



MEMBERS COUNCIL

# MINUTES

Fall Meeting – October 17, 2023

These minutes have been approved by Members Council on January 23, 2024.

**TABLE OF CONTENTS****PAGE(S)**

Principal Motions .....	3
Action Items (Fall Meeting) .....	3
Call to Order.....	4
Code of Ethics Commitment .....	4
Review of Agenda.....	4
Approval of Draft Minutes .....	4
Chapter, Section and Student Branch Charters.....	5 - 6
<b>2023 Fall CRC Motions</b>	
Motions .....	6 - 7
<b>New Business</b>	
Leadership Academy .....	7
Restructuring of Region-At-Large .....	7 - 8
<b>Members Council Subcommittee Reports</b>	
Planning Subcommittee Report .....	8 - 9
Region Operations Subcommittee Report .....	9 - 11
PAOE Subcommittee Report .....	11 - 12
<b>Other Business</b>	
Student Activities Motions .....	13
CRC Motions Status Review .....	13
Review of Carryover Action Items.....	13
Review of CRC Schedules.....	13
Adjournment.....	14
<b>Attachments:</b>	
Restructuring of Region-At-Large .....	Attachment A
Planning Subcommittee Report .....	Attachment B
Region Operations Subcommittee Report .....	Attachment C
PAOE Subcommittee Report .....	Attachment D
CRC Motions Status Review .....	Attachment E
Status of Carryover Action Items .....	Attachment F
Review of CRC Schedules .....	Attachment G

## PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That the Niagara Frontier Chapter be renamed to the Buffalo Chapter effective immediately.
3	6	That the Venezuela Section, sponsored by the Colombia Chapter, whose headquarters will be in the city of Caracas, Venezuela, whose geographic area of activity will be Venezuela be approved.
4	6	That the Uruguay Section, sponsored by the Argentina Chapter, whose headquarters will be in the city of Montevideo, Uruguay, whose geographic area of activity will be Uruguay be approved.
5	6	That the Denmark Section, sponsored by Region XIV, whose headquarters will be in the city of Copenhagen, Denmark, whose geographic area of activity will be Kingdom of Denmark (Denmark, Faroes Islands, and Greenland) be approved.
6	6	That the Ghana Chapter, located in Accra, Ghana, whose geographic area of activity will cover the country of Ghana be approved.
7	7	That consent motions a. through c. as shown below be approved:
		a. That the charter of the Southern Technical College Student Branch, located in Auberdale, Florida, and sponsored by the Florida West Coast Chapter be approved. (Region XII)
		b. That the charter of the Sergio Silva Bascañan Student Branch, located in La Pintana, Santiago, Chile, and sponsored by the Chile Chapter be approved. (Region XII)
		c. That the charter of the German Jordanian University (GJU) Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved. (RAL)
11	12	That Members Council approves the roles and responsibilities of the Regional Diversity, Equity, and Inclusion (DEI) Chair (below) and incorporates them into the Region Operations Manual.
12	14	That the Student Activities Manual of Procedures (MOP) be modified to include updates to committee roles, subcommittee responsibilities, and the addition of Centralized Training at the annual meeting.
13	14	That the Student Activities Manual of Procedures (MOP) be modified regarding the Undergraduate Program Equipment Grant:

## ACTION ITEMS

### Fall 2024 - Action Items

AI#	PG#	Action Item	Duty	Due Date	Status
1	7	To refer Motion 9 to Finance for comment.	Staff		
2	7	To refer Motion 10 to Finance for comment.	Staff		
3	8	Restructure of RAL: collect required documents and get fiscal impact statement	Staff		

**MINUTES  
FALL MEMBERS COUNCIL MEETING  
OCTOBER 17, 2023**

**MEMBERS PRESENT:** Dennis Knight, Chair  
Bill McQuade, Vice-Chair

**VOTING MEMBERS PRESENT**

Charles Bertuch, RMCR REG I	Colin Laisure-Pool, RMCR REG X	Robert Hoadley, GAC Chair
Genevieve Lussier, RMCR REG II	Rob Craddock, RMCR REG XI	Isabelle Lavoie, H&A Chair
Sherry Abbott-Adkins, RMCR REG III	Tulia Rios, RMCR REG XII	Daniel Chudecke, MP Chair
Julia Timberman, RMCR REG V	Ching Loon Ong, RMCR REG XIII	Aakash Patel, RP Chair
Maggie Moninski, RMCR REG VI	Eduardo Maldonado, RMCR REG XIV	Kellie Huff, SA Chair
Carrie Kely, RMCR REG VII	Bassel Anbari, RMCR RAL	Anuj Gupta, COMMS Chair
Keith Reihl, RMCR REG VIII	Andrew Reilman, CTC Chair	Branislav Cvijetinovic, YEA Chair
Daniel Russell, RMCR REG IX	Raul Simonetti, CEC Chair	

**NON-VOTING MEMBERS PRESENT:**

James Arnold, DRC REG V	Bryan Holcomb, DRC REG IV	Kishor Khankari, DAL	Wei Sun, DAL
Ronald Gagnon, DRC REG II	Eileen Jensen, DRC REG XI	Cheng Wee Leong, DRC REG XIII	

**GUESTS PRESENT:**

Devin Abellon	Heric Holmes	Les Pereira	Chad Smith
Haley Goslinga	Adeeba Mehboob	Tom Phoenix	Buzz Wright
Sheila Hayter	Richie Mittal	Daniel Redmond	

**STAFF PRESENT:**

Lizzy Seymour	Daniel Gurley	Julia Mumford	Amber Thomas
Tammy Catchings	Jacob Karson	Mark Owen	Craig Wright
Pacia Wright	Jeff Littleton	Kirstin Pilot	Matthew Young
Andrew Barberi	Rhiannon Masterson	Emily Porcari	
Tony Giometti	Jeanette McCray	Joslyn Ratcliff	
Vanita Gupta	Ragan McHan	Stephanie Reiniche	

**1. CALL TO ORDER**

The virtual 2023 Fall Meeting of Members Council was called to order by Dennis Knight, Chair, on Tuesday, October 17, 2023 at 9:00 a.m. via Webex.

**2. CODE OF ETHICS COMMITMENT**

"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>)

**3. ROLL CALL**

Those in attendance are included in the list above.

**4. REVIEW OF AGENDA**

No changes made

**5. APPROVAL OF DRAFT MINUTES**

It was moved by Ronald Gagnon and seconded by Rob Craddock

(1) That the draft minutes from the June 27, 2023 Annual Meeting of Members Council be approved.

**MOTION 1 PASSED.** (unanimous voice vote, chair not voting)

## 6. MOTIONS FOR CHARTERS

It was moved by Charles Bertuch and seconded by Ron Gagnon

(2) That the Niagara Frontier Chapter be renamed to the Buffalo Chapter effective immediately.

**Background:** Historically we have been called the Niagara Frontier Chapter but in recent years prospective members, students, and members alike are not completely sure what this region fully covers. Changing the name to Buffalo Chapter will put us in line with other chapters in the region using their city names and make it clear to new members what chapter of ASHRAE they are joining and or a part of. This will also help with local branding and inclusion into our city.

**Fiscal Impact:** Minimal; estimated 5 hours.

**MOTION 2 PASSED.** (22-0-0, chair not voting)

It was moved by Tulia Rios and seconded by Rob Hoadley

(3) That the Venezuela Section, sponsored by the Colombia Chapter, whose headquarters will be in the city of Caracas, Venezuela, whose geographic area of activity will be Venezuela be approved.

**Background:** A minimum of 10 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed section must sign a petition for a new section; 13 such members signed the petition for the proposed Venezuela Section. The DRC of Region XII and the sponsoring Chapter President signed off on the petition to form the Venezuela Section.

**MOTION 3 PASSED.** (unanimous voice vote, chair not voting)

It was moved by Tulia Rios and seconded by Ron Gagnon

(4) That the Uruguay Section, sponsored by the Argentina Chapter, whose headquarters will be in the city of Montevideo, Uruguay, whose geographic area of activity will be Uruguay be approved.

**Background:** A minimum of 10 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed section must sign a petition for a new section; 11 such members signed the petition for the proposed Uruguay Section. The DRC of Region XII and the sponsoring Chapter President signed off on the petition to form the Uruguay Section.

**MOTION 4 PASSED.** (unanimous voice vote, chair not voting)

It was moved by Eduardo Maldonado and seconded by Ron Gagnon

(5) That the Denmark Section, sponsored by Region XIV, whose headquarters will be in the city of Copenhagen, Denmark, whose geographic area of activity will be Kingdom of Denmark (Denmark, Faroes Islands, and Greenland) be approved.

**Background:** A minimum of 10 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed section must sign a petition for a new section; 10 such members signed the petition for the proposed Denmark Section. The DRC of Region XIV and the Steering Committee Chair signed off on the petition to form the Denmark Section.

**MOTION 5 PASSED.** (unanimous voice vote, chair not voting)

It was moved by Bassel Anbari and seconded by Eduardo Maldonado

(6) That the Ghana Chapter, located in Accra, Ghana, whose geographic area of activity will cover the country of Ghana be approved.

**Background:** The history of the evolution of the Ghana Chapter is that it has been the Ghana Section of the ASHRAE Nigeria Chapter for the required two years (since 2020). A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 45 such members signed the petition for the proposed Ghana Chapter. The DRC of Region-At-Large signed off on the petition to form the Ghana Chapter.

**MOTION 6 PASSED.** (unanimous voice vote, chair not voting)

It was moved by Dennis Knight and seconded

- (7) That the following consent motions a. through c. shown below be approved.
- a. That the charter of the Southern Technical College Student Branch, located in Auberlandale, Florida, and sponsored by the Florida West Coast Chapter be approved. (Region XII)
  - b. That the charter of the Sergio Silva Bascuñan Student Branch, located in La Pintana, Santiago, Chile, and sponsored by the Chile Chapter be approved. (Region XII)
  - c. That the charter of the German Jordanian University (GJU) Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved. (RAL)

**MOTION 7 PASSED.** (unanimous voice vote, chair not voting)

## 7. 2023 FALL CRC MOTIONS

It was moved by Charlie Bertuch and seconded by Carrie Kelty

- (8) That the process to change the name of a Chapter should be voted on at the Region CRC and not sent up to Members Council.

**Background:** The process to change a Chapter name requires that the Chapter proposes a change at the Region CRC and the motion is sent up to Member's Council for discussion and vote. It is our belief that a Chapter name change does not affect Society operations and the discussion and vote should be made at the Region level, with an informational email sent up to the Society level to update documentation.

**Fiscal Impact:** None

**Staff Impact:** None (There is some staff time required to update documentation, but that time would be needed regardless of whether the vote was done at the Region level or Member's Council).

**MOTION 8 WAS DEFEATED.** (0-22-0, chair not voting)

It was moved by Dan Russell and seconded by Maggie Moninski

- (9) That the Region Operations Manual (ROM) Appendix D, Section II be modified as follows:
- A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region **(annually) or at the ASHRAE headquarters (triennially)** to plan their upcoming year's activities for the following individuals:
  - D. The DRC has the option to invite the region's presidents elect for President Elect Training to the Regional Planning Meeting **however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B. utilizing allocated regional discretionary visits.**

The **chapter** visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend."

**Background:** Section A Edits: Adding the option to host the planning meeting (and President Elect training) at ASHRAE headquarters offers all regions the chance to showcase the incredible ASHRAE facility, enlivens the training, invigorates the regional leadership and incoming presidents, and exposes volunteer leaders to the larger ASHRAE Society. A facility funded by many members who also serve as volunteers within the organization.

For North American regions, there is a potential regional cost savings opportunity compared to the historical approach of costly hotel venues (when a good, negotiated room rate is not available) or other retreat location. Offering headquarters as a location, only adds travel costs to the few participants who may have been located in the area hosting the planning meeting and/or president elect training.

Section D Edits: President Elect Training has proven to be the most effective tool used for preparing chapter presidents for a successful year. President elects have historically been allowed to use regional allocated travel visits for this training. This updates the manual to reflect this usage.

**Fiscal Impact:** *Allocated regional visits:* No change

*Transportation costs:* vary by region should they choose to host at the ASHRAE headquarters.

- North American Regions: Increase of 500-1500USD per region (triennially).
- Non-North American Regions: Increase of 1500-2000USD per person in attendance per region (triennially).

*Headquarters rental income: \$2000 increase (avg - annually)*

**Staff Impact:** Staff assistance to secure reservations to headquarters spaces.

It was moved by Carrie Kelty and seconded by Keith Reihl to refer Motion 9 to Finance Committee for comment.

**MOTION 9A (TO REFER) PASSED.** (unanimous voice vote, chair not voting)

**AI 1** Staff to refer Motion 9 to Finance for comment.

It was moved by Colin Laisure-Pool and seconded by Bassel Anbari

(10) That effective July 1, 2024, travel costs for Chapter Treasurers to attend CRC be covered by Society.

**Background:** Per Appendix D of the Region Operations Manual, the Chapter positions that receive travel reimbursement from Society are:

- Delegate
- CTTC Chair
- SA Chair (if they do not seek reimbursement for Centralized Training)
- Alternate
- GAC Chair
- YEA Chair

The Treasurer role is a very important one for Chapters and the Treasurer's Workshop is very valuable for ensuring Chapter finances are handled appropriately. With Society providing travel reimbursement, Chapter Treasurer attendance would increase, providing significant benefit to the Organization.

**Fiscal Impact:** \$60,000 assuming 75% participation and an average flight cost of \$400.

**Staff Impact:** Some time will be necessary to update documentation and process reimbursements.

It was moved by Keith Reihl and seconded by Carrie Kelty to refer Motion 10 to Finance Committee for comment.

**MOTION 10A (TO REFER) PASSED.** (unanimous voice vote, chair not voting)

**AI 2** Staff to refer Motion 10 to Finance for comment.

## 8. NEW BUSINESS

### a. Leadership Academy

Leadership Academy will be held at Headquarters (Atlanta, GA) March 1-2, 2024. Each region has 5 slots. The deadline for each DRC to submit names of approved participants (chapter members) is December 1, 2023. There is a \$250 registration fee that covers 2 nights hotel stay, food, and course materials. The registration fee and transportation cost should be supported by the Region, the Chapter or the individual. The DRC should communicate guidance on financial support.

### b. Restructuring of Region-At-Large (RAL) (Attachment A)

Region-At-Large has petitioned to be restructured and split into two Regions. The regional boundaries shall be the present boundaries of RAL Sub-Regions 1 and 2.

At the Sub-Region 1 meeting in Pakistan in August 2023, some of the SRI chapters raised concerns on the existing structure of RAL which currently has 32 Chapters and a large membership base. After deliberations, it was proposed that the option of evolving the two existing Sub-Regions of RAL into independent ASHRAE Regions should be formally moved at the Society as this solution is likely to address the governance issues raised by the Members.

Subsequently, a meeting was called by the DRC on Sep 26, 2023 in Mumbai with all Sub-Region II Chapter leaders in the presence of some Regional officers. Everyone was briefed about the Sub-Region I proposal and deliberations were held to seek the views of the Chapters.

The Sub-Region II Chapters expressed solidarity with the wishes of Sub-Region I to split the RAL. This is with the hope that in future all Chapters of RAL will continue to enjoy the warmth & friendship developed over the years.

Sub-Region I				Sub-Region II			
<u>Chapters</u>	<u>AAM</u>		<u>AAM</u>	<u>Chapters</u>	<u>AAM</u>		<u>AAM</u>
Alexandria	31	Libya	0	ASHRAE Bangalore	76	Sri Lankan	106
ASHRAE Falcon	384	Northern Pakistan	35	ASHRAE Deccan	76	Western India	76
ASHRAE Nigeria	128	Oman	20	ASHRAE Mumbai	211		
Bahrain	83	Pakistan	86	Bangladesh	120		
Cairo	92	Pyramids	51	Chandigarh	80		
Central Pakistan	45	Qatar Oryx	112	Chennai	106		
Faisalabad	20	Saudi Arabia	151	East India	29		
Jordan	49	South Africa	117	India	252		
Kuwait	55	Sudan	0	Pune	95		
Lebanese	93	Turkish	95	Rajasthan	46		
<u>Sections</u>				<u>Sections</u>			
Abuja				Amaravathi			
Ghana							

Note: Students not included in AAM

**AI 3** Staff to collect required documents; get fiscal impact statement

**9. MEMBERS COUNCIL MBO UPDATES**

- a. Planning Subcommittee Report – Abbott-Adkins (Attachment B)

The following was reported by Sherry Abbott-Adkins, Planning Subcommittee Chair.

- 1. MBO Updates

**MBO #1**

Each committee in Members Council shall provide recommendations for the 2026-2029 Strategic Plan, relative to their area of focus. Member’s Council will compile these recommendations into a report to the Planning Committee no later than the Winter Meeting 2024.

- A. Plan of Action to address requirements for MBO #1 due 30 days prior to Winter Conference to the Planning Committee.
  - i. Each committee reporting to Members Council to provide:
    - 1. A general outline of objectives (areas of focus/expertise) or goals. (Broad Framework).
    - 2. Objectives or goals for the next 3-5 years (2026-2029).
    - 3. Outline of how to meet those objectives or goals.
  - ii. Sub-Committee Members assignments for follow-ups to reporting committees.
  - iii. Timeframe for objectives/goals.
  - iv. Planning Sub-committee to maintain a list of objectives or goals from Committees on basecamp (Planning Sub-committee).
  - v. Planning Sub-committee to create and maintain a Lessons Learned regarding Strategic Planning on basecamp (Planning Sub-Committee).
  - vi. Create outline of the procedures needed for future Planning Sub-committee members to use during the next Strategic Planning. Maintain on Planning Sub-Committee basecamp.



## **MBO #2**

Develop methods for promoting the value and benefits of employee participation in ASHRAE to employers to encourage sponsorship and support.

B. Plan of Action to address requirements for MBO #2.

- i. Sub-Committee Members assignments
- ii. Timeframe for objectives/goals.

b. Region Operations Subcommittee - Anbari (Attachment C)

The following was reported by Bassel Anbari, Region Operations Subcommittee Chair.

1. Referred Motions

### **Monterrey Chapter - Motion 8 (April 29, 2023):**

That a Chapter Administrator Roster be created for all chapters in the society to facilitate partnerships between chapters from different regions.

### **MOTION 8 WAS AMENDED**

That a ~~Chapter Administrator R~~oster be created to include the email aliases for Chapter Presidents and CTTC Chairs for all chapters in the society to facilitate partnerships between chapters from different regions.

### **MOTION 8A (TO AMEND) PASSED** (6-0-0, chair not voting)

That a roster be created to include the email aliases for Chapter Presidents and CTTC Chairs for all chapters in the society to facilitate partnerships between chapters from different regions.

### **AMENDED MOTION 8A PASSED** (6-0-0, chair not voting) In Process

2. MBO Updates

## **MBO #3**

Members Council shall perform a review of the composition and structure of each of the Regions and provide recommendations for realignment, consolidation, or expansion.

- a. The subcommittee created the following [Action Plan](#).
- b. To address item 3 on the action plan, the RMCR and DRC for each region performed a Chapter Health Assessment per [Section 11 of Manual of Chapter Operations](#) and points criteria in [Appendix 11G](#) to identify struggling, weak, and failing chapters. The following chapters were identified (Attachment 8B.1 - list).
- c. This subcommittee recommends that each Region conduct an annual chapter health assessment to track chapters within the region from year-to-year to help identify trends and measure progress.
- d. To address items 5-7 on the action plan, the subcommittee is compiling a list of questions to conduct interviews with each region's DRC and RMCR, facilitated by members of the subcommittee, Dennis Knight, Bill McQuade with support from staff. Interviews will take place in November and December. Results from the interviews will be compiled for the Winter Meeting.

## **MBO #4**

Develop and adopt a standardized Society-wide system for collecting, recording and benchmarking Chapter-level data and performance metrics.

- a. The subcommittee created the following [Action Plan](#).

### **Additional Region Operations Subcommittee Information Items:**

1. **Appointment of Direction Subcommittee** (Section 8.2.1 of the [Members Council MOP](#)) The Direction Subcommittee is charged to compile list of ideas from Society officers during CRCs that are

worth passing on to the other Regions. The following members agreed to serve on the Direction Subcommittee:

- Cheng Wee Leong, Chair
- Eduardo Maldonado
- Keith Reihl

2. **Appointment of Manual Subcommittee** (Section 8.2.2 of the [Members Council MOP](#))

The Manual Subcommittee is charged to review and update the [Manual of Chapter Operations](#) (MCO), [Manual for Conducting Chapter and Regional Conferences](#) (CRC Manual) which includes all appendices, and the [Region Operations Manual](#), annually following the fall and spring CRCs. The following members agreed to serve on the Manual Subcommittee:

- Julia Timberman, Chair
- Maggie Moninski
- The goal is to bring suggested updates to Members Council at the end of the 2023-24 Society Year for approval.

3. **New Regional DEI Chair** (to be added to the Region Operations Manual)

- Guest Devin Abellon joined one meeting to request that roles and responsibilities of the new Regional DEI Chair be added to the Region Operations Manual.
- The financial responsibilities of this new regional position falls to the Region.
- The Membership Promotion committee is responsible for the training materials for this position. A slide deck has already been created and is with MP for review now.

4. **New Section 4.10 Chapter Investment Considerations** (added to the MCO)

- At the Region II Fall 2022 CRC, the Montreal Chapter put forth a motion (Motion 9) "That Society make available to chapters a liquid low risk investment vehicle that enables them to park/invest money in good years to hedge for bad years."
- In response to this motion, the Finance Committee passed a motion to add a new section to the MCO to provide guidance for chapter investments.

[4.10 Chapter Investment Considerations](#)

[Chapters can have investments in many forms that are overseen by the Board of Governors of the chapter. It is at the chapter's discretion the type of investment vehicle being utilized. Chapters should recognize there are multiple vehicles for investments with varying degrees of risk and complexity. The Society does not have a mechanism to provide investment strategy or directly invest chapter funds. It is suggested to review whether the use of the ASHRAE Foundation and a chapter endowment is an option. If not, below is guidance that chapters should utilize when selecting an investment strategy:](#)

[- Make certain there is proper oversight of any investments by the Board of Governors.](#)

[- The chapter shall appoint an Investment Committee reporting to the Board of Governors. At a minimum the investment Committee shall be comprised of a minimum of three \(3\) members including:](#)

[o The Chapter President](#)

[o The Chapter Treasurer](#)

[o A chapter member in good standing who is not an officer or a member of the Board of Governors.](#)

[- File all applicable taxes as necessary.](#)

[- Based upon the use of the funds the chapter should have an investment strategy. As a reference the chapter should request the Society investment strategy for review from the Director of Finance.](#)

[- Interview and hire a Financial Advisor. Typically, there is not someone in the chapter that has the knowledge to invest directly for the chapter and an advisor can provide oversight.](#)

[- Provide regular updates to the chapter board of governors and chapter membership as to the fund development and use.](#)

- Specify who has authority to make distributions on behalf of the Investment Committee.

- At the Region IX Fall 2023 CRC, the Nebraska Chapter (Motion 15) put forth a similar motion that is addressed by this new section to the MCO.
- The MCO has been updated and added to the Society website here: <https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-chapter-operations> or directly at <https://www.ashrae.org/file%20library/communities/chapters/ashrae%20chapters/2022-mco-manual--2023-aug-14.pdf>.

It was moved by Bassel Anbari and Eduard Maldonado seconded

- (11) That Members Council approves the roles and responsibilities of the Regional Diversity, Equity, and Inclusion (DEI) Chair (below) and incorporates them into the Region Operations Manual.

**Background:** The Members Council has previously approved the creation of the new position of Regional DEI Chair. It is imperative that the roles and responsibilities for this role are properly documented as part of the Region Operations Manual.

**Regional Diversity Equity and Inclusion (DEI) Chair**

A regionally appointed position to promote DEI initiatives within the region and foster Society's commitment to a diverse and inclusive membership. This person should have previous experience serving on a DEI, Diversity in ASHRAE (DIA) or Women in ASHRAE (WIA) committee at the chapter, regional or society level and have knowledge of DEI issues, especially as they relate to their local region. This person's duties shall include the following:

- Working with the DRC and the regional leadership team to promote Society's DEI initiatives in all facets of regional operations, especially Membership Promotion, Nominating, Student Activities, YEA, CTTC, and GAC.
- Working closely with the Membership Promotion RVC to leverage the resources developed by the Membership Promotion Committee's DEI Subcommittee.
- Providing support and guidance to Chapter DEI/WIA Chairs.  
Coordinating with the Board of Directors DEI Advisory Subcommittee to ensure consistency and transparency between Society's DEI efforts and the grassroots. This includes promoting programs and presentations developed by the BOD DEI Advisory Subcommittee, and reporting on chapter programs, initiatives, and challenges.
- Conducting a DEI Workshop at the CRC\*.
- Conducting DEI training at President-Elect Training (PET) and the Regional Planning Meeting (RPM)\*.
- Conducting chapter visits to help support chapter DEI/WIA chairs, at the DRC's discretion\*.

\*Transportation expenses for this position are not reimbursable under the current ASHRAE Transportation Policy. However, the DRC may authorize transportation reimbursement as an allocated visit or from the regional fund. Additional travel expenses may be reimbursed from the regional fund at the DRC's discretion.

**Fiscal Impact:** None

**Staff Impact:** None

**MOTION 11 PASSED. (unanimous voice vote, chair not voting)**

- c. PAOE Subcommittee Report – Bertuch (Attachment D)  
The following was reported by Charles Bertuch, PAOE Subcommittee Chair.

1. PAOE Ad Hoc Assignments

The following PAOE ad hoc appointments were made. The grassroots committees will present their PAOE recommendations for 2024-25 during the winter conference in Chicago.

Category	PAOE ad hoc	PAOE ad hoc
Chapter Operations:	Daniel Bourque	Herick Holmes
Chapter Technology Transfer:	Herick Holmes	Charlie Bertuch
Communications:	Daniel Bourque	Heather Platt-Gulledge
Government Affairs:	Sheila Hayter	Kellie Huff
History:	Carrie Kelty	Heather Platt-Gulledge
Membership Promotion:	Jason Urso	Bruno Martinez
Research Promotion:	Les Pereira	Rob Craddock
Student Activities:	Kellie Huff	Genevieve Lussier
Young Engineers in ASHRAE:	Bruno Martinez	Jason Urso & Carrie Kelty

2. Referred Motions

**Golden Gate Chapter Motion 25 (8/19/2023):**

That new PAOE points be given for establishing or maintaining a scholarship fund.

**MOTION 25 WAS AMENDED**

That new PAOE points be given for establishing or maintaining a chapter scholarship fund.

**MOTION 25A (TO AMEND) PASSED**

That new PAOE points be given for establishing or maintaining a chapter scholarship.

**AMENDED MOTION 25A PASSED** (7-1-0, chair not voting); Refer to RP

**Golden Gate Chapter Motion 26 (8/19/2023):**

That new PAOE points be given for events held by a Chapter where the profits are used for scholarships.

**MOTION 26 PASSED** 5-3-0, cnv; Refer to RP

**Iowa Chapter Motion 3 (5/05/2023):**

That the process for obtaining PAOE points for having members on Society Technical Committees/Groups and Obtaining ASHRAE certifications be automated. (PAOE – CT18, CT20, YEA5, YEA6)

**MOTION 3 PASSED** Unanimous voice vote, cnv

**Brasil Chapter Motion 19 (8/04/2022):**

That the insertion of one new score in the PAOE, which would be complementary, related to female participation in the Chapter CIQ. 50 points would be added per female member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

**MOTION 19 WAS AMENDED**

That the insertion of one new score in the PAOE, which would be complementary, related to female DEI participation in the Chapter CIQ. 50 points would be added per female DEI member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

**MOTION 19A (TO AMEND) PASSED**

That the insertion of one new score in the PAOE, which would be complementary, related to DEI participation in the Chapter CIQ. 50 points would be added per DEI member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

**AMENDED MOTION 19A PASSED** (7-0-0, chair not voting)

## 10. OTHER BUSINESS

- a. Student Activities Motions – Huff

It was moved by Kellie Huff

- (12) That the Student Activities Manual of Procedures (MOP) be modified to include updates to committee roles, subcommittee responsibilities, and the addition of Centralized Training at the annual meeting.

**Background:** Since the Student Activities Standards Committee Manual of Procedures (MOP) was last modified, the committee's goals and objectives have changed so the document needed an update to ensure it matched the information provided on the website. Track changes to the MOP can be viewed in [Attachment A](#).

**Fiscal Impact:** None

**MOTION 12 PASSED.** (unanimous voice vote, chair not voting)

It was moved by Kellie Huff and seconded

- (13) That the Student Activities Manual of Procedures (MOP) be modified regarding the Undergraduate Program Equipment Grant:

From: The grant is made to the university solely for the support of the materials required for the project in an amount not to exceed \$5,000 (USD) per calendar year per project.

To: The grant is made to the university solely for the support of the materials required for the project in an amount not to exceed \$25,000 (USD) per calendar year for the highest graded project and not to exceed \$5,000 (USD) per project per calendar year for all subsequent awarded projects.

**Background:** Currently, the Student Activities Grants Subcommittee has a budget of \$158,000 to award undergraduate grant Applications. The grant has a cap of \$5,000 per application, and therefore the Grants subcommittee awards over 30 grants annually to assist undergraduate programs in developing direct equipment access to HVAC+R related topics. In 2023, the Grants subcommittee had 77 applications and awarded 34 grants (not all grant applications were awarded the full capped amount.)

It is the Student Activity Grants Subcommittee's opinion, that the quantity, quality, and detail of the applications would all increase if the maximum value of the highest graded application would increase from \$5,000 to \$25,000. This would only apply to the highest graded application. Any lower graded applications would be subject to the \$5,000 cap. The \$25,000 amount would be a cap only for the highest awarded application and at the discretion of the student activities grants subcommittee if the full amount or a portion of that amount should be awarded.

This change would be implemented in the SY24-25 and apply for applications submitted for the December 15, 2024 deadline.

**Fiscal Impact:** The current allocated grant budget would remain unchanged and therefore would have no fiscal impact. The distribution of that budget is what would change.

**MOTION 13 PASSED.** (unanimous voice vote, chair not voting)

## 11. OLD BUSINESS

- A. CRC Motions Status Review (Attachment E)
- B. Review of Carryover Action Items (Attachment F)
  - a. Action item 5 (6/2023) marked as complete
  - b. Action item 19 (11/2021) marked as complete
- C. Review of CRC Schedules (Attachment G)

## 12. NEXT MEETING (Marriott Marquis McCormick Place, Chicago, Illinois)

**13. HONORS AND AWARDS – Executive Session**

Members Council went into executive session to vote on award recommendation from the Honors and Awards Committee.

**14. ADJOURNMENT**

Dennis Knight adjourned the Members Council Meeting at 12:00 pm

## Restructuring of Region-At-Large

The Region-At-Large has petitioned to be restructured and split into two Regions. The regional boundaries shall be the present boundaries of RAL Sub-Regions I and II.

At the Sub Region 1 meeting in Pakistan in August 2023, some of the SR1 chapters raised concerns on the existing structure of RAL which currently has 32 Chapters and a large membership base. After deliberations, it was proposed that the option of evolving the two existing Sub-Regions of RAL into independent ASHRAE Regions should be formally moved at the Society as this solution is likely to address the governance issues raised by the Members. It was thereafter resolved to forward the matter to the DRC. The Chapters also expressed that any future administrative arrangement should preserve the bond between two Regions.

Subsequently, a meeting was called by the DRC on Sep 26, 2023 in Mumbai with all Sub Region 2 Chapter leaders in the presence of some Regional officers. (Points discussed are attached) Everyone was briefed about the Subregion 1 proposal and deliberations were held to seek the views of the Chapters.

The Sub Region 2 Chapters expressed solidarity with the wishes of Sub Region 1 to split the Region at Large. This is with the hope that in future all Chapters of Region at Large will continue to enjoy the warmth & friendship developed over the years.

Sub-Region I				Sub-Region II			
<u>Chapters</u>	<u>AAM</u>		<u>AAM</u>	<u>Chapters</u>	<u>AAM</u>		<u>AAM</u>
Alexandria	31	Libya	0	ASHRAE Bangalore	76	Sri Lankan	106
ASHRAE Falcon	384	Northern Pakistan	35	ASHRAE Deccan	76	Western India	76
ASHRAE Nigeria	128	Oman	20	ASHRAE Mumbai	211		
Bahrain	83	Pakistan	86	Bangladesh	120		
Cairo	92	Pyramids	51	Chandigarh	80		
Central Pakistan	45	Qatar Oryx	112	Chennai	106		
Faisalabad	20	Saudi Arabia	151	East India	29		
Jordan	49	South Africa	117	India	252		
Kuwait	55	Sudan	0	Pune	95		
Lebanese	93	Turkish	95	Rajasthan	46		
<u>Sections</u>				<u>Sections</u>			
Abuja				Amaravathi			
Ghana							

Note: Students not included in AAM

**PLANNING SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETING OF SEPTEMBER 26, 2023**

**Members Present:**

**Sherry Abbott-Adkins-Chair**  
Charles Bertuch  
Tulia Rios  
Ching Loon Ong  
Carrie Kelty  
Dan Russell  
Ronald Gagnon  
Wei Sun  
Eileen Jensen  
Bryan Holcomb

**Members Absent:**

None

**STAFF:**

Tammy Catchings  
Pacia Wright  
Kierra Weaver  
Lizzy Seymour

**Review of MBOs-Meeting 9/26/23 MBO#1:**

<b>MBO #</b>	<b>Description</b>	<b>Initiatives</b>	<b>Action</b>	<b>MC Assignment</b>
<b>MBO #1</b>	Each committee in Members Council shall provide recommendations for the 2026-2029 Strategic Plan, relative to their area of focus. Member's Council will compile these recommendations into a report to the Planning Committee no later than the Winter Meeting 2024.	3: Organizational Streamlining		Planning Sub-committee

- a. Plan of Action to address requirements for MBO #1 due 30 days prior to Winter Conference to the Planning Committee.
  - i. Each committee reporting to Members Council to provide:
    - 1. A general outline of objectives (areas of focus/expertise) or goals. (Broad Framework).
    - 2. Objectives or goals for the next 3-5 years (2026-2029).
    - 3. Outline of how to meet those objectives or goals.
  - ii. Sub-Committee Members assignments for follow-ups to reporting committees.
  - iii. Timeframe for objectives/goals.
  - iv. Planning Sub-committee to maintain a list of objectives or goals from Committees on basecamp (Planning Sub-committee).



- v. Planning Sub-committee to create and maintain a Lessons Learned regarding Strategic Planning on basecamp (Planning Sub-Committee).
- vi. Create outline of the procedures needed for future Planning Sub-committee members to use during the next Strategic Planning. Maintain on Planning Sub-Committee basecamp.

**Review of MBOs-Upcoming Meeting 10/24/23 MBO#2**

- b. Status of MBO#1 assignments.
- c. Plan of Action to address requirements for MBO #2.
  - i. Sub-Committee Members assignments
  - ii. Timeframe for objectives/goals.

MBO #	Description	Initiatives	Action	MC Assignment
<b>MBO #2</b>	Develop methods for promoting the value and benefits of employee participation in ASHRAE to employers to encourage sponsorship and support.	4: Improve Chapter Engagement, Capacity and Support		Planning Sub-committee

**MEMBERS COUNCIL REGION OPERATIONS SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL**

From Meetings | August 24 & October 2, 2023

**MEMBERS:**

Bassel Anbari, Chair  
Rob Craddock  
Heather Platt-Gulledge  
Maggie Moninski  
Julia Timberman  
Genevieve Lussier

Eduardo Maldonado  
Keith Reihl  
Colin Laisure-Pool  
Cheng Wee Leong  
Kishor Khankari

**GUESTS:**

Dennis Knight  
Bill McQuade

**STAFF:**

Lizzy Seymour  
Tammy Catchings  
Pacia Wright

**1. REFERRED MOTIONS****Monterrey Chapter - Motion 8 (April 29, 2023):**

That a Chapter Administrator Roster be created for all chapters in the society to facilitate partnerships between chapters from different regions.

**MOTION 8 WAS AMENDED**

That a ~~Chapter Administrator R~~oster be created to include the email aliases for Chapter Presidents and CTTC Chairs for all chapters in the society to facilitate partnerships between chapters from different regions.

**MOTION 8A (TO AMEND) PASSED** (6-0-0, chair not voting)

That a roster be created to include the email aliases for Chapter Presidents and CTTC Chairs for all chapters in the society to facilitate partnerships between chapters from different regions.

**AMENDED MOTION 8A PASSED** (6-0-0, chair not voting) In Process**2. MBO UPDATES**

**MBO #3:** Members Council shall perform a review of the composition and structure of each of the Regions and provide recommendations for realignment, consolidation, or expansion.

- a. The subcommittee created the following [Action Plan](#).
- b. To address item 3 on the action plan, the RMCR and DRC for each region performed a Chapter Health Assessment per [Section 11 of Manual of Chapter Operations](#) and points criteria in [Appendix 11G](#) to identify struggling, weak, and failing chapters. The following chapters were identified ([Attachment 8B.1 - list](#)).
- c. This subcommittee recommends that each Region conduct an annual chapter health assessment to track chapters within the region from year-to-year to help identify trends and measure progress.
- d. To address items 5-7 on the action plan, the subcommittee is compiling a list of questions to conduct interviews with each region's DRC and RMCR, facilitated by members of the subcommittee, Dennis Knight, Bill McQuade with support from staff. Interviews will take place in November and December. Results from the interviews will be compiled for the Winter Meeting.

**MBO #4:** Develop and adopt a standardized Society-wide system for collecting, recording and benchmarking Chapter-level data and performance metrics.

- a. The subcommittee created the following [Action Plan](#).

**ADDITIONAL INFORMATION ITEMS:**

1. **Appointment of Direction Subcommittee** (Section 8.2.1 of the [Members Council MOP](#))  
The Direction Subcommittee is charged to compile list of ideas from Society officers during CRCs that are worth passing on to the other Regions. The following members agreed to serve on the Direction Subcommittee:
  - a. Cheng Wee Leong, Chair
  - b. Eduardo Maldonado
  - c. Keith Reihl
2. **Appointment of Manual Subcommittee** (Section 8.2.2 of the [Members Council MOP](#))  
The Manual Subcommittee is charged to review and update the [Manual of Chapter Operations](#) (MCO), [Manual for Conducting Chapter and Regional Conferences](#) (CRC Manual) which includes all appendices, and the [Region Operations Manual](#), annually following the fall and spring CRCs. The following members agreed to serve on the Manual Subcommittee:
  - a. Julia Timberman, Chair
  - b. Maggie Moninski
  - c. The goal is to bring suggested updates to Members Council at the end of the 2023-24 Society Year for approval.
3. **New Regional DEI Chair** (to be added to the Region Operations Manual)
  - a. Guest Devin Abellon joined one meeting to request that roles and responsibilities of the new Regional DEI Chair be added to the Region Operations Manual.
  - b. The financial responsibilities of this new regional position falls to the Region.
  - c. The Membership Promotion committee is responsible for the training materials for this position. A slide deck has already been created and is with MP for review now.
4. **New Section 4.10 Chapter Investment Considerations** (added to the MCO)
  - a. At the Region II Fall 2022 CRC, the Montreal Chapter put forth a motion (Motion 9) "That Society make available to chapters a liquid low risk investment vehicle that enables them to park/invest money in good years to hedge for bad years."
  - b. In response to this motion, the Finance Committee passed a motion to add a new section to the MCO to provide guidance for chapter investments.

**4.10 Chapter Investment Considerations**

Chapters can have investments in many forms that are overseen by the Board of Governors of the chapter. It is at the chapter's discretion the type of investment vehicle being utilized. Chapters should recognize there are multiple vehicles for investments with varying degrees of risk and complexity. The Society does not have a mechanism to provide investment strategy or directly invest chapter funds. It is suggested to review whether the use of the ASHRAE Foundation and a chapter endowment is an option. If not, below is guidance that chapters should utilize when selecting an investment strategy:

- Make certain there is proper oversight of any investments by the Board of Governors.

- The chapter shall appoint an Investment Committee reporting to the Board of Governors. At a minimum the investment Committee shall be comprised of a minimum of three (3) members including:

o The Chapter President

o The Chapter Treasurer

o A chapter member in good standing who is not an officer or a member of the Board of Governors.

- File all applicable taxes as necessary.

- Based upon the use of the funds the chapter should have an investment strategy. As a reference the chapter should request the Society investment strategy for review from the Director of Finance.

- Interview and hire a Financial Advisor. Typically, there is not someone in the chapter that has the knowledge to invest directly for the chapter and an advisor can provide oversight.

- Provide regular updates to the chapter board of governors and chapter membership as to the fund development and use.

- Specify who has authority to make distributions on behalf of the Investment Committee.

c. At the Region IX Fall 2023 CRC, the Nebraska Chapter (Motion 15) put forth a similar motion that is addressed by this new section to the MCO.

d. The MCO has been updated and added to the Society website here:

<https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-chapter-operations> or directly at

<https://www.ashrae.org/file%20library/communities/chapters/ashrae%20chapters/2022-mco-manual---2023-aug-14.pdf>.

**PAOE SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETINGS OF SEPTEMBER 12 & 26, 2023**

**September 12, 2023**

**Members Present:**

Charles Bertuch-Chair  
Rob Craddock  
Genevieve Lussier  
Heather Platt-Gulledge  
Carrie Kelty  
Daniel Bourque  
Heric Holmes  
Jason Urso  
Les Pereira  
Kellie Huff  
Bruno Cerqueira Martinez

**Members Absent:**

Sheila Hayter  
Ching Loon Ong

**STAFF:**

Tammy Catchings  
Megan Gotzmer  
Pacia Wright

**September 26, 2023**

**Members Present:**

Charles Bertuch-Chair  
Rob Craddock  
Carrie Kelty  
Ching Loon Ong  
Daniel Bourque  
Sheila Hayter  
Les Pereira  
Bruno Cerqueira Martinez

**Members Absent:**

Genevieve Lussier  
Heather Platt-Gulledge  
Heric Holmes  
Jason Urso  
Kellie Huff

**STAFF:**

Tammy Catchings  
Pacia Wright

**Information Items:**

**1. PAOE Ad Hoc Assignments**

The following PAOE ad hoc appointments were made. The grassroots committees will present their PAOE recommendations for 2024-25 during the winter conference in Chicago.

<b>Category</b>	<b>PAOE ad hoc</b>	<b>PAOE ad hoc</b>
<b>Chapter Operations:</b>	Daniel Bourque	Heric Holmes
<b>Chapter Technology Transfer:</b>	Heric Holmes	Charlie Bertuch
<b>Communications:</b>	Daniel Bourque	Heather Platt-Gulledge
<b>Government Affairs:</b>	Sheila Hayter	Kellie Huff
<b>History:</b>	Carrie Kelty	Heather Platt-Gulledge
<b>Membership Promotion:</b>	Jason Urso	Bruno Martinez
<b>Research Promotion:</b>	Les Pereira	Rob Craddock
<b>Student Activities:</b>	Kellie Huff	Genevieve Lusser
<b>Young Engineers in ASHRAE:</b>	Bruno Martinez	Jason Urso & Carrie Kelty

**2. Referred Motions**

**Golden Gate Chapter Motion 25 (8/19/2023):**

That new PAOE points be given for establishing or maintaining a scholarship fund.

**MOTION 25 WAS AMENDED**

That new PAOE points be given for establishing or maintaining a chapter scholarship fund.

**MOTION 25A (TO AMEND) PASSED**

That new PAOE points be given for establishing or maintaining a chapter scholarship.

**AMENDED MOTION 25A PASSED (7-1-0, chair not voting); Refer to RP**

**Golden Gate Chapter Motion 26 (8/19/2023):**

That new PAOE points be given for events held by a Chapter where the profits are used for scholarships.

**MOTION 26 PASSED** 5-3-0, cnv; Refer to RP

**Iowa Chapter Motion 3 (5/05/2023):**

That the process for obtaining PAOE points for having members on Society Technical Committees/Groups and Obtaining ASHRAE certifications be automated. (PAOE – CT18, CT20, YEA5, YEA6)

**MOTION 3 PASSED** Unanimous voice vote, cnv

**Brasil Chapter Motion 19 (8/04/2022):**

That the insertion of one new score in the PAOE, which would be complementary, related to female participation in the Chapter CIQ. 50 points would be added per female member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

**MOTION 19 WAS AMENDED**

That the insertion of one new score in the PAOE, which would be complementary, related to **female DEI** participation in the Chapter CIQ. 50 points would be added per **female DEI** member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

**MOTION 19A (TO AMEND) PASSED**

That the insertion of one new score in the PAOE, which would be complementary, related to DEI participation in the Chapter CIQ. 50 points would be added per DEI member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

**AMENDED MOTION 19A PASSED** (7-0-0, chair not voting)

**Review of MBOs**

MBO #	Initiatives	Action	Category	MC Assignment
MBO #5	This supports the Resiliency and Decarbonization initiative by fostering partnerships to further research and policy in building decarbonization, which is a critical part of ASHRAE's mission and vision.	Explore how we can establish 2 new development partnerships with key scientific, technical, government, and non-governmental organizations to advance building decarbonization research, technology, education, and policy.		
	•			
MBO #6	This supports the Indoor Environment Quality initiative by promoting partnerships and communication to advance IEQ research and policy, which is central to ASHRAE's mission to promote a sustainable world for all.	Explore how we can establish at least 2 development partnerships to advance IEQ research, technology, and policy. Promote communication among researchers, practitioners, and policymakers through conferences, publications, and marketing efforts.		
	•			

**CRC MOTIONS STATUS**

REG	#	<u>Motions - 2023 Fall CRCs</u>	Referred to:	Answer/Next Steps	Status	Official Response
I	1	<b>Niagara Frontier Chapter - Motion 1 (08/20/2023):</b> Move to rename the Niagara Frontier Chapter to Buffalo Chapter effective immediately.	Members Council	Added to Fall MC agenda (10/17/23)	Open	
I	2	<b>Boston Chapter - Motion 2 (08/18/2023):</b> The process to change the name of a Chapter should be voted on at the Region CRC and not sent up to Member's Council.	Members Council	Added to Fall MC agenda (10/17/23)	Open	
II	3	<b>Toronto Chapter (08/27/2023):</b> For automation of CT18 regarding each ASHRAE certification earned, or renewed by a chapter member during the current fiscal year should be updated automatically in chapter PAOE.	IT Staff	Passed; Estimated completion by W2024 Conference	In Process	
II	4	<b>Halifax Chapter (08/27/2023):</b> That the LYBUNTS & SYBUNTS reports for RP include ALL donations to a chapter campaign-even those from donors outside the chapter	RP Staff	ASHRAE Staff is currently investigating.	Open	Requesting more information from Reg.
II	5	<b>Hamilton Chapter (08/27/2023):</b> To allow an events page link to be posted to the Chapter Meetings page on the Society website in lieu of manually entering event information on the current portal.	IT Staff	Estimated comp. by W2024 Conference	In Process	
II	6	<b>Halifax Chapter (08/27/2023):</b> Society to provide a website that allows for processing of ASHRAE Research Canada donations in Canadian Dollars.	Finance	Added to next Finance Committee agenda	Open	
II	35	<b>Halifax Chapter (08/27/2023):</b> That ASHRAE Society accepts e-Transfers for Research Promotion funds.	RP Staff		Complete	<b>Response:</b> Process already in place to accept e-transfers for Research Promotion funds.
		<b>Response (continued):</b> Chapters can pay by credit card or they can submit an electronic transfer. To response to this motion, RP Staff sent a reminder to RP Chapter Chairs, Co-Chairs, Presidents, and Treasurers on September 26. This reminder email can serve as a reference resource when Chapters need it. RP staff will continue to remind chapters of the ways to send in funds throughout the year as well. That email communication is attached to this response for your reference.				
III	7	<b>Anthracite Chapter (08/11/2023):</b> The Anthracite Chapter moves that Society create a budget line item to pay for Distinguished Lecturer (DL) travel carbon offsets, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process. These funds shall be managed by Society Staff to offset the environmental impact of DL travel each society year.	CTTC	CTTC to submit recommendation to MC by W2024 Conference	Open	
III	8	<b>Baltimore Chapter (08/11/2023):</b> Hold future Society Conferences, conferences that are not under contract, at hotels/resorts that are smoke free.	Staff		Complete	<b>Staff Response:</b> We appreciate the intent of this request and can accommodate in almost every scenario except for Winter Conferences held in Las Vegas, NV.
		<b>Staff Response (continued):</b> Complete implementation of this motion as written is currently not possible due to ASHRAE's agreement with IEC (AHR Expo). Section 2.104.019.1 of the Rules of the Board state "The Society in conjunction with the Air Conditioning, Heating, and Refrigeration Institute (AHRI) shall cosponsor an exposition to be held concurrently with the Society's Winter Meeting to be known as the International Air Conditioning , Heating and Refrigeration Exposition." Therefore, ASHRAE must co-locate the ASHRAE Winter Conference with the Expo. The Expo's current rotation includes Las Vegas every 3-4 years. ASHRAE's headquarter hotel serves as the base for ASHRAE's conference programming during the Winter Conference. ASHRAE requires roughly 175,000 square feet in meeting space to house the ASHRAE technical program and ASHRAE committee meetings. Las Vegas has limited facilities that offer a 100% smoke free environment. The largest smoke-free facility in Las Vegas offers 77,000 square feet of meeting space. That is less than half the needs for an ASHRAE conference. All other smoke free options offer less than 20,000 square feet of meeting space. Due to the limited options of smoke free meeting space in Las Vegas, ASHRAE has to choose a facility that offers the appropriate amount of space to host the conference.				
III	9	<b>Baltimore Chapter (August 11, 2023):</b> Society create digital badges giving Regions the option to convert Chapter awards traditionally given at CRCs to a digital format.	Staff/Mbrs Council	Staff is currently investigating options and plan to present findings at W2024 Conference	In Process	

CRC MOTIONS STATUS

REG	#	Motions - 2023 Fall CRCs (continued)	Referred to:	Answer/Next Steps	Status	Official Response
IX	10	<p><b>Nebraska Chapter (08/04/2023):</b> That the Region Operations Manual (ROM) Appendix D, Section II be modified as follows:</p> <p>"A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region <u>(annually) or at the ASHRAE headquarters (triennially)</u> to plan their upcoming year's activities for the following individuals:</p> <p>D. The DRC has the option to invite the region's presidents elect for President Elect Training to the Regional Planning Meeting <del>however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B- utilizing allocated regional discretionary visits.</del> The <del>chapter</del> visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend."</p>	Members Council	Added to Fall MC agenda (10/17/23)	Open	
IX	11	<p><b>Nebraska Chapter (08/04/2023):</b> That the following changes be made to website and the ROB and H&amp;A MOP. Rules of the Board Change:</p> <p>"The Exceptional Service Award is established to recognize members who have served the Society faithfully with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must <del>have been a</del> <u>be a</u> Full Member for <del>a minimum of ten years</del> and a recipient of the Distinguished Service Award. (96-06-27-34/97-01-30-36)"</p> <p>H&amp;A MOP Change: "The Board approves the establishment of the Exceptional Service Award to recognize members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must <del>have been</del> <u>be a</u> Full Member grade <del>for a minimum of ten years</del> and recipient of the Distinguished Service Award. ROB 520-134-006, (96-06-27-34/97-01-30-36)"</p> <p>Website changes: (taken from ashrae.org/membership/honors-and-awards) "Exceptional Service Award This award recognizes members who have served the Society faithfully and with exemplary effort, far in excess (45 service points) of that required for the Distinguished Service Award (15 service points). The individual must be <del>have been</del> a Full Member <del>for a minimum of ten years</del> and be a past recipient of the Distinguished Service Award."</p>	H&A	Added to H&A agenda W2024 Conference	Open	
IX	12	<p><b>Utah Chapter (08/04/2023):</b> That Honors &amp; Awards Committee implement a formal appeal process for rejected Fellow Grade nominations.</p>	H&A	Added to H&A agenda W2024 Conference	Open	
IX	13	<p><b>Utah Chapter (08/04/2023):</b> That Honors &amp; Awards Committee publish detailed explanation, criteria, examples for the meaning of the requirement of "Attained distinction and made a substantial contribution in HVAC&amp;R and in the built environment," and define in greater detail the following term: "exceptional accomplishments," regarding the nomination of consulting design engineers for Fellow Grade nominations.</p>	H&A	Added to H&A agenda W2024 Conference	Open	
IX	14	<p><b>Utah Chapter (08/04/2023):</b> That Honors &amp; Awards Committee provide individualized feedback to all rejected College of Fellow nominations to explain the reasons nominee did not meet the criteria, including recommended improvements to the nominating materials for resubmission.</p>	H&A	Added to H&A agenda W2024 Conference	Open	



**CRC MOTIONS STATUS**

REG	#	Motions - 2023 Fall CRCs (continued)	Referred to:	Answer/Next Steps	Status	Official Response
IX	15	<b>Nebraska Chapter Amended (08/04/2023):</b> Create investment accounts through ASHRAE Society that Chapters can use for multiyear investments for large expenditures. Large expenditures would be for Chapter needs. (i.e. Hosting a CRC, Technical Conference, and Annual Meeting Host Chapter). <del>Having these accounts would be managed by the ASHRAE Finance Committee or another committee as seen fit by the ASHRAE Board.</del>	Duplicate Motion	Previously passed by Finance Committee	Complete	New Section 4.10 added to MCO titled Chapter Investment Considerations written by the Finance Investment Subcommittee
VII	16	<b>West Virginia Chapter (07/29/2023):</b> ASHRAE Society to forward related attendee contact data of virtual ASHRAE hosted company webinars to US Chapter Memberships Chairs using the MP alias email address.	Staff Greg Martin & IT	Estimated completion by W2024 Conference	In Process	<b>Response:</b> The motion refers to the Supplier Webinars hosted by ASHRAE.
		<b>Response (continued):</b> There is a current process in place to provide Non-Member data to certain chapter officers (like the MP Chair) through the Chapter Reports section of the member portal using a report called the "Non Member Prospect List." ASHRAE currently pulls non-member contacts into these Chapter Reports by zip code for products purchased (i.e. Journal subscriptions) and event registrations (i.e., conferences). This motion would add back-filled non-member registrants and future non-member registrants of Supplier Webinars to the Non-Member Prospect List which is kept updated and active on the Chapter Reports page where certain chapter officers (including the MP Chair) can access and download at any time. Attendees give consent to share their contact information with ASHRAE when they register for these webinars. ASHRAE staff is currently testing adding non-member registrants of the Supplier Webinars to the Non Member Prospect List. The estimated completion date is the 2024 Winter Conference.				
VII	17	<b>New Orleans Chapter (07/29/2023):</b> Section 5.1 of the bylaws to be edited to allow for elected officers to receive compensation if funded by the Society. Specifically beginning at line 11 remove "shall receive no", and insert "may receive"	BOD	Added to Fall BOD agenda (10/19/2023)	Open	
VII	18	<b>New Orleans Chapter (07/29/2023):</b> That the society officers may be provided an honorarium to compensate for lost wages & provide an allowance for healthcare costs.	BOD	Contingent upon outcome of Motion 17	Open	
X	19	<b>Tucson Chapter (08/19/2023):</b> That effective immediately, the first-choice nominee for a RVC position would be notified during or directly after Winter Conference about their nomination and that they are the first choice.	Duplicate Motion	Item is resolved	Complete	This is a duplicate motion that was completed recently.
		Original motion: <b>Illinois Chapter - Motion 2 (05/08/2022):</b> That without disclosing privileged conversation, the RVC nominees be notified of their selection (or not) after CRC caucus is completed. <b>Staff Response:</b> This item is resolved and DRCs with Spring CRCs as well as the full Nominating Committee have been advised. Beginning this Society year, DRCs with spring CRCs will be copied when an incoming RVC indicates his/her willingness to serve. DRCs were also reminded that more often than not, the President-Elect will honor the Region's wishes and the DRC can be confident reaching out to the Region's first choice and alternate choice. For additional background, RVC is an appointed position, and the Society Nominating Committee does not oversee that process. Appointments are made at the discretion of the President-Elect during the spring appointments meeting. So, RVC nominees cannot be officially notified following the CRC caucus because appointments are not made until March or April. However, it was understood that Regions with Spring CRCs need to know this information so training and onboarding can take place. Please see the note above regarding DRCs being copied on the willingness to serve email to help bridge this "gap."				
X	20	<b>Tucson Chapter (08/19/2023):</b> That effective immediately, ASHRAE only purchases marketing items and merchandise that were manufactured by companies with Fair-Trade USA certification, or equivalent, and communicate ASHRAE's commitment to responsible sourcing and support for ethical practices to our members and the wider community.	Marketing Staff		Complete	<b>Response:</b> This is possible for clothing/textiles; however, there are no promotional items that are Fair Trade Certified.
		<b>Response (continued):</b> We would have to stop buying promotional items like pens and stickers or allow for "Made in the USA" items for promotional products. Additionally, we utilize local artists a few times a year for gifts and need to continue doing so (they can't afford the certification). We have recently re-stocked our store with items and these often take years to sell out, so note, this will apply to new purchases going forward but it will take a while to go into effect. We will add information about Fair Trade/Made in the USA items being our priority as we introduce new products (and will mark them appropriately) on the logo store page. Also, note that prices will increase because items made in China are significantly cheaper and this may impact our ability to giveaway promo items at the same level we do today due to budget constraints.				

**CRC MOTIONS STATUS**

REG	#	Motions - 2023 Fall CRCs (continued)	Referred to:	Answer/Next Steps	Status	Official Response
X	21	<b>Central Arizona Chapter (08/19/2023):</b> The Central Arizona Chapter recommends to Member's Council that, effective Society Year 2024-2025, the George B. Hightower Technical Achievement Award be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference and that transportation costs to attend the Plenary be reimbursed for the award recipient.	H&A	Added to H&A agenda for the W2024 Conference	Open	
X	22	<b>Tucson Chapter (08/19/2023):</b> That effective July 1, 2024, travel costs for Chapter Treasurers to attend CRC be covered by Society.	Members Council	Added to Fall MC agenda (10/17/23)	Open	
X	23	<b>Central Arizona Chapter (08/19/2023):</b> The Central Arizona Chapter recommends to Member's Council that effective January 1, 2024 the YEA Award of Individual Excellence be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference.	H&A	Added to H&A agenda for the W2024 Conference	Open	
X	24	<b>Tucson Chapter (08/19/2023):</b> That effective immediately, the ASHRAE SmartStart program add Chapter Dues collection as an option to the online form and subsequent payment.	Staff		Complete	<b>Staff Response:</b> Article V, Section 4.9 (Chapter Dues) of the Constitution & Bylaws states each chapter's Board of Governors
		<b>Staff Response (continued):</b> establishes the dues for the chapter, with approval by vote of members. Chapters can collect dues directly or participate in the Dues Collection Program outlined in section 4.8 of the Manual of Chapter Operations, allowing Society to collect chapter dues when members pay Society dues, during the annual Society Membership Renewal Cycle. The SmartStart application is housed outside of the ASHRAE member database due to the tiered pricing structure over three years, and the review process that occurs to ensure the applicant is eligible to participate. Developing Economies also has a different tiered pricing structure over three years. Society is not able to collect chapter dues with the SmartStart application because the dues amount is different for each chapter. Currently there are approximately a total of 200 SmartStart members. Chapters could consider waiving dues for SmartStart participants until they transition to Associate members to alleviate the need to collect chapter dues for members participating in the SmartStart program.				
X	25	<b>Golden Gate Chapter (08/19/2023):</b> New PAOE points for establishing or maintaining a <del>fund</del> chapter scholarship fund. (Amended by PAOE Subcommittee 9/26/2023)	PAOE SubC	Passed; Refer to RP	Open	
X	26	<b>Golden Gate Chapter (08/19/2023):</b> New PAOE points – for event held by a Chapter where the profits are used for scholarships.	PAOE SubC	Passed; Refer to RP	Open	
XII	27	<b>Florida West Coast Chapter (08/10/2023):</b> Florida West Coast Chapter recommends to Members Council that the Printed Handbook be restored as a free member benefit option made available during membership renewal, and that the selection of the PDF Handbook and Handbook Online member benefits yield a modest monetary credit, redeemable towards the purchase of an ASHRAE publication through TechStreet, beginning July 1, 2024.	MP	MP to submit recommendation to MC by W2024 Conference	Open	
XII	28	<b>Gold Coast Chapter (08/10/2023):</b> The Gold Coast Chapter recommends to Members Council that the guidance statements below to add Section F to MCO, Section 1, 1.6 (Board of Governors), effective January 1, 2024: F. Chapters should annually assess and communicate the following to the Host CRC Committee: a. By eight months preceding the CRC, identify and communicate prospective sponsors. b. By four months preceding the CRC, identify and communicate the number of people attending the CRC.  It would also be desired that the Chapter pledge to the CRC committee when they will start registering for the CRC, book hotel rooms, and indicate when registration payments can be made. This is done to help the Chapter plan its resources and will help the Host CRC Committee with anticipating number of attendees and prospective funding early in the process, so they can pay their current financial obligations.	Region Operations SubC	Will be added to the Region Ops Subcommittee agenda with a target recommendation to MC at the W2024 Conference	Open	

**CRC MOTIONS STATUS**

REG	#	Motions - 2023 Fall CRCs (continued)	Referred to:	Answer/Next Steps	Status	Official Response
XII	29	<b>Central Florida Chapter (08/10/2023):</b> The Central Florida Chapter recommends to Member's Council to investigate a partnership with a "Print-on-Demand" Company to produce branded merchandise for all chapters.	Marketing Staff		Complete	<b>Response:</b> As ASHRAE has 200 international chapters, there is no 'one size fits all' print-on-demand company, or platforms that allow
		<p><b>Response (continued):</b> for the 600+ logos needed (3 versions for each Chapter &amp; Region) to service each Chapter and Region. Each print-on-demand company serves specific regions, accepts different currencies, and operates on the assumption that users are creating goods to sell for a profit. There are fees associated with print-on-demand companies, and each requires a connection to an ecommerce store (such as Shopify) for transactions, and a drop shipping company for order fulfillment, and customer service needs would need to be addressed. Society would need to select multiple providers for each of these required services, based on the region, integrate them with our accounting/payment systems, establish and maintain each ecommerce store and handle customer service. Considering the fees for each of the services, the staff time (and staff needed), it's not yet economically feasible to do this at the Society level. Additionally, there are no 'artwork commissions' provided. This may be feasible as these industries evolve over the years, although it's not at this point. We can recommend an easy solution to chapters and are happy to help those who reach out. If available to the chapter, we recommend one of these options from Lands' End. They offer clothing, promotional merchandise, gifts, and brands include North Face, Carhart, Adidas, etc. Lands' End One Stop Shop offers a one-time \$29 logo setup fee. Once the logo is set up, users can order bulk branded merchandise from the entire catalog. See the Lands' End One Stop Logo Shop (<a href="https://business.landsend.com/services-and-benefits/logos-and-customization/your-one-stop-logo-shop">https://business.landsend.com/services-and-benefits/logos-and-customization/your-one-stop-logo-shop</a>) Lands' End Business Store Front is an online store that anyone with the URL can access (you can password protect the store or embed it in your website for all members to use). The setup process includes creating an account, uploading your logo and having it approved, and selecting items from the catalog you want included in the store. It's quick and user friendly, and their customer service is helpful. This also includes a one-time \$29 logo fee. Example Lands' End Store Front Stores: Click the links for Men, Women, or Promotional Products at the top of the pages. <a href="https://business.landsend.com/store/youwe/">Society of Women Engineers (<a href="https://business.landsend.com/store/youwe/">https://business.landsend.com/store/youwe/</a>)</a></p>				
XII	30	<b>Central Florida Chapter (08/10/2023):</b> The Central Florida Chapter recommends to Communication Committee that Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2024.	Communi-cations	Communications to submit recommendation to MC by W2024 Conference	Open	
XII	31	<b>Jacksonville Chapter (08/10/2023):</b> Jacksonville Chapter moves that Members Council allow Life Members that are deceased to be removed from a chapter's membership roster without penalizing the chapter's MP12 membership growth points, effective June 30, 2024.	MP	Added to MP agenda for the W2024 Conference.	Open	
XIII	32	<b>Malaysia Chapter (08/19/2023):</b> That society recognize the steering committee members of Asia-Pacific Conference on the Built Environment (APCBE) which is being organized biennially in ASHRAE Region XIII and to be awarded 1/2 points/year for each committee member for Regional Award of Merit.	Region Operations SubC	Added to the next Region Ops SubC agenda; target recommendation to MC at the W2024 Conference.	Open	
XIV	33	<b>Portugal Chapter (08/11/2023):</b> The training sessions held by the RVC's at the CRC must be evaluated by the attendees in the same way that other ASHRAE Instructors/Trainers are evaluated. The evaluation forms should be prepared by the respective Society level RVC committees.	Staff Liaisons	Investigating options and will share w/committees for reaction by W2024 Conference.	Open	
XIV	34	<b>Portugal Chapter (08/11/2023):</b> The training sessions held by the RVC's at the CRC should include a section dedicated to PAOE. They should teach Chapter officers how to input their PAOE and monitor their individual performance against the desirable targets, how to enter data in the fields and how to take advantage of the "reports" and "Export" files, and to explain the purpose of all the PAOE fields in their specific themes.	Staff Liaisons	Investigating options and will share w/committees for reaction by W2024 Conference.	Open	
RAL	36	<b>India Chapter (10/07/2023):</b> Increase the first prize money to 5,000 USD for the six student design Competitions starting SY 2024-2025			Under Review	
RAL	37	<b>Bangladesh Chapter (10/07/2023):</b> That the travel cost of the chapter GAC and YEA committee Co-chairs who join CRC training session as a substitute and in the absence of the chapter committee Chair to be reimbursed with effect from 01 Jul 2024.			Under Review	

**CRC MOTIONS STATUS**

REG	#	<b>Motions - 2023 Fall CRCs (continued)</b>	Referred to:	Answer/Next Steps	Status	Official Response
RAL	38	<b>Western India Chapter (10/07/2023):</b> It is proposed to have a provision for uploading a picture (head shot) of the member on their ASHRAE BIO. SY 2024-2025			Under Review	
RAL	39	<b>Lebanese Chapter (10/07/2023):</b> Offering ASHRAE Standards as an option to ASHRAE Handbooks for members in Developing Countries.			Under Review	
RAL	40	<b>Sub Region II (10/07/2023):</b> That Society walks the talk by demonstrating leadership by starting the de-carbonization initiative from its meetings & conferences by curtailing serving meat.			Under Review	
RAL	41	<b>Sri Lankan Chapter (10/07/2023):</b> That all RAL Chapters facing financial difficulties should be allowed to pay membership dues in installments.			Under Review	
RAL	42	<b>Pune Chapter (10/07/2023):</b> It is proposed to initiate a student exchange program between regions. This will help inter-region interaction and students will be able to experience the activities carried out at different regions. Experience different technologies in use and develop connections with professionals. Starting SY 2024-2025			Under Review	
RAL	43	<b>Pune Chapter (10/07/2023):</b> We propose the development of guidelines to quantify the emissions due to ASHRAE events and Conferences, with an intent to organize Net Zero Carbon/ Carbon neutral events for major events (e.g., CRC).			Under Review	
RAL	44	<b>Pune Chapter (10/07/2023):</b> Designate Refrigeration as Grass Root Chair/Committee and provide the same privileges as available for other Grass root chairs/committees. This will provide an impetus to promote Refrigeration activities through ASHRAE. SY 2024-2025			Under Review	
RAL	45	<b>Sub Region I (10/07/2023):</b> That the existing members of the Sudanese Chapter as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.			Under Review	
RAL	46	<b>Sub Region I (10/07/2023):</b> That the existing members of the Libya Chapter, as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.			Under Review	

REG	#	<b>Motions - 2023 Spring CRCs</b>	Referred to:	Answer/Next Steps	Status	Official Response
VI	3	<b>Iowa Chapter (5/05/2023):</b> That the process for obtaining PAOE points for having members on Society Technical Committees/Groups and Obtaining ASHRAE certifications be automated. (PAOE – CT18, CT20, YEA5, YEA6)	PAOE Sub-Committee	Follow up w/IT Staff (Lin)	Open	
VI	5	<b>Minnesota Chapter (5/05/2023):</b> That ASHRAE Society establish a DEI Category for PAOE points by July 1, 2023.	PAOE Sub-Committee		Open	
VI	6	<b>La Crosse Area Chapter (5/05/2023):</b> That society provide an electronic form for the DL lecture surveys.	CTTC	Passed; estimated completion by W2024 Conference	In Process	
VIII	8	<b>Monterrey Chapter (4/29/2023):</b> That a <del>Chapter Administrator Roster</del> be created <u>to include the email aliases for Chapter Presidents and CTTC Chairs</u> for all chapters in the society to facilitate partnerships between chapters from different regions.	Region Operations SubC	Passed; ASHRAE staff is in the process of completing the report and adding it to the Chapter Reports portal. Estimated completion by W2024 Conference.	In Process	

**CRC MOTIONS STATUS**

REG	#	<u>Motions - 2022 Fall CRCs</u>	Referred to:	Answer/Next Steps	Status	Official Response
II	5	<b>Toronto Chapter (8/26/2022):</b> That ASHRAE Society should create API's (Application Programming Interface) / web services or another electronic means to allow chapters to automatically update their membership lists (to keep track of chapter dues paid on the society website vs chapter website/active members).	MP	Passed; Refer to IT/Staff		
II	7	<b>Halifax Chapter (8/26/2022):</b> That Society increase the PAOE points YEA16 for each YEA event at chapter meetings or separate organized YEA event to 100 points, & YEA17 for each YEA activity outside of chapter meetings that include a technical component to 100.	PAOE SubC	Added to next PAOE Subcommittee agenda	Open	
II	8	<b>Halifax Chapter (8/26/2022):</b> That Society allow purchase of carbon offset for all transportation costs.	BOD	Referred to BOD Scope 3 subgroup; will discuss at next meeting 3-NOV-2023	Open	This item is currently underway and options for Society to purchase carbon offsets are being investigated.
II	10	<b>Halifax Chapter (8/26/2022):</b> That Society pay for a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications.	Planning SubC	Passed; assigned to staff to provide update by W2024 Conference	In Process	Members Council passed this motion as amended (see blue updates on motion) on June 27, 2023 with a vote of 20-2-0 CNV. Staff is currently working on hiring a consultant and will communicate with Canadian Chapters and Regional Leaders with more information
X	17	<b>San Jose Chapter (8/19/2022):</b> That during ASHRAE Society Year 2022-2023, a method be established and implemented to provide the ability for ASHRAE members seeking mentorship to discover mentors via an online database with other ASHRAE members willing to be mentors by matching certain criteria indicated by both the mentee and the mentor via online application forms.	YEA	This motion will be added to the YEA agenda at the W2024 Conference	Open	
XII	19	<b>Brasil Chapter (8/04/2022):</b> That the insertion of one new score in the PAOE, which would be complementary, related to <del>female DEI</del> participation in the Chapter CIQ. 50 points would be added per <del>female DEI</del> member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023. (Amended by PAOE Subcommittee 9/26/2023)	PAOE SubC	Passed	In Process	
XII	20	<b>Central Florida Chapter (8/04/2022):</b> That the following PAOE Points be awarded starting in Society Year 2023-2024. 1. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in the annual voting (max 500 points). 2. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in each society issued survey of the members (max 500 points).	PAOE SubC	Added to next PAOE Subcommittee agenda	Open	
XII	21	<b>Central Florida Chapter (8/04/2022):</b> That the Student Activities Committee change PAOE item SA6.13 to exclude Student Branch Advisor participation, clarify post-high school activity to not overlap with other SA PAOE items, and create a 200 maximum point threshold, effective July 1, 2023.	PAOE SubC	Added to next PAOE Subcommittee agenda	Open	
XII	22	<b>Central Florida Chapter (8/04/2022):</b> That the ASHRAE member bio details pertaining to internship employment status be automatically populated for PAOE item SA6.17 starting July 1, 2023.	PAOE SubC	Added to next PAOE Subcommittee agenda	Open	

**CRC MOTIONS STATUS**

REG	#	<b>Motions - 2022 Fall CRCs (continued)</b>	Referred to:	Answer/Next Steps	Status	Official Response
XII	24	<b>Central Florida Chapter (8/04/2022):</b> That chapter PAOE items should be seen only by that chapter's members, except for regional officers, effective July 1, 2023.	PAOE SubC	Added to next PAOE Subcommittee agenda	Open	
XIV	45	<b>UK London Chapter (9/08/2022):</b> That ASHRAE restrict access to Chapter CIQs to read only for Regional Officers and make changes traceable	RegOps SubC	ASHRAE Staff is currently investigating if the ability to limit regional access to just DRCs and RMCRs is possible.	Open	Members Council decided that the DRC and RMCR needs access to the CIQ and does not want their access restricted. Staff is currently investigating if we can limit regional access to just the DRC and RMCR. As far as changes being traceable, the creator and the last person to make changes to a record will show on the record.
RAL	49	<b>Lebanese Chapter (10/12/2022):</b> That Society dues be lowered for Developing Economies according to their GDP's or GDP per Capita. Lower Middle Income and Lower Income: GDP per Capita less than \$4250, Member dues \$60; Upper Middle Income: GDP per Capita less than \$13200, Member dues \$120	Finance		Ongoing	This will be part of an analysis of Member Dues performed by FC in FY23-24. Ongoing.
REG	#	<b>Motions - Spring CRCs 2022</b>	Referred to:	Answer/Next Steps	Status	Official Response
VI	1	<b>Illinois Chapter (5/08/2022):</b> That ASHRAE Society automatically initiate the upgrade from Associate grade to Member grade based upon the Associate updating their ASHRAE Biography information.	MP	Passed; Refer to IT		IT Staff is currently working to implement this this automation.
VI	3	<b>Illinois Chapter (5/08/2022):</b> That ASHRAE should establish an ongoing Membership demographic and compensation survey. (same as CRC Motion 7)	BOD		In Progress	This is currently under investigation by staff. Ongoing.
VIII	7	<b>Dallas Chapter (4/27/2022):</b> That ASHRAE should establish an ongoing Membership demographic and compensation survey. (same as CRC Motion 3)	BOD		Open	This is currently under investigation by staff. Ongoing.
XI	9	<b>Regina Chapter (5/04/2022):</b> That Section 4.2, Election, of the ASHRAE Bylaws be revised	ExCom		Open	

## Action Items

### 2023 MEMBERS COUNCIL ANNUAL MEETING (6/27/2023)

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1	3	To refer Defeated Motion 5 to Finance Comm (5) That ASHRAE accept payment from members (any membership dues, conferences or event fees, or any other costs) in their local currency starting FY 2024/2025.		Open	
2	5	All committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	Open	1/2024
3	13	To refer Motion 13 to PubEd Council (13) To provide the additional option of one ASHRAE Guideline (PDF) as a membership benefit to full-dues paying members annually.	Bill McQuade	Open	
4	14	Region Operations Subcommittee to make Motion 14 an MBO (14) To redefine what is considered to be a Chapter and a Section.	Region Ops	Open	
5	23	Move "Questions" section of the Logo Merchandise webpage to the top of the webpage and modify the wording to include reference to bulk orders	Marketing Staff	Open	
6	27	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	Open	12/2023

### 2022 MEMBERS COUNCIL FALL MEETING (9/30 – 10/1/2022)

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1	4	MP to create small group to work with RP/ Fundraising on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta	MP Committee/ MP Staff Liaison	Open	2/2023

### 2022 MEMBERS COUNCIL ANNUAL MEETING (6/28/2022)

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
2	12	CEC to make sure all chapters know about hosting opportunities for Annual Conference	CEC	Ongoing	
4	17	Planning Subcommittee to revise the Members Council MOP to reference visiting each ASHRAE chapter, not only those in the Region-At-Large, once every five years.	Planning	Open	
8	20	Staff to update CRC Manual	Staff	Open	01/2023

**2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022)**

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
8	17	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures.  <b>Status:</b> This will be updated in the Region Operations Manual, Manual of Chapter Operations and CRC Manual by January 2024	Staff	In Process	06/2022

**2021 MEMBERS COUNCIL FALL MEETING (11/4-5/2021)**

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
19	15	To follow up and talk through what the real issues are and how this should be addressed and to come up with a plan for the RP exceptions to keep members from being frustrated for not meeting the RP deadline date for year-end donations. This ad hoc will meet in February following the winter conference and will have a recommendation for Members Council at their next meeting.  <b>Status:</b> RP Staff will send a reminder of the end of the year policy to chapter volunteers with detailed instructions on how to get the funds in, and what to do if they can't. This is something RP will be emphasizing in training and in communications to volunteers throughout the year. RP Staff will add the chapter presidents and treasurers to the communications which will help this issue as well.	Abrams, Karnik, Khankari, Peach, Abbott-Adkins & Mumford	Open	06/2022
28	21	<b>MBO 2:</b> Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval.	Planning Subcommittee	Open	06/2022



<b>Fall 2024</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region I</b>	Northeast Chapter Albany, NY		Richard E Vehlow (#5159004)
		TARGET: August 3rd Week	
<b>Region II</b>	Toronto Toronto, ON, CAN	August 23-25	
		TARGET: August 4th Week	
<b>Region III</b>	Lehigh Valley Bethlehem, PA	August 15-17	Frank Paretti, Jr (#8110492)
		TARGET: August 3rd Week	
<b>Region IV</b>	Atlanta Atlanta, GA	August 8-10	
		TARGET: August 2nd Week	
<b>Region V</b>	Cincinnati Cincinnati, OH		
		TARGET: July 4th Week	
<b>Region VII</b>	Memphis Memphis, TN	July 25-27	Mike Bilderbeck (#62705)
		TARGET: July 5th Week	
<b>Region IX</b>	Idaho Boise, ID	August 1-3	Dan Russell (#8082007)
		TARGET: August 1st Week	
<b>Region X</b>	Central Arizona Phoenix, AZ		Kellie R Huff (#8121635)
		TARGET: August 3rd Week	
<b>Region XII</b>	Brasil Sao Paulo, BRA		Leonilton T Cleto (#5031595)
		TARGET: August 2nd Week	
<b>Region XIII</b>	Macao Studio City, MAC	August 17-18	Seng Fat (Alfred) Wong (#8293408)
		TARGET: August 4th Week	
<b>Region XIV</b>	Israeli Jerusalem, ISR	September 15-16	
		TARGET: September 3rd Week	
<b>Region XV</b>	India New Delhi, IND		Kanagaraj Ganesan (#8277412)
		TARGET: September 3rd Week	
<b>RAL</b>	Falcon Dubai, UAE		Abdallah Mahmoud (#8166946)
		TARGET: October 1st Week	

<b>Spring 2025</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region VI</b>	Iowa Des Moines, IA		
		TARGET: May 1st Week	
<b>Region VIII</b>	NE Oklahoma Tulsa, OK	April 24-26	Dan Owens (#5203794) Mike Beda (#49788)
		TARGET: April 4th Week	
<b>Region XI</b>	Oregon Portland, OR		
		TARGET: May 2nd Week	

Fall 2025	Host Chapter/ Location	Dates	CRC General Chair
Region I			
Region II	Hamilton Hamilton, ON, CAN	TARGET: August 3rd Week August 22-24 TARGET: August 4th Week	
Region III	Richmond Richmond, VA	TBD TARGET: August 3rd Week	Andrew Steven Hobson (#8227565) Kevin Dofflemyer (#8210548)
Region IV	North Piedmont Greensboro, NC	TARGET: August 2nd Week	
Region V	Columbus Columbus, OH	TARGET: July 4th Week	Robert Edward Snow, III (#8266947)
Region VII	Birmingham Birmingham, AL	July 25-27 TARGET: July 5th Week	
Region IX	El Paso	TARGET: August 1st Week	Joint w/Region X
Region X	Golden Gate San Francisco, CA	TARGET: August 3rd Week	Brian Chacon (#8262229) Joint w/Region IX
Region XII	Ecuador Guayaquil, ECU	TARGET: August 2nd Week	Guillermo Soriano (#8281595)
Region XIII	Korea Seoul, KOR	TARGET: August 4th Week	
Region XIV	Portugal Lisbon, PRT	TARGET: September 2nd Week	
Region XV		TARGET: September 3rd Week	
RAL		TARGET: September 3rd Week	

Spring 2026	Host Chapter/ Location	Dates	General Chair
Region VI	Iowa	TARGET: May 1st Week	
Region VIII	Arkansas Little Rock, AR	April 23-25 TARGET: April 4th Week	
Region XI	Manitoba Winnipeg, MB, CAN	TARGET: May 2nd Week	

Fall 2026	Host Chapter/ Location	Dates	CRC General Chair
Region I		TARGET: August 3rd Week	
Region II		TARGET: August 4th Week	
Region III		TARGET: August 3rd Week	
Region IV		TARGET: August 2nd Week	
Region V	Cleveland	TARGET: July 4th Week	
Region VII		TARGET: July 5th Week	
Region IX		TARGET: August 1st Week	
Region X		TARGET: August 3rd Week	Joint w/Region XI
Region XII		TARGET: August 2nd Week	
Region XIII		TARGET: August 4th Week	
Region XIV	ASHRAE UK	TARGET: September 2nd Week	
Region XV		TARGET: September 3rd Week	
RAL		TARGET: September 3rd Week	

Spring 2027	Host Chapter/ Location	Dates	CRC General Chair
Region VI		TARGET: May 1st Week	
Region VIII		TARGET: April 4th Week	
Region XI	British Columbia Vancouver, BC, CAN	TARGET: May 2nd Week	Joint w/Region X (August 2026)

<b>Fall 2027</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region I</b>		TARGET: August 3rd Week	
<b>Region II</b>		TARGET: August 4th Week	
<b>Region III</b>		TARGET: August 3rd Week	
<b>Region IV</b>		TARGET: August 2nd Week	
<b>Region V</b>	Central Indiana	TARGET: July 4th Week	
<b>Region VII</b>		TARGET: July 5th Week	
<b>Region IX</b>		TARGET: August 1st Week	
<b>Region X</b>		TARGET: August 3rd Week	
<b>Region XII</b>		TARGET: August 2nd Week	
<b>Region XIII</b>		TARGET: August 4th Week	
<b>Region XIV</b>	Danube Timisoara, Romania	TARGET:	
<b>Region XV</b>		TARGET: September 3rd Week	
<b>RAL</b>		TARGET: September 3rd Week	

<b>Spring 2028</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region VI</b>		TARGET: May 1st Week	
<b>Region VIII</b>		TARGET: April 4th Week	
<b>Region XI</b>		TARGET: May 2nd Week	