks, contributions and achievements in the arts and sciences of heating, ventilating, air-conditioning and refrigerating engineering. Recognition would be by placement of a permanent plaque and a dedication ceremony, and compilation of information on the importance of the milestone/landmark. It is proposed that recognition go to a technical advancement rather than for a specific place or to an individual. A nomination process will be developed, with selection and recommendations made by the ASHRAE Historical Committee, with final approval by the Board of Directors. At least one (1) nomination would be planned for each year, with no limit, and the first selection would be made in conjunction with the 125th Anniversary events at the ASHRAE Winter 2020 meeting.

Fiscal Impact: For budget purposes, a fiscal impact of \$2,000/year would cover the costs of two (2) high quality bronze plaques. Alternatively, the cost of plaques and dedication ceremonies can be covered by submitters and/or sponsors of nominations with no direct cost to ASHRAE.

Criteria: The ASHRAE Historical Committee will develop nomination forms, criteria and procedures for selection of significant milestone/landmark HVAC&R technical achievements. The criteria could include:

- Nomination required by an ASHRAE member in good standing
- Proposals for nomination must document the significance of the achievement
- Technical achievement must be at least 25 (?) years old
- Recognizes an achievement rather than a person, place or thing
- Final selection by ASHRAE Board of Directors, with recommendation by the HC

Timeline: A proposed timeline to implement an ASHRAE Milestone/Landmark Program is as follows:

June 2018: Proposal developed and considered by the ASHRAE Historical Committee, and if approved, submitted to the ASHRAE Publishing and Education Council (PEC).

January 2019: HC develops and approves nomination form, criteria and procedures for approval by PEC and the Board of Directors.

January-March 2019: Initial nominations solicited for the first Milestone/Landmark recognition.

June 2019: Historical Committee reviews and selects first recognition proposal, and submits a recommendation to BOD for approval.

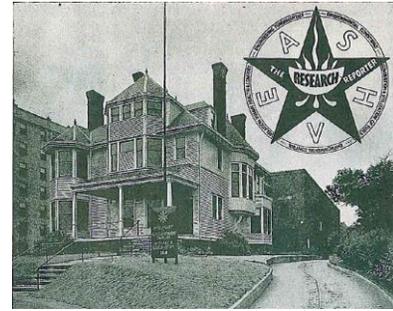
January 2020: First Milestone/Landmark recognition announced at Society Plenary Session as part of the ASHRAE 125th Anniversary celebration.

Supporting Information: As additional supporting and background information, several examples of existing or pending milestone/landmark projects related to ASHRAE technology are provided below to indicate how an ASHRAE program might honor these or similar achievements:

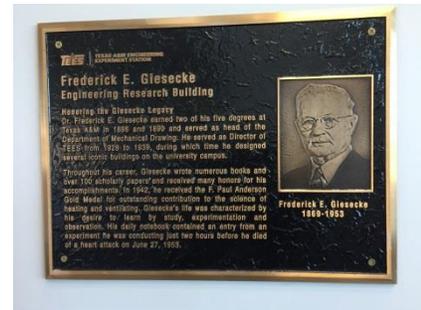
“R” Value Development. An R-value plaque recognizing Everett C. Shuman (1891-1989), a Penn State faculty member and pioneer researcher in energy conservation, is placed near the engineering building at Penn State University where he worked. He was called the father of the 'R-value,' the indicator of heat resistance used for all types of insulation materials since 1970, and published in the ASHRAE Handbook. He also invented the mineral core fire door.



ASHVE Research Lab. The ASHRAE Cleveland Chapter has applied to place a plaque/marker at the site of the original ASHVE Research Lab. This is part of an existing Ohio State Marker Program. An application has been submitted by the chapter, approved by the state and placement is pending with the city subject to conditions related to insurance.



Frederick E. Giesecke Building. The Engineering Research Building at Teas A&M University is dedicated to Professor Frederick E. Giesecke, who received the F. Paul Anderson Award in 1942. Giesecke served as Director of the Texas Engineering Experiment Station and published numerous papers and articles in the ASHVE Journal and Transactions.



Dr. Mary Engle Pennington. A proposal to recognize the contributions of Dr. Mary Engle Pennington has been submitted by a private citizen to the Pennsylvania Historical and Museum Commission to place a marker identifying the site of her original office/lab in downtown Philadelphia. Pennington was a pioneer woman in HVAC&R technology, is a member of the ASHRAE Hall of Fame, and was a Fellow of ASRE. Staff received a request for financial support for the marker, and both the Philadelphia Chapter and Region III have been advised of the proposal and are willing to be involved.



References

IEEE Electrical Engineering Milestones Program: [http://ieeemilestones.ethw.org/Main Page](http://ieeemilestones.ethw.org/Main_Page).

ASME Historic Mechanical Engineering Landmarks: <https://www.asme.org/about-asme/engineering-history/landmarks/about-the-landmarks-program>.

ASCE Historic Civil Engineering Landmark Program: <http://www.asce.org/landmark-program/>.

TABLE 1 – US Engineering Society Milestone / Landmark Programs

Engineering Society	Institute of Electrical and Electronic Engineers	American Society of Mechanical Engineers	American Society of Civil Engineers
Name of Program	IEEE Milestones Program	ASME Mechanical Engineering History and Heritage Landmarks Program	ASCE Historic Civil Engineering Landmark Program
Year Established	1983	1971	????
Recognition	Plaque & Ceremony	Plaque & Ceremony	Plaque and Ceremony
Responsible Committee	History Committee	History and Heritage Committee	History and Heritage Committee
Approval	Board of Directors	Board of Directors	Board of Directors
Criteria	Significant achievements in the history of electrical and electronics engineering.	Existing artifacts or systems representing a significant mechanical engineering technology.	Historically significant local, national, and international civil engineering projects, structures, and sites.
Number of sites	188	275	266
Site criteria	> 25 years	20 years (?)	> 50 years
Significant Sites	Franklin Experiments (1751) Transcontinental Telegraph (1861) Edison Menlo Park (1876) First AIEE Meeting (1884) Marconi Wireless Telegraph (1895) Discovery of Superconductivity (1911) Bell Labs (1925) ENIAC (1946) Manufacture of Transistors (1951) Commercialization and Industrialization of Photovoltaic Cells (1959) First Working Laser (1960) Liquid Crystal Display (1968) Birthplace of the Internet (1969) HP-35 Scientific Calculator (1976)	Newcomen Engine (1712) Holly District Heating System (1877) Multi-Zone Automatic Temperature Control System (1895) Detroit Edison District Heating System (1903) ASME BPV Code (1915) Milam High-rise Air Conditioned Building (1928) Magma Copper Mine Air Conditioning System (1937) Thermo King Refrigeration Unit (1940) Commonwealth Building Heat Pump (1948) Refrigeration Research Museum (1890 - 1960)	Petra (400 BC -400 AD) Machu Picchu (1450-1540) City Plan of Philadelphia (1682) Mason-Dixon Line (1763-1767) U.S. Capitol (1800) Erie Canal (1825) Suez Canal (1859-1869) Mormon Tabernacle (1867) Brooklyn Bridge (1883) Statue of Liberty (1886) Panama Canal (1904-1914) Moffat Tunnel (1927) Hoover Dam (1935) Golden Gate Bridge (1937) Mackinac Bridge (1957)
Plaque	18" x 12", bronze	12" x 18 ", bronze	19" x 13"
Web Site	http://ieeemilestones.ethw.org/Main_Page	https://www.asme.org/about-asme/engineering-history/landmarks/	https://www.asce.org/landmark-program/



HISTORICAL COMMITTEE
MANUAL OF PROCEDURES

APPROVALS:

HISTORICAL COMMITTEE JUNE 26, 2018

PUBLISHING AND EDUCATION COUNCIL JUNE 26, 2018

HISTORICAL COMMITTEE
MANUAL OF PROCEDURES

TABLE OF CONTENTS

Section 1	Introduction
Section 2	Scope and Purpose
Section 3	General Committee Goals
Section 4	Subcommittees
Section 5	Financial
Section 6	Membership
Section 7	Responsibilities of the Chair
Section 8	Responsibilities of the Vice Chair
Section 9	Responsibilities of Committee Members
Section 10	Responsibilities of Consultants

1. INTRODUCTION

The Manual of Procedures (MOP) of a Standing Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP requires approval of the committee and the body to which it reports. Appendices are a part of the MOP and therefore require approval by the reporting body.

Abbreviations:

MOP	Manual of Procedures
BOD	Board of Directors
ROB	Rules of the Board
HVAC&R	Heating, Ventilating Air-conditioning & Refrigeration
PEC	Publishing & Education Council

2. SCOPE AND PURPOSE

The Historical Committee shall encourage and carry on historical research and provide support to history-related activities of the Society.

3. GENERAL COMMITTEE GOALS

- 3.1 To sponsor, encourage and conduct research into the history of advances of the arts and sciences of HVAC&R.
- 3.2 To conduct historical symposiums, seminars, etc. and sponsor historical displays at Society meetings.
- 3.3 To encourage authorship and publication of articles of a historical nature.
- 3.4 Locate and identify items of historical significance and determine if such items may be moved to more convenient and available locations in each region or chapter.
- 3.5 Encourage regional and chapter historians to gather information and artifacts to be located in a convenient and available location in each region or chapter.
- 3.6 Maintain a repository and catalog of literature of historical significance.
- 3.7 To work in close cooperation with the PEC to accomplish Society strategic plan goals and objectives.
- 3.8 To maintain a MOP that describes the committee's overall methods and procedures of operation.

- 3.9 To solicit nominees for the Lou Flagg Award, evaluate their historical presentations to determine the most outstanding for the previous year and to forward the name of the recommended award recipient to the Honors and Awards Committee at the winter meeting.
- 3.10 This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

4. SUBCOMMITTEES

- 4.1 The chair of the committee may 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.
- 4.2 The chair shall appoint various committee members to subcommittees.

5. FINANCIAL

- 5.1 The chair with the assistance of the staff liaison, shall review the committee's budget and fiscal plan each year.

6. MEMBERSHIP

- 6.1 Membership of the committee shall consist of nine voting members. One of the nine shall be appointed as chair and one as vice chair.
- 6.2 The Regional Historian from each ASHRAE region is assigned as a non-voting corresponding member of the committee.
- 6.3 A Board Ex-Officio and Coordinating Officer are also assigned to the committee.

QUALIFICATIONS

- 6.4 It is recommended that at least one committee member be from outside the United States.

TERM OF SERVICE

6.5 Service on this committee is intended to be for a three year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by that term.

6.6 The chair of the committee shall be a non-voting member of the PEC.

7. RESPONSIBILITIES OF THE CHAIR

7.1 Set objectives for the committee prior to each Society year. A status report of the objectives will be included in the committee's report to PEC at the Winter and Annual Meetings and a copy of the report will be sent to the assistant to the BOD at ASHRAE Headquarters.

7.2 Prepare the agenda with the assistance of the staff liaison prior to each committee meeting.

7.3 Conduct each committee meeting, appoint subcommittees to accomplish the committee objectives for the year and assign tasks to committee members.

7.4 Write a report of committee activities, with the assistance of the staff liaison, at the conclusion of each committee meeting for submission to the PEC.

7.5 Assign experienced committee members to serve as mentors for incoming committee members.

8. RESPONSIBILITIES OF THE VICE CHAIR

8.1 Assume responsibilities of the chair in his/her absence.

8.2 Serve as chair or as a member of subcommittees and be responsible for completion of other tasks as assigned by chair.

8.3 Prepare for the assumption of the position of chair prior to turnover at the Annual Meeting.

9. RESPONSIBILITIES OF COMMITTEE MEMBERS

9.1 Attend Winter and Annual Meetings of the Society.

9.2 Serve as chair of an assigned subcommittee.

9.3 Serve as a member of one or more assigned subcommittees and take responsibility

for the completion of other tasks as assigned by chair.

10. RESPONSIBILITIES OF CONSULTANTS

10.1 Attend Winter and Annual Meetings of the Society.

10.2 Serve as a member of one or more subcommittees and take responsibility for completion of other tasks as assigned by chair.

10.3 Provide input or establish programs for the committee in the area of expertise for which the consultant has been appointed.



ASHRAE HISTORICAL COMMITTEE
REFERENCE MANUAL

APPROVALS:

HISTORICAL COMMITTEE June 24, 2018

ASHRAE HISTORICAL COMMITTEE

REFERENCE MANUAL

TABLE OF CONTENTS

Section 1	Introduction
Section 2	General Committee Goals
Section 3	Committee Membership
Section 4	Committee Chair
Section 5	Committee Vice Chair
Section 6	Committee Members
Section 7	Committee Consultants
Section 8	Ex-Officio BOD Members
Section 9	Staff Liaison
Section 10	Subcommittees
Attachment A	Historical Committee (excerpt from the Rules of the Board)
Attachment B	Lou Flagg Historical Award
Attachment C	Guidelines for Awards
Attachment D	Mentoring Program
Attachment E	Leadership Recall Questions

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.

within ASHRAE who retaliates against another person who has reported suspected improper conduct in good faith or who, in good faith, has cooperated in the investigation of suspected improper conduct shall be subject to discipline, up to and including termination of employment or volunteer status. This Policy does not provide protection to any person who makes a false report with intent to harm ASHRAE or an individual within ASHRAE.

E. Dissemination of this Policy: This Policy shall be disseminated in writing to all directors, officers, employees and volunteers of ASHRAE.

1.201.040 Records Retention and Destruction

Retention of records provides valuable historical reference documents for the organization. Premature destruction of records can be a costly mistake.

Deleted: Old records that are rarely, if ever used, take up valuable, expensive space; yet p

It is the policy of ASHRAE to retain records as required by law, that are Historically ASHRAE Relevant Documents, and as needed for reference, and to destroy old records that are rarely, if ever used, if appropriate.

Deleted: them when

The Society has an offsite warehouse space for storage of records (third party vendor) needed for reference on an infrequent basis. The addition of records to the warehouse must be made via a "Form for Request for Addition of Records to Warehouse." Once the records have been added to the warehouse, a copy of this form will be included in the Records Log. The destruction of records must be approved via a "Records Destruction Form." Once the records have been destroyed, a copy of this form will be included in the Records Log. Anything that relates to an individual, contains social security numbers, other sensitive data or test materials, should be shredded.

A "Warehouse Records Inventory List" will be maintained and included in the Records Log. This list will show what records are currently in the warehouse. Copies of the forms mentioned above (Form for Request for Addition of Records to Warehouse, Records Destruction Request Form and Warehouse Records Inventory List) can be obtained from the Director of Administrative Services. The format of these forms may be changed as the need arises. A list of records and their retention periods follows:

<u>Record</u>	<u>Record Retention Period</u>
Accounting General Ledgers Records (annual YTD)	7 years
Accounts Payable Records	7 years
Bank Reconciliations	7 years
Cancelled Checks	7 years
Cash Receipts backup	7 years
Chart of Accounts	Permanently
Commission Updates (publication)	Permanently
Content Outlines	Permanently
Contracts	3 Years After End of Contract
CPA Audited Financial Statements	Permanently
Employee – Basic Personnel Records (name, date of employment & position only)	Permanently
Employee Personnel Records – other information	7 years after termination date

Exam Announcements	Permanently
<u>Historically ASHRAE Relevant Documents</u>	<u>Permanently</u>
Insurance Policies	7 years After End of Coverage
Minutes	Permanently
Payroll Records including W-2, 941, 1099 & DOL-4	7 years
Petty Cash Records	3 years
Purchase Orders	3 years
Legal Correspondence	Permanently
Tax returns including 990, 990-T, 1120, 5500	Permanently

CHAPTER HISTORY GOLD RIBBON AWARD SUBMISSION FORM

Instructions:

1. A Gold Ribbon is awarded for brand new Chapter histories or for five year updates of the previously submitted Chapter history timeline; and, for significant histories of a person, company, system, event, equipment or artifact. The first five years of history must be submitted before any other entry can be considered.
2. Email this completed form and the chapter history material in digital format (Word, PowerPoint or PDF) to the Regional Historian, the ASHRAE Manager of Region Activities, and to the staff liaison for Historical Committee. Entries may be submitted in person, on CD or USB drive or as an email attachment. This form and the history must be submitted to ASHRAE 60 days prior to the CRC to Vickie Grant (vgrant@ashrae.org), ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329. Please note that the chapter history material and form **MUST** be submitted together.
3. A copy of all entries must also be sent to the Regional Historian and to the Historical Committee staff liaison for concurrence.
4. The Chapter history material and form **MUST be submitted together at least 60 days prior to the Region's CRC.**
5. Submissions of histories to ASHRAE HQ that win a Chapter Gold Ribbon are eligible to be nominated for the Lou Flagg Historical Award.



Required Information:

Region:/ Chapter: _____

Submission Title: _____

Chapter Historian / Author of Submission: _____

Phone number: _____

Email address: _____

Please Check Appropriate Item:

- New Chapter History (have/have not submitted chapter history before)
- Five year Update (have previously submitted original five-year chapter history)
- History of a Person
- History of a Company
- History of a System
- History of Equipment
- History of an Event
- History of an Artifact

ASHRAE

REGIONAL

and

CHAPTER

HISTORIAN'S

GUIDE

June 2018

HISTORIAN'S GUIDE

TABLE OF CONTENTS

INTRODUCTION	1
THE ASHRAE HISTORICAL COMMITTEE	2
THE REGIONAL HISTORIAN	3
THE CHAPTER HISTORIAN	4-5
THE CHAPTER HISTORY	6
THE GOLD RIBBON AWARD	7-8
LEADERSHIP RECALL	9-10

APPENDIX

A	Duties of Chapter Historian (from " <u>M</u> anual for <u>C</u> hapter <u>O</u> perations")	A1
B	History of Chapter Officers Report Form (from "MCO")	B1-B2
C	Chapter Archives Checklist	C1
D	Photocopy of Gold Ribbon	D1
E	Photocopy of Gold Ribbon Certificate	E1
F	Further Historical Recommendations and Guides	F1
G	Collecting Archival Records - Maintenance & Retention of Files	G1-G3
H	Oral History Association - Goals and Guidelines	H1-H2
I	Guidelines for Oral History Interviews - Sample Release Forms	I1-I4
J	Handling Historic Photographs	J1-J3
K	Guidelines - Chapter Historian's CRC Workshop Handbook	K1
L	History of Person	L1
M	History of Company/Equipment/Systems/Artifact/Event/Site.	M1-M2
N	Leadership Recall Interview Questions	N1
O	Lou Flagg Award Criteria	O1
P	Timeline	P1
Q	"HOW TO" Guide to researching HVAC&R History	Q1

Preceding guide: "ASHRAE - Regional and Chapter Historian's Guide", dated: 6/2011.

INTRODUCTION

The ASHRAE Regional and Chapter Historian's Guide is a reference manual for members of the Historical Committee as well as chapter and regional historians.

It describes the ASHRAE SOCIETY HISTORICAL COMMITTEE, gives the regional historian's duties and responsibilities, and has specific instructions to assist the chapter historian in carrying out the role in the Society/Chapter organization.

This Guide is to be used in conjunction with other reference material such as:

1. The Manual for Chapter Operations
2. The "Presidential Newsletter" that establishes PAOE point activity criteria.
3. Information issued through Society publications and the Society Historical Committee.
4. Information issued through the Regional Historian as the direct liaison with Society policy.

The regional historian will prepare "Chapter Historian's CRC Workshop Reference Materials in electronic format" to be used at the annual CRC. This "Handbook" will contain information for the chapter historians of that region. (See *Appendix "K", p. K1.*)

The chapter historian should utilize the regional historian as a source of information and guidance in carrying out the duties of the historian office.

The Society **recognizes** and **appreciates** the vital role that the historians play in identifying and preserving the accomplishments of its members and the industry in the past, as guidelines for the future.

THE ASHRAE HISTORICAL COMMITTEE

The ASHRAE HISTORICAL COMMITTEE was established by the Board of Directors as a General Committee of the Society on January 31, 1973. It meets twice a year at the ASHRAE Society winter and annual meetings, and reports to Publishing and Education Council.

PURPOSE: To encourage and carry on historical research and provide support to history related activities of the Society.

To develop through publications and Society Programs, an awareness of ASHRAE's and of the HVAC industry's history among Society members.

MAKEUP: Members of the Historical Committee are appointed by the Society President-Elect. According to the ROB (Rules of the Board), the committee shall consist of:

- Nine voting members.
- All 15 Regional Historians as non-voting members.
- One voting member shall be appointed chair and one voting member vice chair.
- Consultants (at discretion of the Society President-Elect).
- Ex-officio Board of Directors.
- Coordinating officer.
- Staff liaison.

RESPONSIBILITIES: Responsibilities/Duties are given in the ROB. The following activities are guidelines to accomplishing these responsibilities:

1. Researching pertinent existing publications and patents.
2. Searching for artifacts and historical pieces of equipment having particular impact on the development of the HVAC industry.
3. Conducting historical programs.
4. Coordinating historical displays at Society meetings.
5. Encouraging authorship and publication of historical articles.
6. Promoting historical activities on the regional and chapter levels.
7. Recording interviews with Society and industry leaders in the "Leadership Recall Program".

REGIONAL HISTORIAN

In June 1978, the position of Regional Historian was created by the ASHRAE Board of Directors and is appointed by the Director and Regional Chair (DRC). Guidelines were established by the Society Historical Committee for the Regional Historians as follows:

1. Aid and encourage the chapter historian and communicate often.
2. Receive and retain chapter publications and minutes of the annual CRC, under the guidance and direction of the DRC. Also, receive copies of communications from headquarters' staff that are sent by the Society to chapter historians.
3. Seek regional sources of artifacts, photographs and documentary articles relating to the HVAC industry through chapter historians.
4. Collect historical pictures and data that could be used for publication from major manufacturers who are willing to furnish them.
5. Make inquiries through chapters as to which libraries have materials, publications and references of interest to our members as well as which libraries would be willing to receive such items.
6. Oversee PAOE points for the current year on the ASHRAE website for Historical that are entered by the chapter historians and enter points that are assigned to the Regional historian...
7. Coordinate time and facilities for the annual CRC with -the DRC & General Chair to hold a workshop for chapter historians and encourage historians' attendance.

Note: The regional historian shall assemble electronic materials for distribution to chapter historians prior to or immediately after the CRC workshop. This is to be used for reference and guidance. (See Appendix "K", p.K1.)

8. Review and seek comments on the individual chapter Gold Ribbon entries, send in entries to Society and present Gold Ribbon Awards at CRC.
9. Maintain and record lists of all members receiving Regional and Society Awards.
10. Maintain a list of all regional officers.
11. Prepare and annually update the history for the region on the Historical Committee's website.

CHAPTER HISTORIAN

The position of Chapter Historian is appointed by the Chapter President. The chapter historian should be an interested member who need not be replaced annually and whose material could be made chapter property.

A. Goals of the Historian:

1. The primary goal is to establish a written history of the chapter that can be added to in an orderly manner as time passes.
2. Another goal is to record in written record important accomplishments in our industry within the chapter area. Important patents, ~~and~~ inventions and advancements in the art of HVAC made by individuals or firms in the chapter area. Even if the people involved at the time were not ASHRAE members their work should be recognized.

B. Region make-up: Chapter historians should receive a list of the names, addresses, phone numbers, and email addresses of all chapter historians in the region and also that of the regional historian. (This data will be furnished by director and regional chair (DRC) to the regional historian and contained in the materials suggested in *Appendix "K", on page. K1.*)

C. Duties for the Chapter Historian: Guidelines are located in the "MANUAL FOR CHAPTER OPERATIONS". (For a copy see *Appendix "A", page. A1.*)

D. Additional guidelines for historian's duties are as follows:

1. Gather the materials offered from previous historian or from officers of the chapter. Expect to receive:
 - a. Chapter Charter—this is the keystone of your records.
 - b. Bylaws of your Chapter—these are the working rules of the chapter.
 - c. Meeting minutes from the secretary.
 - d. Meeting notices.
 - e. Press clippings from previously held events.
 - f. Correspondence—into or out from the chapter.
 - g. Rosters—of members from past years.
 - h. Account books or treasurer's records.
 - i. Photos from events of the past, recent or remote.
 - j. Chapter History and Fifth-year Update.
 - k. Histories of local companies or individuals.
 - l. Membership lists.
 - m. Copies of "History of Chapter Property and Officers" as included in the "Manual for Chapter Operations". (See Appendix "B", pp. B1-B2.)
 - n. List of Awards and Honors to members.

CHAPTER HISTORIAN (cont.)

2. Study the items you receive before filing. Duplicates (beyond two) can be destroyed, but in some cases people named may enjoy receiving surplus items. Such gifts may provoke a trade of other items not now in historical files.
3. Categorize items according to similar characteristics. This is easy when it can be seen, such as a large group of meeting minutes. The chore becomes more difficult with correspondence on assorted subjects. Chronological ordering may work for some materials.
- 4 Identify and index properly, and the need to "rummage" through material is reduced. Such "rummaging" is hard on materials and shortens life of the files.
5. Protect the material gathered, studied, categorized and identified to allow it to remain in the same worked condition. Consider the use of electronic storage media as much as practical for storage, backup, or duplication. Some historians have found space in personal or business metal file cabinets, but the Chapter's finances have usually dictated that these are loaned to the task. Protect from possible loss through fire or environmental conditions as much as practical. Sometimes a dual storage may be considered, but the cost of duplication and identical care in separate locations can be prohibitive. Protect the future of the historian's role by clearly telling your chapter and the regional historian the location of your files. Annual display of chapter historian's photos is made at the CRC meeting. Protect historical material by insisting on the return of items borrowed from files. Preferably, suggest that only copies be utilized for future needs, allowing the original item to remain in the historian's safekeeping.
6. Storing material of your Chapter is important. Chapter historians can be a prime source of information and data that would be of assistance to the Society Historical Committee in carrying out its responsibilities. The past of ASHRAE is the path to the present, and the standard against which the future will be measured. Store well so that occasional use can be made of the files to prepare histories and because the storage of artifacts will probably always remain beyond the ability of ASHRAE. (Further information in *Appendix "F", p. F1 and Appendix "G", pp. G1-G2.*)
7. The chapter historian may know of a person who was involved in the early development of the HVAC Industry. Also, he might know of the location of a piece of equipment that would be valuable in building up a pictorial history of the development of the industry. This type of information would be a prime

basis for the *second or third entry* by a chapter for **The GOLD RIBBON AWARD**, as noted on page 8, Future Submissions.

THE CHAPTER HISTORY

*Establish a plan for the production of the history.
(Chapter History must be completed first for Gold Ribbon Award)*

1. Selection of author. Select from among the older long-time chapter members a manageable group who will agree to participate in writing a chapter history.
2. Selection of content and format. Meet with the project participants to determine what subjects, time periods, and other information should be included in the history. While a narrative approach is generally used in a history, some important types of information are best included as appended documents, lists, statistics, or brief sketches. Create a Timeline. (See Appendix P).
3. Suggestions of subjects/topics to be included in an organizational history:
 - a) **The Founding.** When, how, where, by whom. Biographical sketches of charter members establishing why they formed the organization. Types of members it attracted at first. Projects it undertook related to its purpose or interests of its members.
 - b) **Growth and Development.** Description of projects, events, circumstances, and/or persons that shaped, altered, or expanded the organization's purpose, activities, or role in the community. Corresponding changes in membership, structure, activity, influence and fiscal and general well-being, including periods of decline.
 - c) **Special Descriptive Profiles.** Projects of great influence or of continuing interest. Persons who shaped the organization including important officers, key members (visible and behind-the-scenes) and benefactors.
 - d) **Appendices.** Constitutions and by-laws, including important changes; organizational charts; lists of officers; profiles of membership growth including numbers, social and economic groups; brief biographies of presidents; annual reports; abstracts of treasurer's reports to show amounts of dues, sources of revenue, and types of expenditures.

It is not necessary to include in the Chapter History all of the chapter minutes, meeting schedules, agenda, newsletters, financial records, etc., which have accumulated. These are for the record only. A narrative record of the chapter's founding, growth and other truly interesting happenings during the years of the chapter's life are what is wanted. Chapter members who have been active regionally or on the Society level, or who have received any special awards can be included as part of the chapter's history.

The Gold Ribbon Award

Background Information

ASHRAE Board of Directors approved a chapter Gold Ribbon Award in January 1981 (motion 00-10-28-29-57) to reward chapter historians for their efforts in compiling information on significant events in the history of HVAC&R, with the initial emphasis on detailing a chapter's history since its chartering.

Selection Process

Prior to the annual CRC (Chapters Regional Conference), the Regional Historian and the Director and Regional Chair (DRC) select Gold Ribbon winners based on the submissions by the various chapter historians and the historical significance of each submission from the previous Society year. For fall CRCs, it is the Society year that ends in the same calendar year. For spring CRCs, it is the Society year ending in the previous calendar year. There can be multiple winners annually. Each Chapter is eligible to win a Gold Ribbon each year if they submit a history deemed Gold Ribbon worthy. The award can be won by the same individual several times in a row.

Presentation

The Gold Ribbon is awarded to the chapter for mounting on the chapter awards banner (see Appendix D). The personalized certificate is awarded to the Chapter Historian (see Appendix E). The award is presented by the Regional Historian at the annual CRC. The winners are to be recorded in the CRC Minutes.

First Step Needed to Win

As the first step in winning a Gold Ribbon, a chapter must have completed an initial history of their chapter covering a minimum of five years of history. Generally, the chapter historian is responsible for writing the histories. Thereafter the Gold Ribbon can be won for each additional minimum five years of history of the chapter or for other histories as detailed in Future Submissions. The ultimate goal is to have a complete record of the chapter's history back to its founding, as well as key events that led up to the formation of the chapter, whether it is done all at once or over a period of years.

Details for the Chapter History Submission

The chapter history needs be in a narrative format and must follow a chronological order. Refer to the preceding page [7](#) for details on the requirements for the chapter history. All submissions should be digitized for easy transfer and should be added to the chapter's website.

The Gold Ribbon Award (cont.)

Future Submissions

Once the first five years of chapter history is complete, the next step to winning a Gold Ribbon in future years would be to keep the chapter history up to date as well as adding to previous years as information becomes available. A five year update from the previously submitted chapter history is required to win the Gold Ribbon. Or you can do a history of a person (see Appendix M) or a company, a system, an event, a piece of equipment, site, or an artifact or project particularly at a site with a heritage listing (see Appendix L). Acquiring background information can be from within an organization, retired employees, or company files. The presentation needs to include enough scope and detail to impress those evaluating the entry and should include a copy in electronic format if possible. Only one gold ribbon will be awarded to a chapter per year.

Waiver of Commercial Statement

Society has authorized the use of trade names, manufacturer's names, etc., in historic articles or reports.

Timing for Entries for the Gold Ribbon Award.

Entries need to be submitted to the Regional Historian and to Vickie Grant at ASHRAE (vgrant@ashrae.org) and to the staff liaison along with the submittal form approximately 60 days prior to the CRC. The submittal must be in electronic format. The Regional Historian must contact Society headquarters 30 days before the CRC in order for the certificates and ribbons to be sent prior to the CRC. The electronic submittal may be emailed or mailed to Vickie Grant at ASHRAE 1791 Tullie Circle, N.E. Atlanta, Ga. 30329 and can be a CD or USB drive or as an attachment to an email.

Entries for the Lou Flagg Award

The Regional Historian may select the most outstanding Gold Ribbon Award winners from his/her region for consideration for the Lou Flagg Award. Submissions need to be sent to Society headquarters before December 1 each year. Refer to Appendix O for the selection criteria. 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.

Refer to Appendix O for the selection criteria.

LEADERSHIP RECALL INTERVIEW

LEADERSHIP RECALL was started in the 1980s. This program involves audio and video taped interviews with Society Past Presidents and other members of distinction on the Society level. These interviews are to be indexed.

This activity is conducted by the Historical Committee with the interview being conducted by a member of the Historical Committee at Society meetings. At times, it may be necessary for a designated person to do the interview locally.

These recordings are kept in the ASHRAE Headquarters Library and most of them are also available online: <https://www.ashrae.org/about/leadership/leadership-recall>.

CHAPTER AND REGIONAL LEADERSHIP RECALL

A modified version of the interview is done at the chapter level when the member is of local or regional prominence.

Interviews will be arranged by the chapter historian. They may be done with an audio or video recorder. These types of interviews should be indexed for easy reference if taped. Also, the interview can be written.

These interviews are reviewed by the regional historian, and the originals are kept in the local chapter's historical files.

(For Leadership Recall Interviews Guidelines, see p.10. Also for more goals and guidelines, see Appendixes "H", pp. H1-H2, "I", pp. I1-I4. For Interview questions, see Appendix "N", p. N1.)

GUIDELINES FOR LEADERSHIP RECALL INTERVIEW

(These guidelines were written for Society level interviews, but aspects of these may apply to regional and chapter-level interviews also.)

The purpose of *Leadership Recall* is to capture primary historical source material for inclusion in the Society's archives. These archives are accessed by Society members, staff and historians when they research the advancement of thermal engineering and the growth of the HVAC&R industry and of ASHRAE.

Five essentials to keep in mind when you conduct your interview:

1. GO WITH THE FLOW.

Have an interview plan, but depart from it when needed to make the interview entertaining. Imagine yourself a talk-show host. In fact, you are. (Nothing is worse than having the subject enter a rich area of potential comment and the interviewer not following-up.)

2. DON'T INTERRUPT—DON'T ADD "UH", "I SEE", "THAT'S GREAT", ETC.

Remember that you are "miked" too. We want complete sound bites from these Society leaders and industry pioneers. If the interviewer interrupts, it makes editing more difficult. Think of a documentary that includes video footage of an expert speaking on screen. That is the type of product which could result from your work.

3. USE A PROFESSIONAL VIDEO CREW.

You or another chapter member could show up with a home video cam, but a professional knows how to use lighting and will (or should have) microphones for you and the subject. They will provide reminders to not move in your chairs. Most importantly, their camera will work. The investment in using professionals is worthwhile. That is why ASHRAE provides funding at the Society level for pre-approved recording within, of course, budgetary limits. All editing of Society level videos will be done by ASHRAE staff. Two cameras should be used: one fixed on the subject and the other on the interviewer and the subject. (An experienced crew can also occasionally isolate on the interviewer alone.) Use separate microphones for the subject and the interviewer. A local university may be able to do the recording for you at reasonable cost. Some large companies may have a studio and be willing to accommodate taping.

4. CONDUCT A PRE-INTERVIEW WITH THE CANDIDATE.

Do research in advance. Establish what the subject wants to discuss. From ASHRAE's perspective, make sure you cover the big picture; that is, how has ASHRAE changed, how has the industry changed, what effect has our technology had on the public, etc. Give the subject a list of questions you plan to ask. (See Appendix "N", p. N1.)

5. WHEN THE RECORDING BEGINS, INTRODUCE YOURSELF, GIVE THE DATE AND PLACE, AND IDENTIFY WHO YOU ARE GOING TO INTERVIEW.

Duties of Chapter Historian

Taken from **MANUAL FOR CHAPTER OPERATIONS – 2018** (Section 2.9, p. 2 - 6)

2.9 Historical Committee and/or Chapter Historian

The Chapter Historian and/or Historical Committee is appointed by the President-Elect. Responsibilities of the Historian/Historical Committee typically include:

A. Requesting Chapter Historians to interview presidential and long-time members to provide in writing or on audio tape memories of industry history and its progress for inclusion in records, at the CRC and/or on the chapter's website

B. Taking pictures of chapter functions and, if possible, of old air conditioning and refrigeration installations for inclusion in eNewsletters, records and programs

C. Checking with the chapter past and present officers for the availability of chapter items of a historical nature

D. Attending the CRC – including the History workshop – and reporting the chapter's progress to the Regional Historian for comparison with other chapters

E. Providing the chapter eNewsletter editor articles about chapter history and progress to include in the eNewsletter

F. Updating historical records annually, including updating the location of chapter property

Sample spreadsheets for tracking chapter officers and location of chapter property are provided in Appendix 2D.

G. Preparing a display for CRC and showing at a chapter meeting at least once a year

H. Preparing a written or digital history of the chapter, member, company or equipment specific to the chapter for submission for a Gold Ribbon Award and if awarded a Gold Ribbon, to be considered for the Lou Flagg Award.

In addition to the above, there are four more guidelines:

1. The chapter roster should also contain a brief history of the chapter.
2. Update the current year's "Presidential Newsletter's" PAOE point status for Historical on the ASHRAE website.
3. The chapter historian should attend chapter and board meetings to give reports including PAOE point status.
4. Refer to the current "Manual for Chapter Operations" for an update on requirements and historical record forms.

MANUAL FOR CHAPTER OPERATIONS – 2018 (Appendix 2D)

HISTORY OF CHAPTER OFFICERS

_____ CHAPTER

<u>Officer</u>	<u>Year ()</u>	<u>Year ()</u>	<u>Year ()</u>	<u>Year ()</u>
President	_____	_____	_____	_____
Pres.-Elect	_____	_____	_____	_____
V.P. - 1 st	_____	_____	_____	_____
2 nd	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
Treasurer	_____	_____	_____	_____
B.O.G. 1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
CRC Delegate	_____	_____	_____	_____
CRC Alternate	_____	_____	_____	_____
<u>Committee Chairs:</u>				
Student Activities	_____	_____	_____	_____
Membership	_____	_____	_____	_____
Promotion	_____	_____	_____	_____
Research Promotion	_____	_____	_____	_____
Chapter Technology	_____	_____	_____	_____
Transfer	_____	_____	_____	_____
<u>Standing General</u>				
<u>Committees</u>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<u>Society Service:</u>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MANUAL FOR CHAPTER OPERATIONS – 2018 (Appendix 2D)

HISTORY OF CHAPTER PROPERTY
PROPERTY

<u>PROPERTY</u>		<u>Year ()</u>	<u>Year ()</u>	<u>Year ()</u>	<u>Year ()</u>
Charter	(a)	_____	_____	_____	_____
	(b)	_____	_____	_____	_____
Bylaws	(a)	_____	_____	_____	_____
	(b)	_____	_____	_____	_____
Minute Book	(a)	_____	_____	_____	_____
	(b)	_____	_____	_____	_____
Banner	(a)	_____	_____	_____	_____
	(b)	_____	_____	_____	_____
Gavel	(a)	_____	_____	_____	_____
	(b)	_____	_____	_____	_____
Podium	(a)	_____	_____	_____	_____
	(b)	_____	_____	_____	_____
Project Equipment	(a)	_____	_____	_____	_____
	(b)	_____	_____	_____	_____
Manual for Chapter Operations	#1	(a)	_____	_____	_____
	#2	(a)	_____	_____	_____
	#3	(a)	_____	_____	_____
	#4	(a)	_____	_____	_____
	#5	(a)	_____	_____	_____
	#6	(a)	_____	_____	_____
	#7	(a)	_____	_____	_____

(a) Name of individual responsible for custody of the item.

(b) Location, if normally kept at a fixed place.

CHAPTER-ARCHIVES CHECKLIST

CHAPTER: _____
CHAPTER HISTORIAN: _____
DATE: _____

- INSTRUCTIONS:** Gather the material, study it, categorize it and identify it, and protect it.
- a. *Materials should be stored in good environmental conditions.*
 - b. *The Chapter should know where the files are located.*

Storing the records is an important task because displays and histories can be created from them.

LOCATION OF ARCHIVES: (Name of person, company name (If pertinent), address and phone.)

Name: _____
Company Name: _____
Street: _____
City, State, Zip: _____
Phone: _____
Email: _____

Fax: _____

CHAPTER RECORDS CATEGORIZED: YES MISSING

CHAPTER ANNUAL CRC REPORT.....	_____	_____
ROSTER.....	_____	_____
MINUTES OF BOARD MEETINGS.....	_____	_____
MINUTES OF CHAPTER MEETINGS.....	_____	_____
TREASURER'S REPORT.....	_____	_____
NEWSLETTERS.....	_____	_____
PRESS CLIPPINGS.....	_____	_____
SIGNIFICANT CORRESPONDENCE.....	_____	_____
PHOTOS OF EVENTS.....	_____	_____
OTHER:(list)_____	_____	_____
_____	_____	_____
_____	_____	_____

MAIL SHEET TO: Regional Historian
Name _____ TEL: _____
Address _____ FAX: _____

PHOTO OF GOLD RIBBON



PHOTO OF GOLD RIBBON and CERTIFICATE



FURTHER HISTORICAL RECOMMENDATIONS AND GUIDES

(Credit for this information is given to the “*Georgia Department of Archives & History*”.)

1. Traditionally, history has been the story of government, an official record of how our political leaders, generals, bureaucrats, and businesspersons built modern society. But official history is not the whole picture. What about the average citizen and his story, his relationship to the government, to his job and community, to members of his family? Where in our history books do we read about the life of “the people” in whose name and for whose welfare the whole apparatus of government exists? Basically nowhere.
2. Realizing the need for more balance in our history, archivists have redoubled their efforts to locate, identify, and make available for research records which contain information about the lives and work of citizens in their communities.
3. A major thrust of this information-gathering project is directed towards voluntary organizations. The records of civic groups, professional clubs, and cultural societies, and records of their officers and members are the sources which document community life. Archivists are vitally interested in your records, in helping your organization keep good records and preserve them as important sources of information about the mainstream of American life.

Officers and types of historical records they may create:

<u>Officer</u>	<u>Records Created or Cared For</u>
President	External correspondence, internal correspondence, agenda of chapter and board meetings
Vice-President	Program planning and related correspondence
Secretary	Internal correspondence, minutes of chapter and board meetings, lists of membership, officers, mailings
Treasurer	Fiscal records
Editor	Newsletter and press releases
Task Forces & Committees	Project files focused upon issues of continuing concern and single events

COLLECTING ARCHIVAL RECORDS

Records should be set up in a subject file for each year. The following are suggested categories and sub-categories. When records are passed down, the chapter historian should work with each year's officers. This would minimize the historian's workload.

1. **Correspondence (in and out)** – arranged by officer, then by correspondent, by date.

Sub-categories:

- a) External
- b) Internal

2. **Fiscal Records** – arranged by type of record, thereafter by date.

Types of records:

- a) Check register
- b) Cash journal
- c) Treasurer's report

3. **Publicity and Publications** – arranged alphabetically by type of material, then by date.

Types of materials:

- a) Newsletters
- b) Press releases
- c) Special event flyers, brochures, announcements
- d) Photographs and negatives (identified)
- e) Scrapbooks

4. **Minutes (preceded by agenda in each case)** – arranged by type of meeting (i.e. chapter, board), thereafter by date.

5. **Organizational Records** - Arranged alphabetically by types of record, thereafter by date. Care should be taken to update these materials as changes occur by adding new versions to the file.

Types of records:

- a) Constitution and by-laws
- b) Organizational charts identifying officers and chairpersons
- c) Statements of goals, policies, procedures
- d) Membership lists

COLLECTING ARCHIVAL RECORDS (cont'd.)

6. **Task Force/Committee Records** – arranged alphabetically by name of task force or committee then by issue, event or project.

Types of materials for each Issue/Event/Project:

- a) Plan of action, identifying purpose of action, desired objectives, division of labor in committee/task force.
- b) Correspondence (*in and out, internal and external*) connected with division of labor in committee/task force.
- c) Correspondence (*in and out, internal and external*) connected with project/event/issue.
- d) Working papers connected with execution of project/event/campaign.
- e) Publicity materials of all types.
- f) Evaluative reports on success of project/event/campaign.

COLLECTING ARCHIVAL RECORDS (cont'd.)

MAINTENANCE AND RETENTION OF FILES:

1. **Time and Interval:** The file is to be kept in yearly segments based upon the organization's election year.
2. **Schedule:** Hold in archivist/historian's custody for four years, then transfer to an archival repository.

Note:

- a) Materials from previous years which are still active should be transferred to current year's files (held by appropriate office) as they are needed. These transferred materials should not be returned to the old files. Materials such as mailing lists and membership lists should be copied for current files, **not** removed from previous year's sections. These procedures will allow full access to all materials of current interest while guaranteeing the gradual deactivation of the historical files.
- b) Files may be maintained in regular file folders in ordinary cardboard boxes, provided they are housed in a dry, temperate place.
- c) All photographs should be identified (who, what, when, where, and why) and placed in file folders. Take care not to mar surface of the picture. Negatives should be identified and kept in sleeves supplied by the film processor to prevent soil and scratching.

(See Appendix "J", pp. J1-J2.)

Oral History Association - Goals and Guidelines

The Oral History Association by unanimous approval adopted the following statement on November 25, 1968. This statement could serve as an operating creed for any oral history project.

ORAL HISTORY ASSOCIATION

GOALS and GUIDELINES

The Oral History Association recognized Oral History for what it is – a method of gathering a body of historical information in oral form usually on tape. Because the scholarly community is involved in both the production and use of oral history, the Association recognizes an opportunity and an obligation on the part of all concerned to make this type of historical source as authentic and useful as possible.

Guidelines for the Interviewee:

1. The person who is interviewed should be selected carefully and his wishes must govern the conduct of the interview.
2. Before undertaking a taped interview for the purpose stated above, the interviewee (or narrator) should be clear in his mind regarding mutual rights with respect to tapes and transcripts made from them. This includes such things as: seal privilege, literary rights, prior use, fiduciary relationships, the right to edit the tape transcriptions, and the right to determine whether the tape is to be disposed of or preserved.
3. It is important that the interviewee fully understand the project, and that in view of costs and effort involved, he assumes a willingness to give useful information on the subject being pursued.

Guidelines for the Interviewer:

1. It should be the objective of the interviewer to gather information that will be of scholarly usefulness in the present and the future. The interviewer who is collecting oral history materials for his own individual research should always bear in mind this broader objective.

Oral History Association - Goals and Guidelines (cont)

2. In order to obtain a tape of maximum worth as a historical document, it is incumbent upon the interviewer to be thoroughly grounded in the background and experience of the person being interviewed, and, where appropriate and if at all feasible, to review the papers of the interviewee before conducting the interview. In conducting the interview an effort should be made to provide enough information to the interviewee to assist his recall.
3. It is important that all interviews be conducted in a spirit of objectivity and scholarly integrity and in accordance with stipulations agreed upon.

Guidelines for Sponsoring Institutions:

1. Subject to meeting the conditions as prescribed by interviewees, it will be the obligation of sponsoring institutions to prepare easily usable tapes and/or accurately typed transcriptions, and proper, complete information as needed to identify, index, and preserve such oral history records for use by the scholarly community, and to state clearly the provisions that govern their use.

GUIDELINES FOR ORAL HISTORY INTERVIEWS

1. Select the subject of the interview. Is it to be biographical, general or topical?
2. Select the interviewee. You will get suggestions for possible interviewees (narrators) from family, friends, civic groups, teachers, etc. Try to set priorities for who you interview so that your time is used as profitably as possible. If accuracy is important to your project, think about the reliability of the narrator you select. At the same time, don't be so selective that you ignore all but the leading citizens of your community and miss some of the most interesting and informative people.
3. Make initial contact. Initial contact should be made in person, if possible, by the individual who will actually be doing the interview. This is an opportunity to establish rapport with the narrator, but be careful to prevent this first meeting from turning into an interview session sans tape recorder. Keep the meeting brief and to the point.

This is the time to tell the interviewee about your project and why you want to interview him. Make sure he understands how the tapes of his interview will be used. You might also take this opportunity to get the release form signed or at least to tell him that you will be asking him to sign one. Also, point out that you will give him the opportunity to review the transcript of the tape to make changes or corrections as needed. You might use this time to show the person the taping equipment which you will use. You may also want to give the person a list of the kinds of questions you will ask, but use your judgment on this. Don't make the narrator feel compelled to stick to the topics on that list.

4. Pre-interview research. You will be able to ask better questions if you know as much as possible about the person being interviewed and about the subject of the interview. Be careful to use this information only to open questions, not to tell the interviewee your opinion.
5. Prepare a list of interview questions. A list of possible questions will help you move through the interview easily. It will also inspire confidence in beginning interviewers. Keep this list brief and remember to be flexible enough to add other questions or delete prepared ones as you get a feel for the interview. Remember this list is only to help, not direct or dominate you. And don't read the questions off of the sheet.

GUIDELINES FOR ORAL HISTORY INTERVIEWS (cont)

6. Be sure of your equipment. Practice with the recorder you will be using several times before going on the interview. Practice interviewing a friend or relative so that you will be comfortable in your new role. You might experiment with the pick-up of your microphone and the best place to position it for maximum effectiveness. Also, familiarize yourself with the recording time of the tapes you will be using. Check the recorder before each interview to make sure it is functioning properly, and carry spare tapes (and batteries if an electrical outlet is not available) and an extension cord.
7. Pre-interview points. When you arrive at the interview, chat casually with the interviewee for a few minutes while you set up your equipment. Treat the machine casually and make it as unobtrusive as possible so that you don't overwhelm or frighten the narrator with all of your technology. Make sure the recorder is easily visible for you to check the tape occasionally. If possible, cushion the recorder and microphone with a pillow, sweater, etc. to reduce vibrations. Try to minimize outside noises since the recorder will pick up sounds you might not even notice. Be especially alert to air conditioners, dishwashers, radios, T.V.s (even in the next room or back of the house).

Try to interview only one person at a time and make sure you talk with him in surroundings that will make the narrator feel as comfortable as possible. If the interview must be conducted at the school, try to keep away from a lecture-type atmosphere.

Before beginning the actual interview, record a brief introductory statement that states who you are talking with, the date, location, and subject of the interview.

During the interview ask questions that will allow the narrator to talk freely and at length. Avoid questions that call for one-word answers. ("What was it like to grow up in Athens in the 1920's?" rather than "Where were you born?") Be attentive, courteous, and responsive as the interview progresses. Nod your head and let the narrator know you are following him closely. If something is not clear to you, restate it in your own words and ask if that is what was meant. Also remember to check the tape occasionally so that you can turn it over at a convenient break in the conversation. Better to waste a little tape than to interrupt in mid-sentence for a mechanical adjustment.

GUIDELINES FOR ORAL HISTORY INTERVIEWS (cont)

Watch the time as the interview progresses, particularly with older people. Don't overtire the narrator. Keep the interview within a comfortable length of time such as 1-1 1/2 hours. You can always come back for subsequent time. If another interview is necessary, make arrangements for it before you leave.

8. After the interview. Be sure to label the tape(s) carefully with the names of the narrator and the interviewer, date, place, topics, etc. Before you leave, make sure that the release form is signed and remind the narrator that you will give him a copy of the transcript for review. Be sure to thank him for this time and cooperation.

TIPS FOR INTERVIEWERS (condensed from Willa Baum's *Oral History for the Local Historical Society*, pp. 32 – 35.)

1. An interview is not a dialogue but a chance for the narrator to tell "his" story. Ask questions that require more of an answer than "Yes" or "No" Start with "Why, How, Where, What kind of..."
2. Ask one question at a time and keep the questions brief.
3. Start with non-controversial questions. If necessary, they can be asked later when you know the narrator better.
4. Don't let periods of silence fluster you. Give your narrator a chance to think of what he wants to say before you hustle him along to the next question.
5. Don't worry if your questions are not beautifully phrased for posterity.
6. Don't interrupt a good story because you have thought of a question or because your narrator is straying from the planned questions.
7. If the narrator persists in talking about non-relevant things, get him back on the track with a few leading questions.
8. Do not challenge accounts you think are inaccurate. This could make the narrator angry or defensive.
9. Try to avoid "off the record" information. It won't do you any good.
10. Interviewing is one time when a negative approach can be effective. You might try, "Despite the mayor's reputation for good works, I hear he was a difficult man to work with. Did you find him so?" The narrator is going to supply useful information whether he challenges or defends your statement.
11. Don't use the interview to show off your own knowledge, vocabulary, charm, or other abilities. Good interviewers do not shine, only their interviews do.

GUIDELINES FOR ORAL HISTORY INTERVIEWS (cont)

SAMPLE RELEASE FORMS

Foxfire:

To: Foxfire Fund, Inc.
Rabun Gap, Georgia 30568

From:

I hereby give my permission to the Foxfire Fund, Inc. to publish both photographs of me and verbal or written information I have given that organization.

This material may be used with my full permission in either their magazine Foxfire; advertising brochures; or in the Foxfire book to be published by Doubleday Publishers in New York.

I understand that at no time will this material be used in a way slanderous or detrimental to my character.

Signed: _____

Date: _____

From *Oral History for the Local Historical Society* by Willa Baum:

I hereby give and grant to the Central City Historical Society as a donation for such scholarly and educational purposes as the Society shall determine the tape recordings and their contents listed below.

_____ (Name of Narrator)

_____ (Address of Narrator)

_____ (Name of Interviewer)

_____ (Address of Interviewer)

_____ (Date of Agreement)

_____ (Subject of tape (s))

From *Oral History: From Tape to Type* by Cullom Davis, Kathryn Back, and Kay MacLean:

I hereby release all rights, title, or interest in and to all or any part of my tape recorded memoirs to Tri-County Historical Society, subject to the following stipulations:

_____ (Interviewee) (Place) _____

_____ (Interviewer) (Date) _____

(for Tri-County Historical Society)

Handling, Care, and Storage of Historic and Archival Materials

Digital Archives

There are several options to store electronic media, including a number of for free or for fee commercial services. Options for storage include, but are not limited to the following:

1. Removable storage media such as CDs, thumb drives, or DVDs. The drawback is that removable storage media can deteriorate, be corrupted, and become obsolete in a very short period of time. It can also be misplaced or lost.
2. Files hosted by an individual on servers located in a business, in a server farm, or owned by the individual. The drawback is access is limited to the one person.
3. Cloud services, such as Google Drive, Microsoft OneDrive and Dropbox and others. Many of these may offer a free trial to use for a limited time. There could be charges for these services and any decision should be based on a thorough investigation into storage limits, rules and restrictions imposed by the service.

Documents, Records, Photographs

ASHRAE members are not trained archivists so what are simple and reasonably priced practical methods for historic preservation?

Proper preservation methods must be followed to ensure long term survivability of historic materials. Consider the following:

1. What you are preserving. Different methods and materials are needed depending on the nature of the item are trying to preserve.
2. What are you using to preserve the items? Some storage materials are dangerous for long term storage, resulting in irreparable harm.
3. Consider the environment you are storing items in. Extremes of temperature and humidity as well as ultraviolet light must be avoided.
4. What about retrieval of the items? Can they be easily accessed?

5. Who will be responsible for the storage and retention of the items? How are you keeping track of historical items and their location? If something happens to the person responsible for storage what happens to the items.

How to store items safely, simply and inexpensively – Quick Guide

Put the items in zipper type polyethylene bags. These are widely available at supermarkets, etc. And/or you can use “sheet protectors” as sold at office supply stores. These can be stored loose or in a 3-ring binder. Store the items where it won’t get too hot, cold or humid. See below for more specific information.

Preservation of paper items

Pay attention to what you will use to house or cover paper items. Most often used are plastic products. Not all plastic is safe for preservation.

1. Avoid using any type of vinyl (also called PVC or polyvinyl chloride). Vinyl is not safe because it often contains softeners that can leach and ruin whatever is stored in contact. Also vinyl degrades over time releasing hydrogen chloride. For these reasons, no trained archivist uses vinyl of any kind. Caution: many vinyl sleeves, etc are improperly advertised as safe. (There is an easy test to perform to see if a plastic contains PVC called the Beilstein Test.)
2. Common plastics that are safe to use are polyethylene, polypropylene, polystyrene and Plexiglas®. Thus the commonly seen poly bags are usually safe to use. Many of the “sheet protectors” sold at office supply stores are made of polypropylene, thus safe. (avoid sheet protectors made of vinyl)
3. The safest plastic, used most often by archivists, is polyethylene terephthalate, commonly called Mylar® or polyester or PET or PETG. It is stiffer than polyethylene or polypropylene. Sleeves made of this plastic are available from archival supply houses.
4. Do not use common steel staples or paper clips. Stainless steel staples and clips are available from archival supply houses. Don’t use rubber bands – they contain sulfur.

Older paper items (generally mid 1850's and later) are usually acidic pulp paper, causing yellowing and brittleness over time. They will continue to deteriorate. Early 1800's items were usually printed on rag paper that tends to be more stable.

Much modern paper, after the 1980's, is acid free. So one possible preservation method for yellowing brittle items is to make a good photocopy on acid free paper. This method is particularly useful for newspaper items since newsprint rapidly deteriorates.

Archival supply houses sell inexpensive "Ph pens" that can be used to test paper.

Re-copying historic materials is often not practical so the best that you can do is store the material in the safe plastics mentioned above in reasonable environmental conditions.

Preservation of photographs and slides

Most old photographs encountered are Black & White with their negatives. These are reasonably stable over time as long as they are stored out of contact with vinyl plastics, acidic paper or cardboard, light, high temperature and high humidity. Sensible storage is in safe plastic or acid free paper sleeves. Black and White slides can be stored the same way.

Color photos, negatives and slides tend to fade over time. Avoiding light and high temperatures mitigates fading but will not entirely stop it. Longer term preservation involves converting to a digital image.

1. Don't write on the back of photographs with ink—felt tip, ball point, or liquid ink in a pen. Don't rubber stamp them. Inks are acidic and may contain sulfur. It is safe to use a pencil.
2. Don't use rubber cement or glue to mount prints.
3. Don't use rubber bands around groups of prints, color slides, negatives, or to hold film on a reel.
4. Don't store photos flat in stacks or loosely in boxes. The weight may cause them to stick together. The lack of support in a box will cause curling.

5. Be cautious of photo albums – many are not safe since they use acidic paper and/or vinyl. A safer method is to use individual photo storage pages made of polypropylene or polyethylene in three-ring binders.

Archival Supply Houses

Archival Products
PO Box 1413
Des Moines, IA 50306
800-526-5640
www.archival.com

University Products, Inc.
517 Main Street
Holyoke, MA 01040
Tel. (413) 532-3372 or 800-628-1912
www.archivalsuppliers.com

TALAS
330 Morgan Avenue
Brooklyn, New York 11211
Tel. (212) 219-0735
www.talasonline.com

Guidelines for:
CHAPTER HISTORIAN'S
CRC WORKSHOP REFERENCE MATERIALS

REFERENCE MATERIALS

- A. Names, Addresses, Phone and Email Addresses of Regional Historian and Chapter Historians in the region.
- B. Regional Historian's yearly report.
- C. Upcoming year's Presidential Newsletter (PAOE).
- D. Chapter Historian's Duties
- E. The GOLD RIBBON AWARD - definition and guidelines.
- F. Leadership Recall defined.
- G. LOU FLAGG AWARD – definition and guidelines.
- H. Chapter Historical Report. (Method chapters can report PAOE activity.)
- I. PAOE Reporting-Date Schedule.
- J. Chapter-Archives Checklist. (See Appendix "C", p.C1.)
- K. Summary of the past year's History PAOE points for each chapter in the region.

The above guidelines are the fundamental elements for the HANDBOOK. Listed below are other materials that may be included:

- 1. Examples of local interest.
- 2. Sample GOLD RIBBON AWARD submissions.
- 3. Newsletter Articles.
- 4. Excerpts from the "Historian's Guide".
- 5. Other materials deemed appropriate by Regional Historian.

HISTORY OF PERSON

A person you feel is important enough to write about will probably already have a biography. If the person is alive, an interview is your best bet. If the person is deceased, try to find someone who knew the person.

This activity is similar to the **Leadership Recall** Interview at times, but differs, because it will be added to the Chapter history as a GOLD RIBBON AWARD entry. It must be presented in written form.

GUIDELINES FOR INTERVIEWING:

1. Select the person carefully. His or her wishes must govern the conduct of the interview.
2. Before taping an interview, be sure to consider the legal rights of the person.
3. Be sure the person understands the project.
4. Gather information that will be of usefulness now and later.
5. Be informed about the subject and person being interviewed.
6. Tape interview:
 - a. Have a list of questions.
 - b. Allow free input from person.
7. Have person tape own comments.
8. Have person furnish written comments.
9. After the interview:
 - a. Label the tape carefully with:
 1. Name of person interviewed.
 2. Name of interviewer
 3. Date, place and topic of interview.
 - b. Have the release form signed.
 - c. Offer person copy of the transcript for review.
 - d. Thank him/her for time and cooperation.
10. Edit comments:
 - a. Contact person for missing information.
 - b. Let person read and correct edited version.
11. Create final version.
12. Mail copies to: Regional Historian, the person interviewed, and other interested parties, if necessary.

HISTORY OF A COMPANY

Search for a company, such as an engineering firm, a contractor, a manufacturer's agent, or a manufacturer in your area that has a significant story to tell.

To those Chapters that do not have a manufacturing company in their chapter area, you can use an old time heating, refrigerating and air-conditioning company that was unique in the HVAC&R field.

Many successful large firms have developed some material which they may use in their marketing brochures. However, **do not copy what they wrote about themselves.** This is a start, but you've got to find people within the organization, or retired, to get a good picture of the history of the company or products.

Asking for help in assembling your material from a principal in the firm or a retired partner would be beneficial.

It should be strongly emphasized that this is a historical rather than a marketing effort.

- Try to keep your document to a reasonable length.
- To enhance the presentation, photocopies of old photos or pictures of the company building and examples of their product which mark advances in their business.

HISTORIES OF EQUIPMENT AND SYSTEMS

This can be difficult, as you may find an old and/or unique system, but records are gone. However, if you know or find out about an old system and mention it to an engineer, architect, or contractor, all of a sudden, bits and pieces of information start coming.

Assembling information on old equipment and systems is like putting together an elaborate puzzle that has more than half the pieces missing. In spite of this, projects of this nature have come forward.

Illustrations and/or photos enhance the presentation, and the write-up need not be a dissertation.

HISTORY OF SIGNIFICANT ARTIFACTS

Webster's Dictionary defines an **ARTIFACT** as: "any object made by human work".

The history of an object created or invented by some local person in the HVAC&R field which contributed to the progress of the industry is a topic that would be of historical value.

HISTORY OF SIGNIFICANT SITE

The history of a building with historical significance, preferably one on the historic registry, that demonstrates innovation in design of the HVAC equipment, whether rehabilitation of the structure or new significant system in restoration.

LEADERSHIP RECALL INTERVIEW QUESTIONS

A list of questions should be given to the person to study before the interview.

The following are some questions for general areas to be covered.

1. Would you give a brief biographical sketch of your life. (Place 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/or 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 and/or regional and Society experience?
7. What were the major issues facing the industry at that time?
8. How was ASHRAE interacting with the public?
9. On what ASHRAE committees did you serve?
10. What people stand out as influences on you?
11. What events changed ASHRAE?
12. What events changed the industry?
13. What has ASHRAE meant to the industry's growth?
14. What advice would you give to a young person entering the HVAC field?
15. Did any humorous events take place during your association with ASHRAE?
16. What other interests and/or hobbies do you have?
17. Any other comments you would like to make?

To make the interview most comfortable for you, please feel free to add-to, re-fashion or delete any of these questions. THANK YOU!

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 society year. Nominations may be submitted yearly from each region. The nominations must be submitted to Society headquarters by December 1 of the current Society year for consideration. Presentations in electronic format are required. Note: In order to be eligible for the Lou Flagg Award, the presentation must have already received a Gold Ribbon 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.

TIMELINE

- **Start with the date of the Chapter Charter**
- **Record First Meeting date and location**
- **Record Chapter Officers and chairs if available**
- **Record special meetings, seminars and events**
- **Add dates and location of any CRC's hosted**
- **Add dates and location of any Annual or Winter Society Meetings hosted**
- **Add any DRC's from chapter and/or Presidential Members.**
- **Add significant photos of officers and events.**

Format should be Excel or Word or software readily available to make additions.

This Time Line will assist in creating a Chapter History Book.

The “HOW TO” Guide to researching HVAC&R History
(adapted from “The ASHRAE Historians Newsletter” April 2016)

Researching Industry History

Accuracy is the most important component.

The most accurate record is to be found in the trade press, that is, the various magazines, journals or newspapers featuring or exclusively devoted to our industry. This includes technical society journals and conference proceedings. (see a partial list at the end of this guide). These sources provide a continuous record of industry practice and new products where you can not only find and date innovations but also see industry trends, lasting as well as temporary. Trade publications typically have sections on new products and many older issues have sections on new patents and most have product advertisements. You will be surprised at the information you can find in the trade press and industry/society journals. If you are looking for information on individuals or portraits look in these sources and don't forget obituaries. These publications are found in libraries or some can be accessed digitally online from sources such as Google or Hathitrust. Also keep in mind that earlier trade publications separated all the advertising in a separate, continuous section, often with independent page numbers. Unfortunately many libraries stripped the advertising sections when binding the publications. However some libraries retained the advertisements and these would be most useful for research. Trade publications do not exist prior to about 1865. Before that time industry information is found in more general publications covering science, industry and industrial arts, etc.

Another good source of information is engineering textbooks. These are usually a good way to view the best engineering practice in use at the date of publishing. Also the *ASHVE Guide* and the *Refrigerating Data Book*. Next in accuracy are company catalogs and other literature. However, often these sources are undated. Old company literature can sometimes be accessed from the company itself if still in business. It can also be found in libraries, particularly those with trade catalog collections such as the Smithsonian Institution, Canadian Centre for Architecture or Hagley Library. Some of this material is being digitized for on line availability. Company catalogs can also be found in bound groupings published for builders and architects such as Sweets. If you want to purchase original company literature, look in bookstores and online sources such as Ebay.

In many cases the least accurate source is the personal recollections of industry participants. Accurate memory naturally fades with time. Although an “old timer” may have a good general recollection of projects and milestones they participated in, actual dates may or may not be accurate, so cross check the information if you can.

When using general histories in articles or books it is a good idea to go to the original information sources that the author used if they are given. Authors do make mistakes in repeating or interpreting original sources. Also, by going to the original sources you may find a lot of additional information the author didn't use as well as visual material and also other trails of information you can follow.

Researching Society history

Many ASHRAE chapters have their own newsletters and some go back a long time. If your chapter has an archive

of them, that is a source for local history. But where do you find older Chapter history, or Regional or Society history? The only way is to access Society official publications. We are all familiar with the *ASHRAE Journal* and *ASHRAE Insights*. These are recent publications that can be used for chapter, regional or Society history. The *ASHRAE Journal* dates back to 1959. Looking for history before 1959? You have to access the official publications of ASHRAE's prior Societies: American Society of Refrigerating Engineers and American Society of Heating and Air Conditioning Engineers/American Society of Heating and Ventilating Engineers.

American Society of Refrigerating Engineers

Society and chapter information is found in: *Transactions of the American Society of Refrigerating Engineers* 1905 -1913; *ASRE Journal* 1914-1921 and *Refrigerating Engineering* 1922-1958.

American Society of Heating and Air Conditioning Engineers / American Society of Heating and Ventilating Engineers

Society and chapter information is found in: *Transactions of the American Society of Heating and Ventilating Engineers* 1895-1958; *ASHVE Journal* 1915-1929 and the "Journal Section" of *Heating, Piping and Air Conditioning* 1929-1958. The trade publication *Heating and Ventilating Magazine* between 1905 and 1929 also reported on ASHVE meetings, etc.

Pre-Society History

If you want to look at the history that led to the formation of ASHVE and ASRE you would have to access the trade publications that carried articles about the organizing meetings. For ASHVE look at issues of *Heating and Ventilation* for 1893-1895. For ASRE look at issues of *Cold Storage and Ice Trade Journal* as well as *Ice and Refrigeration* for 1904 and 1905.

Finding source material

How do you locate material such as trade publications, textbooks or catalogs? The obvious is to do an internet search. A specific search can be done on WorldCat (www.worldcat.org) to locate libraries having what you are looking for in their collections. You can search using general subject or specific authors or titles. Search starting from the specific to the general, but search over the entire spectrum to be sure you don't miss something. Many trade publications and journals provided yearly indexes that are usually found at the beginning of bound volumes of the publications. Indexes to ASHRAE publications are posted on the ASHRAE website or search for "ASHRAE Indexes." When you find useful information you may be able to directly access it digitally, but in many cases you will either have to arrange and pay for a copy of the information or go the source to look at it and take notes or make your own copies. Many libraries will do interlibrary loans of books to your local library. Most libraries will not loan out journals and magazines.

Don't forget ASHRAE which has a very good collection of industry and society information that you can access. A list is on the ASHRAE website.

Information pertaining to specific out of business manufacturers and their products can sometimes be found in collections of company records donated to libraries and institutions. An internet search using the manufacturer name can turn these up.

Use out of the box thinking about where information may be located. For example, if you are researching early

heating industry history, look beyond heating. Heating involves boilers with pipes and furnaces with ducts and before that, stoves. So you look at plumbing and sheet metal trade publications where you will find a lot on early heating technology, engineering and products. Don't forget about end users of what you are researching. For example if you are looking at early air conditioning history additional information can be found in the trade publications covering the textile, candy manufacturing hotel or motion picture industry and so on. Early refrigeration industry information is in the publications of its end users such as brewing, ice and cold storage. Also keep in mind changing terminology over time. You won't find the term "air conditioning" anywhere before it was first used in 1905, but both industrial process and comfort air conditioning did exist before then – they just called it refrigeration or cooling. HVAC&R engineering wasn't recognized as a separate discipline before the 1880's. Instead it was considered mechanical engineering and earlier still, civil engineering. And so you find HVAC&R information in mechanical and civil engineering society publications in the 1800's and before.

Visual Material

Locating visual material can be one of the most difficult parts of historical research. Using the research ideas above you may find information, but it may or may not have visuals embedded in it and you won't know unless you look at it. Reproduction of the original visuals is possible with varied technology. Access the original if you can and reproduce it in the fewest steps possible. Original photographs or negatives, especially black and white, yield good copies. Earlier printed publications used very high quality black and white line art and engraved plates and these yield very sharp copies. Later publications used screened illustrations which, if scanned, should be done using a de-screen setting. You can get good reproductions using a simple digital camera and most libraries will allow you to take photos of their material. Copy machines of today usually provide good copies. Keep in mind that every time a visual is duplicated there is a loss of quality. Images of machinery and people should be scanned or photographed at 400 to 600 dpi resolution. 200 dpi is sufficient for drawings or other line art.

Credits and copyrights

Be sure to record your sources of your research. When writing articles or research papers credit the source of your information. Information crediting is not only honesty, but it helps future researchers who access your research and want to look further into your sources. Also, some providers of information or visuals require a credit for using their information.

Be aware that some information you use may be copy written and if you quote or reproduce a visual from it you may need permission to use the quote or visual. Generally, older material and visuals either were not copy written or the copyright is expired or the publication has ceased. In those cases you can use the material freely, but remember to credit the source. Advertising material and catalogs are usually not copy written.

How much time and effort can you put into it?

We are all busy with our business and personal lives and good historical research can take a lot of time. When you get into it you will find that one trail leads to another. You will have to decide how much time and effort you can afford to give to the project.

Partial list of trade press and journal source material

Here is a list of publications devoted to our industry, starting with the earliest in the 1860's. This list is not

comprehensive and is of American publications. Some publications are repeated in the list with later name changes. Many other countries have similar publications also, available at universities and libraries. Use WorldCat to find them.

American Artisan

The Metal Worker

Ice Trade Journal

Domestic Engineering

Ice and Refrigeration

Heating and Ventilation

The Metal Worker, Plumber and Steamfitter

ASHVE Transactions

Cold

Cold Storage

ASRE Transactions

Ice

Cold Storage and Ice Trade Journal

The Heating and Ventilating Magazine

ASRE Journal

Engineering Review

Refrigerating World

Refrigerating Engineering

ASHVE Journal

Heating and Ventilating

Sheet Metal Worker

Refrigeration

The Aerologist

Electric Refrigeration News

Heating, Piping and Air Conditioning

Automatic Heat and Air Conditioning

Heating and Air Conditioning Contractor

Refrigeration Service Engineer

Air Conditioning and Refrigeration News

Air Conditioning, Heating and Ventilating

Industrial Refrigeration

Refrigeration Industry

Refrigeration Service and Contracting

Refrigeration Abstracts

Commercial Refrigeration and Air Conditioning

ASHRAE Journal

Air Conditioning, Heating and Refrigerating News

ASHRAE Historian Proposal

Proposal: The ASHRAE Historical Committee (HC) recommends that the Honorary position of ASHRAE Historian be established to support the historical and heritage related activities of the Society dedicated to preserving the legacy of the arts and sciences of heating, ventilating, Air Conditioning and Refrigeration (HVAC&R) technology.

Background: There is a need for someone with both an interest in HVAC&R technology history and a strong personal interest in history to support the ASHRAE Historical Committee and staff. This position is envisioned as an “Honorary” appointment for a fixed term, e.g. 3-5 years, similar to the Librarian of Congress or the Poet Laureate of the United States. Creating such a position will provide a “volunteer” resource to the Society, Staff, the committee and the membership that in the past has been filled by one-year consultant appointments to the HC.

Objective: The individual should be an ASHRAE member, a volunteer, and have served on the Historical Committee or in Regional and/or Chapter Historian positions. The Historian would serve in the capacity of a semi-permanent consultant to the committee, with a non-voting status, and receive compensation for travel to meetings similar to a voting member or consultant. With the retirement of Steve Comstock, ASHRAE is losing a senior staff person who has served key roles with the committee and in nearly all Society historical activities of the last 40+ years, especially the ASHRAE Centennial celebration. In the past, there have been a number of consultants appointed to the HC who have previously served as members or leaders of the committee, but there is no one filling that role in 2019-20. It is important to have continuity when it comes to history, and this position will help fill that gap. The position can also be a resource for the committee to generate historical articles, newsletters, twitter feeds and also to represent the Society in various forums and venues where HVAC&R technology history needs to be covered. The person could eventually also assist with CRC or webinar presentations for training of Regional and Chapter Historians.

Criteria: Nominations for the positions would be solicited from the ASHRAE Membership, and the Historical Committee would select a candidate and recommend their appointment to the Board of Directors.

Fiscal Impact: For budget purposes, a fiscal impact of \$2,000/year would cover the costs of travel for attending two Society meetings of the HC, and possibly several CRC's.