



**Minutes**

**Honors & Awards Committee  
Orlando Hilton  
February 2-3, 2020**

**Attendance**

**Members Present**

Paul Petrilli  
 Don Colliver  
 Sherry Abbot-Adkins  
 Rob Craddock  
 Jorge Eduardo Donoso  
 Stephen Duda  
 John Harrod  
 Eileen Jensen  
 Ng Yong Kong  
 Jake Kopocis  
 Isabelle Lavoie  
 Nicolas Lemire  
 Marites Calad

**Members Absent**

Chuck Gulledge

**Guests**

Niss Feiner  
 Vanessa O'Connor  
 Mick Schwedler

**Staff**

Rhiannon Masterson  
 Anastasia Meadows

**Principal Approved Motions**

<b>No. – Pg.</b>	<b>Motion</b>
1 – 3	That the minutes from the Honors & Awards Committee held June 23-24, 2019 in Kansas City be approved
2 – 4	The Honors and Awards Committee recommends to Members Council that the Comfort Cooling Award for Project Excellence be discontinued and that the Refrigeration Committee Consider merging the award into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence.
3 – 4	The Honors and Awards Committee recommends continuing the Poster Presentation Award.
4 – 5	That the Pass-Through Awards Subcommittee be given the authority from Honors & Awards to recommend approval of the Lower GWP award nominee(s).
6 – 5	That Society institute a “Distinguished 75-Year Member Award”, made available February 2020.
7 – 5	To amend the referred motion as follows: That awarded recipients’ name, <u>Country, Region, and/or Chapter as available</u> , and Country be included on the screen at the Plenary session.
8 – 5	That awarded recipients’ name, Country, Region, and/or Chapter as available be included on the screen at the Plenary session.

**Action Items**

<b>No. – Pg.</b>	<b>Responsibility</b>	<b>Summary of Action</b>
1 – 2	Planning Subcommittee	Inform the Refrigeration Committee of the discontinuation of the Comfort Cooling Award, as voted on by Honors & Awards and Members Council. Recommend to the Refrigeration Committee to consider combining the Comfort Cooling Award with the Milton Garland award and revise the criteria.
2 – 4	Staff	Staff to update photos and add the flowchart in the Honors & Awards PowerPoint.
3 – 4	Staff	Staff to send Honors & Awards PowerPoint to DRCs and RMCRs
4 – 5	Staff	Staff to submit May 1 deadline article for March <i>Key Notes</i> .
5 – 5	Media Subcommittee	Subcommittee to consult ASHRAE Marketing staff regarding possibility of promoting H&A deadline information on Society-level social media.
6 – 5	Staff	Staff to add H&A flowchart to the top of the H&A webpage and check with web team about adding hyperlinks.

7 – 5	Staff	Check with CTTC regarding how the Dan Mills and Chapter Star awards were merged, and if endowment is still there and what it was for.
8 – 5	Paper & Pass Through Awards Subcommittee	Review the Donald A. Siller Refrigeration Award for the Annual Conference
9 – 5	Staff	Staff to update GAC references in MOP Reference Manual

## Minutes

### 1. CALL TO ORDER

- a. Chair Petrilli called the meeting to order at 1:11pm on February 2, 2020.

### 2. ROLL CALL / INTRODUCTION OF GUESTS

### 3. ASHRAE CODE OF ETHICS COMMITMENT

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

### 4. REVIEW OF AGENDA

### 5. APPROVAL OF MINUTES

- a. It was moved and seconded that:
  - i. **Motion (1)** The minutes from the Honors and Awards Committee meeting held June 23-14, 2019 in Kansas City be approved.
  - ii. **Motion (1) passed.** Vote: 8-0-0 CNV.

### 6. REVIEW OF ACTION ITEMS

- a. Action Item (1 – 4): Assigned to Mr. Harrod and Ms. Jensen to provide specific recommendations of edits to the ROB and H&A MOP. Reported as ongoing. Asked by SRC to remove award descriptions from the Rules of the Board since they duplicate what is listed in the Honors & Awards MOP. Mr. Harrod will close the loop with Larry on SRC.
- b. Action Item (2 – 4): Assigned to Mr. Craddock and Mr. Duda to draft edits to the Distinguished Public Service Award description. Reported as in process. Will finalize the description so that next year's nominations are under the updated definition.
- c. Action Item (3 – 4): Assigned to Staff to update all Honors & Awards documents to list the generic [honorsandawards@ashrae.org](mailto:honorsandawards@ashrae.org) email alias. Reported as complete.
- d. Action Item (4 – 5): Assigned to Personal Awards Subcommittee and staff to compile area of expertise for Fellows elevated in past five years. Reported as ongoing.
- e. Action Item (5 – 5): Assigned to Planning Subcommittee to follow-up with CEC Chair regarding Poster Presentation Award. Reported as complete.
- f. Action Item (6 – 7): Assigned to staff to send documentation to Ms. Abruzzo. Reported as complete.
- g. Action Item (7 – 8): Assigned to full committee to review DSA/ESA point tally form for edits. Reported as complete.
- h. Action Item Atlanta (3 – 4): Assigned to Personal Awards and Media Subcommittees to review the Fellow nomination form and checklist to clarify recommendation letter specifications. Report as in process; edits were made, but they still need approval.

### 7. REPORT OF PERSONAL AWARDS SUBCOMMITTEE

- a. Review of Candidates

- i. The Honors & Awards Committee considered candidates for Personal Awards in Executive Session.
- b. Assignment of Write-Ups
  - i. Award write-ups were assigned in Executive Session.
- c. Status of Assigned MBOs
  - i. The assigned MBOs were reported as ongoing.
  - ii. The due date MBO #4 was extended to April 1, 2020.

## 8. REPORT OF PLANNING SUBCOMMITTEE

- a. Review of Awards
  - i. Per the Honors & Awards Reference Manual, Appendix I, the following awards were reviewed: Fellow, DSA, ESA, Ralph G. Nevins, John F. James, Milton Garland, Refrigeration Comfort Cooling. Letters were sent to the corresponding committee chairs requesting feedback.
  - ii. Based on feedback received from the Refrigeration Committee, the Honors & Awards Committee recommends discontinuing the Comfort Cooling Award and recommends to the Refrigeration Committee that they consider merging the award with the Milton W. Garland Award.
    - 1. **Motion (2)** The Honors and Awards Committee recommends to Members Council that the Comfort Cooling Award for Project Excellence be discontinued and that the Refrigeration Committee Consider merging the award into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence.
    - 2. **Motion (2) passed.** Vote: 10-0-0 CNV.
    - 3. **Action Item (1)** – Inform the Refrigeration Committee of the discontinuation of the Comfort Cooling Award, as voted on by Honors & Awards and Members Council. Recommend to the Refrigeration Committee to consider combining the Comfort Cooling Award with the Milton Garland award and revise the criteria.
- b. Status of Assigned Action Items
  - i. Action item 5 – 5 from Kansas City: Follow-up with the CEC Chair to determine if the Poster Presentation Award is still relevant.
  - ii. **Motion (3)** The Honors and Awards Committee recommends continuing the Poster Presentation Award.
  - iii. **Motion (3) passed.** Vote 10-0-0 CNV.
- c. Status of Assigned MBO
  - i. The status of MBO #3 was reported as complete.
  - ii. **Action Item (2)** – Staff to update photos and add the flowchart in the Honors & Awards PowerPoint.
  - iii. **Action Item (3)** – Staff to send Honors & Awards PowerPoint to DRCs and RMCRs
  - iv. Update H&A PowerPoint presentation and distribute to Nominating Committee members and Chapter Presidents/Delegates

## 9. REPORT OF PAPER AND PASS THROUGH AWARDS SUBCOMMITTEE

- a. Review of Recommendations
  - i. The Honors & Awards Committee considered candidates for Paper and Pass Through Awards in Executive Session.
- b. Status of Assigned MBO
  - i. The status of MBO #5 was reported as complete.

## 10. REPORT OF MEDIA SUBCOMMITTEE

- a. Status of Assigned MBO
  - i. The status of MBO #2 was reported as ongoing.

- ii. In October 2019 there was a *Key Notes* article for the December 1 deadline and we plan to publish another article in the March 2020 *Key Notes* for the May 1 deadline.
  - 1. **Action Item (4)** – Staff to submit May 1 deadline article for March *Key Notes*.
  - 2. We would also like to look at including this deadline information on Society-level social media
  - 3. **Action Item (5)** – Subcommittee to consult ASHRAE Marketing staff regarding possibility of promoting H&A deadline information on Society-level social media.
- iii. Review the design of the Honors & Awards webpage.
  - 1. The flowchart is currently linked at the bottom of the page; move it to the top and have it shown as an image instead of a link. Also, look at the possibility of including hyperlinks within the flowchart.
  - 2. **Action Item (6)** – Staff to add H&A flowchart to the top of the H&A webpage and check with web team about adding hyperlinks.

## 11. NEW BUSINESS

- a. Editorial MOP Updates
  - i. **Action Item (7)** – Check with CTTC regarding how the Dan Mills and Chapter Star awards were merged, and if endowment is still there and what it was for.
  - ii. **Action Item (8)** – Review the Donald A. Siller Refrigeration Award for the Annual Conference
  - iii. **Action Item (9)** – Staff to update GAC references
- b. Lower GWP Award schedule
  - i. Set up as a pass-through award and is a joint award with UNEP. They have asked for an adjusted review schedule to accommodate their time restrictions. They would like to submit recipient recommendations by October 1 and have the recipients reviewed and approved by H&A and Member Council in time for their November meeting where the awards are presented.
  - ii. **Motion (4)** That the Pass-Through Awards Subcommittee be given the authority from Honors & Awards to recommend approval of the Lower GWP award nominee(s).
  - iii. **Motion (4) passed.** Vote 10-0-0- CNV.
  - iv. **Motion (5)** That Members Council authorizes the Honors & Awards Committee to approve on their behalf the UNEP Lower GWP award nominee(s) annually.
  - v. **Motion (5) failed.** Vote 4-6-0 CNV.

## 12. STATUS OF 2019-20 MBOs

- a. Chair Petrilli reviewed the 2019-20 MBOs, per Attachment 1.

## 13. MEMBERS COUNCIL REFERRALS

- a. Motion 11A from Region V (Evansville Chapter): That Society institute a “Distinguished 75-Year Member Award”, made available February 2020.
  - i. **Motion (6)** That Society institute a “Distinguished 75-Year Member Award”, made available February 2020.
  - ii. **Motion (6) passed.** Vote 9-1-0 CNV. Honors & Awards will report to Members Council that they support the referred motion.
- b. Motion 26 from Region VII (Louisville Chapter): That awarded recipients’ name, Chapter, and Country be included on the screen at the Plenary session awards ceremonies during the winter and annual conferences.
  - i. To amend motion as follows: **Motion (7)** That awarded recipients’ name, Country, Region, and/or Chapter as available, and Country be included on the screen at the Plenary session.
  - ii. **Motion (7) passed.** Vote 9-1-0 CNV.
  - iii. **Motion (8)** That awarded recipients’ name, Country, Region, and/or Chapter as available be included on the screen at the Plenary session.

- iv. **Motion (8) passed.** Vote 9-1-0 CNV. Honors & Awards will report to Members Council that they support the referred motion as amended.

**14. REMARKS**

- a. BOD Ex-Officio – Ms. Marites Calad
  - i. Presentation
- b. Should Student membership count toward 50 or 75-year awards?
  - i. Motion by Jake, for 50 and 75 award that all grades of membership, including Student grade, apply toward member tenure; Isabelle 2<sup>nd</sup>; 9-0-0 CNV unanimous
    - 1. Update PPT, update IT report

**15. NEXT MEETING**

- a. June 28-29, 2020 – Austin, TX

**16. ADJOURNMENT**

- a. The meeting was adjourned at 3:54pm on Monday, February 3, 2020.

**Attachments**

- A. 2019-20 CTTC MBOs

## MANAGEMENT BY OBJECTIVES

HONORS AND AWARDS COMMITTEE

ASHRAE SOCIETY YEAR 2019-20

PAUL PETRILLI, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)		December 1, 2019 and May 1, 2020	Personal Awards Subcommittee	Reach out to regional Nominating Members before CRCs
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders		November 1, 2019 & April 1, 2020	Media Subcommittee	Help by advertising/promoting personal awards before their due dates
Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates		February and July 2020	Staff & Planning Subcommittee	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members
4. Provide clarity for consulting engineers on the meaning of "Attained distinction and made substantial contribution in HVAC&R and in the built environment . . ."		April 1, 2020	Chair and Personal Awards Subcommittee	Item will require significant interaction with the College of Fellows. The criteria as currently interpreted makes it very difficult for consulting engineers to achieve Fellow grade.
5. Send reminder to Committee Chairs of Pass Through Awards		December 1, 2019	Pass Through Awards Subcommittee	