



MEMBERS COUNCIL

# MINUTES

Annual Conference – June 27, 2023

These minutes have been approved by Members Council on October 17, 2023.

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## PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That the Central America Section, sponsored by the Florida West Coast Chapter, whose headquarters will be in the city of San Jose, Costa Rica, whose geographic area of activity will be Central America be approved and that the Costa Rica and Panama Sections be simultaneously dissolved (Region XII).
3	6	That the two UK Sections of Region XIV, the UK Northern Section & the Scotland Section be sponsored by the ASHRAE UK Chapter (Region XIV).
4	6	That consent motions a. through f. as shown below be approved:
		a. That the charter of the Shiv Nadar Institute of Eminence Student Branch, located in Dadri, Uttar Pradesh, India, and sponsored by the India Chapter be approved. (RAL)
		b. That the charter of the Krishna Institute of Engineering and Technology (KIET) Student Branch, located in Ghaziabad, Uttar Pradesh, India, and sponsored by the India Chapter be approved. (RAL)
		c. That the Lipscomb University Student Branch, located in Nashville, Tennessee, and sponsored by the Nashville Chapter be approved. (VII)
		d. That the London South Bank University (LSBU) Student Branch, located in London, UK and sponsored by the ASHRAE UK Chapter be approved. (XIV)
		e. That the Recife Student Branch, located in Recife, Brazil, and sponsored by the Brasil Chapter be approved. (XII)
		f. That the Lagos State University Student Branch, located in Lagos, Nigeria, and sponsored by the ASHRAE Nigeria Chapter be approved. (RAL)
6A	7	That Society pay a maximum of \$5000 USD 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.
7	9	Communications Committee recommends that Members Council approve the revisions to the Communications Committee Manual of Procedures to reflect that the chair of Communications Committee is a voting member of Members Council and to update wording regarding meeting types as shown in <a href="#">Attachment B1</a> .
8	10	That ROB 2.104.015 be revised as follows: (First-time monitors shall be exempt from paying fees; repeat monitors will be charged a full registration fee with a 75% discount)
9	12	GAC recommends that Members Council approve a pilot program that would identify and recruit Subject Matter Experts within ASHRAE to communicate technical information effectively to government officials and policy makers. The framework for the program is provided in Attachment D1. Details for the pilot program would be developed during July-December 2023, and the pilot would be implemented in January 2024-June 2024, with SME transportation to three (3) meetings funded under this program.
10	14	The Honors & Awards Committee recommends to Members Council the following additions to the Manual for Chapter Operations (MCO). (Suggested Operations Calendar)
11	14	The Honors & Awards Committee recommends to Members Council to approve the Eunice Foote Decarbonization Award with the first presentation occurring at the 2024 Annual Conference Plenary.
12	14	That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately: (added H&A Calendar for a successful year)
13	17	To provide the additional option of one ASHRAE Guideline (PDF) as a membership benefit to full-dues paying members annually.
15	23	Recommendation to the current President of ASHRAE, Farooq Mehboob, that Ralph Kison receive the Presidential Certificate of Honor at a Plenary Meeting at the 2024 Winter Conference.
16	26	That Members Council approve the revised "Constitution and Bylaws of the Southern California Chapter of ASHRAE" which have been approved by the chapter and signed by the chapter president.

## PRINCIPAL APPROVED MOTIONS (continued)

<b>17</b>	27	That Society offer a bulk discount to chapters at the merchandise store.
<b>18</b>	27	That ASHRAE restrict access to Chapter CIQs to read only for all Regional Officers <u>except DRCs and RMCRs</u> and make changes traceable.
<b>19</b>	27	That the position of Region Diversity Chair be added to the Region CIQ (i.e., the Region Information Questionnaire) <u>and that this position be added to the list of potential allocated visit utilizations in Section B of Appendix D of the Region Operations Manual</u> , effective July 1, 2023.

## ACTION ITEMS

### Tampa A23 - Action Items

AI#	PG#	Action Item	Duty	Due Date	Status
1	7	To refer Defeated Motion 5 to Finance Committee (accept local currency)	Staff	Open	
2	9	All Standing Committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	Open	1/2024
3	17	To refer motion 13 to Pub Ed Council (add ASHRAE Guideline (pdf) as member benefit)	Bill McQuade	Open	
4	18	Region Operations Subcommittee to make Motion 14 an MBO (redefine Chapters and Sections)	Region Ops	Open	
5	27	Move the "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	31	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	Open	12/2023

**MINUTES  
MEMBERS COUNCIL MEETING  
JUNE 27, 2023**

MEMBERS PRESENT:           Ginger Scoggins, Chair                                 Dennis Knight, Vice-Chair

**VOTING MEMBERS PRESENT**

Devin Abellon, DRC REG X	Genevieve Lussier, RMCR REG II	Jonathan Smith, RMCR REG IX
Ken Fulk, DAL	Sherry Abbott-Adkins, RMCR REG III	Buzz Wright, RMCR REG X
Ronald Gagnon, DRC REG II	Heather P Gulledege, RMCR REG IV	Rob Craddock, RMCR REG XI
Eileen Jensen, DRC REG XI	Julia Timberman, RMCR REG V	John Constantine, REG XII ALT
Kishor Khankari, DAL	Maggie Moninski, RMCR REG VI	Ching Loon Ong, RMCR REG XIII
Wei Sun, DAL	Scott Peach, RMCR REG VII	Ioan Dobosi, RMCR REG XIV
Charles Bertuch, RMCR REG I	Joseph Sanders, RMCR REG VIII	Bassel Anbari, RMCR RAL

**NON-VOTING MEMBERS PRESENT:**

Daniel Robert, CTTC	Darryl Boyce, GAC	Mai Anh Dao, SAC
Jessica Mangler, Communications	Isabelle Lavoie, H&A	Madison Schultz, YEA
Christine Reinders-Caron, CEC	Matt Rowe, RP	

**GUESTS PRESENT:**

\*Virtual Attendees

Mike Bilderbeck	Colin E Laisure-Pool	Aakash Patel	Daniel Russell
Sarah Bordenkecher	Cheng Wee Leong	*Thiago Portes	David Samayoa
Daniel Chudecke	Eduardo Maldonado	Elizabeth Primeau	Raul Simonetti
*Baki Cvijetinovic	Bruno Martinez	Keith Reihl	Kay Thrasher
*Anuj Gupta	Bill McQuade	*Andrew Reilman	Edward Tsui
*Rob Hoadley	Mark Miller	Rachel Romero	Joshua Vasudevan
Rajendera Kapoor			

**STAFF PRESENT:**

Tammy Catchings	Vanita Gupta	Jeanette McCray	*Katie Thomson
Tony Giometti	Daniel Gurley	Julia Mumford	Anne Wilson
*Andrew Barberi	Jeff Littleton	Kirstin Pilot	Pacia Wright
Megan Gotzmer	Rhiannon Masterson	Joslyn Ratcliff	Alice Yates

**1. CALL TO ORDER**

The 2023 Annual Meeting of Members Council was called to order by Ginger Scoggins, Chair, on Tuesday, June 27, 2023 at 8:15 am in Tampa Marriott Waterside – Florida Salon V (2) Tampa, FL.

**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**

**5. APPROVAL OF DRAFT MINUTES**

It was moved by Ron Gagnon and seconded

(1) That the draft minutes from the February 7, 2023 Winter Meeting of Members Council be approved.

**MOTION 1 PASSED.** (22-0-0, chair not voting)

## 6. SECTIONS, STUDENT BRANCH CHARTERS, and POSTPONED MOTIONS

It was moved by Tulia Rios and seconded

(2) That the Central America Section, sponsored by the Florida West Coast Chapter, whose headquarters will be in the city of San Jose, Costa Rica, whose geographic area of activity will be Central America be approved and that the Costa Rica and Panama Sections be simultaneously dissolved (Region XII).

**Background:** Central America has 7 countries. Region XII has 2 existing sections in Central America: the Panama Section of the region and the Costa Rica Section of the Florida West Coast Chapter. This new encompassing Central America Section can better serve the interests and provide benefits to all members in Central America. It is agreed by the FWC chapter to support the section moving forward. This process started in 2022 with the initial rollout of the idea to all Central American ASHRAE members. After several meetings during 2023 with an established steering ad hoc committee, the consensus agreement was made to form the section; a “call for members” was sent out; an inaugural section member list of 28 members was made, and an election was made for their first board of governors, with 10 members from 6/7 countries elected as representatives. The DRC has sent an email out to all Central American members to advise them, and there has been overwhelming positive feedback and support for this new section.

**Fiscal Impact:** none to the Society; this is a section of the FWC Chapter

**MOTION 2 PASSED.** (unanimous voice vote, chair not voting)

It was moved by Ioan Dobosi and seconded

(3) That the two UK Sections of Region XIV, the UK Northern Section & the Scotland Section be sponsored by the ASHRAE UK Chapter (Region XIV).

**Background:** ASHRAE Scotland and UK Northern Section were formed in 2017 and sponsored by Region XIV. The sections currently serve ASHRAE members in Northern England and Scotland. To serve ASHRAE members better in Northern England and Scotland, the sections wish to come under the ASHRAE UK chapter. This exercise aims to increase participation and engagement with the Section members and allow members to have opportunities to network with a much wider community.

The sections will report to ASHRAE through the Chapter. This will improve administrative processes and ensure sections are able to report in a timely fashion and to engage with ASHRAE initiatives such as Decarbonization and other current themes.

By arranging for sections to report via the Chapter, each section can improve its YEA activities and encourage further growth of members through local universities.

**Fiscal Impact:** None

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

It was moved by Ginger Scoggins and seconded

(4) That the following consent motions a. through f. shown below be approved.

- a. That the charter of the Shiv Nadar Institute of Eminence Student Branch, located in Dadri, Uttar Pradesh, India, and sponsored by the India Chapter be approved. (RAL)
- b. That the charter of the Krishna Institute of Engineering and Technology (KIET) Student Branch, located in Ghaziabad, Uttar Pradesh, India, and sponsored by the India Chapter be approved. (RAL)
- c. That the Lipscomb University Student Branch, located in Nashville, Tennessee, and sponsored by the Nashville Chapter be approved. (VII)
- d. That the London South Bank University (LSBU) Student Branch, located in London, UK and sponsored by the ASHRAE UK Chapter be approved. (XIV)
- e. That the Recife Student Branch, located in Recife, Brazil, and sponsored by the Brasil Chapter be approved. (XII)
- f. That the Lagos State University Student Branch, located in Lagos, Nigeria, and sponsored by the ASHRAE Nigeria Chapter be approved. (RAL)

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

It was moved by Ron Gagnon and seconded

(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.

**Background:** There are 17,210 members of ASHRAE from outside the United States. In countries where the US dollar is not the currency, members must pay extra fees and may have limits on amounts of USD transactions per month/year. In Australia the fee is 3% and in Canada this fee can be between 20%-30%. In the Caribbean in Trinidad the USD limit is 150-200 dollars per card with no more than 3,000 dollars being charged across all cards. Other subscriptions such as Netflix, Apple Music, and phone bills typically get to the 150-200 USD limit on their own. Business cards can charge up to 10,000 USD for every two months. In Barbados no more than 5,000 USD can be charged per card. In Egypt in March 2022 1 USD = 15.7 EGP. In February of 2023 1 USD = 30.7 EGP. Membership dues are 155 USD which equals 5,235 ESD. Average monthly income for engineers in Egypt is 6,000 EGP. On top of that fees are an additional 10%. The Egypt Chapter is seeing a decline in membership due to inflation and fee. Fees and USD limits like this can make it extra challenging for international members to pay for dues, register for conferences, and come to other ASHRAE events. The intent is to increase international membership which will help ASHRAE further align with ASHRAE's DEI initiatives.

**Fiscal Impact:** We understand that ASHRAE will now incur the cost of additional fees. The increase in global participation could possibly offset the loss in funds. We anticipate a formal study will need to fully understand the fiscal impact.

**MOTION 5 DEFEATED.** (4-18-0, chair not voting)

**AI 1** The defeated motion be referred to Finance Committee.

It was moved by Genevieve Lussier and seconded

(6) 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.

**Background:** Our understanding is that all US chapters benefit from not-for-profit status as an umbrella consequence of Society having not-for-profit status. The 16 Canadian chapters across Regions II and XI, represents nearly 10% of society chapters, and there is no centralized guidance on corporate structure or tax implications. A consultant should be hired to provide an opinion on the best way to protect executive and leadership at the Canadian Chapter level.

**Fiscal Impact:** \$5000 **CND**; Halifax Chapter engaged a lawyer specialized in not-for-profit for \$250 in 2019, and Ottawa Chapter engaged a lawyer for \$2500 in 2020. Guidance on a federal level may cost more.

**MOTION 6 WAS AMENDED**

It was moved by Ron Gagnon and seconded

(6A) That Society pay a maximum of \$5000 CND 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.

**MOTION 6A (TO AMEND) PASSED.** (19-1-0, chair not voting)

(6A) That Society pay a maximum of \$5000 CND 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.

**AMENDED MOTION 6A PASSED.** (20-2-0, chair not voting)

## 7. MEMBERS COUNCIL REPORTING COMMITTEE REPORTS

### A. Chapter Technology Transfer Committee Report (Attachment A)

The following was reported by Daniel Robert, Chapter Technology Transfer (CTTC) Chair

## **CTTC Information Items**

### 1. CRC Motions Referred to CTTC:

#### **Region XI CRC Motion #12 – Regina Chapter:**

That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel for Society Technology Awards. 1 point for member per year and 1 1/2 points for chair of the committee per year. This would be the same points for Sub Committee members and Chairs.

*Response: Motion Passed 15-0-1. CTTC is in support of this motion going to the H&A Committee for further review.*

#### **Region VI CRC Motion #6 - La Crosse Area Chapter:**

That Society provide an electronic form for the DL lecture surveys.

*Response: Motion Passed 15-0-0. Already in progress with ASHRAE IT.*

#### **Region XII CRC Motion #7 - Colombia Chapter:**

That Distinguished Lecturer terms of service be added to the ASHRAE Member Bio under Section 5a, starting July 1, 2023.

*Response: Motion Failed 1-12-1 CNV. This same motion was submitted in 2021 and addressed by CTTC at that time. Reasoning: DLs can manually add their DL dates of service into the member bio. We also believe that the funds required to make this programming update could be better used elsewhere.*

#### **Region XIV CRC Motion #32 - Cyprus Chapter:**

That Society increase the DL allocations to Region XIV from 8 to 12 in 2023-24.

*Response: Motion Failed 0-15-0 CNV. The number of DL allocated visits are based on a formula of chapters and area assigned members. The allocations are reviewed by the DL Working Group and they make changes as they see fit. Any unused allocated visits are put into pool visits on December 1, which are available to any chapter on a first-come, first-served basis. Try to push for multi-chapter visits.*

### 2. Distinguished Lecturer Program:

- a. For the 2022-23 Society Year, our DL program had 190 allocated visits and 108 non-allocated visits, for a total of 298 DL visits. Out of that total, 28 visits were reported as virtual; however we believe that number is higher because it is not required to report if a visit is virtual or in-person. Starting with the upcoming 23-24 Society Year, the new digital DL Participation Form will require the chapter to confirm if a visit is virtual or in-person.
- b. CTTC has approved a roster of 86 DLs for the 2023-24 Society year. 24 new DLs will begin two-year terms on July 1, 2023 and seven current DLs will end their service as of June 30, 2023.
- c. Fourteen of the 70 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Netherlands, Singapore, Sri Lanka and the UK. DL presentations are available in ten languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Portuguese, and Spanish.

### 3. Tech Hour:

- a. CTTC released two Tech Hours this Society Year:
  - i. Hospital Decarbonization with Walt Vernon – went live February 23
  - ii. Emotional Intelligence with Karine Leblanc – went live May 23
- b. We plan on recording up to four Tech Hours for the next 23-24 Society Year, including:
  - i. Building Decarbonization with Mick Schwedler
  - ii. The Fraternal Twins of Decarbonization with Erin McConahey

### 4. Decarbonization Efforts:

For FY2022, CTTC took on the ambitious goal of decarbonizing its activities. We remain fully committed to provide in person DL presentations to fully engage our worldwide membership, even if this creates GHG emissions. CTTC was, and is still, fully committed in achieving its decarbonization goal, despite the setbacks in the last 2 weeks due to Society policy and Staff decisions.

During this last year, CTTC has deliberated within the committee and surveyed our DLs to find an acceptable way, both financially and socially, to offset CTTC GHG generation, while performing its mission of bringing technology to Society members. The initial plan to purchase commercial GHG offsets for associated DL travel was not pursued due to consensus against moving ASHRAE funds outside of ASHRAE.



Consequently, CTTC decided to implement an ASHRAE decarbonization offset endowment. The endowment would be funded by existing CTTC budget associated with travel activities. With that endowment in place, CTTC was also hoping to see other grassroots committees join the decarbonization efforts using this method as an example. Money generated by the endowment would have been dedicated to supporting internal ASHRAE decarbonization efforts. As an example, this endowment could have been used to support the YEA decarbonization grants program that is proposed by incoming Society President Scoggins.

Furthermore, we were hoping that Society would consider forming a team of staff and/or member volunteers to address the complex task of bringing ESG within ASHRAE activities as opposed to an ongoing cost of an external consultant. An ESG team can track our GHG footprint as well as diversity efforts currently underway through the DEI committee.

We just became aware that a comprehensive decarbonization study has been outsourced by Society and that findings and recommendations will be discussed during the BOD meeting here in Tampa. While this may explain why CTTC's decarbonization offset efforts were put on the "back burner", we were very much surprised that none of the grassroots committees were apprised of this upcoming study that will ultimately affect our activities, whether positively or negatively.

We urge Society to bring decarbonization to its own operation activities as quickly as possible and to take a leading role as one of the premier non-profit organizations promoting the decarbonization of buildings. Our message needs to be loud and clear; Not only are we promoting buildings, either existing or new, with the lowest GHG footprint possible wherever the building sits on the planet, but we also need to do so while creating the lowest emissions possible, or at minimum, taking action to report on, and offset, our own GHG footprint.

CTTC wants to make a difference and offer our help in doing so.

Ginger Scoggins reported that Society has hired a consultant to look at ASHRAE's GHG footprint and how to reduce it.

## **B. Communications Committee Report (Attachment B)**

The following was reported by Jessica Mangler, Communications Committee Chair

It was moved by Devin Abellon

**(7)** Communications Committee recommends that Members Council approve the revisions to the Communications Committee Manual of Procedures to reflect that the chair of Communications Committee is a voting member of Members Council and to update wording regarding meeting types as shown in [Attachment B1](#).

**BACKGROUND:** At the Atlanta Winter Conference the decision was made that chairs of committees reporting to Members Council would become voting members. The role of the chair is outlined in the MOP, listed as a non-voting member. Now that committee chairs are voting members of Members Council, an update is necessary.

**FISCAL IMPACT:** \$0

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

**AI 2** Ginger Scoggins assigned an action item to all committees to update their MOPs to note that chairs are voting members of Members Council

## **Communications Information Items**

### 1. CRC Motions Referred to Communications Committee

#### **Region II CRC Motion #6 - Montreal Chapter:**

That Society offers support to chapters for building and maintaining chapters websites through "pre-negotiated" agreements and discounts with national suppliers.

***Answer:** Communications Committee discussed this motion during their meeting, with two voting members of the committee being from Region II and familiar with the motion. The committee will provide a response following the Annual Conference and prior to the Members Council Fall Meeting. In general, the committee is in agreement with the intent of this motion, but additional discussions are*

*required so that the committee can complete a response that defines specific steps to take so that the intent of the motion can be achieved.*

**Region II CRC Motion #11 - Toronto Chapter:**

That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.

*Answer: Communications Committee discussed this motion during their meeting, with two voting members of the committee being from Region II and familiar with the motion. The committee will provide a response following the Annual Conference and prior to the Members Council Fall Meeting. In general, the committee is in agreement with the intent of this motion, but additional discussions are required so that the committee can complete a response that defines specific steps to take so that the intent of the motion can be achieved.*

Communications Committee discussed the open survey regarding use of volunteer time. To date, there have been 276 responses. The committee feels the data from these responses need to be better filtered/sorted so that specific actions items and recommendations can be formed for different group types within ASHRAE. The committee will continue to review data over the next Society year to identify how can communication resources be used to improve volunteer time efficiency.

2. Communications Committee held an in-person Office Hour at the Tampa Conference. The Committee will schedule future Office Hours for the 2023-2024 Society Year. The schedule will be posted, and recordings are available at [ashrae.org/officehours](http://ashrae.org/officehours).
3. Communications Committee discussed how to have its virtual meeting guidance document more widely used and distributed. The committee has noticed there's still ongoing struggles within ASHRAE about virtual/hybrid meetings and that members are not following or reading the committee's guidance document. So the committee discussed many ways to "grab attention" from other members so that the implementation of the guidance document can be increased.
4. The committee discussed the Wix website template and WordPress theme it makes available to chapters. **Twenty-one chapters** and **three Regions** have requested the WordPress theme for chapter websites. **Fifteen chapters** have requested the Wix template for chapter websites. The committee contacted those who have requested the template/theme to gain an understanding of usage and gather feedback on the templates and/or theme and is beginning to log website addresses of the Chapter websites that have successfully implemented the template or theme. Information sent to chapters and regions requesting the template or theme has been revised to provide additional information on optional enhancements and hosting.

**C. Conferences and Expositions Committee Report (Attachment C)**

The following was reported by Christine Reinders-Caron, Conferences and Expositions (CEC) Chair

It was moved by Devin Abellon

**(8)** That ROB 2.104.015 be revised as follows:

All attendees at Society Winter and Annual Meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Host committee members, first-time monitors, special invitees, and press. The following discounted registration fees shall apply:

- A. Student members and faculty advisors shall be charged a registration fee of \$25.00.
- B. Conference speakers, session chairs, Conferences and Expositions Committee members, repeat monitors, Board of Directors members, spouses of officers, Presidential Members and Life Members will be charged a registration fee calculated by applying a 75% discount to the member full registration fee rounded up to the nearest \$5.00.

**Background:** There are about 100 monitors serving at each conference. It is estimated that about 20% of those monitors volunteer on a yearly basis.

**Fiscal Impact:** +\$4,000/conference.

**MOTION 8 PASSED.** (unanimous voice vote, chair not voting)

## **CEC Information Items**

### 1. CRC Motions Referred to CEC

#### **Region VII CRC Motion #13 – Tennessee Valley:**

That (Conferences and Expositions) include a hotel option that has significantly lower per night cost for winter and annual conferences than the Headquarters hotel:

*Answer: We appreciate the intent of this request. However, implementation of it at this time could result in significant financial exposure for Society. ASHRAE's headquarter hotel serves as the base for ASHRAE's conference programming during Winter and Annual Conferences. In order for ASHRAE to acquire a space buyout at a hotel, we have to have a substantial sleeping-room block to avoid meeting room rental costs. In other words, our promise to the hotel of a large number of sleeping room nights essentially pays for the meeting room rental. Without waived room rental, ASHRAE conference registration fees would increase significantly and ASHRAE would have difficulty finding acceptable space for future conferences. In addition, standard hotel contracts require ASHRAE to meet 80% or higher of our proposed sleeping room block or else Society pays a multi-thousand dollar penalty.*

### 2. CEC Response to Members Council MBO 6:

- a. registrants for an ASHRAE (co)sponsored conference should physically receive something about ASHRAE's Decarb efforts. This document should be handed out when they pick up their badges at registration
  - I. We believe it should not be something physically distributed.
  - II. We support the sustainability pledge in the app which could be expanded to result in a decarb score that is sharable.
- b. all co-sponsored events needs to have some sort of Decarbonization content included
  - I. Question to be included in proposal for co-sponsored events such as "What activities are included that support *presidential theme* of Decarbonization efforts"
  - II. Decarbonization programs that are included in co-sponsored events can be identified and highlighted. Include language flexible to include the intent of related activities and approaches.

### 3. The 2023 Annual Conference had a total of 100 sessions and events scheduled, comprised as follows: 70 seminars, 18 Poster Sessions, 1 Virtual Paper Session, 5 Panel discussions, 3 Forums, 2 Debate and 1 Workshop. There were a total of 357 presentations, 116 papers and 17 live-streamed sessions. Registration for in-person attendance is slightly over 1,250, which is 250 more than the 2022 Annual Conference in Toronto and 200 less than the 2019 Annual Conference in Kansas City. Virtual registrations are about 110 and committee-only registrations are over 500.

### 4. Topical Conferences Held Since February 2023

- a. March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska. This was the second time ASHRAE organized this conference. 196 registrants attended the conference from 11 countries; 72% of the registrants were ASHRAE members. The conference featured a strong technical program with up to three concurrent sessions; there were 3 keynote presentations, 18 paper sessions and 83 conference papers, 8 seminars and 3 forums with a total of 63 speakers. There were 32 conference sponsors totaling \$66,550; the conference had a budget surplus of \$7,500.
- b. May 11-12, 2023 – Third Developing Economies Conference, co-organized with the Mumbai Chapter, Mumbai, India. This was the second time ASHRAE organized this conference. 530 registrants attended the conference. The conference featured a strong technical program with two concurrent sessions; there were 2 keynote presentations and 13 sessions. The Mumbai Chapter was financially responsible for this conference. There were 13 conference sponsors, 2 conference partners and 14 supporting organizations totaling \$150,000; the conference had a budget surplus estimated between \$5,000 - \$15,000.

#### Topical Conferences In-Process

- a. September 11-13, 2023 – Building Performance Analysis Conference, Austin, Texas
- b. October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia
- c. November 28-30, 2023 – ICERD-8, Kuwait
- d. April 17-19, 2024 – ASHRAE International Conference on Building Decarbonization, Madrid

- e. June 24-26, 2024 – Building Performance Analysis Conference, Indianapolis, IN
- f. October 3-4, 2024 – 6<sup>th</sup> Conference on Efficient Building Design, Beirut
- g. October 2024 – Industry Decarbonization Conference, New York City

Topical Conferences Proposed

- a. Indoor Environment Quality 2025, September 2025, Montreal
  - b. Buildings XVI, December 2025, Clearwater Beach, Florida
  - c. Women’s Leadership Summit, October 2024, Chicago
5. Future Annual and Winter Conference Sites
- a. Winter, January 20-24, 2024 – Chicago
  - b. Annual, June 22-26, 2024 – Indianapolis
  - c. Winter, February 8-12, 2025 – Orlando
  - d. Annual, June 21-25, 2025 – Phoenix
  - e. Winter, January 31-February 4, 2026 – Las Vegas
  - f. Annual, June 27-July 1, 2026 – Austin
  - g. Winter, January 23-27, 2027 – Chicago
  - h. Annual, June 12-16, 2027 – New Orleans

**D. Government Affairs Committee (Attachment D)**

The following was reported by Darryl Boyce, Government Affairs (GAC) Chair

It was moved by Ken Fulk

**(9)** GAC recommends that Members Council approve a pilot program that would identify and recruit Subject Matter Experts within ASHRAE to communicate technical information effectively to government officials and policy makers. The framework for the program is provided in Attachment D1. Details for the pilot program would be developed during July-December 2023, and the pilot would be implemented in January 2024-June 2024, with SME transportation to three (3) meetings funded under this program.

**Background:** The GAC’s Government Outreach Events program is an effective and well-established program for grassroots members to introduce government officials to ASHRAE, as well as the issues that are critical to advancing the arts and sciences of heating, ventilation, air conditioning and refrigeration. The program uses pre-approved collateral materials including ASHRAE’s Public Policy Priorities, Public Policy Issue Briefs, and presentations with information contained in PPPs, PPIBs, as well as Position Documents.

When government officials need to dive deeper into these subjects, including for when they are developing legislation or regulations, an individual with more knowledge and expertise on the subjects is needed. This individual could be compared to a “Distinguished Lecturer” but would need to be able to communicate technical information to non-technical government officials and policy makers and would need to know ASHRAE’s positions on the topics at hand. Currently, identifying these individuals is done on an ad-hoc basis, or through the Government Affairs staff, who may need to reach out to staff from the Technology Department to best identify an SME. Because government officials often need information quickly, having a program in place where there is a ready reserve of ASHRAE technical experts with good communication skills would be useful.

**Fiscal Impact:** \$3,500. The fiscal impact uses the DL budget of \$1,072 per visit (transportation); at 3 visits, the total is \$3,216, which we rounded up slightly.

**Staff Impact:** 210 hours. Staff time would average about 4 hours per week. Staff time includes scheduling meetings, holding meetings, and taking notes, fleshing out proposals, helping to identify SMEs and create a database, working with the accounting department on transportation reimbursement, working with chapters and Members Council to share information about this program, helping to evaluate the program and write a report at the end of the year.

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

## GAC Information Items

1. Public Policy Priorities for Society Year 2023-24: The GAC approved by voice vote with no objections the Public Policy Priorities (PPPs) for Society Year 2023-24, and they were subsequently approved by ExCom and the Board of Directors. (Per the Rules of the Board, Section 2.402.003.3, the “Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council.”) The PPPs were developed during the June 6 GAC Planning Meeting.
2. Government Outreach Events: The GAC set a goal of 125 Government Outreach Events to be held during Society Year 2022 – 2023. The GAC has held **131 events** as of June 21, 2023. The total to date includes 7 city/local events, 53 state events, 33 U.S. federal events, and 38 global events. GAC and other ASHRAE members are to be commended for this 16% increase to date in events from the previous Society Year, in which 113 events were held. It is also important to note that many of these events were held in-person, and some were multi-meeting, multi-day events. The total number of meetings associated with these events was **260 meetings**, at which **281 government officials** were engaged. (See Attachment C)
3. Revisions to the GAC Resource Manual: The GAC approved a change to the RVC reporting form in the GAC Resource manual to add additional information and improve consistency.
4. Public Policy Issue Briefs: The GAC has finalized 10 updated PPIBs, which addressed comments received from the Tech Council Document Review Subcommittee this spring. (During the Winter Conference, ExCom approved a new PPIB developed by the GAC on Building Electrification). The updated PPIBs are listed below:
  - i. Building Decarbonization
  - ii. Building Energy Benchmarking, Assessments, and Performance Targets
  - iii. Climate Change and the Built Environment
  - iv. Consensus Standards: Expert Solutions to Meet Global Needs
  - v. Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems
  - vi. Indoor Air Quality
  - vii. Indoor Carbon Dioxide, Ventilation and Indoor Air Quality
  - viii. Refrigerants and their Responsible Use
  - ix. Resiliency in the Built Environment
  - x. STEM Education & HVAC&R
5. School Facilities: Energy and IAQ Improvements: The GAC wanted Members Council to be aware of some ASHRAE activities with schools and the U.S. Federal Government. The DOE Schools Partnership is led by John Constantinide, and the Leadership Team includes the GAC Communication Coordinator in its membership. ASHARE is a “Supporter” of the [Efficient and Healthy Schools Initiative](#) (DOE/EPA/Dept. of Education). ASHRAE is partnering with DOE and LBNL on a Pilot Program with ASHRAE Chapters to support awareness of government funding opportunities and other resources, including the \$500 million available through the IJJA. 14 Chapters have agreed to serve as pilots of this program, and the Leadership team is working with these chapters to provide training materials and guidance in their outreach to schools.
6. Coordinating Decarbonization Efforts: GAC is pleased to work with MP, which requested working with the GAC to streamline and avoid duplication on efforts with decarbonization. GAC also recommends this coordination work in tandem with other Members Council decarb efforts, including the Decarb 101 Toolkit that is being developed by Members Council. GAC also recommends that all decarbonization work through Members Council be communicated to the TFBF to avoid duplication of efforts, and for the TFBF to review materials being produced, as needed.
7. New MBOs for SY2023-24 were announced by the incoming GAC Chair Rob Hoadley

**E. Honors and Awards Committee (Attachment E)**

The following was reported by Isabelle Lavoie, Honors and Awards (H&A) Chair

It was moved by Wei Sun

(10) The Honors & Awards Committee recommends to Members Council the following additions to the Manual for Chapter Operations (MCO).

**Manual for Chapter Operations**

Appendix 1A: Suggested Operations Calendar

Month	Board of Governors	Chapter President	Officer or Committee	Meeting
October	Delegate or Alternate to Fall CRC Meeting reports business transacted and items requiring action.	Present items reported from CRC Meeting before Chapter Meeting.	<a href="#"><u>Solicit nominations for awards with a December 1 deadline: Louise &amp; Bill Holladay Distinguished Fellow, Andrew T. Boggs Service, DSA, ESA</u></a>	Act on CRC items as required.
March	Act on Agenda items for Spring CRC Meeting.	Prepare spring CRC report on your year as president.	<a href="#"><u>Solicit nominations for awards with a May 1 deadline: Honorary Member, Fellow, F. Paul Anderson, Distinguished Public Service, Hall of Fame, Pioneers of the Industry</u></a>	1. Nominations for Officers presented to floor–Nominations received from floor–Nominations closed. 2. Poll members for program items for the coming year.

**Background:** In an effort to encourage nominations for Society-level awards and remind H&A Chapter Chairs of important nomination deadlines, H&A would like to have this information added into the MCO. Please see **Attachment E1** for the full Appendix 1A with recommended additions.

**Fiscal Impact:** None

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

It was moved by Wei Sun

(11) The Honors & Awards Committee recommends to Members Council to approve the Eunice Foote Decarbonization Award with the first presentation occurring at the 2024 Annual Conference Plenary.

**Background:** During the 2023 Winter Conference in Atlanta, H&A and Members Council approved this award subject to review of the criteria. H&A has completed their review of the award criteria and is ready to move forward with implementation of this award. The award deadline is December 1 and the first award will be presented will be at the 2024 Annual Conference Plenary in Indianapolis.

Please see **Attachment E2** for the full award description and criteria.

**Fiscal Impact:** \$1,500 per ASHRAE’s Transportation Policy (this fiscal impact was already approved by Members Council at the 2023 Winter Conference in Atlanta)

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

It was moved by Wei Sun

(12) That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately:

**7. Calendar**

**Honors & Awards Committee calendar for a successful year:**

**July**

- 1. Review H&A CRC Power Point for fall CRCs**



### August and September

1. Media Subcommittee: prepare materials for fall promotion campaign for the December 1<sup>st</sup> awards (Andrew T. Boggs, DSA, ESA, and Louise & Bill Holladay)

### October and November

1. Media Subcommittee: promotion campaign for December 1<sup>st</sup> awards:
  - a. Post past award recipient profiles on social media bi-weekly
  - b. Make at least two posts promoting the December 1<sup>st</sup> deadline

### December

1. December 1<sup>st</sup> deadline for the following awards: Andrew T. Boggs, DSA, ESA, and Louise and Bill Holladay
2. Personal Awards Subcommittee: review December 1<sup>st</sup> award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates
4. Executive Committee: begin committee succession planning

### January

1. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
2. Chair: review and update MBOs
3. Winter Conference:
  - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
  - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

### February

1. Media Subcommittee: prepare material for spring promotion campaign for the May 1<sup>st</sup> awards Award for Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Review H&A CRC Power Point for spring CRCs
3. Planning Subcommittee: Start the five-year award review process and prepare report for the Annual Conference

### March and April

1. Media Subcommittee: promotion campaign for May 1<sup>st</sup> awards:
  - a. Post past award recipient profiles on social media bi-weekly
  - b. Make at least two posts promoting the May 1<sup>st</sup> deadline
2. Committee Virtual Call to discuss progress on action items and discuss any other relevant topics

### May

1. May 1<sup>st</sup> deadline for the following awards: Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Personal Awards Subcommittee: review May 1<sup>st</sup> award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates

### June

1. Chair and Vice Chair: host virtual H&A new member training
2. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
3. Vice Chair: prepare MBO and committee assignments for the following year
4. Annual Conference:
  - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
  - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

## 14. Schedule

1. Candidates for personal awards are considered by the Honors and Awards Committee ~~one year~~ six months before the award is presented.

## 16. Personal Honors

### 11. Eunice Foote Decarbonization Award

- A. This award is established to honor a member for their notable achievement, outstanding work, or service that is focused on the decarbonization of the built environment.
- B. This award is named in honor of Eunice Foote, who is the scientist attributed to being the first to conclude that certain gases warmed when exposed to sunlight and that rising carbon dioxide levels would change atmospheric temperature and impact climate change.
- C. Nomination for the Eunice Foote Decarbonization Award shall be made by the Honors and Awards Committee to Members Council. Election shall be by secret ballot of Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.
- D. Presentation of the award is made at the Plenary during the Annual Conference.
- E. The form of the award is a plaque and transportation to the Annual Conference. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

#### **Background:**

- H&A would like to add a calendar into their MOP, which breaks down roles and responsibilities for all committee members on a monthly basis.
- Now that Personal Awards are sent to Members Council for approval, the H&A Committee is able to shorten the review timeline for award applicants from one year to six months.
- Inclusion of the Eunice Foote Decarbonization Award.

**Fiscal Impact:** None

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

- **Award Nominations - Executive Session**

Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council.

#### **H&A Information Items**

1. Motions Referred to Honors & Awards Committee

##### **Region XI CRC Motion #3 - Regina Chapter:**

That Honors & Awards Committee change the maximum points claimed for Chapter and Regional positions from 3 to 5 on the Nomination and Point Tally Form for Distinguished Service Award (DSA) and Exceptional Service Award (ESA). H&A Vote: 0-8-0 CNV

*Response: H&A voted against this motion since the DSA and ESA recognize distinguished service to Society. The Chapter Service Award and Regional Award of Merit recognize members who are highly involved at the Chapter/Regional levels.*

##### **Region XI CRC Motion #4 - Regina Chapter:**

That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel for Society Technology Awards. 1 point for member per year and 1 1/2 points for chair of the committee per year. This would be the same points for Sub Committee members and Chairs.

*Response: H&A reviewed the motion and made two amendments below. We will implement these changes effective immediately.*

1. *We brought the point value in line with other similar service points. We will award ½ point per year of service for judging panel members and chair.*
  2. *We elected to only award points to non-CTTC members on the judging panel, with the understanding that service on the judging panel would fall under the responsibilities of serving on CTTC.*
2. H&A would like to encourage each ASHRAE Region to assign a member to the Regional H&A Position. This is an optional Regional position and currently only two out of 15 Regions have filled this position.



Having a Regional H&A volunteer will allow us to better communicate to the chapter and Regional level, and this member will serve as a champion to encourage nomination submissions.

3. To further streamline the award review process, H&A has changed the nomination deadline of the awards below. This change means that nominees only need to wait for six months to find out if they were approved for one of these awards, as opposed to the previous one-year waiting period. The awards will still be presented at the same ASHRAE conference – only the nomination deadline changed.

Previous Deadline	New Deadline	Award
December 1	May 1	<ul style="list-style-type: none"> <li>• ASHRAE Award for Distinguished Public Service</li> <li>• ASHRAE Hall of Fame</li> <li>• ASHRAE Pioneers of the Industry</li> <li>• Fellow</li> <li>• F. Paul Anderson Award</li> <li>• Honorary Member</li> </ul>
May 1	December 1	<ul style="list-style-type: none"> <li>• Andrew T. Boggs Service Award</li> <li>• Distinguished Service Award (DSA)</li> <li>• Exceptional Service Award (ESA)</li> <li>• Louise &amp; Bill Holladay Distinguished Fellow Award</li> </ul>

4. Five-Year Award Review: H&A reviews all Society awards on a staggered 5-year basis and considers each award's appeal to the Society, number of candidates, financial status, and basis for original establishment. This year, H&A reviewed the awards below and has elected to maintain all awards as they are.
  - a. ASHRAE Journal Paper Award, Distinguished 50 and 75-Year Member Awards, Standards Achievement Award, Student Activities Award, Student Design Competition Awards, YEA Award of Individual Excellence, Youth Outreach Award

#### F. Membership Promotion Committee (Attachment F)

The following was reported by Genevieve Lussier, Membership Promotion (MP) Chair

It was moved by Eileen Jensen

**(13)** To provide the additional option of one ASHRAE Guideline (PDF) as a membership benefit to full-dues paying members annually.

**Background:** The current membership benefit allows full-dues paying members to select one of the following complimentary benefits annually:

1. ASHRAE Standard (PDF)
2. ASHRAE Handbook (PDF)
3. ASHRAE Handbook (online)
4. ASHRAE eLearning Course (individual)
5. ASHRAE Certification Study Guide (PDF)

In addition to ASHRAE Standards, there are many ASHRAE Guidelines which would be beneficial to our members, but these guidelines (e.g. recent published Guideline 0 and Guideline 36) are currently not available as a membership benefit. This motion will provide an additional option to all full dues paying members when they join or renew their membership.

**Fiscal Impact:** Minimal fiscal impact offset by other existing member annual benefit option.

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

**AI 3** Bill McQuade assigned an action item to bring the motion to Publishing and Education Council

It was moved by Eileen Jensen

**(14)** To redefine what is considered to be a Chapter and a Section.

**Background:** Many small chapters struggle to fulfill board positions, conduct chapter operations, etc. due to a lack of resources and volunteers. There is a significant burden on these Chapters to fulfill the defined duties of a full CIQ, host a CRC, and meet existing PAOE goals.

If smaller Chapters are recategorized, they could be connected with the nearest larger Chapter so that they can both benefit from and support each other in Chapter activities such as CTTC activities (in-person or virtual), golf outings, RP campaigns, etc. without duplicating efforts. Currently some may feel that there is a stigma associated with being a Section.

The intent is not to force small Chapters to become Sections. We recommend that they still have the option to manage their own dues and budget, attend their CRC, be voting members, and provide input to Society operations without experiencing severe burnout. Some suggestions for this change include creating a guideline for smaller Chapter operations that would reduce the quantity of positions and adjust PAOE targets. We suggest considering creating a new Chapter title such as "Associate Chapter".

MP committee is willing to participate in the conversation.

**Total Fiscal Impact:** Minimal fiscal impact offset by other existing member annual benefit option.

**MOTION 14 FAILED.** (1-21-0, chair not voting)

**AI 4** Dennis Knight assigned this motion to the Region Operations Subcommittee with the recommendation that it become an MBO.

**MP Information Items**

1. CRC Motions Referred to MP Committee

**Region VIII CRC Motion #9 – Monterrey Chapter**

That employer discounts extend to ASHRAE membership renewals to increase member retention and employer support recognition.

*Response: Motion Failed 0-15-0. Intent is great but the financial impact is 10% discount of 48% of total budget, so a total of 5% budget cut to ASHRAE; it disproportionately benefits large companies; implementation impact is significant to staff since it can't be done online, it's manual*

**Region VIII CRC Motion #10 – Houston Chapter**

That Women in ASHRAE (WiA) be acknowledged as an official subset of DEI with inclusion of a chapter chair on the CIQ and inclusion of a specific link and searchable on the ASHRAE website.

*Response: Motion Passed 14-1-0.*

- Implemented bulk member discount of 5 new members from a company to receive a 10% off membership discount. We have only received 4 group discounts of 5 members each but will continue to advertise this option.
- Implemented new benefit to new full dues paying members to attend one conference for free within 2 years of joining. We had 131 new members take advantage of attending in Atlanta and 10 for Tampa.
- With the upcoming dues increase, the MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Total membership has now surpassed the 2020-2021 (Covid year) level of 51,490 to today's 52,933, thanks to the great work of all our MP Chairs.
- Committee passed a motion to change its internal transportation policy to limit Membership Promotion Centralized Training travel reimbursements to only two members (Membership Promotion Chair and/or CoChair) from each chapter in a fiscal year. Vote: 13,1,0, 3 absent, CNV, motion passed. This is to ensure that the budget is spent appropriately to train.
- Centralized Training, presented on Sunday of the Tampa Conference, had 59 attendees, better than pre-pandemic attendance.

**Additional MP Information Items:**

1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2022	51,713	36,172	3,474	4,036	1,169
2023	52,933	36,101	3,574	4,295	1,690

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2023, there were a total of 2,902 (includes all new grades that were added) members participating.

Review of the new member survey, reminder of making sure new members feel included and engaged.

#### Chapter Chair Training & Development:

- a) MP hosted an in person Centralized Training in Tampa with 62 registered.
  - b) Will host a Centralized Training in conjunction with the RAL CRC in Sri Lanka in October.
  - c) A Centralized Training is being planned in Indianapolis in conjunction with the Annual Meeting. Once again, we will be under the ASHRAE Annual Meeting contract.
  - d) MP continues to investigate the best options to ensure MP Chairs/Co-Chairs are trained.
2. Recruitment:
- a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
  - b) Put forth multiple ideas to increase membership joins.
  - c) Ideas to get employers to support dues payments.
  - d) Assist with implementation of new bulk member discount.
  - e) Assist with implementation of new complimentary meeting registration for new full dues paying members.
3. Communications & DEI:
- a) Working with the BOD Diversity and Inclusion group.
  - b) Develop talking points for DRCs and regional leaders to provide thoughts and ideas for them to share with their chapters to promote better cooperation between chapter chairs.
  - c) Hosted a successful Women in ASHRAE breakfast with over 250 attendees.
  - d) Researching new program to provide 10-minute talks to regional/chapter leaders to ensure programs are inclusive for all.

#### G. RP Committee (Attachment G)

The following was reported by Matt Rowe, RP Chair

#### RP Information Items

1. CRC Motions Referred to RP Committee

##### **Region II CRC Motion #11 Toronto Chapter**

That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.

*Answer: RP Committee agrees this is a good idea in addition to physical awards and will work towards implementing this. RP thinks there could also be broader implementation of digitized awards for all committees (MP, YEA, CTTC, etc). RP will coordinate with ASHRAE Marketing to discuss the feasibility and implementation of digital items.*

##### **Region VII CRC Motion #16 West Virginia Chapter**

That Society provide an annual accounting report by the end of July each year to each Chapter President and RP Chair of Foundation Accounts (Endowments, Scholarships, etc.) that are associated with their chapter.

*Answer: Motion Failed. Staff provides a report of endowed research funds each year to RVCs, who pass that information on to RP Chapter Chairs. Staff will work with Foundation staff to include Scholarship information in these reports.*

##### **Region XI CRC Motion #58 Kansas City Chapter**

That the database used for Research Promotion be updated to an online database similar to the one used by Membership.

*Answer: Motion Failed. RP already uses the same database that Membership uses. RP Staff and the RVC will work with the chapter to understand the background of this motion and what data they see in their membership reports that they want implemented in our RP reports.*

**Region VI CRC Motion #4 Minnesota Chapter**

That ASHRAE establish daily or real-time updating of chapter level RP fundraising totals in a form that individual chapters can easily link to for automatic fundraising total updates on websites using StarChapter by July 1, 2023.

*Answer: Motion Passed. RP staff has worked with ASHRAE IT Staff to create a dynamic thermometer that will automatically update campaign results. This can be used on any web page. Special thanks to IT staff Amy Lin for her great work. We'll roll this out to RP Chapter Chairs in July.*

2. Goal: \$2,450,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
<b>RVC: Andy Manos - Regional Full Circle</b>					
I	\$182,507	\$191,711	-4.8%	\$207,000	88.2%
<b>RVC: Ibrahim Semhat</b>					
II	\$145,173	\$130,284	11.4%	\$177,000	82.0%
<b>RVC: Laura Petrillo-Groh</b>					
III	\$108,016	\$171,911	-37.2%	\$200,000	54.0%
<b>RVC: Brian Justice</b>					
IV	\$217,364	\$143,588	51.4%	\$186,000	116.9%
<b>RVC: Devin Snowberger</b>					
V	\$108,315	\$122,663	-11.7%	\$140,000	77.4%
<b>RVC: John Rieke - Regional Full Circle</b>					
VI	\$135,185	\$124,981	8.2%	\$165,000	81.9%
<b>RVC: Jennings Davis - Regional Full Circle</b>					
VII	\$126,694	\$123,336	2.7%	\$141,900	89.3%
<b>RVC: Chris Dolan</b>					
VIII	\$291,201	\$341,191	-14.7%	\$407,000	71.5%
<b>RVC: Dahl Carmichael</b>					
IX	\$188,564	\$221,724	-15.0%	\$260,000	72.5%
<b>RVC: Kevin Baldwin</b>					
X	\$228,500	\$187,343	22.0%	\$195,000	117.2%
<b>RVC: John Farley</b>					
XI	\$137,852	\$119,888	15.0%	\$160,000	86.2%
<b>RVC: Javier Korenko</b>					
XII	\$136,330	\$121,590	12.1%	\$134,000	101.7%
<b>RVC: Swei Keong Chea - Regional Full Circle</b>					
XIII	\$59,752	\$31,537	89.5%	\$48,000	124.5%
<b>RVC: Daniel Coakley</b>					
XIV	\$1,794	\$3,248	-44.8%	\$5,501	32.6%
<b>RVC: Adeebe Mehboob</b>					
RAL	\$27,163	\$23,337	16.4%	\$28,000	97.0%
<b>TOTALS:</b>					
	\$2,094,410	\$2,058,333	1.8%	<b>\$2,450,000</b>	85.5%
				(Campaign Goal)	

3. Centralized Training Schedule (Location for all is Chicago)

Dates:

July 30-31: Regions IV, VIII, X, XII

August 21-22: Regions III, VII, IX, XI

September 17-18: Regions I, II, V, VI

Centralized Training continues to be a challenge for the committee as we have seen decreased attendance since the pandemic. We still see the value of face-to-face centralized training with strong data to support greater RP campaign totals for chapters that have attended. We strongly encourage all DRC's and RMCR's to keep promoting attendance for their regions RP Chairs and providing the resources they might need to attend.

4. RVC Training was held at this Annual Meeting. All incoming RP RVCs were present.
5. The RP Committee continues to implement their new subcommittee structure which includes PAOE, Training, & Information and Materials in order to streamline the committee and make it more effective and productive. RVCs John Fairley, Dahl Carmichael, & Ibrahim Semhat did an excellent job chairing their subcommittees this past year and taking on this new task.

#### H. Student Activities Committee (Attachment H)

The following was reported by Mai Anh Dao, Student Activities (SAC) Chair

#### SAC Information Items

1. CRC Motions Referred to Student Activities Committee:

##### **REG XII CRC Motion #23 - Central Florida Chapter**

That Student Activities Committee update the Manual for Student Branch Operations to include best practices and guidelines for organizing travel packages for Student Branch Members to attend the ASHRAE Winter Conference starting July 1, 2023.

*Response: Motion Failed. The Student Activities Committee does not feel that this guidance is appropriate for the Student Branch Manual but will create a best practices guide for organizing travel to attend the Winter Conference. This will be an MBO for the Post-High Subcommittee for SY23-24.*

##### **REG XII CRC Motion #27 - South Brazil Chapter**

That the Student Activities Committee makes Student Member attendance at the ASHRAE Winter Conference Student Program from international chapters worth 50 points for each student, effective July 1, 2023.

*Response: Motion Failed. This was not added for PAOE for SY23-24. SA6.9 is 25 points; (no maximum) for each student member attending the Winter Conference Student Program. The Student Activities Committee will discuss this proposal for PAOE in SY24-25.*

2. Executive Committee
  - Review of all subcommittees were made.
  - The Chair reviewed the status of this year's MBOs
3. Centralized Training
  - Virtual session scheduled for July 7th after Annual Meeting.
  - On-demand videos have been created by each subcommittee and uploaded to the website.
  - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
4. ABET Subcommittee
  - ASHRAE has one assignment in this year's accreditation cycle at College of Technological Studies, PAAET in Kuwait and Dr Samir Traboulsi will be the PEV for his first visit.
  - The Engineering Accreditation Commission (EAC) voted to provisionally approve changes in program criteria to include diversity, equity, and inclusion explicitly in the program criteria.
  - ASHRAE is still not a cooperating society with ASME but ASME has assigned our newest program evaluator (Dr. Nick Roberts from Utah State University) to an accreditation visit this fall. We are hopeful that ASME will continue this courtesy until we can be recognized as a cooperating society.
5. K-12/STEM Subcommittee
  - The subcommittee is developing a second children's book (K-6) with Danielle Passaglia with support from the Publications and Education Committee. Student Activities voted to use \$3,500 from the grants budget to cover the illustrator costs.
  - Various translations of the first book are being developed to focus on our DEI initiatives.
  - A 3D modeling competition for high school students was piloted in SY22-23 with prize money to come from the existing SA budget. There were four submissions reviewed by the subcommittee and the competition will continue as ASHRAE High School Design Competition in SY23-24.
  - Four chapters earned the K-12/STEM Chapter Leadership Award for SY22-23.
  - K-12/STEM marketing material is being reviewed and will be updated.

6. Post High Subcommittee

- Three nominations were reviewed for the SBA of the Year Award and a winner was selected.
- The subcommittee has begun planning for the in-person Student Program on Saturday and Sunday of Winter Conference in Chicago.
- Student Membership
  - The total number of student members as of May 31, 2023 is 5,986 (12.6% increase from May 2022)
  - Branches – Six pending branches bringing the total to 18 new branches for SY22-23

Region	Student Branch	School	Chapter	Location
RAL	Shiv Nadar Institution of Eminence Student Branch	Shiv Nadar Institution of Eminence	India	Dadri, Uttar Pradesh, India
RAL	Krishna Institute of Engineering and Technology (KIET) Student Branch	Krishna Institute of Engineering and Technology (KIET) Group of Institutions	India	Ghaziabad, Uttar Pradesh, India
VII	Lipscomb University Student Branch	Lipscomb University	Nashville	Nashville, TN
XIV	London South Bank University (LSBU) Student Branch	London South Bank University	ASHRAE UK	London, UK
XII	Recife Student Branch	International Institute Awakening Vocations - IIDV	Brasil	Recife, Brazil
RAL	Lagos State University Student Branch	Lagos State University	ASHRAE Nigeria	Lagos, Nigeria

7. Grants Subcommittee

- 77 applications were reviewed and scored at the Atlanta Winter Conference. 33 projects will be funded for SY23-24 for a total of \$158,000 and \$13,000 will be used to fund travel for the top two scoring teams to present at the 2024 Winter Conference in Chicago.
- Plans to create new marketing material (videos and flyers) to promote the grants program to more schools
- Received 39 applications for the Winter Conference travel grants funded by Life Members Club. Five \$1,000 grants were awarded.

8. Design Competition Subcommittee

- 68 Design Competition projects were submitted this year.
  - Design Calculations – 28
  - System Selection – 18
  - Net Zero Energy Design – 13
  - Applied Engineering Challenge – 9
- 35 Design Competition submissions were judged at Society Level with seven rising star nominations. The Winners of each category were selected on June 23rd and will be notified in early August.
- The 2024 Design Competition location (Sao Paulo, Brazil) and building type (central public library) were finalized and the competition details will be added to the website soon.
- The Building EQ Competition is being run for the second year with an initial deadline of August 17<sup>th</sup> with a final deadline of September 6<sup>th</sup>.

I. **Young Engineers in ASHRAE Committee (Attachment I)**

The following was reported by Madison Schultz, Young Engineers in ASHRAE (YEA) Chair  
It was moved by Ron Gagnon

(15) Recommendation to the current President of ASHRAE, Farooq Mehboob, that Ralph Kison receive the Presidential Certificate of Honor at a Plenary Meeting at the 2024 Winter Conference.

**Background:** Ralph Kison (ASHRAE Member) has worked with the YEA Committee over the past 12 years as an irreplaceable contributor of resources, leadership, and guidance to the YEA Committee. While some of his work has been compensated, he has donated a significant amount of his time to ASHRAE providing countless additional help to the YEA Committee well beyond his contracted fees. When he is working for compensation, this work has been done at a discounted rate. He has also gone above and beyond the scope of those contracts to assist the growth of ASHRAE. Mr. Kison has helped shape the success of the YEA Committee, individual YEA Committee members, and individual ASHRAE members leading to exponential growth in our Society. The following items are reasons why Ralph Kison has earned a Presidential Certificate of Honor.

YEA Leadership Weekend Background (within the scope of his contract):

The YEA Committee has been hosting YEA Leadership Weekends (YLW) for the past 12 years totaling in 28 events in North America. Mr. Kison coaches YEA Members on how to use their personal strengths to be leaders in their professional and personal lives. These events have been attended by nearly 740 of ASHRAE Members greatly impacted a significant number of those attendees personally. This has resulted in a significant number of YEA Members able to lead more effectively not only in their professional careers, but also within ASHRAE. Many current “younger” Committee Chairs and other volunteers in leadership positions throughout ASHRAE are graduates of this program. The result is an intangible benefit to ASHRAE.

YEA Leadership Weekend (beyond the scope of his contract):

Mr. Kison not only teaches these classes, but he also participates as an active member at these events. He spends additional uncompensated time outside of the classroom building relationships with and guiding attendees both before and after classes. Additionally, he guides attendees to develop valuable relationships with fellow attendees which. Those relationships have survived and thrived beyond the YLWs and have directly lead to increased volunteerism among ASHRAE Members.

YEA Leadership Weekend 2.0 (beyond the scope of his contract):

After the significant amount of success around member retention and proven benefits to ASHRAE, a follow-up session to YLW was created. It was created because many past YLW attendees expressed interest in a continuation of the YLW program. Mr. Kison worked with the YEA Executive Committee at no cost to create a continuation program known as YEA Leadership Weekend 2.0. While Ralph does charge a to facilitate those events, it is done at a reduced fee. The creation of the new program was done at no cost to ASHRAE.

YEA Webinars (beyond the scope of his contract):

During COVID when in-person events were not feasible, Mr. Kison worked with the YEA Committee to developed webinars to help YEA Members face the changing word and continue their leadership development. Mr. Kison was compensated only for 90 minutes of the actual webinars. He volunteered his time to develop the numerous programs and webinars that were and still are proved by the YEA Committee. The creation of the new program was done at no cost to ASHRAE.

Mentorship Workshop (beyond the scope of his contract):

For several years, Mr. Kison has facilitated the YEA Mentorship Workshop at the Winter Conference. This program was created at the request of the College of Fellows. The College of Fellows provided funding to cover most of the cost of transportation and lodging for Mr. Kison. But, additional travel costs incurred by Mr. Kison and the time he spent developing and facilitation the YEA Mentorship Workshop was done without charge. The creation of this new program was done at no cost to ASHRAE. Even after the College of Fellows discontinued funding the program, Mr. Kison volunteered his time to help prepare YEA Committee Members to continue the program in his absence.

Guidance to YEA:

During the transition of the YEA Committee to Grassroots, Mr. Kison provided the YEA Executive Committee with advice and guidance on how to move the committee forward to Grassroots. This singular example of his direct guidance to the YEA Committee shows how the YEA Committee has progressed in

leadership. There are countless other examples of how his guidance has positively and permanently impacted ASHRAE Members.

**Summary:**

Overall, Ralph Kison has helped shape ASHRAE for the better and provided benefits to our membership that are significantly above and beyond his contractual duties to our organization. Countless ASHRAE YEA Members and those who have aged out of YEA who have worked with Mr. Kison have been positively and permanently impacted by his work with our organization.

The main reason for Ralph Kison’s recognition at this time is that he is planning for his eventual retirement. His retirement will bring an unfortunate end of ASHRAE’s relationship with Mr. Kison. It would be very much appreciated for the President of ASHRAE to recognize the benefits he has provided to our organization.

**Fiscal Impact:**

Description	Cost
Transportation	\$1,000
Hotel (4 Nights)	\$1,000
Registration for Social Events	\$400
Total:	\$ 2,400

Jeff Littleton commented that a Presidential Citation is given at the discretion of the President and that the President is not compelled to follow the recommendation of a member or body.

**MOTION 15 PASSED.** (unanimous voice vote, chair not voting)

**YEA Information Items**

1. Professional Development Subcommittee:
  - i. Technical learning series
    - a. BEQ 101 Webinar
      1. Hosted by Doug Cochrane
      2. Date: March 1, 2023
    - b. Working to offer PDH credits for webinars in this series
    - c. Future technical webinar anticipated for the fall
  - ii. YEA Inspirational Leader Award process
    - a. A new grading rubric was created and used to score the last round of applications
  - iii. Automation for awards
    - a. IT is currently working on prototype for YEA Developing Leader award
  - iv. Proposal for YEA event(s) at Technical conferences
    - a. Work with Personal Development subcommittee
  - v. YEA TC involvement
    - a. Continue to find ways to increase YEA involvement
    - b. Promote YEA TC engagement via various social media platforms
  - vi. Topical Conferences
    - a. Planning to send at least representatives to a Topical Conference and host a YEA event at that conference.
    - b. Pilot topical conference will be the Decarbonization Topical Conference in October 2023
    - c. Recently approved increased Committee funding will be used for this program
2. Personal Development Subcommittee:
  - a. YEA Webinars
    - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.



- ii. Upcoming webinars are being planned at this time.
- b. YEA Leadership Weekends
  - i. Spring 2023 YLW was held March 17-19, 2023 in Miami, FL this event was successful with 30 attendees and was facilitated by Ralph Kison
  - ii. 2023 YLW 2.0 was held April 21-23, 2023 in Montreal, Canada and was successful with 13 attendees and facilitated by Ralph Kison
- c. Future YEA Leadership Weekends
  - i. Fall 2023 YLW 1.0 be held in Chicago, IL October 27-29, 2023. Registration will be open by early July.
  - ii. Recently approved increased Committee funding will be used for this program
- d. Conference Programs
  - i. ASHRAE Conference Crash Course - 9:45 AM Sunday 6/25
    - 1. JW Marriott Tampa Water Street, Tampa Bay I
  - ii. Mentorship Workshop – 1:30 PM Tuesday 6/27
    - 1. JW Marriott Tampa Water Street, Tampa Bay I
- e. Future YLW Planning
  - i. Consider better ways to serve Central and South American members
  - ii. Planning to have a Spring YLW in Mexico
  - iii. Working on ways to make the registration more affordable to local members
- f. YEA Book Club
  - i. Held monthly on various books
  - ii. Met in-person at the conference
- g. Mentorship Motion Update
  - i. It was approved by Region X
  - ii. Referred to YEA and COF and is currently on hold until the 23-24 Society year
  - iii. YEA continues to see requests for Mentoring Programs administered through ASHRAE. YEA Committee strongly supports the redevelopment of the existing or creation of a new ASHRAE Mentorship Program.
- h. Ralph Kison Succession Planning
  - i. Need to start looking at replacement options for Ralph within the next three to five years.
  - ii. Look at other companies to present the Mentorship Workshop at the Winter Conferences or other ASHRAE Members that qualify
  - iii. Recently approved increased Committee funding might be used for this program
- 3. Outreach Development Subcommittee:
  - a. YLI 2023
    - i. Planning to have a joint event with the Region XIV CRC in Galway, Ireland on August 11-13, 2023
    - ii. Tricia Evans will be the facilitator
    - iii. Registration for this event has closed and it had the largest number of registrants ever for this event with 27 registrants. Several more were interested in attending, but missed the registration deadline. Those individuals will be invited to register for the 2024 YLI.
    - iv. Recently approved increased Committee funding will be used for this program
  - b. Partner Organizations
    - i. AIA
      - 1. The exploration of partnering methods is continuing
  - c. CIBSE Report
    - i. Jake Lenahan replaced Munis Hammed effective the 2022-2023 SY as the CIBSE Liaison (non-voting member)
    - ii. Working to make the transition and selection process of CIBSE liaisons better so there is not gap in communication.
    - iii. Working on getting CIBSE and ASHRAE more involved in each other's organizations' events
    - iv. CIBSE has an upcoming event in July 2023 in which the Sr. Vice Chair or the Chair maybe attending. More information to come. Recently approved increased Committee funding might be used for this program.
    - v. CIBSE appointed Sundara Gurushev as the CIBSE Vice Liaison to assist Jake Lenahan
  - d. Social Media

- i. Instagram
  - 1. Goal is 1000 followers by June 30<sup>th</sup>
    - a. Currently at 821 followers
- e. CRC Workshop Update
  - i. CRC PowerPoint was updated March 2023

4. CRC Motions Referred to YEA

**Region X CRC Motion #17 - San Jose Chapter:**

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.

*Response: No further action on this motion at this time. YEA Committee to sees frequent and consistent requests from YEA members for formal Mentorship in ASHRAE*

**Region XII CRC Motion #26 - South Brazil Chapter:**

That the YEA Committee set PAOE item YEA12 to have each YEA scholarship applicant be worth 25 points with a 200 maximum point threshold, effective July 1, 2023.

*Response: Motion Failed 1-13-0 CNV. As proposed, PAOE Item YEA12 for 2023/2024 states that YEA member attendance at in person or virtual HVAC Design course attendance (including applying for the YEA scholarship for the class) be worth 100 points; (300 points maximum) effective 23-24. YEA believes this already addresses the concerns raised by Motion 26. This update was accepted and will be effective July 1, 2023.*

**RAL CRC Motion #50 - Lebanese Chapter:**

That cost of ASHRAE Standards for Young Engineers be reduced by 50% for YEA members for ASHRAE Standards (Soft Copy); especially for engineers who are not part of a big organization (over 100 employees)

*Response: Just an information item for YEA to be aware of, being considered by PubEd Council*

5. YEA MOP Update

- a. MOP Ad Hoc was formed to update the YEA MOP to update some terms and to reflect the following change approved by Members Council
  - i. YEA Chairs are voting members of Members Council
  - ii. STATUS: The YEA Committee reviewed the updated MOP and approved the updated version
  - iii. Vote: 15-0-0 CNV

8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

a. Planning Subcommittee Report – Wright (**Attachment J**)

The following was reported by Buzz Wright, Planning Subcommittee Chair.

Planning Subcommittee recommends to Members Council that the following motions be approved:

**(16)** That Members Council approve the revised “Constitution and Bylaws of the Southern California Chapter of ASHRAE” which have been approved by the chapter and signed by the chapter president.

**Background:** In SY22-23, the leaders of the Southern California Chapter came together to undertake a significant task - updating their chapter bylaws. This endeavor was primarily motivated by the acknowledgment that securing the financial future of the chapter's substantial scholarship fund was of utmost importance. In accordance with the guidelines outlined in the Manual for Chapter Operations Appendix 11C, the chapter diligently followed the prescribed procedure for amending their bylaws. Most of the proposed changes had previously been deemed “acceptable deviations” by ASHRAE staff.

The key changes involve the creation of two new committees: The Scholarship Committee and the Investment Committee. Because the formation of unique committees is included in the list of “Deviations Acceptable But Not Recommended,” the chapter respectfully requests that these changes be approved by Members Council. The Chapter feels strongly that having these committees

specifically listed in the Chapter Constitution and Bylaws will help ensure that the investment funds that chapter volunteers have safeguarded for decades specifically for scholarships will be protected.

**Fiscal Impact:** None

**MOTION 16 PASSED.** (unanimous voice vote, chair not voting)

(17) That Society offer a bulk discount to chapters at the merchandise store.

**Background:** Society provides ASHRAE RP merchandise available free of charge to chapters, however anything that is ASHRAE-branded, but not explicitly RP-focused is available to purchase at full price only. There is currently no discount available for chapters to promote ASHRAE in general using Society-purchased merchandise.

**Fiscal Impact:** Not aware of financial impact of merchandise sales on ASHRAE's bottom line, but chances are that benefits from merchandise sales at the chapter level will end up being used for the chapter's RP contribution.

**Staff Comments (Gupta):** Logo page is updated with a message to encourage volunteers to reach out with questions. If we have enough stock of the item, we can sell it at-cost + shipping to the volunteer.

**MOTION 17 PASSED.** (unanimous voice vote, chair not voting)

**AI 5:** Ask Staff to move the "Questions" section of the Logo Merchandise webpage to the top of the webpage and modify the wording to include reference to bulk orders.

(18) That ASHRAE restrict access to Chapter CIQs to read only for all Regional Officers except DRCs and RMCRs and make changes traceable.

**Background:** It's in the best interest of Society.

**Fiscal Impact:** There are no financial implications.

**MOTION 18 PASSED.** (unanimous voice vote, chair not voting)

(19) That the position of Region Diversity Chair be added to the Region CIQ (i.e., the Region Information Questionnaire) and that this position be added to the list of potential allocated visit utilizations in Section B of Appendix D of the Region Operations Manual, effective July 1, 2023.

**Background:** On October 31, 2022, a request was sent by Joyce Abrams on behalf of the Board of Directors Diversity, Equity, and Inclusion Subcommittee (BOD DEI Subcommittee) for a request of two DEI Ambassadors for each region, with the following duties identified.

- "The ambassadors will be expected to promote the presentations in their Region, track the use of the presentations, and provide feedback to the DEI Subcommittee and the DEI consultant."
- "The BOD DEI Subcommittee will provide a schedule for the presentations after the ambassadors are identified."

In response to the DEI Ambassadors' charge to promote DEI training presentations to Chapters, track presentation use, and provide feedback to the DEI Subcommittee, as well as to foster Chapter Diversity-based activities, Region XII created the Region Diversity Chair position. This position is expected to also lead the Diversity Workshop for CRC training.

Adding the Region Diversity Chair to the Region CIQ will permit the individual to receive a transportation allocation to CRC for conducting the CRC Workshop. This is a measure every Region can utilize, in light of the October 31, 2022, request by the BOD DEI Subcommittee of every region to identify DEI Ambassadors

**Fiscal Impact:** Staff time to update the Region CIQ.

**MOTION 19 PASSED.** (unanimous voice vote, chair not voting)

**PLANNING Subcommittee Information Items:**

**1. ROB and Members Council MOP modifications**

An ad hoc committee was formed to recommend edits to the governing documents and submitted to the Planning Subcommittee. Planning Subcommittee approved the edits as per attached documents.

**b. Region Operations Subcommittee - Craddock (Attachment K)**

The following was reported by Rob Craddock, Region Operations Subcommittee Chair.

**Region XII CRC Motion (Southwest Florida Chapter)** That the Honors and Awards Committee change the Chapter Service Award according to the attached revised Chapter Service Award Point Tally Form, effective July 1, 2023.

**Background:** Chapter, CRC, and general activities listed on the CIQ are noted in the recommended changes to have the Chapter Service Award include more grassroots activities for recognition.

**Fiscal Impact:** \$0

*(The Region Operations Subcommittee passed this motion by unanimous voice vote, chair not voting. Staff updated Point Tally Form accordingly)*

**Region XII CRC Motion (Southwest Florida Chapter)** That the Honors and Awards Committee change the Regional Award of Merit according to the attached revised Regional Award of Merit Point Tally Form, effective July 1, 2023.

**Background:** Chapter, CRC, and Regional activities listed on the CIQ and as assigned by Regional Officers and the CRC Chair are noted in the recommended changes to have the Regional Award of Merit include more volunteer activities for recognition.

**Fiscal Impact:** \$0

*(The Region Operations Subcommittee passed this motion by unanimous voice vote, chair not voting. Staff updated Point Tally Form accordingly. Note: line item for ¼ point for Regional grassroots committee member not approved)*

**Region-At-Large CRC Motion (Mumbai Chapter)** That serving on RAL ad-hoc committees as a Member should qualify for 0.5 points per Committee per year on the Points tally sheet for Regional Award of Merit under category of "other Regional positions". Chair of Ad-Hoc Committees should qualify for 1 point per year.

**Background:** All members give their time readily in service to the Society. Ad hoc committees are formed to perform specific duties as and when required. Working in these committees does require a member to devote time for the same. Considering that all members do voluntary service, it is a moot point that due credit be given by way of assigning tally points their service.

**Fiscal Impact:** None

*(The Region Operations Subcommittee defeated this motion by unanimous voice vote, chair not voting.)*

**Region-At-Large CRC Motion (Mumbai Chapter)** That Membership of RAL ad-hoc committees need to be duly recorded in the individuals ASHRAE Bio in section 5b by Society.

**Background:** All members of the Society give their time readily in service to the Society. Ad hoc committees are formed to perform specific duties as and when required. Working in these committees does require a member to devote time for the same. Service to the society needs recognition however big or small the role is. It is important and inspirational if it appears in ones ASHRAE Bio.

**Fiscal Impact:** None

*(The Region Operations Subcommittee passed this motion by unanimous voice vote, chair not voting. Staff added Region Ad Hoc Chair and Region Ad Hoc Member positions to CIQ; Regional Ad Hoc positions can only be added to CIQ by staff)*

**Region VIII CRC Motion (Monterrey Chapter)** That a Chapter Administrator Roster be created for all chapters in the society to facilitate partnerships between chapters from different regions.

**Background:** From 2022-2023 PAOE Newsletter

*CO7 For each joint meeting with the chapter's partner chapter from a different region*

*CO37 For developing a chapter to chapter partnership with a chapter from a different region (Chapter to submit partnership reports to DRC.)*

ASHRAE Society has encouraged us to create partnerships with other chapters from different regions. While this is an excellent initiative, we have found it difficult to identify and connect with potential partners in other regions due to a lack of accessible contact information.

The proposed Chapter Administrator Roster would function similarly to the existing regional leader roster on the ASHRAE CIQ website. The roster would provide Chapter Administrators with access to the contact information of other chapter administrators only, thus avoiding any potential privacy issues that may arise from sharing the contact information of all society members and/or committee chairs.

By creating this roster, we can help facilitate the formation of partnerships between chapters from different regions. This will not only enhance collaboration and knowledge-sharing across the society, but also strengthen the overall ASHRAE community.

**Fiscal Impact:** Enabling access for members with "chapter administrator" status to view others with the same position in the CIQ website is estimated to require approximately 1 man-hour of work. The actual cost may vary depending on the hourly rate of the individuals involved in implementing this change.

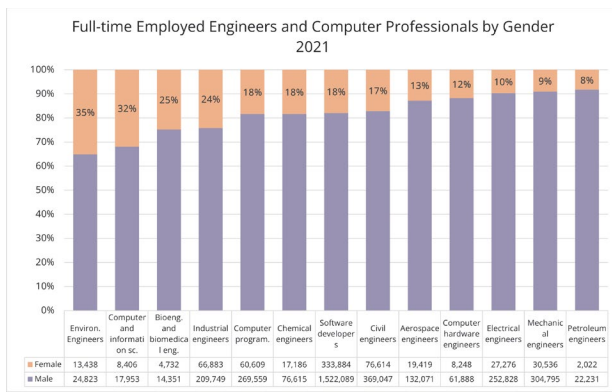
It is important to note that this is a one-time expense, and the ongoing maintenance and operation of the Chapter Administrator Roster would likely be included in ASHRAE Society's regular operations budget. Therefore, the financial impact of this motion should be considered in the context of its potential benefits, such as improved collaboration and knowledge-sharing across the society.

*(The Region Operations Subcommittee left this open for further discussion; CTTC, MP, and YEA are working on possible programs for chapter collaborations)*

**Region VIII CRC Motion (Houston Chapter)** That Women in ASHRAE (WiA) be acknowledged as an official subset of DEI with inclusion of a chapter chair on the CIQ and inclusion of a specific link and searchable on the ASHRAE website.

**Background:** Women in ASHRAE (WiA) was introduced and operated as an affinity group within ASHRAE in 2017. This was promoted within Society through networking events at Society meetings. It was also championed as a programming focus and subcommittee within chapters, including official designation on the chapter CIQ. These initiatives have been very successful and have engaged and invigorated ASHRAE members that were not otherwise as involved. In 2018, ASHRAE broadened their scope of diversification to extend beyond women to all underrepresented groups with the adoption of the Diversity and Inclusion Policy and subsequently changed the title to Diversity, Equity and Inclusion (DEI). For some chapters that even meant 1) the reassignment of volunteer committee chairs titles to DEI rather than WiA and 2) the shift by Society impacting Chapter Bylaws without Chapter officer consent, editing of chapter document, or grassroots adoption of the change. **As a result, the message received by many was that WiA no longer exists because it was replaced by DEI.**

It is true that women are underrepresented in the engineering workforce (see Table 1.), and therefore, could fall under the umbrella of DEI. Unfortunately, many women do not see DEI events as addressing them because this does not fit the definition used by the rest of society (women are not underrepresented as part of the general population).



**Table 1** - Source: U.S Census Bureau. Detailed occupation for the civilian employed population 16 years and over. Tables B24115 and B24116. <https://data.census.gov/>

Additionally, when searching for information about Women in ASHRAE on the [www.ashrae.org](http://www.ashrae.org) site filtered by “About ASHRAE” (See Image 2) the site has been “scrubbed” with no specific mention of the role of women in the organization. Likewise, the “Membership” filter results in links to purchase women’s apparel.

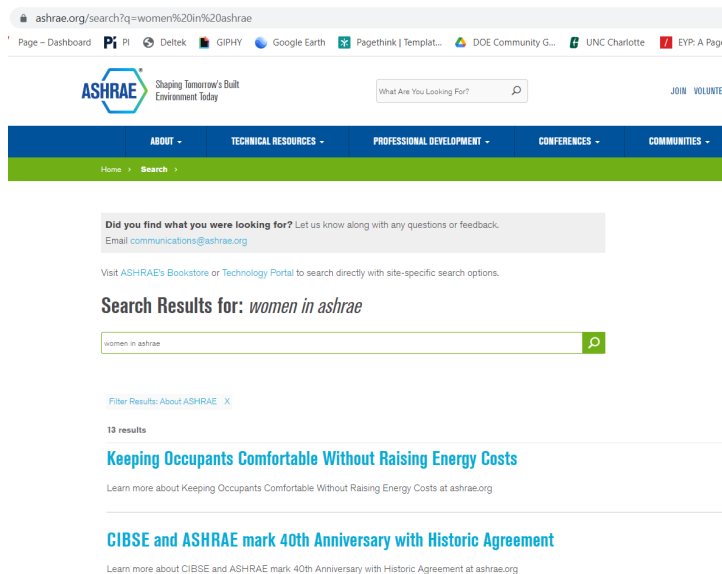


Image 2 - <https://ashrae.org/search?q=women%20in%20ashrae>

**The promotion of WiA as an affinity group within ASHRAE should not be discouraged, but rather encouraged.** This may include but not be limited to identification as a committee chair/co-chair position on the CIQ and allowing chapters to determine the method for inclusion in their Chapter Bylaws in a manner of their choosing including communicating and encouraging the support for the development of other affinity groups to support the diversity of ASHRAE where members see that there is a need or desire.

**Fiscal Impact:** This will not have a direct financial impact. Indirectly, there will be 1) time that needs to be invested in the communication and messaging to members at all levels (Society to grassroots), 2) a slight but not significant increase in time by staff to manage the inclusion of another Chair/Co-chair position on CIQ and chapter operation’s communications, and 3) time allotted to the relinking of prior WiA references to society website resources.

*(The Region Operations Subcommittee decided that the request of this motion is three-fold; Region Operations can add the WiA position back into the CIQ and possibly the WiA link on the website. DEI is a BOD subcommittee and Members Council cannot make changes to this committee. Making WiA an official subset of DEI should be referred to that committee)*

## **9. OLD BUSINESS**

### **9.1 Status of Motion Review Process**

The Council reviewed the list of motions that have been approved at recent CRCs. Joe Sanders said the process for addressing the motions has sped up, but for some motions that are waiting even longer for a decision. He cited a motion from the Dallas Chapter from the 2022 Region VII CRC. He asked when the motion will be heard and when will the chapter be notified. Scott Peach said the RMCRs should be notified as to when the motions will be discussed. Ginger Scoggins said it is important that all motions be addressed and that with the new process, there is some catch-up that needs to take place. She recommended that the process continue to be refined at that there be an annual update on the motions as a part of the Council's MBO.

- A. 2022-23 Members Council MBOs (Attachment L)
- B. Status of CRC Motions (Attachment M)
- C. Review of Action Items (Attachment N)
- D. Review of CRC Schedules (Attachment O)

## **10. NEW BUSINESS**

### **10.1 Strategic Plan Midterm Update**

He provided a review of updates to the Strategic Plan and he requested that the Council provide its input on what it would like to see in the Strategic Plan. Bill McQuade reiterated that councils should make recommendations. The Planning Committee is looking at updated the initiatives on the Strategic Plan. He said the new Strategic Plan will be for three years instead of five years. However, actions and comments on the Strategic Plan need to be received by the close of 2023.

**AI 6** Members Council to provide comments to Planning Committee prior to the end of 2023

## **11. OTHER BUSINESS**

### **11.1 Ambassador Program – Brand Awareness**

Kishor Khankari said he is going to present this idea to the Board and that he would like to form a small group in Members Council to discuss the idea. Dennis Knight said to count him in on this group.

Members Council members should contact Dennis Knight if they would like to be a part of the group to discuss the Ambassador Program

### **11.2 Council MBOs**

Dennis Knight said he is working on the 2023-24 Council MBOs

### **11.3 Fall Members Council Meeting – Virtual**

Dennis Knight said the date and time of the virtual Fall meeting has not yet been determined.

## **12. ADJOURNMENT**

Ginger Scoggins adjourned the Members Council Meeting at 12:00 pm

## MCO Updates

Section	Update
	<a href="#">2023 Annual Meeting (Tampa)</a>
<b>4</b>	<b>Finances</b>
	Insert new section 4.10 Chapter Investment Considerations
<b>1</b>	<b>Chapter Officers</b>
<b>APPX 1A</b>	Calendar (inserts)
<b><u>October:</u></b>	<a href="#">Solicit nominations for awards with a December 1 deadline: Louise &amp; Bill Holladay Distinguished Fellow, Andrew T. Boggs Service, DSA, ESA</a>
<b><u>March:</u></b>	<a href="#">Solicit nominations for awards with a May 1 deadline: Honorary Member, Fellow, Paul F. Anderson, Distinguished Public Service, Hall of Fame, Pioneers of the Industry</a>
	<a href="#">2022 Fall Meeting (Atlanta)</a>
<b>1</b>	<b>Chapter Officers</b>
	Insert Legal Guidance section at 1.7; move 1.7 to 1.8



## Chapter Technology Transfer Committee (CTTC)

Report to Members Council  
From Meetings of June 23-24, 2023

Members Present	Members Absent	Guests	Staff
Daniel Robert	Arunabha Sau	Devin Abellon	Rhiannon Masterson
Andrew Reilman	Kenneth Shifflett	Julia Timberman	Anastasia Meadows
Daniel Redmond	Mahroo Eftekhari	Kishor Khankari	Tony Giometti
Frank Rivera		Corey Metzger	
Abhi Khurana		Jim Arnold	
Matthew Archey		Dennis Hassett	
Christopher Adams		Larry Smith	
Elizabeth Zakelj		Samir Hernandez	
Grant Page		Julian Alvarez	
Abigail Brophy		Steve Grant	
Tyler Bradshaw			
Janice Peterson			
Thiago Corrêa Fonseca Portes			
Sivakumar Gadam			
Osama Atef Khayata			
John Constantinide			
Heric Holmes			
Wei Sun			
Matthew Klok*			
Eric Johansen*			
Kevin Muldoon*			
Matt Parkes*			
Conor Murray*			

\*Incoming 23-24 Member

### Information Items

1. Members Council Referrals:
  - a. Region XI CRC (Spring 2023), Regina, Motion #12: That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel for Society Technology Awards. 1 point for member per year and 1 1/2 points for chair of the committee per year. This would be the same points for Sub Committee members and Chairs.
    - i. CTTC Response: CTTC is in support of this motion going to the H&A Committee for further review. 15-0-1 CNV
  - b. Region VI CRC (Spring 2023), La Crosse, Motion #6: That society provide an electronic form for the DL lecture surveys.
    - i. CTTC Response: Already in progress with ASHRAE IT. Vote: 15-0-0-0 CNV
  - c. Region XII CRC (Fall 2022), Colombia Chapter, Motion #7: That Distinguished Lecturer terms of service be added to the ASHRAE Member Bio under Section 5a, starting July 1, 2023.
    - i. CTTC Response: This same motion was submitted in 2021 and addressed by CTTC at that

time. CTTC voted to defeat this motion with a vote of 1-12-1 CNV. Reasoning: DLs can manually add their DL dates of service into the member bio. We also believe that the funds required to make this programming update could be better used elsewhere.

- d. Region XIV CRC (Fall 2022), Cyprus Chapter, Motion #1: That Society increase the DL allocations to Region XIV from 8 to 12 in 2023-24.
  - i. CTTC Response: The number of DL allocated visits are based on a formula of chapters and area assigned members. The allocations are reviewed by the DL Working Group and they make changes as they see fit. Any unused allocated visits are put into pool visits on December 1, which are available to any chapter on a first-come, first-served basis. Try to push for multi-chapter visits. Vote: 0-15 CNV
2. Distinguished Lecturer Program:
  - a. For the 2022-23 Society Year, our DL program had 190 allocated visits and 108 non-allocated visits, for a total of 298 DL visits. Out of that total, 28 visits were reported as virtual; however we believe that number is higher because it is not required to report if a visit is virtual or in-person. Starting with the upcoming 23-24 Society Year, the new digital DL Participation Form will require the chapter to confirm if a visit is virtual or in-person.
  - b. CTTC has approved a roster of 86 DLs for the 2023-24 Society year. 24 new DLs will begin two-year terms on July 1, 2023 and seven current DLs will end their service as of June 30, 2023.
  - c. Fourteen of the 70 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Netherlands, Singapore, Sri Lanka and the UK. DL presentations are available in ten languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Portuguese, and Spanish.
3. Tech Hour:
  - a. CTTC released two Tech Hours this Society Year:
    - i. Hospital Decarbonization with Walt Vernon – went live February 23
    - ii. Emotional Intelligence with Karine Leblanc – went live May 23
  - b. We plan on recording up to four Tech Hours for the next 23-24 Society Year, including:
    - i. Building Decarbonization with Mick Schwedler
    - ii. The Fraternal Twins of Decarbonization with Erin McConahey
4. Decarbonization Efforts:

For FY2022, CTTC took on the ambitious goal of decarbonizing its activities. We remain fully committed to provide in person DL presentations to fully engage our worldwide membership, even if this creates GHG emissions. CTTC was, and is still, fully committed in achieving its decarbonization goal, despite the setbacks in the last 2 weeks due to Society policy and Staff decisions.

During this last year, CTTC has deliberated within the committee and surveyed our DLs to find an acceptable way, both financially and socially, to offset CTTC GHG generation, while performing its mission of bringing technology to Society members. The initial plan to purchase commercial GHG offsets for associated DL travel was not pursued due to consensus against moving ASHRAE funds outside of ASHRAE.

Consequently, CTTC decided to implement an ASHRAE decarbonization offset endowment. The endowment would be funded by existing CTTC budget associated with travel activities. With that endowment in place, CTTC was also hoping to see other grassroots committees join the decarbonization efforts using this method as an example. Money generated by the endowment would have been dedicated to supporting internal ASHRAE decarbonization efforts. As an example, this endowment could have been used to support the YEA decarbonization grants program that is proposed by incoming Society President Scoggins.

Furthermore, we were hoping that Society would consider forming a team of staff and/or member volunteers to address the complex task of bringing ESG within ASHRAE activities as opposed to an ongoing cost of an external consultant. An ESG team can track our GHG footprint as well as diversity efforts currently underway through the DEI committee.

We just became aware that a comprehensive decarbonization study has been outsourced by Society and that findings and recommendations will be discussed during the BOD meeting here in Tampa. While this may explain why CTTC's decarbonization offset efforts were put on the "back burner", we were very much surprised that none of the grassroots committees were apprised of this upcoming study that will ultimately affect our activities, whether positively or negatively.

We urge Society to bring decarbonization to its own operation activities as quickly as possible and to take a leading role as one of the premier non-profit organizations promoting the decarbonization of buildings. Our message needs to be loud and clear; Not only are we promoting buildings, either existing or new, with the lowest GHG footprint possible wherever the building sits on the planet, but we also need to do so while creating the lowest emissions possible, or at minimum, taking action to report on, and offset, our own GHG footprint.

CTTC wants to make a difference and offer our help in doing so.

**Attachment**

Attachment A – CTTC MBOs for 2022-23

Attachment B – CTTC MBOs for 2023-24

MANAGEMENT BY OBJECTIVES

Chapter Technology Transfer Committee | ASHRAE Society Year 22-23 | Daniel Robert, Chair

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan	MBO Comments
1. Complete four Tech Hour recordings and broadcast a minimum of three during the year.	Partially Complete: recorded & broadcast 2	June 2023	Operations Subcommittee, Tech Hour Working Group, RVCs	1, 2, 3	To continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative Tech Hour programs during the 22-23 SY.
2. Continue to work towards reaching a fully operational DL platform that covers DL requests, approval, evaluation, and logging capabilities with a long-term vision of having this platform available to all chapter presenters.	Complete and ongoing: continue to work with IT	June 2023	Member Services Subcommittee, DL Automation Ad Hoc	3	The current DL operations includes inefficient manual DL forms for the request, approval, and evaluation process. The digital platform should greatly help minimize this by help managing all this online. Once the DL version is under operation, the plan would be to gather the info of all the speakers invited at Chapter events and share valuable info amongst all chapters.
3. Work with all RVCs to increase the number of Technology Awards submissions, both regionally and at the Society level.	Incomplete	June 2023	RVCs	4	Each chapter should have at least one submission to the regional level. Increase the overall number of Society submissions by 25% (compared to 21-22). At least one submission to Society from these areas: Region VIII (Mexico), Region XII (Caribbean, Central/South America), Region XIII, Region XIV, and RAL.
4. Enroll a minimum of four TC members as Distinguished Lecturers (DLs).	Complete; 16 new & approx. 57 existing	January 2023	Member Services Subcommittee	1, 2, 4	There has always been a gap between TC members and Chapter members. By getting TC members to participate in the DL program, we will reduce the gap between both entities and allow a greater diffusion of knowledge.
5. Conduct two mid-year virtual subcommittee meetings per year.	Complete	Fall 2022, Spring 2023	Operations and Member Services Subcommittees	3	We will continue to enhance CTTC communications to ensure we are all meeting our goals in a timely manner.
6. Work toward reducing our carbon footprint while continuing to provide member benefits and services.	Ongoing	June 2023	All Subcommittees	4	ASHRAE is promoting decarbonization to reduce GHG. CTTC needs to embrace this and find ways to reduce our carbon footprint, which shows everyone that we not only promote decarbonization, but we are doing our best to practice it.
7. Reestablish the DL mixer at the 2023 Winter Conference in Atlanta with the target of having 50% or more of DLs present.	Complete; 50% attendance	February 2023	Member Services Subcommittee	3, 4	The DL mixer started about five years ago at Winter Conferences and was put on hold due to the pandemic. This event allows CTTC members and DLs to get together to socialize and discuss ideas for the DL program.
8. Increase submissions for the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award (at least one submission from each Region for Mills and three submissions for Siller).	Incomplete	November 2022	Member Services Subcommittee, RVCs	4	Interest for these awards is declining. CTTC will review the submittal form and required points. RVCs will play an active role in seeking out qualified candidates.

\*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support

Management by Objectives (MBOs)

Chapter Technology Transfer Committee | ASHRAE Society Year 23-24 | Andy Reilman, Chair

MBO	STATUS	Due Date	Assigned To	ASHRAE Strategic Plan	MBO Comments
1. Encourage recruitment of diverse representation in Chairs and RVCs with quarterly email to Chapter Presidents, CTTC Chairs and RVCs	New	June 2024	Staff, Members SVCs	4	Diverse representation results in proactive outreach. CTTC can provide a quarterly email flyer that Chapters can forward to their membership to promote awareness that Grassroot Committees are actively seeking members of underrepresented groups from our community.
2. Ensure that 100% of Regions report their regional statistics and give time to review and discuss challenges, achievements and trends.	New	Fall 2023, Spring 2024	RVCs, Operations	3, 4	Statistics for PAOE and other Regional data provide a valuable metric for evaluating the health of Chapter operations. Recent years have shown a decline in consistent reporting.
3. At least 50% of Chapter Programs (including DL) use electronic eval form.	Ongoing	Fall 2023, Spring 2024	RVCs, Chairs, Members Services	3, 4	The newly developed electronic form and process needs more promotion, testing and fine-tuning.
4. Work with RVCs to solicit Donald Siller Refrigeration awards submission.	New	June 2024	RVCs, Members Services	1, 2, 4	Current, major, changes in refrigerant technology and regulation have a significant effect on members. Promotion of refrigeration activities and recognition through awards will highlight the need for tech transfer related to the “R” in ASHRAE.
5. Complete four Tech Hour recordings and broadcast a minimum of three during the year. At least one non-technical topic and one decarbonization topic.	Ongoing	June 2024	Operations Subcommittee, Tech Hour Working Group, RVCs	1, 2, 3	To continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative Tech Hour programs during the 23-24 SY.
6. Work toward reducing our carbon footprint while continuing to provide member benefits and services.	Ongoing	June 2024	All Subcommittees	4	ASHRAE is promoting decarbonization to reduce GHG. CTTC needs to embrace this and find ways to reduce our carbon footprint, which shows everyone that we not only promote decarbonization, but we are doing our best to practice it.
7. Work with all RVCs to increase the number of Technology Awards submissions, both regionally and at the Society level.	Ongoing	June 2024	RVCs	4	Each chapter should have at least one submission to the regional level. At least one submission to Society from these areas: Region VIII (Mexico), Region XII (Caribbean, Central/South America), Region XIII, Region XIV, and RAL.
8. Conduct two mid-year virtual subcommittee meetings per year.	Ongoing	Fall 2023, Spring 2024	Operations and Member Services Subcommittees	3	This has shown to be a very valuable practice and has resulted in more rapid completion of CTTC initiatives. We will continue to enhance CTTC communications to ensure we are all meeting our goals in a timely manner.
9. Work with all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters)	Ongoing	June 2024	All RVCs	4	Many other MBOs and initiatives are reliant on enough volunteers to share the tasks. Work with all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters)

\*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support

## COMMUNICATIONS COMMITTEE

Report to Members Council  
From Meeting of June 24, 2023

### Attendance

#### Members Present

Jessica Mangler, Chair  
\*Anuj Gupta, Vice Chair  
Niss Feiner  
\*Thursten Simonsen  
\*Nikolaos Giannitsanos  
\*Daniel Bourque  
Kinga Hydras  
Eleazar Rivera  
Devin Abellon, BOD Ex-Officio

*\*virtual attendee*

#### Members Absent

Ginger Scoggins

#### Guests

Mark Miller  
Kelly Stuart Williams  
Franco D'Atri  
Art Hallstrom  
\*Tim Dwyer  
Dennis Hassett  
\*Jerome Douglass II  
Mark Miller  
Gutenberg Rios  
Julia Timberman  
Buzz Wright  
Casper Briggs  
Andrés Sepulveda  
Ana Pérez-Bustamante  
Jim Arnold, incoming  
BOD Ex-Officio  
Jeanette Hay, incoming  
member

#### Staff

Joslyn Ratcliff  
Tony Giometti

### Motions

1. **Motion 1** (Revisions to the Communications Committee Manual of Procedures):  
Communications Committee recommends that Members Council approve the revisions to the Communications Committee Manual of Procedures to reflect that the chair of Communications Committee is a voting member of Members Council and to update wording regarding meeting types as shown in [Attachment A](#).

**BACKGROUND:** At the Atlanta Winter Conference the decision was made that chairs of committees reporting to Members Council would become voting members. The role of the chair is outlined in the MOP, listed as a non-voting member. Now that committee chairs are voting members of Members Council, an update is necessary.

**FISCAL IMPACT:** \$0

### Motions Referred to Communications Committee

1. **Region II, Motion 6 - Montreal Chapter: That Society offers support to chapters for building and maintaining chapters websites through "pre-negotiated" agreements and discounts with national suppliers.**

Communications Committee discussed this motion during their meeting, with two voting members of the committee being from Region II and familiar with the motion. The committee will provide a response following the Annual Conference and prior to the Members Council Fall Meeting. In general, the committee is in agreement with the intent of this motion, but additional discussions are required so that the committee can complete a response that defines specific steps to take so that the intent of the motion can be achieved.

2. ***Region II, Motion 11 - Toronto Chapter: That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.***

Communications Committee discussed this motion during their meeting, with two voting members of the committee being from Region II and familiar with the motion. The committee will provide a response following the Annual Conference and prior to the Members Council Fall Meeting. In general, the committee is in agreement with the intent of this motion, but additional discussions are required so that the committee can complete a response that defines specific steps to take so that the intent of the motion can be achieved.

### **Information Items**

1. Communications Committee discussed the open survey regarding use of volunteer time. To date, there have been 276 responses. The committee feels the data from these responses need to be better filtered/sorted so that specific actions items and recommendations can be formed for different group types within ASHRAE. The committee will continue to review data over the next Society year to identify how can communication resources be used to improve volunteer time efficiency.
2. Communications Committee held an in-person Office Hour at the Tampa Conference. The Committee will schedule future Office Hours for the 2023-2024 Society Year. The schedule will be posted, and recordings are available at [ashrae.org/officehours](http://ashrae.org/officehours).
3. Communications Committee discussed how to have its virtual meeting guidance document more widely used and distributed. The committee has noticed there's still ongoing struggles within ASHRAE about virtual/hybrid meetings and that members are not following or reading the committee's guidance document. So the committee discussed many ways to "grab attention" from other members so that the implementation of the guidance document can be increased.
4. The committee discussed the Wix website template and WordPress theme it makes available to chapters. **Twenty-one chapters** and **three Regions** have requested the WordPress theme for chapter websites. **Fifteen chapters** have requested the Wix template for chapter websites. The committee contacted those who have requested the template/theme to gain an understanding of usage and gather feedback on the templates and/or theme and is beginning to log website addresses of the Chapter websites that have successfully implemented the template or theme. Information sent

to chapters and regions requesting the template or theme has been revised to provide additional information on optional enhancements and hosting.

### **MBO Update**

MBOs and status for 2022-23 are attached. ([Attachment B](#))

Draft MBOs for 2023-24 are attached ([Attachment C](#))

### **Attachments**

Communications Committee Revised Manual of Procedures ([Attachment A](#))

Respectfully Submitted,

Jessica Mangler  
2022-2023 Communications Committee Chair  
June 24, 2023

JM:jr



## Attachment A

### Changes to Communications Committee MOP

#### 3. CHAIR RESPONSIBILITIES

- 3.1. Preside over meetings of the Communications Committee following ASHRAE Simplified Rules of Order.
- 3.2. Establish standing and special ad hoc subcommittees as may be required. Assign a chair and members to the subcommittees from the committee membership.
- 3.3. Delineate responsibilities and duties of the subcommittees established.
- ~~3.4.~~ Assign liaisons to other standing committees and councils as appropriate.
- ~~3.4.3.5.~~ Serve as a voting member of Members Council.
- ~~3.5.3.6.~~ In conjunction with the Communications Committee Staff Liaison, Pprepare reports for the Members Council as required.
- ~~3.6.3.7.~~ In conjunction with the Communications Committee Staff Liaison, prepare meeting agendas and minutes.

#### 4. VICE CHAIR RESPONSIBILITIES

- ~~4.1.~~ Preside over committee meetings in the absence of the Chair and assist the Chair with preparation of the agenda and supporting documentation.
- ~~4.1.4.2.~~ Serve, as appointed, on PAOE subcommittee of Members Council.

#### 5. RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

- ~~5.1.~~ Fully participate in all assigned subcommittees and complete assignments by the designated time.
- ~~5.1.5.2.~~ Attend committee virtual and in-person meetings.

#### 8. MEETINGS

- 8.1. The Communications Committee is authorized to meet two (2)– times per year: at the Annual and Winter Meetings of the Society. At the discretion of the Communications Committee Chair, the Communications Committee may elect to meet more often. Communications Committee meetings other than at Society Annual and Winter Meetings may be held via teleconferencevirtually, at the discretion of the Communications Committee chair.
- 8.2. Notice of meetings shall be given to all Communications Committee members at least 10 days in advance. Notice will be given electronically by e-mail.
- 8.3. A quorum shall consist of a majority of the Communications Committee, present in person for face-to-face meetings or by teleconferencevirtually.

**Attachment B**

**ASHRAE Communications Committee**

MBOs for Society Year 2022-2023

**Chair:** Jessica Mangler **Date:** 2022-06-19

**Last Revised:** June 24, 2023

<b>MB O #</b>	<b>Objective</b>	<b>Notes / Suggestions</b>	<b>Fiscal Impact</b>	<b>Responsibility</b>	<b>Status</b>
1	In alignment with ASHRAE's Strategic Plan & Initiative #3 (Organizational Streamlining), identify how can communication resources be used to improve volunteer time efficiency.	<ul style="list-style-type: none"> <li>• Discuss with ASHRAE Staff, what processes have worked well with managing time &amp; minimizing back &amp; forth communications.</li> <li>• Create tools that eliminate redundancy &amp; minimize volunteers listening to repeat information.</li> <li>• Examine if/how volunteer times are being tracked. For example, the CC's Reference Manual states that each member's time commitment is 5-10 hours per month. Is this accurate? If not, why? Do other committee's Reference Manuals outline time commitment expectations?</li> <li>• Discuss methods for enforcing time management during meetings (meeting start and end times).</li> <li>• Be an example and track committee member's time. Determine format to track time.</li> </ul>	None	Communications Committee. Daniel Bourque, Thursten Simonsen, Kinga Hydras, Nikos Giannitsanos	Rolls over to 23-24 MBOs.

		<ul style="list-style-type: none"> <li>• Determine methods for how ASHRAE and can better manage volunteer expectations with communication tools.</li> </ul>			
2	<p>In alignment with ASHRAE's Strategic Plan &amp; Initiative #4 (Improve Chapter Engagement, Capacity, and Support), identify how communication resources be used to increase Chapter member recruitment and retention.</p>	<ul style="list-style-type: none"> <li>• Use CC's social media channels for promoting others. Determine if/how Society's social media channels (which have a greater reach) can join in on this effort.</li> <li>• Focus on finding processes that are already working well, rather than focusing on what's not working. Don't expect volunteers to "re-invent the wheel".</li> <li>• Support Chapter recruitment and retention by encouraging an environment of supporting others, rather than self-promotion.</li> <li>• Directly reach out to Chapters/members with successful processes &amp; offer "kudos". Nominations &amp; awards are nice but can be time-consuming processes that create competition &amp; only highlight one entity.</li> </ul>	None	<p>Communications Committee. Nikos Giannitsanos, Eleazar Rivera, Niss Feiner</p>	Complete.
3	<p>Determine optimal methods for improving volunteer productivity, collaboration,</p>	<ul style="list-style-type: none"> <li>• Determine what types of meeting formats are the most productive (i.e. regularly scheduled "do the</li> </ul>	None	<p>Communications Committee. Anuj Gupta, Kinga Hydras, Niss Feiner</p>	Complete.

	and coordination in virtual, hybrid, and in-person formats.	<p>work” meetings in lieu of one person working by themselves).</p> <ul style="list-style-type: none"> <li>• Determine best methods for collaborating &amp; coordinating with ASHRAE members across global time zones.</li> <li>• Identify ways to encourage in-person attendance for different types of meetings.</li> <li>• Determine which type of meetings should be in-person only vs. virtual only so that overall meeting attendance &amp; collaboration is optimized.</li> </ul>			
4	Evaluate the success of Communications Committee’s Office Hours & determine how to increase outreach.	<ul style="list-style-type: none"> <li>• Immediately following Annual Meeting (Toronto), create schedule &amp; theme of Office Hours for upcoming Society Year.</li> <li>• Determine if any committee resources need a dedicated Office Hours session to be scheduled.</li> <li>• How can Office Hours be scheduled “by request” to better accommodate attendee’s schedules &amp; demands? Create booking system?</li> <li>• Work with ASHRAE Staff to review how recordings are being promoted and study view count data. Set</li> </ul>	None	Communications Committee. Thursten Simonsen, Daniel Bourque	Complete.

		goal for increasing view count.			
5	Maintain committee resources (this should be an ongoing MBO for each Society Year).	<ul style="list-style-type: none"> <li>• Review committee’s purpose/responsibilities &amp; confirm committee resources are within scope.</li> <li>• Ensure at least one committee member is a “subject matter expert” for each type of committee resource.</li> <li>• Track committee’s progress &amp; revise existing committee resources with newly developed tools. Edit existing committee resources to eliminate outdated information. Committee resources include guideline documents, training workshops, social media/website templates, etc.</li> </ul>	None	Communications Committee. Jessica Mangler, Daniel Bourque	Ongoing.
6	Improve Committee’s Succession Planning.	<ul style="list-style-type: none"> <li>• What “big ideas” did we have but didn’t implement? Create “future ideas/goals” list for future committee members.</li> <li>• Identify ASHRAE members who are passionate about communication skills that may be nominated to committee in future. Encourage existing committee members to seek nominations for future committee members. Set quota?</li> </ul>	None	Communications Committee. Anuj Gupta and Jessica Mangler	Complete.

Attachment C

**Communications Committee**

MBOs for Society Year 2023-2024

**Chair:** Anuj Gupta     **Date:** 2023-06-24

Last Revised: June 24, 2023

MBO #	Objective	Key Actions	Fiscal Impact	Responsibility	Status
<p><b>#1 Develop Guidelines for Social Media Usage</b></p>	<p>Create comprehensive guidelines for ASHRAE board-recognized groups, enabling them to effectively use social media and YouTube for communication purposes.</p>	<p>&gt; Collaborate with the ASHRAE Society Marketing Department to develop guidelines that outline best practices, content strategies, and engagement tactics for using social media platforms, including YouTube.</p> <p>&gt; Review and update existing social media documentation to ensure its relevance and alignment with current practices.</p> <p>&gt; Incorporate feedback and input from relevant stakeholders, including board-</p>			

		<p>recognized groups and the ASHRAE Society Marketing Department.</p> <p>&gt; Provide guidance and support to board-recognized groups in implementing the guidelines effectively and utilizing social media platforms for improved communication and engagement.</p> <p>&gt; Regularly evaluate and update the guidelines to reflect changes in social media trends and platforms.</p>			
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<p><b>#2 Activation of Committee Members and RVCs on social media</b></p>	<p>Ensure active participation and effective communication by all committee members and Regional Vice Chairs (RVCs) on social media platforms.</p>	<ul style="list-style-type: none"> <li>&gt; Conduct training sessions or webinars to familiarize committee members and RVCs with social media best practices and guidelines.</li>   <li>&gt; Encourage and support committee members and RVCs in establishing and maintaining a visible presence on social media platforms.</li>   <li>&gt; Foster collaboration and coordination among committee members and RVCs by facilitating regular communication and information sharing through social media channels.</li>   <li>&gt; Recognize and promote outstanding contributions and engagement of</li> </ul>			
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		committee members and RVCs on social media platforms to encourage active participation			
<b>#3 Regular Office Hours on New AI and Communication Tools:</b>	Provide support and guidance to ASHRAE chapters and individuals by conducting regular office hours focused on new AI tools that can benefit them.	<ul style="list-style-type: none"> <li>&gt; Identify and select relevant AI tools that can assist ASHRAE members, chapters, and individuals in their work and professional development.</li> <li>&gt; Schedule regular virtual office hours dedicated to specific AI tools, allowing members to ask questions, seek guidance, and learn best practices for their implementation.</li> <li>&gt; Create resources, tutorials, and documentation</li> </ul>			

		to support the office hours sessions and make them accessible to a wider audience.			
<b>#4 Meeting with CC RVCs:</b>	Gain insights into the work and challenges faced by Regional Vice Chairs (RVCs) and ensure effective collaboration between the Communications Committee and RVCs.	<ul style="list-style-type: none"> <li>&gt; Schedule separate meetings with each CC RVC to discuss their experiences, achievements, and challenges in their respective regions.</li> <li>&gt; Facilitate open and productive discussions to understand the specific communication needs and initiatives in different regions.</li> <li>&gt; Identify opportunities for collaboration and support between the Communications Committee and RVCs to enhance</li> </ul>			

		communication, information sharing, and engagement across ASHRAE's regional chapters.			
<b>#5 Increase Adoption of ASHRAE's Website Template:</b>	Promote consistent branding and user experience by encouraging a wider adoption of ASHRAE's website template among chapters and regions.	<ul style="list-style-type: none"> <li>&gt; Develop comprehensive documentation and guidelines that outline the benefits and best practices of implementing ASHRAE's website template.</li> <li>&gt; Communicate with chapters and regions to raise awareness about the template and provide support in implementing it effectively.</li> <li>&gt; Offer training sessions or webinars to educate chapters and regions on the customization and maintenance of the website template.</li> </ul>			

		<p>&gt; Monitor and track the adoption of the website template, providing assistance and guidance as needed to ensure successful implementation.</p> <p>&gt; Recognize and showcase chapters and regions that have successfully implemented the template, highlighting their achievements and sharing their experiences as examples of best practices.</p>			
<p><b>#6 Improve ROB Policies, Guidance Documentation, and Webpage</b></p>	<p>Enhance the committee's ROB policies, Guidance Documentation, and webpage to provide better support and information to chapters and regions.</p>	<p>&gt; Review and update ROB policies and Guidance Documentation for clarity and relevance.</p> <p>&gt; Revise webpage on ashrae.org to be more helpful and informative for chapters and regions.</p> <p>&gt; Incorporate</p>			

		feedback and best practices to continually improve resources and usability.			
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## CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council  
From the Meeting of June 24, 2023

### Members Present

Christine Reinders-Caron, Chair  
Raul Simonetti, Vice Chair  
Aaron Boranian  
Nohad Boudani  
Craig Bradshaw  
Kristen Cetin  
Joe Chow  
Brian Fronk  
Suzanne LeViseur  
Stephanie Mages  
Maggie Moninski  
Scott Peach  
Anoop Peediyakkan  
Bert Phillips  
Erik Sanchez  
Davide Ziviani  
Devin Abellon, BOD ExO

### Members Absent

Ahmed Abdelsalam  
Gary Debes  
Lina Maged Hashem  
Ehab Mamdouh  
Rafi Karim  
Alekhya Kaianathbhatta  
Jim Liston  
Ng Yong Kong  
Atilla Biyikoglu  
Som Shrestha

### Guests

Doug Cochrane  
Dan Rogers  
Kevin Summers  
Doug Fisk  
Kevin Brown  
David Yashar  
Cheng Wee Leong  
Cindy Callaway  
Michael Cooper

### Staff

Haley Booker-Lauridson  
Tony Giometti  
Erin Jones

### Motions

1. CEC requests that ROB 2.104.015 be revised as follows:

All attendees at Society Winter and Annual Meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Host committee members, first-time monitors, special invitees, and press. The following discounted registration fees shall apply:

A. Student members and faculty advisors shall be charged a registration fee of \$25.00.

B. Conference speakers, session chairs, Conferences and Expositions Committee members, repeat monitors, Board of Directors members, spouses of officers, Presidential Members and Life Members will be charged a registration fee calculated by applying a 75% discount to the member full registration fee rounded up to the nearest \$5.00.

Background: There are about 100 monitors serving at each conference. It is estimated that about 20% of those monitors volunteer on a yearly basis.

Fiscal Impact: +\$4,000/conference.

(CEC vote was 14-0-0, CV)

### Information Items

1. CEC has the following response to the Tennessee Valley Chapter - Motion 13 (07/27/2022): That (Conferences and Expositions) include a hotel option that has significantly lower per night cost for winter and annual conferences than the Headquarters hotel:

We appreciate the intent of this request. However, implementation of it at this time could result in significant financial exposure for Society. ASHRAE's headquarter hotel serves as the base for ASHRAE's conference programming during Winter and Annual Conferences. In order for ASHRAE to acquire a space buyout at a hotel, we have to have a substantial sleeping-room block to avoid

meeting room rental costs. In other words, our promise to the hotel of a large number of sleeping room nights essentially pays for the meeting room rental. Without waived room rental, ASHRAE conference registration fees would increase significantly and ASHRAE would have difficulty finding acceptable space for future conferences. In addition, standard hotel contracts require ASHRAE to meet 80% or higher of our proposed sleeping room block or else Society pays a multi-thousand dollar penalty.

2. CEC Response to Members Council MBO 6:

- a. registrants for an ASHRAE (co)sponsored conference should physically receive something about ASHRAE's Decarb efforts. This document should be handed out when they pick up their badges at registration
  - I. We believe it should not be something physically distributed.
  - II. We support the sustainability pledge in the app which could be expanded to result in a decarb score that is sharable.
- b. all co-sponsored events needs to have some sort of Decarbonization content included
  - I. Question to be included in proposal for co-sponsored events such as "What activities are included that support *presidential theme* of Decarbonization efforts"
  - II. Decarbonization programs that are included in co-sponsored events can be identified and highlighted. Include language flexible to include the intent of related activities and approaches.

3. The 2023 Annual Conference had a total of 100 sessions and events scheduled, comprised as follows: 70 seminars, 18 Poster Sessions, 1 Virtual Paper Session, 5 Panel discussions, 3 Forums, 2 Debate and 1 Workshop. There were a total of 357 presentations, 116 papers and 17 live-streamed sessions. Registration for in-person attendance is slightly over 1,250, which is 250 more than the 2022 Annual Conference in Toronto and 200 less than the 2019 Annual Conference in Kansas City. Virtual registrations are about 110 and committee-only registrations are over 500.

4. Topical Conferences Held Since February 2023

- a. March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska. This was the second time ASHRAE organized this conference. 196 registrants attended the conference from 11 countries; 72% of the registrants were ASHRAE members. The conference featured a strong technical program with up to three concurrent sessions; there were 3 keynote presentations, 18 paper sessions and 83 conference papers, 8 seminars and 3 forums with a total of 63 speakers. There were 32 conference sponsors totally \$66,550; the conference had a budget surplus of \$7,500.
- b. May 11-12, 2023 – Third Developing Economies Conference, co-organized with the Mumbai Chapter, Mumbai, India. This was the second time ASHRAE organized this conference. 530 registrants attended the conference. The conference featured a strong technical program with two concurrent sessions; there were 2 keynote presentations and 13 sessions. The Mumbai Chapter was financially responsible for this conference. There were 13 conference sponsors, 2 conference partners and 14 supporting organizations totally \$150,000; the conference had a budget surplus estimated between \$5,000 - \$15,000.



Topical Conferences In-Process

- a. September 11-13, 2023 – Building Performance Analysis Conference, Austin, Texas
- b. October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia
- c. November 28-30, 2023 – ICERD-8, Kuwait
- d. April 17-19, 2024 – ASHRAE International Conference on Building Decarbonization, Madrid
- e. June 24-26, 2024 – Building Performance Analysis Conference, Indianapolis, IN
- f. October 3-4, 2024 – 6<sup>th</sup> Conference on Efficient Building Design, Beirut
- g. October 2024 – Industry Decarbonization Conference, New York City

Topical Conferences Proposed

- a. Indoor Environment Quality 2025, September 2025, Montreal
- b. Buildings XVI, December 2025, Clearwater Beach, Florida
- c. Women’s Leadership Summit, October 2024, Chicago

5. Future Annual and Winter Conference Sites

- a. Winter, January 20-24, 2024 – Chicago
- b. Annual, June 22-26, 2024 – Indianapolis
- c. Winter, February 8-12, 2025 – Orlando
- d. Annual, June 21-25, 2025 – Phoenix
- e. Winter, January 31-February 4, 2026 – Las Vegas
- f. Annual, June 27-July 1, 2026 – Austin
- g. Winter, January 23-27, 2027 – Chicago
- h. Annual, June 12-16, 2027 – New Orleans

**MBO Update**

**Attachments**

Attachment A (CEC MBOs for 2022-2023)

Attachment B (CEC MBOs for 2023-2024)

Respectfully submitted,

Christine Reinders-Caron, Chair  
Conferences and Expositions Committee

Committee Objectives  
 Committee: Conferences and Expositions Committee  
 Year: 2022 – 2023  
 Chair: Christine Reinders-Caron  
 Vice Chair: Raul Simonetti

<b>Objective</b>	<b>Planned Completion Date</b>	<b>Status</b>	<b>Fiscal Impact</b>	<b>Responsible Party</b>	<b>Cost Budgeted</b>
1. Complete update work on Committee Guidance Documents, Reference Manual, and New Member Handbook	6/30/2023	Complete	None	Operations Subcommittee and Staff	None
2. Improve conference experience for attendees, authors, and reviewers	6/30/2023	Complete	None	ExCom, full CEC and Staff	None
3. Streamlining review process for papers and presentations through automation	6/30/2023	Ongoing	None	Operations Subcommittee, ExCom and Staff	None
4. Apply DEI Initiatives to conference programs	6/30/2023	Ongoing	None	ExCom, Conference and Track Chairs and Staff	None
5. Increase participation in speaker and program surveys and utilization of data to improve quality of technical program	6/30/2023	Complete	None	ExCom, Conference and Track Chairs and Staff	None
6. Select 2025 Winter and Annual Conference chairs	6/30/2023	Complete	None	Reinders-Caron and Simonetti	None

Committee Objectives  
 Committee: Conferences and Expositions Committee  
 Year: 2023 – 2024  
 Chair: Raul Simonetti  
 Vice Chair: Maggie Moninski

<b>Objective</b>	<b>Planned Completion Date</b>	<b>Status</b>	<b>Fiscal Impact</b>	<b>Responsible Party</b>	<b>Cost Budgeted</b>
1. Improving CEC operations through more structured information distribution and storage	12/31/2023		None	Operations Subcommittee and Staff	None
2. Streamlining review process for papers and presentations through automation	12/31/2025		None	ExCom, full CEC and Staff	None
3. Selecting the conference chairs for the 2026 Winter and 2026 Annual Conferences	12/31/2023		None	Operations Subcommittee, ExCom	None
4. Apply DEI Initiatives to conference programs	6/30/2024		None	ExCom, Conference and Track Chairs and Staff	None
5. Improving the quality of papers and programs submitted for conference attendees	6/30/2024		None	ExCom, Conference and Track Chairs and Staff	None
6. Improving author experience through more effective committee member training	6/30/2024		None	ExCom, Conference and Track Chairs and Staff	None
7. Aligning conference programs with targeted conference attendees	6/30/2024		None	ExCom and Staff	None

## GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council  
From Meeting of June 23, 2023  
Tampa, Florida

### ATTENDANCE

#### **Members Present**

Darryl Boyce, Chair  
Rob Hoadley, Vice Chair  
Mohammed Anbari  
Cindy Callaway  
Christopher Phelan  
Timothy Wentz  
Mike Wolf  
Artorius Reyes  
Michael Genin  
RJ Hartman \*  
Louis Van Belle\*  
Beth Thomlinson\*  
Douglas Cage  
Damon McClure\*  
Peter Knock-Wilwerding  
Tracey Jumper  
Daryl Collerman\*  
Timothy Theriault  
(Albert) Yew T A Sin\*  
George Pantelidis  
Ahmed Bolbol  
Sonya Pouncy\*  
Ken Fulk  
Malcom Dennis Knight

#### **Members Absent**

Weston Hockaday  
Nanette Lockwood  
Meghan McNulty

#### **Incoming Members**

Andrew Persily  
Eleazar Rivera

#### **Guests**

Doug Fick  
David Underwood  
Jim Arnold  
Dennis Hassett  
Fiona McCarthy  
Colin Laisure-Pool  
Doug Cochrane  
Chad Smith  
Corey Metzger  
Tim Capbeh  
Kelly Thomas,  
Oregon Building  
Codes  
Mark Heizer, Oregon  
Building Codes  
and SSPC 90.1  
Member  
Douglas Ficher  
Mark Heizer  
Donielle Taylor  
Michele Mihelic, AIA  
Naila Mendonca, AIA  
Jaideep Kamik\*

#### **Staff**

Alice Yates  
Emily Porcari  
Jacob Karson  
Matt Young  
Andrew Barberi

#### **INCOMING MEMBERS**

Shelia Hayter\*  
Jason Alphonso  
William Fisher\*  
Geoffrey Jenks  
Ioan Dobosi  
Bryan Holcomb

\* notes virtual attendance

## **Motions**

**Motion 1 (Subject Matter Expert Program to Support Government Outreach):** GAC recommends that Members Council approve a pilot program that would identify and recruit Subject Matter Experts within ASHRAE to communicate technical information effectively to government officials and policy makers. The framework for the program is provided in Attachment A. Details for the pilot program would be developed during July-December 2023, and the pilot would be implemented in January 2024-June 2024, with SME transportation to three (3) meetings funded under this program.

### **BACKGROUND:**

The GAC's Government Outreach Events program is an effective and well-established program for grassroots members to introduce government officials to ASHRAE, as well as the issues that are critical to advancing the arts and sciences of heating, ventilation, air conditioning and refrigeration. The program uses pre-approved collateral materials including ASHRAE's Public Policy Priorities, Public Policy Issue Briefs, and presentations with information contained in PPPs, PPIBs, as well as Position Documents.

When government officials need to dive deeper into these subjects, including for when they are developing legislation or regulations, an individual with more knowledge and expertise on the subjects is needed. This individual could be compared to a "Distinguished Lecturer" but would need to be able to communicate technical information to non-technical government officials and policy makers and would need to know ASHRAE's positions on the topics at hand. Currently, identifying these individuals is done on an ad-hoc basis, or through the Government Affairs staff, who may need to reach out to staff from the Technology Department to best identify an SME. Because government officials often need information quickly, having a program in place where there is a ready reserve of ASHRAE technical experts with good communication skills would be useful.

**FISCAL IMPACT:** \$3,500.

The fiscal impact uses the DL budget of \$1,072 per visit (transportation); at 3 visits, the total is \$3,216, which we rounded up slightly.

**STAFF IMPACT:** 210 hours







Staff time would average about 4 hours per week. Staff time includes scheduling meetings, holding meetings, and taking notes, fleshing out proposals, helping to identify SMEs and create a database, working with the accounting department on transportation reimbursement, working with chapters and Members Council to share information about this program, helping to evaluate the program and write a report at the end of the year.



## **Information Items**

1. Information Item 1. Public Policy Priorities for Society Year 2023-24: The GAC approved by voice vote with no objections the Public Policy Priorities (PPPs) for Society Year 2023-24, and they were subsequently approved by ExCom and the Board of Directors. (Per the Rules of the Board, Section 2.402.003.3, the "Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council.") The PPPs were developed during the June 6 GAC Planning Meeting.

2. Information Item 2. Government Outreach Events: The GAC set a goal of 125 Government Outreach Events to be held during Society Year 2022 – 2023. The GAC has held **131 events** as of June 21, 2023. The total to date includes 7 city/local events, 53 state events, 33 U.S. federal events, and 38 global events. GAC and other ASHRAE members are to be commended for this 16% increase to date in events from the previous Society Year, in which 113 events were held. It is also important to note that many of these events were held in-person, and some were multi-meeting, multi-day events. The total number of meetings associated with these events was **260 meetings**, at which **281 government officials** were engaged. (See Attachment C)
3. Information Item 3. Revisions to the GAC Resource Manual: The GAC approved a change to the RVC reporting form in the GAC Resource manual to add additional information and improve consistency.
4. Information Item 4. Public Policy Issue Briefs: The GAC has finalized 10 updated PPIBs, which addressed comments received from the Tech Council Document Review Subcommittee this spring. (During the Winter Conference, ExCom approved a new PPIB developed by the GAC on Building Electrification). The updated PPIBs are listed below:
  - i. Building Decarbonization
  - ii. Building Energy Benchmarking, Assessments, and Performance Targets
  - iii. Climate Change and the Built Environment
  - iv. Consensus Standards: Expert Solutions to Meet Global Needs
  - v. Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems
  - vi. Indoor Air Quality
  - vii. Indoor Carbon Dioxide, Ventilation and Indoor Air Quality
  - viii. Refrigerants and their Responsible Use
  - ix. Resiliency in the Built Environment
  - x. STEM Education & HVAC&R
5. Information Item 5. School Facilities: Energy and IAQ Improvements: The GAC wanted Members Council to be aware of some ASHRAE activities with schools and the U.S. Federal Government. The DOE Schools Partnership is led by John Constantine, and the Leadership Team includes the GAC Communication Coordinator in its membership. ASHARE is a “Supporter” of the [Efficient and Healthy Schools Initiative](#) (DOE/EPA/Dept. of Education). ASHRAE is partnering with DOE and LBNL on a Pilot Program with ASHRAE Chapters to support awareness of government funding opportunities and other resources, including the \$500 million available through the IJA. 14 Chapters have agreed to serve as pilots of this program, and the Leadership team is working with these chapters to provide training materials and guidance in their outreach to schools.
6. Information Item 6. Coordinating Decarbonization Efforts: GAC is pleased to work with MP, which requested working with the GAC to streamline and avoid duplication on efforts with decarbonization. GAC also recommends this coordination work in tandem with other Members Council decarb efforts, including the Decarb 101 Toolkit that is being developed by Members Council. GAC also recommends that all decarbonization work through Members Council be communicated to the TFBD to avoid duplication of efforts, and for the TFBD to review materials being produced, as needed.
7. Information Item 7. New MBOs for SY2023-24 were announced by the incoming GAC Chair Rob Hoadley (see Attachment D).

## **MBO Update for SY2022-23**

<b>MBO</b>	<b>Assignment</b>	<b>Metric(s)</b>	<b>Status</b>
1. Increase the participation of ASHRAE members in Government Outreach Events and other advocacy opportunities by hosting promotional GAC meetings, webinars, and other events to non-GAC ASHRAE members to increase awareness about the GAC.	Member Mobilization	 Host 4 “Office Hour” events (including a specific one for international participants).  Create an internal Office Hour Best Practices document to summarize the lessons we’ve learned, for the benefit of future iterations of GAC.  Create a DL presentation on the benefits of Government outreach for ASHRAE members.	<b>COMPLETED.</b> All metrics have been met. The DL Presentation will be shared at the Annual Meeting. The Office Hours “Best Practices” document has been finalized by the Subcommittee members. (It’s posted in Basecamp – in the MMSC folder.)
2. Increase effectiveness of volunteer members through formalizing the GAC member mentorship program through small groups.	Executive Subcommittee	Mentorship program is included in Resource Manual.  Mentor assignments made by July 30.  Each mentor reaches out to their mentees 4 times per year.	<b>COMPLETED.</b> This program is well established, and it is working well. The Rules Subcommittee is working to include the Mentorship Program in the GAC Resource Manual.
3. Build the foundation of a consistent global government engagement program by planning and identifying country- or region-specific events attended by government officials for the purpose of outreach and advocacy.	Global Affairs	Each global RVC identifies at least two events per region that are held annually. Each RVC works with the global chapter chairs to facilitate 5 GOEs per Region. Each global RVC works with the global chapter chairs to identify the schedule for revision of Energy Codes/Building Codes of the country/state and key officials involved.	<b>ONGOING.</b> <ul style="list-style-type: none"> <li>• Six global events have been identified.</li> <li>• Several global GOEs were conducted.</li> <li>• Energy codes and adoption schemes vary widely country to country; outreach is ongoing.</li> </ul>
4. Decarbonization: establish clear lines of communication between the GAC and the TFBD.	Policy & Programs	 GAC member is identified as liaison to the TFBD.	<b>COMPLETED.</b> Darryl Boyce is serving as the liaison to TFBD; receiving regular updates from the taskforce.

MBO	Assignment	Metric(s)	Status
<p>5. Work with International Standards Task Force to facilitate sharing of information to avoid duplication of efforts, including through the tracking and adoption of ASHRAE standards and guidelines around the world.</p>	<p>Global Affairs</p>	<p>Long-term coordination structure defined.</p> <p>RVC works with the global chapter chairs to facilitate 4 outreach events per region, which are related to adoption of ASHRAE Standards.</p>	<p><b>ONGOING.</b></p> <ul style="list-style-type: none"> <li>• The ISTF will be a Standing Committee beginning July 1, and this MBO will be ongoing under that new structure.</li> <li>• Multiple bodies are tracking global adoption of ASHRAE standards, and the GAC will work to coordinate and streamline these efforts in the coming SY.</li> </ul>
<p>6. Establish a GAC Advisory Board made up of senior staff from various government bodies; this group would advise ASHRAE on what technical resources they need.</p>	<p>Policy &amp; Programs</p>	<p> Advisory Board meets 4 times in the Society Year.</p>	<p><b>COMPLETED.</b></p> <p>Advisory Board members identified (11 members). Held meetings with the Advisory Board in December 2022, March 2023, April 2023, and June 2023.</p>
<p>7. Improve the effectiveness of the Government Affairs Website</p>	<p>Communications Coordinator, in cooperation with PPSC and MMSC</p>	<p>Implement recommendations made from the GAC website survey in SY21-22.</p>	<p><b>ONGOING.</b></p> <p>Communications Coordinator discussed recommendations with Marketing and Government Affairs staff. Some updates are being made to the Advocacy Toolkit page regarding information on U.S. state legislatures as well as international legislative bodies. Examples of outreach by chapters may also be included; the Coordinator will be requesting ideas/input on this from the RVCs.</p>
<p>8. Review and revise the RVC reporting requirements for the Winter and Annual meetings.</p>	<p>Member Mobilization</p>	<p> Streamlined RVC reporting form is developed</p>	<p><b>COMPLETED.</b></p> <p>Streamlined reporting form approved at the Annual Meeting.</p>



## **Attachments**

Attachment A: Subject Matter Expert Pilot Program to Support Government Outreach

Attachment B: Public Policy Priorities for Society Year 2022-23 (Proposed)

Attachment C: Government Outreach Events over Time

Attachment D: MBOs for SY2022-23

# ATTACHMENT A

## Framework for Proposed Subject Matter Expert Program to Support Government Affairs

This program would identify and recruit Subject Matter Experts (SME) within ASHRAE who can communicate technical information effectively to government officials and policy makers. The program would establish a pool of SMEs with specific expertise who would be able to provide technical support and information for government briefings, legislative testimony, and responses to government requests for information. SMEs will be sources of technical support for local to global level government affairs work.

The objective of this program would be to have a vetted list of SMEs for government interaction so that responses to government officials could be provided in a more timely manner, which can be especially important when legislation or regulations are moving quickly. This program would help ASHRAE support its mission of advancing the sciences of HVAC&R to serve humanity and promote a sustainable world.

1. **Define the criteria for selecting SMEs:** The program would define the qualifications that SMEs should meet, such as their professional expertise, experience, and communication skills. They should be able to explain technical subjects in plain language, write and deliver testimony for local pending legislation, and respond to letters and comments. The program will seek broad geographic representation, both globally and locally.
  - The SME must have a deep understanding of the technical subjects related to HVAC&R.
  - The SME must have experience communicating technical information to government officials, agencies, and the public.
  - The SME must have a track record of providing technical support for legislative testimony and public requests for information.
2. **Develop an application process:** The program would design an application process that collects information on the SMEs' qualifications and experience. The application form would be available on the ASHRAE website and require applicants to provide their professional background, experience, expertise, and references. A subset of the GAC<sup>1</sup> would review the applications, conduct interviews, contact references, and make selections. Staff from the Washington Office would also provide input. Individuals selected would hold 3-year terms, with reviews conducted after each government engagement.

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<sup>1</sup> Proposed as the GAC Chair and Vice Chair, Chairs of the PPSC, MMSC and GASC, and any GAC members with professional government experience.

3. **Establish a database of SMEs:** The program would maintain a database of SMEs who have been selected for the program. The database would include their contact information, areas of expertise, and availability (if known).
4. **Train SMEs:** The program should provide training to SMEs on how to communicate effectively with government officials, including through briefings and testimony. Washington Office Staff will continue to provide training and support relative to specific engagements.
5. **Engage SMEs:** The program should actively engage SMEs by informing them of opportunities to participate in meetings, provide testimony, or provide input on letters and comments. SMEs would engage with GAC Chapter Chairs and local members. The program would track the SMEs' participation and assess their impact.
6. **Funding for transportation:** The program would offer funding for transportation when the government official specifically requests in-person attendance. The transportation would be approved by the Staff Director of Government Affairs.
7. **Evaluate the program:** The program would be evaluated on an annual basis. Each SME engagement would also be assessed, likely in a qualitative manner as each engagement will be different.

## ATTACHMENT B



### ASHRAE's Public Policy Priorities: SY 2023-2024 --Draft

- Support Sustainable Building Practices including Building Decarbonization to Mitigate Climate Change  
Buildings and their heating, ventilation, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to GHG emissions. Buildings are responsible for more than 35% of global final energy use and nearly 40% of energy-related greenhouse gas emissions worldwide. Eliminating greenhouse gas emissions from the built environment is essential to address climate change. ASHRAE is advancing additional tools to support decarbonization across a building's entire life cycle, including building design, construction, operation, occupancy, and end of life. ASHRAE is targeting emissions from the operation of buildings as well as those embodied in building materials and the construction process.  
  
In addition to government adoption of robust building energy standards such as ASHRAE Standard 90.1 (commercial), 90.2 (residential), 90.4 (data centers), 189.1/IgCC (green buildings) and 189.3 (high-performance health care facilities) for new construction, ASHRAE supports policies and programs to improve the energy and carbon performance of existing buildings such as through the adoption of Standard 100 and policies such as building performance standards, building benchmarking and labeling requirements. To evaluate whether a building or group of buildings meet a definition of "zero net energy" or "zero net carbon," ASHRAE recommends governments use and refer to ASHRAE Standard 228, *Standard Method of Evaluating Zero Net Energy and Zero Net Carbon Building Performance*.
- Promote Healthy Buildings and Reduce Indoor Environmental Risks  
Supporting the health and well-being of building occupants is the most important feature of the indoor environment. Providing acceptable indoor air quality is an essential building service that should be achieved while also improving building energy efficiency, sustainability, and resiliency. The latest versions of ASHRAE Standards for Ventilation and Indoor Air Quality (62.1 for commercial buildings, 62.2 for residential, and 170 for health care facilities) should be adopted in building codes and regulations. Jurisdictions should also adopt Standard 241, *Control of Infectious Aerosols*, to reduce the risk of disease transmission including COVID-19. With respect to water systems, Jurisdictions should adopt ASHRAE Standard 188-2021 and Guideline 12-2020, which present a framework and guidance for *Legionella* risk mitigation. ASHRAE recommends that policymakers cite ASHRAE standards and guidance in legislation and policies to reduce the risk of pathogen transmission in buildings, including in schools and congregate housing. At a national level, model building codes should be developed that address IAQ.
- Ensure the Orderly and Safe Phasedown of High-GWP HFC Refrigerants  
ASHRAE supports the global phasedown of the production and consumption of Hydrofluorocarbon (HFCs) refrigerants that have high-Global Warming Potential (GWP), including through legislation, regulations, and policy. Governments are mandating the near-term use of lower GWP refrigerants, which can have some flammability. ASHRAE Standard 15-2022, *Safety Standard for Refrigeration Systems*, and Standard 34-2022, *Designation and Classification of Refrigerants* should be adopted quickly to help ensure the safe use of these refrigerants. Additional ASHRAE resources include the [Update on New Refrigerants Designations and Safety Classifications factsheet](#), which was developed through a cooperative agreement with UNEP. ASHRAE is also working with UNEP to assist developing countries with the adoption of state-of-art technologies and deployment of lower-GWP refrigerants to protect supply of food and medicine (including vaccines), as well as provide increased comfort and productivity while meeting sustainability goals.



- Advance Design and Construction of Resilient Buildings and Communities

Resiliency is an important societal, economic, and technical issue that will have a major impact on how buildings are designed, renovated and operated. For example, the increasing threat of wildfires has led ASHRAE to produce technical materials such as the [Planning Framework for Protecting Commercial Building Occupants from Smoke During Wildfire Events](#).

As investments are made to improve infrastructure, buildings should be included, as they are vital for protecting the public when natural and human-induced events occur. A building's ability to recover and be available to occupants following such an event can have widespread economic and health implications. In particular, up-to-date building energy and indoor air quality (e.g., ventilation, filtration) standards are essential elements of providing resilient buildings. Unfortunately, most states have not adopted the most recent standards and codes that are based on the latest research and technological innovation, which could make building occupants more vulnerable to disasters. In addition, policies and regulations that require qualified HVACR engineering and technical professionals to be an integral part of building design, construction, and operation are encouraged as these can result in a more resilient and safer built environment.

- Support Adoption of the Latest Edition of ASHRAE's Energy Standards into Building Codes

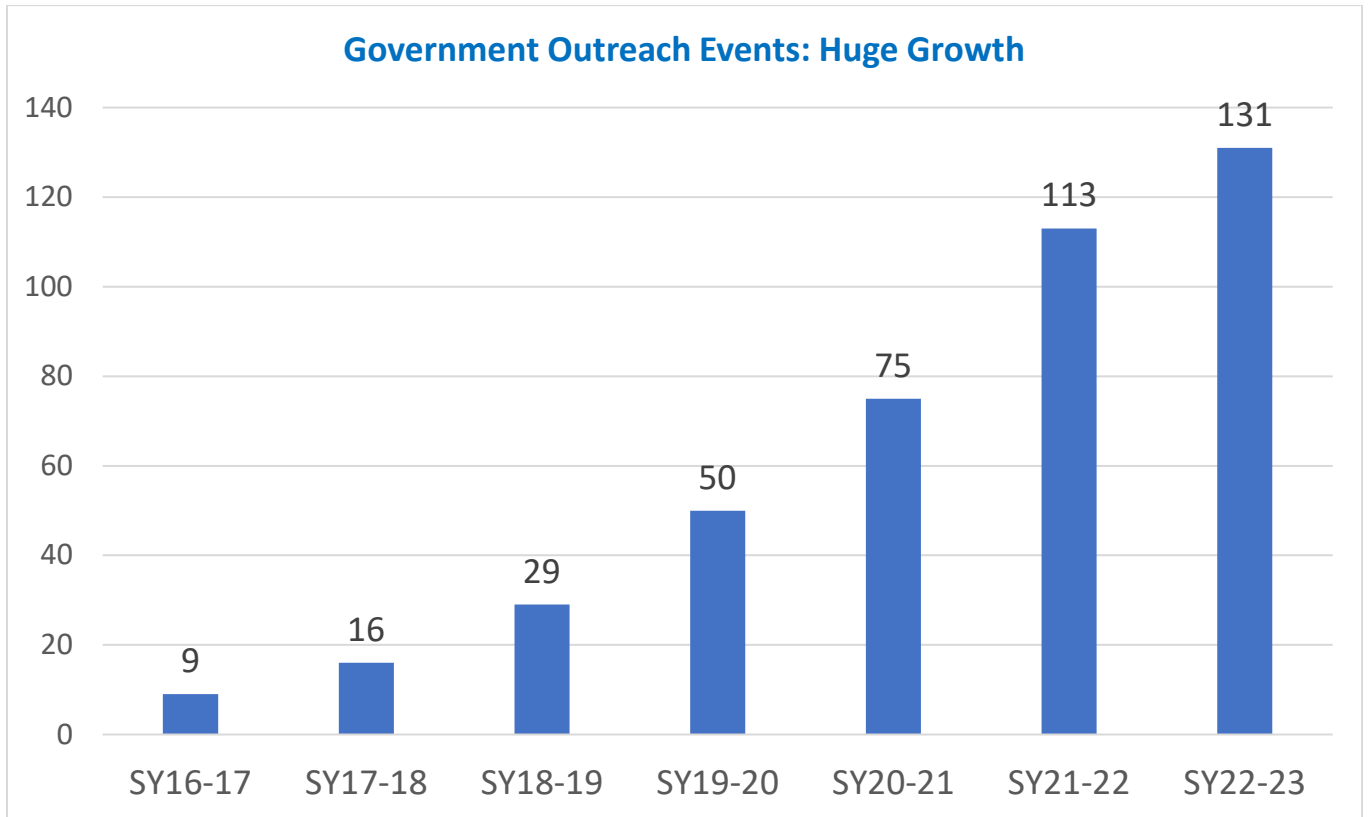
Energy efficiency can be improved significantly through the adoption and effective implementation of the most recent version of Standard 90.1 *Energy Standard for Buildings Except Low-Rise Residential Buildings*, which has provided the minimum requirements for the energy-efficient design in the United States for over 40 years. Although its adoption in the U.S. by States is required by the Energy Conservation and Production Act (ECPA), most States are using dated versions of the standard, resulting in buildings with higher energy needs and costs. Residential buildings and data centers can also achieve improved performance, save energy costs, and reduce climate impacts when jurisdictions adopt ASHRAE Standard 90.2 (residential) and Standard 90.4 (data centers).

- Strengthen and Increase Diversity in the HVACR Workforce

Strong education in science, technology, engineering and mathematics (STEM) to develop the pipeline of technicians, engineers and scientists is critical to our future well-being and standard of living. ASHRAE supports policies that strengthen STEM at all educational levels, including through use of ASHRAE's extensive educational offerings. Policymakers should consider requiring ASHRAE certification programs to ensure professionals have the knowledge to improve building performance.

ASHRAE's Board of Directors is committed to proactively pursuing and celebrating diverse and inclusive communities, as it fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities we serve. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought style, religion, nationality, socio-economic status, belief system, sexual orientation or education.

## ATTACHMENT C



**ATTACHMENT D**  
**GAC MBOs -SY2023- 2024**

<b>MBO</b>	<b>Subcommittee Assigned</b>	<b>Metric(s)</b>	<b>Initiative #</b>	<b>Goal #</b>
1. Increase the participation of ASHRAE members in Government Outreach Events and other advocacy opportunities by hosting promotional GAC meetings, webinars, and other events to non-GAC ASHRAE members to increase awareness about the GAC.	Member Mobilization	<ul style="list-style-type: none"> <li>• 4 Office Hours held</li> <li>• Hold Panel at ASHRAE conference</li> <li>• Develop Marketing material for chapter meetings and/or CRCs – possibly a one-pager on the GAC</li> </ul>	4	2a, 2c
2. Enhance the approach for gathering data and reporting on GOEs; include number of government officials and staff who attended the GOEs. Determine best way to differentiate between types of GOEs	Member Mobilization	<ul style="list-style-type: none"> <li>• Provide recommendation to GAC on how GOE reporting should be changed.</li> </ul>	3	3b
3. Review volunteer commitments of committee members as well as membership in general; identify ways to use volunteer time effectively and increase participation in GAC governance and activities.	Executive Subcommittee	<ul style="list-style-type: none"> <li>• Estimate average volunteer time commitment from committee membership and chairs.</li> <li>• Identify # of committee members with other ASHRAE commitments.</li> <li>• Share information with Members Council and request whether volunteer commitments are similar for other standing committees.</li> </ul>	3, 4	2a, 3b
4. Review effectiveness of GAC mentorship program and obtain feedback on how best to make use of program.	Executive Subcommittee	<ul style="list-style-type: none"> <li>• Poll a selection of recent mentees and mentors on their experiences with the program.</li> <li>• Recommend whether the program should be modified.</li> </ul>	3, 4	2a, 3b

<b>MBO</b>	<b>Subcommittee Assigned</b>	<b>Metric(s)</b>	<b>Initiative #</b>	<b>Goal #</b>
5. Build the foundation of a consistent global government engagement program by planning and identifying country- or region-specific events attended by government officials for the purpose of outreach and advocacy.	Global Affairs	<ul style="list-style-type: none"> <li>Identify national and international conferences/events outside North America where ASHRAE can participate to further government engagement.</li> <li>Provide recommendations to MMSC on how best to increase the number of GOEs outside North America and increase number of ASHRAE members participating</li> </ul>	1, 2	1a, 1b, 3b
6. Determine best approach for communicating effective strategies about building decarbonization and other key issues to government officials.	Policy & Programs	<ul style="list-style-type: none"> <li>Establish a program to connect ASHRAE SMEs to government officials.</li> <li>Coordinate 3 SME-Government meetings.</li> <li>Assess effectiveness of program and provide recommendations to GAC on full implementation of program.</li> </ul>	1, 3	1a; 1b; 2b;
7. Work with Global Technical Interaction Committee (GTIC) to facilitate sharing of information to avoid duplication of efforts, including through improved understanding of market needs and the tracking and adoption of ASHRAE standards and guidelines around the world.	Global Affairs	<ul style="list-style-type: none"> <li>Nominate a liaison from GASC to GTIC and send recommendation to GAC Chair at earliest possible opportunity.</li> <li>Each member of GASC to provide a list of ASHRAE standards that have been adopted by various jurisdictions in their regions.</li> <li>Identify opportunities for ASHRAE Standards adoption, including through scheduling meetings, sharing information about standards, and/or writing advocacy letters for standards adoption.</li> </ul>	3	3b
8. Continue work with GAC Advisory Board. Review recommendations of board and provide recommendations on how best to enact them.	Policy & Programs	<ul style="list-style-type: none"> <li>Determine whether Advisory Board work should be continued, and if so, whether new members should be invited.</li> <li>Review recommendations from GAC Advisory Board; determine what recommendations should be referred to the GAC and suggest how those recommendations should be implemented.</li> </ul>	3	1b; 2b; 3a;



<b>MBO</b>	<b>Subcommittee Assigned</b>	<b>Metric(s)</b>	<b>Initiative #</b>	<b>Goal #</b>
<p>9. Work with other relevant bodies within ASHRAE to share needs from Government Officials, and how ASHRAE could better communicate via the web and social media.</p>	<p>Executive Subcommittee, through the Communications Coordinator</p>	<ul style="list-style-type: none"> <li>• Assess effectiveness of outward and inward facing ASHRAE web and social media presence focused on GAC efforts.</li> <li>• Provide recommendations on how ASHRAE web and social media presence can better serve GAC committee members as well as government officials.</li> </ul>	<p>3, 4</p>	<p>1a, 2a, 2c, 3b</p>
<p>10. Provide recommendations to the full committee on how best to increase the global scope of Government Affairs Committee work and increase participation of members outside North America in committee activities.</p>	<p>Global Affairs</p>	<ul style="list-style-type: none"> <li>• Review current and historical GAC rosters to determine the usual number of committee members outside North America.</li> <li>• Review and compare GOE participation to determine how chapters outside North America compare to chapters in U.S./Canada.</li> <li>• Provide list of challenges that may impede volunteers outside North America from participation on GAC, and recommendations on how to solve these possible challenges</li> </ul>	<p>4</p>	<p>1b, 2a</p>

**Honors and Awards Committee**  
 Report to Members Council  
 From Meeting of June 22-26, 2023

Members Present	Members Absent	Guests	Staff
Isabelle Lavoie	Alyse Falconer	William Malphus	Rhiannon Masterson
Nicolas Lemire		Tom Morganthau	Anastasia Meadows
Mohammad Al Tassi		Pam Duffy	
Adam Davis			
Maged Fouad Hashem			
Karine Leblanc			
Ben Leppard			
Thomas Phoenix			
Daniel Rogers			
Mohammad Sajid			
Wei Sun			
Pamela Immekus*			
Scott Martin*			
Juliana Pellegrini Lemos Trigo*			

\*2023-24 Incoming Members

**Motions**

1. The Honors & Awards Committee recommends to Members Council the following additions to the Manual for Chapter Operations (MCO).

**Manual for Chapter Operations**  
 Appendix 1A: Suggested Operations Calendar

Month	Board of Governors	Chapter President	Officer or Committee	Meeting
October	Delegate or Alternate to Fall CRC Meeting reports business transacted and items requiring action.	Present items reported from CRC Meeting before Chapter Meeting.	<u>Solicit nominations for awards with a December 1 deadline: Louise &amp; Bill Holladay Distinguished Fellow, Andrew T. Boggs Service, DSA, ESA</u>	Act on CRC items as required.
March	Act on Agenda items for Spring CRC Meeting.	Prepare spring CRC report on your year as president.	<u>Solicit nominations for awards with a May 1 deadline: Honorary Member, Fellow, F. Paul Anderson, Distinguished Public Service, Hall of Fame, Pioneers of the Industry</u>	1. Nominations for Officers presented to floor–Nominations received from floor–Nominations closed. 2. Poll members for program items for the coming year.

**Background:** In an effort to encourage nominations for Society-level awards and remind H&A Chapter Chairs of important nomination deadlines, H&A would like to have this information added into the MCO. Please see **Attachment A** for the full Appendix 1A with recommended additions.

**Fiscal Impact:** None

**Vote:** 7-0-0 CNV

2. The Honors & Awards Committee recommends to Members Council to approve the Eunice Foote Decarbonization Award with the first presentation occurring at the 2024 Annual Conference Plenary.

**Background:** During the 2023 Winter Conference in Atlanta, H&A and Members Council approved this award subject to review of the criteria. H&A has completed their review of the award criteria and is ready to move forward with implementation of this award. The award deadline is December 1 and the first award will be presented will be at the 2024 Annual Conference Plenary in Indianapolis.

Please see **Attachment B** for the full award description and criteria.

**Fiscal Impact:** \$1,500 per ASHRAE's Transportation Policy (this fiscal impact was already approved by Members Council at the 2023 Winter Conference in Atlanta)

**Vote:** 8-0-0 CNV

3. That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately:

### 7. Calendar

Honors & Awards Committee calendar for a successful year:

#### July

1. Review H&A CRC Power Point for fall CRCs

#### August and September

1. Media Subcommittee: prepare materials for fall promotion campaign for the December 1<sup>st</sup> awards (Andrew T. Boggs, DSA, ESA, and Louise & Bill Holladay)

#### October and November

1. Media Subcommittee: promotion campaign for December 1<sup>st</sup> awards:
  - a. Post past award recipient profiles on social media bi-weekly
  - b. Make at least two posts promoting the December 1<sup>st</sup> deadline

#### December

1. December 1<sup>st</sup> deadline for the following awards: Andrew T. Boggs, DSA, ESA, and Louise and Bill Holladay
2. Personal Awards Subcommittee: review December 1<sup>st</sup> award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates
4. Executive Committee: begin committee succession planning

#### January

1. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
2. Chair: review and update MBOs

3. Winter Conference:
  - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
  - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

### **February**

1. Media Subcommittee: prepare material for spring promotion campaign for the May 1<sup>st</sup> awards Award for Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Review H&A CRC Power Point for spring CRCs
3. Planning Subcommittee: Start the five-year award review process and prepare report for the Annual Conference

### **March and April**

1. Media Subcommittee: promotion campaign for May 1<sup>st</sup> awards:
  - a. Post past award recipient profiles on social media bi-weekly
  - b. Make at least two posts promoting the May 1<sup>st</sup> deadline
2. Committee Virtual Call to discuss progress on action items and discuss any other relevant topics

### **May**

1. May 1<sup>st</sup> deadline for the following awards: Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Personal Awards Subcommittee: review May 1<sup>st</sup> award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates

### **June**

1. Chair and Vice Chair: host virtual H&A new member training
2. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
3. Vice Chair: prepare MBO and committee assignments for the following year
4. Annual Conference:
  - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
  - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

## **14. Schedule**

1. Candidates for personal awards are considered by the Honors and Awards Committee one year six months before the award is presented.

## **16. Personal Honors**

### **11. Eunice Foote Decarbonization Award**

- A. This award is established to honor a member for their notable achievement, outstanding work, or service that is focused on the decarbonization of the built environment.
- B. This award is named in honor of Eunice Foote, who is the scientist attributed to being

the first to conclude that certain gases warmed when exposed to sunlight and that rising carbon dioxide levels would change atmospheric temperature and impact climate change.

- C. Nomination for the Eunice Foote Decarbonization Award shall be made by the Honors and Awards Committee to Members Council. Election shall be by secret ballot of Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.
- D. Presentation of the award is made at the Plenary during the Annual Conference.
- E. The form of the award is a plaque and transportation to the Annual Conference. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

**Background:**

- H&A would like to add a calendar into their MOP, which breaks down roles and responsibilities for all committee members on a monthly basis.
- Now that Personal Awards are sent to Members Council for approval, the H&A Committee is able to shorten the review timeline for award applicants from one year to six months.
- Inclusion of the Eunice Foote Decarbonization Award.

**Fiscal Impact:** None

**Vote:** 8-0-0 CNV

4. Award Nominations – **Executive Session**

**Information Items**

1. Members Council Referrals:
  - a. Region XI CRC (Spring 2023), Regina, CRC Motion #3: That Honors & Awards Committee change the maximum points claimed for Chapter and Regional positions from 3 to 5 on the Nomination and Point Tally Form for Distinguished Service Award (DSA) and Exceptional Service Award (ESA).
    - i. H&A Vote: 0-8-0 CNV
    - ii. H&A Response: H&A voted against this motion since the DSA and ESA recognize distinguished service to Society. The Chapter Service Award and Regional Award of Merit recognize members who are highly involved at the Chapter/Regional levels.
  - b. Region XI CRC (Spring 2023), Regina, Motion #4: That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel for Society Technology Awards. 1 point for member per year and 1 1/2 points for chair of the committee per year. This would be the same points for Sub Committee members and Chairs.
    - i. H&A reviewed the motion and made two amendments below. We will implement these changes effective immediately.
      1. We brought the point value in line with other similar service points. We will award ½ point per year of service for judging panel members and chair.
      2. We elected to only award points to non-CTTC members on the judging panel, with the understanding that service on the judging panel would fall under the responsibilities of serving on CTTC.
2. H&A would like to encourage each ASHRAE Region to assign a member to the Regional H&A Position. This is an optional Regional position and currently only two out of 15 Regions have filled this position. Having a Regional H&A volunteer will allow us to better communicate to the chapter and Regional level, and this

member will serve as a champion to encourage nomination submissions.

3. To further streamline the award review process, H&A has changed the nomination deadline of the awards below. This change means that nominees only need to wait for six months to find out if they were approved for one of these awards, as opposed to the previous one-year waiting period. The awards will still be presented at the same ASHRAE conference – only the nomination deadline changed.

Previous Deadline	New Deadline	Award
December 1	May 1	<ul style="list-style-type: none"> <li>• ASHRAE Award for Distinguished Public Service</li> <li>• ASHRAE Hall of Fame</li> <li>• ASHRAE Pioneers of the Industry</li> <li>• Fellow</li> <li>• F. Paul Anderson Award</li> <li>• Honorary Member</li> </ul>
May 1	December 1	<ul style="list-style-type: none"> <li>• Andrew T. Boggs Service Award</li> <li>• Distinguished Service Award (DSA)</li> <li>• Exceptional Service Award (ESA)</li> <li>• Louise &amp; Bill Holladay Distinguished Fellow Award</li> </ul>

4. Five-Year Award Review: H&A reviews all Society awards on a staggered 5-year basis and considers each award’s appeal to the Society, number of candidates, financial status, and basis for original establishment. This year, H&A reviewed the awards below and has elected to maintain all awards as they are.
  - a. ASHRAE Journal Paper Award, Distinguished 50 and 75-Year Member Awards, Standards Achievement Award, Student Activities Award, Student Design Competition Awards, YEA Award of Individual Excellence, Youth Outreach Award

**Attachment**

- Attachment A – Manual for Chapter Operations, Appendix 1A – Recommended Additions
- Attachment B – Eunice Foote Decarbonization Award
- Attachment C – 22-23 H&A MBOs
- Attachment D – 23-24 H&A MBOs
- Attachment E – Executive Session Motion

## MANUAL FOR CHAPTER OPERATIONS

### Appendix 1A: SUGGESTED CHAPTER OPERATIONS CALENDAR

MONTH	BOARD OF GOVERNORS	CHAPTER PRESIDENT	OFFICER OR COMMITTEE	MEETING
<b>JUNE</b>	As soon as possible after being elected, and prior to the first chapter meeting of the year, the President should call a meeting of the Board of Governors and invite members of the previous Board and committee chairs. At this first meeting, review the Manual for Chapter Operations to ensure that all officers and committee chairs are familiar with their duties and explain any special assignments. Incoming officers, Board of Governors and Committee Chairs should become familiar with chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities and materials.			
<b>JULY</b>	Organization meeting. Discuss and approve budget and committee appointments.	<ol style="list-style-type: none"> <li>1. Submit list of committee appointments to BOG</li> <li>2. Review Chapter Roster of previous year. Also, list all members coded to chapter's geographic area.</li> <li>3. Prepare MBOs for chapter with copy to regional Chair.</li> </ol>	<ol style="list-style-type: none"> <li>1. SECRETARY–Receive all records and Manuals for Operations (published on website), etc. from previous Secretary and prepare new roster and mailing list. Notify all officers, candidates, committee chairs and members of appointments.</li> <li>2. **CTTC COMMITTEE–Survey needs of chapter and organize programs for the season.</li> <li>3. FINANCE COMMITTEE–Prepare new budget for Board of Governors approval.</li> </ol>	
<b>AUGUST</b>	Develop items for CRC Meeting scheduled for the Fall.	Approves program for the year and publishes in the eNewsletter.	Chapter chairs submit MBOs to chapter president.	Obtain speaker presentations two weeks prior to each monthly meeting to check for commercialism
<b>SEPTEMBER</b>	Act on Agenda items for Fall CRC Meeting.		1. TREASURER–Mail out Dues Statements, after approval of budget at Sept. Meeting.	Confirm by Meeting vote–Board actions on budget and committee appointments. Follow with announcement that chapter dues are payable as of Oct. 1 <sup>st</sup> .
<b>OCTOBER</b>	Delegate or Alternate to Fall CRC Meeting reports business transacted and items requiring action.	Present items reported from CRC Meeting before Chapter Meeting.	<u>Solicit nominations for awards with a December 1 deadline: Louise &amp; Bill Holladay Distinguished Fellow, Andrew T. Boggs Service, DSA, ESA</u>	Act on CRC items as required.
<b>NOVEMBER</b>		Announce formation of Chapter Nominating Committee. Call for nominations from the floor.		Members to nominate members for Chapter Nominating Committee.
<b>DECEMBER</b>	FOR CHAPTERS HOLDING NO DECEMBER MEETING–CARRY OVER INTO JANUARY			
<b>JANUARY</b>	ELECTION OF NOMINATING COMMITTEE			
<b>FEBRUARY</b>	Develop items for CRC Meeting scheduled for the Spring.		Membership to be notified of the report of the Nominating Committee–by mail–prior to the March Meeting; or by announcement at the meeting.	
<b>MARCH</b>	Act on Agenda items for Spring CRC Meeting.	Prepare spring CRC report on your year as president.	<u>Solicit nominations for awards with a May 1 deadline: Honorary Member, Fellow, F. Paul Anderson, Distinguished Public Service, Hall of Fame, Pioneers of the Industry</u>	<ol style="list-style-type: none"> <li>1. Nominations for Officers presented to floor–Nominations received from floor–Nominations closed.</li> <li>2. Poll members for program items for the coming year.</li> </ol>
<b>APRIL</b>	Appointment of Audit Committee.	Appoint Tellers of Election	SECRETARY–Mail specimen ballot to members entitled to vote, prior to meeting.	
<b>MAY</b>	<ol style="list-style-type: none"> <li>1. Delegate or Alternate to Spring CRC Meeting reports business transacted and items requiring action.</li> <li>2. Board to receive all committee reports.</li> </ol>	<ol style="list-style-type: none"> <li>1. Present items reported from CRC Meeting before Chapter Meeting.</li> <li>2. Report on results of election–Installation of Officers, if no June meeting.</li> <li>3. Review and general report on chapter organization progress and statement of current condition.</li> <li>4. President-elect selects chair for all chapter committees.</li> <li>5. New president to announce chair of committees for the following year, if no June meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. COMMITTEE CHAIRS–Submit report to Board of Governors prior to president's report to Annual Meeting.</li> <li>2. AUDIT COMMITTEE–Audit Treasurer's records and prepare certification.</li> <li>3. TREASURER–Submit Annual Report to chapter, with copy to Regional Chair.</li> <li>4. SECRETARY–Prior to June 1<sup>st</sup>, must notify Headquarters and Regional Chair names of Delegate and Alternate to CRC Meeting.</li> <li>5. SECRETARY–Prepare and submit Chapter Annual Information Questionnaire.</li> </ol>	<p>Act on CRC items, as required.</p> <p>Conduct Chapter Annual Meeting.</p> <p>Installation of Officers and Board of Governors.</p>
<b>JUNE</b>		<ol style="list-style-type: none"> <li>6. See that chairman appoints committees.</li> <li>7. Mail Questionnaire to Society and Regional Chair.</li> <li>8. Prepare fall CRC report on your year as president.</li> </ol>	6. Finance Committee–Formulate Annual Budget	Installation of officers, if carried over from May.
	Outgoing officers, Board of Governors and Committee Chairs meet with incoming officers, Board of Governors and Committee Chairs to instruct them on chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities, administrative functions, chapter records and Manuals.			
	**CTTC – Chapter Technology Transfer Committee: approved by the Board of Directors – 03-06-27-1C			

## **EUNICE NEWTON FOOTE DECARBONIZATION AWARD**

This award is named in honor of Eunice Newton Foote, who is the scientist attributed to being the first to conclude that certain gases warmed when exposed to sunlight and that rising carbon dioxide levels would change atmospheric temperature (known today as greenhouse gas effect) and impact climate.

This award honors members for notable achievement, outstanding work, or service that is focused on the decarbonization of the built environment.

The Honors & Awards (H&A) Committee will annually review all eligible nominations received until a standing committee on decarbonization is formed.

### **PROCEDURES**

1. Purpose: The purpose of the award is to recognize excellence in volunteer service focused on the decarbonization of the built environment. It will heighten general membership awareness of, and interest in, the benefits of decarbonization and its impact on our climate.
2. Award Presentation: Each year the Society recognizes the outstanding efforts of a single volunteer around decarbonization activities. Nominations are solicited during the first half of the Society year. The Honors and Awards Committee will determine the single nominee for each Society Year.
3. Eligibility Requirements: The award is open to ASHRAE members who have demonstrated outstanding achievement in the ASHRAE decarbonization activities. The recipient will be selected from all nominations that meet a 5 point minimum requirement as outlined under Section 7 Criteria for Selecting Recipients.
4. Judging: The H&A Committee will review all eligible nominations received at the ASHRAE Winter Meeting. While the point total should be considered, it should not be used as the only criteria for selection. The summary document and perceived importance of the activities should be evaluated. The award may be omitted if a suitable candidate is not identified.
5. Presentation: The award is presented during the ASHRAE Annual Conference Plenary. A plaque and medallion (composed of fully recycled materials) is presented to the recipient by the ASHRAE President.
6. Application: A nomination for this award should include a cover letter outlining the nominee's decarbonization activities in ASHRAE. This summary should contain an explanation, no more than 300 words, of the nominee's qualifications. Documentation of non-ASHRAE bio activities with regards to reducing your carbon footprint, or local sustainability projects, that project information or details should be an attachment (no more than 5 pages) attached to the summary. Nominations must be submitted to [honorsandawards@ashrae.org](mailto:honorsandawards@ashrae.org) by December 1 each year.
7. Criteria for Selecting Recipients: Following is an outline of how points are awarded.



<b>ASHRAE Activities</b>		
1.	Chair of an ASHRAE sponsored decarbonization program	0.5 points / program
2.	Presenter at an ASHRAE-sponsored decarbonization program	0.5 points / program
3.	Presenting as a DL on a decarbonization concept (3-point max per DL topic)	0.5 points / program
4.	Presenter to an associated <sup>1</sup> organization with ASHRAE	0.25 points / program
5.	Lead author of a Journal published article on decarbonization	1.5 points / paper
6.	Co-Author of a Journal published article on decarbonization	1 point / paper
7.	Member of the Task Force on Building Decarbonization (TFBD)	1 point / appointment <sup>2</sup>
8.	Subcommittee Chair of the TFBD	2 points / appointment
9.	Chair of the TFBD	4 points / appointment
10.	Chair of a Position Document (PD) Committee	2 points / PD
11.	Member of a Position Document (PD) Committee	1 point / PD
12.	Lead reviewer of a handbook chapter related to decarbonization	1 point / chapter
13.	Member of a Working Group identified to address decarbonization <sup>5</sup>	1 point / PC <sup>3</sup>
14.	Chair of a Standard or Guideline PC related to decarbonization <sup>5</sup>	1 additional point / PC <sup>3</sup>
15.	Decarbonization Subcommittee Chair of a Standing Committee	1 point / tour <sup>4</sup>
16.	Participate in an ASHRAE-sponsored Decarbonization Challenge	1 point / challenge
17.	Active participation in the Building Industry Decarbonization Collaboration (BIDC) activities	0.5 point / activity
18.	Listed member of a project submitted to ASHRAE for a Technology Award	1 point / project
19.	Document volunteering in a sustainability community project	0.5 point / project
20.	Document home renovation to reduce carbon footprint	1 point / project
<b>Decarb Conference and Actual Decarbonization Experience</b>		
1.	Chair of a Decarb conference	3 points / conference
2.	Vice Chair or Subcommittee Chair of a Decarb conference	2 points / conference
3.	Member of an organizing committee	1 point / conference
4.	Presentation at a conference	1 point / conference

Notes:

1. Associated organization includes those with an MOU with ASHRAE, part of the AASA, or the BIDC
2. "Appointment" is defined as a single-year term. If the nominee has not yet completed their one-year term, then points shall not be applied.
3. For standing committees "Project Committee" refers to a 2-year term.
4. "Tour" typically refers to a 3-year term.
5. List of eligible Working Groups or ASHRAE-Recognized Committees:
  - a. Task Force for Building Decarbonization, Building Energy Quotient, TC 2.5, SSPC 90.1, SSPC 90.2, SSPC 211, SSPC 189.1, SPC 240, SPC 100
  - b. A Working Group (SPC, GPC, TC, MTG) that incorporates Decarbonization or Greenhouse Gas measurements in their documents.
  - c. Note: If the submitter feels that a Working Group or Committee should count towards the point total, please include reason in the 300-word Summary and details in the allowed five pages of back-up information.

## MANAGEMENT BY OBJECTIVES

Honors &amp; Awards Committee | ASHRAE Society Year 22-23 | Isabelle Lavoie, Chair

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan	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, Holladay, Honorary Member, and Hall of Fame)	-Received nominees for DPS, Holladay, Honorary, HOF, Boggs, Holladay -No nominee for POI	December 2022 and May 2023	Personal Awards Subcommittee	4	Reach out to Regional Nominating Members by July 15 for fall CRCs and April 15 for Spring CRCs
2. Provide global awareness of H&A awards via <i>Chapter Notes</i> , and targeted communication to ASHRAE chapter leaders	Articles leading up to both December 1 and May 1 deadlines	October 2022 and March 2023	Media Subcommittee	4	Advertising/promote personal awards before their due dates by providing articles in <i>Insights</i> and <i>Key Notes</i>
3. Create a social network campaign to promote and encourage submission of personal awards	Fellow & F. Paul Anderson promotion on FB and LinkedIn in Fall 22. Six profiles (5 Fellow, 1 F. Paul) were posted to FB.	November 2022 and April 2023	Media Subcommittee	4	The campaign should occur the month prior to the two award submission deadlines of May 1 and December 1
4. Provide chapters and regions with updated information they can use to promote H&A	Complete; included with email to leadership prior to CRCs	July 2022 and February 2023	Planning Subcommittee	3, 4	Update H&A PowerPoint presentation and distribute to Nomination Committee members and Chapter Presidents and Delegates.
5. Put in place actions to increase awareness and improve the quantity of submission for awards by members from all origin and gender	Profiles created for the following past recipients: 2 women Fellow, 3 international Fellow, 1 international F. Paul Anderson	December 2022	Planning & Media Subcommittee	4	<b>Fellow:</b> prepare a short profile on the past three female recipients as in the past six years there has only been 12% female Fellows selected <b>Hall of Fame:</b> prepare a short profile on the past international recipient <b>Holladay:</b> prepare a short profile on the past three international recipients <b>T. Boggs:</b> go through the list of past Female ESA recipients and identify potential female applicants <b>Holladay:</b> go through the list of past Female Fellow recipients and identify potential female applicants

\*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support

Management by Objectives (MBOs)

Honors & Awards Committee | ASHRAE Society Year 23-24 | Isabelle Lavoie, Chair

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan*	Actions
1. To infuse enthusiasm and increase member engagement, obtain nominees for each honor with special attention to nominees for significant personal awards: Fellow, Distinguished Public Service, Pioneers of the Industry, Andrew T. Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame		July 15: Fall CRCs April 15: Spring CRCs  Sept: Dec. 1 deadline Feb: May 1 deadline	Personal Awards Subcommittee	Initiative 4	a. Develop sample letters of recommendations for each of these awards: Fellow, Distinguished Public Service, Pioneers of the Industry, Andrew T. Boggs, Louise and Bill Holladay, Honorary Member and Hall of Fame to help guide submitters, increase chances that candidate’s material is complete, and highlight accomplishments of the candidates
2. Provide global awareness of H&A awards to the ASHRAE community by leveraging diverse media to maximize outreach including a social media campaign to promote and encourage submissions of personal awards		October 1 & March 1	Media Subcommittee	Initiative 4	a. Advertise/promote personal awards before their due dates by providing articles in Chapter Notes b. Prepare communication to Chapter leaders c. Weekly post on social media during October and November for Dec. 1 awards & March and April for May 1 awards. Leverage past award recipients’ profiles. d. Create promotional video to be posted on social media e. Create promotion material for each significant personal award f. Prepare materials to inform DRC, Regional Nominating, RMCR, and Regional H&A Champion to be in continuous contact with membership by sending reminders/information at regular intervals.
3. Provide chapters and regions with updated information they can use to promote H&A		February & July before CRCs	Staff & Planning Subcommittee	Initiatives 3 & 4	a. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates b. Include list of award recipients by chapter for each region
4. DEI – Increase awareness and the quantity of award submissions from members of diverse origin, gender & ASHRAE involvements: Fellow, Andrew T. Boggs, Louise & Bill Holladay, F. Paul Anderson, Hall of Fame		Sept: Holladay & Boggs  Feb: Fellows & Anderson	Planning & Media Subcommittee	Initiative 4	a. Fellow: Prepare 3 short profiles in addition to the 5 prepared in 22-23 on past female and international recipients of the past 6 years b. Holladay: Identify past female & international Fellow recipients who could qualify. Contact DRCs, RMCRs, & Regional Nom. Members of potential candidates so they can initiate the submission process c. Boggs: Prepare 3 profiles of past recipients who are non-Society past president d. Anderson: Prepare 3 profiles of past recipients who are non-Society past president e. HoF: Prepare a short profile on one past international recipient

\*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support

**MEMBERSHIP PROMOTION COMMITTEE**  
**Report to Members Council**  
***From the meeting of Saturday, June 24, 2023, Tampa, Florida***

**Members**

Genevieve Lussier, Chair  
Daniel Chudecke, 1<sup>st</sup> Vice Chair  
Jason Urso, 2<sup>nd</sup> Vice Chair  
Louise McKenzie, Consultant  
Chonghui Liu  
Frank Mesicik **Absent**  
Robert Druga  
Timothy Cannon **Absent**  
Akshay Bhargava  
Fiona McCarthy  
Stephen Grant  
Ron McCarty  
Mark N Penchoff  
Greg Jernstrom  
Estaban Baccini  
Nicolas Rosner  
Sam Hui **Absent**

**Members**

Alkis Triantafyllopoulos  
Nitin Naik

**Incoming Members**

Reaz Usmanali RVC II  
Ryan Westlund RVC III  
Guillermo Massuco RVC XII  
Adelio Gaspar RVC XIV  
Adil Inam RVC AL

**Board ExO**

Eileen Jensen

**Staff**

Daniel Gurley, Staff Liaison  
Anne Wilson, Staff Liaison

**Guest**

Joel Deddens  
Joshua DeYoung

Bryan Holcomb  
Paula Hernandez  
Devin Abellon  
Jason Alphonso  
Dan Russell  
Greg Schnable  
Petros Davlavouras  
Dimitris Charalambopoulos  
Nickolas Nikolopolous  
Michelle Swanson  
Erik Sanchez

Dan Russell  
Jonathan Smith  
Ashish Rannet  
Ritchie Mittal  
Aakash Patel

Steve Sill  
Amardeep Singh  
David Samayou

**Motion Number: 1**

**Motion:** To provide the additional option of one ASHRAE Guideline (PDF) as a membership benefit to full-dues paying members annually.

**Background:** The current membership benefit allows full-dues paying members to select one of the following complimentary benefits annually:

1. ASHRAE Standard (PDF)
2. ASHRAE Handbook (PDF)
3. ASHRAE Handbook (online)
4. ASHRAE eLearning Course (individual)
5. ASHRAE Certification Study Guide (PDF)

In addition to ASHRAE Standards, there are many ASHRAE Guidelines which would be beneficial to our members, but these guidelines (e.g. recent published Guideline 0 and Guideline 36) are currently not available as a membership benefit. This motion will provide an additional option to all full dues paying members when they join or renew their membership.

**Total Fiscal Impact:** Minimal fiscal impact offset by other existing member annual benefit option.

**Vote:**

14,0,0, 3 absent, CNV, Motion Passes

**Motion Number: 2**

**Motion:** To redefine what is considered to be a Chapter and a Section.

**Background:** Many small chapters struggle to fulfill board positions, conduct chapter operations, etc. due to a lack of resources and volunteers. There is a significant burden on these Chapters to fulfill the defined duties of a full CIQ, host a CRC, and meet existing PAOE goals.

If smaller Chapters are recategorized, they could be connected with the nearest larger Chapter so that they can both benefit from and support each other in Chapter activities such as CTTC activities (in-person or virtual), golf outings, RP campaigns, etc. without duplicating efforts. Currently some may feel that there is a stigma associated with being a Section.

The intent is not to force small Chapters to become Sections. We recommend that they still have the option to manage their own dues and budget, attend their CRC, be voting members, and provide input to Society operations without experiencing severe burnout. Some suggestions for this change include creating a guideline for smaller Chapter operations that would reduce the quantity of positions and adjust PAOE targets. We suggest considering creating a new Chapter title such as "Associate Chapter".

MP committee is willing to participate in the conversation.

**Total Fiscal Impact:** Minimal fiscal impact offset by other existing member annual benefit option.

**Vote:**

14,0,0,3 absent, CNV, Motion Passes

**Referred Motions:**

Chapter	Motion	MPC Action/Update	Comments from MP	Status
Monterrey Chapter - CRC Motion 2	That employer discounts extend to ASHRAE membership renewals to increase member retention and employer support recognition.	MPC Vote: 0-15-0, 3 Absent, CNV	- Intent is great but the financial impact is 10% discount of 48% of total budget, so a total 5% budget cut to ASHRAE. - It disproportionately benefit large companies, - Implementation impact is significant to staff since it can't be done online, it's manual	Failed
Houston Chapter - CRC Motion 3	That Women in ASHRAE (WiA) be acknowledged as an official subset of DEI with inclusion of a chapter chair on the CIQ and inclusion of a specific link and searchable on the ASHRAE website.	MPC Vote: 14-1-0, 3 absent, CNV		Passed

**Information Items to report to Members Council:**

- Implemented bulk member discount of 5 new members from a company to receive a 10% off membership discount. We have only received 4 group discounts of 5 members each but will continue to advertise this option.
- Implemented new benefit to new full dues paying members to attend one conference for free within 2 years of joining. We had 131 new members take advantage of attending in Atlanta and 10 for Tampa.
- With the upcoming dues increase, the MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Total membership has now surpassed the 2020-2021 (Covid year) level of 51,490 to today's 52,933, thanks to the great work of all our MP Chairs.
- Committee passed a motion to change its internal transportation policy to limit Membership Promotion Centralized Training travel reimbursements to only two members (Membership Promotion Chair and/or CoChair) from each chapter in a fiscal year. Vote: 13,1,0, 3 absent, CNV, motion passed. This is to ensure that the budget is spent appropriately to train.
- Centralized Training, presented on Sunday of the Tampa Conference, had 59 attendees, better than pre-pandemic attendance.

**Additional Information Items:**

1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2022	51,713	36,172	3,474	4,036	1,169
2023	52,933	36,101	3,574	4,295	1,690

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2023, there were a total of 2,902 (includes all new grades that were added) members participating.

Review of the new member survey, reminder of making sure new members feel included and engaged.

2. Chapter Chair Training & Development:

- a) MP hosted an in person Centralized Training in Tampa with 62 registered.
- b) Will host a Centralized Training in conjunction with the RAL CRC in Sri Lanka in October.
- c) A Centralized Training is being planned in Indianapolis in conjunction with the Annual Meeting. Once again, we will be under the ASHRAE Annual Meeting contract.
- d) MP continues to investigate the best options to ensure MP Chairs/CoChairs are trained.

3. Recruitment:

- a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- b) Put forth multiple ideas to increase membership joins.
- c) Ideas to get employers to support dues payments.
- d) Assist with implementation of new bulk member discount.
- e) Assist with implementation of new complimentary meeting registration for new full dues paying members.

4. Communications & DEI:

- a) Working with the BOD Diversity and Inclusion group.
- b) Develop talking points for DRCs and regional leaders to provide thoughts and ideas for them to share with their chapters to promote better cooperation between chapter chairs.
- c) Hosted a successful Women in ASHRAE breakfast with over 250 attendees.
- d) Researching new program to provide 10-minute talks to regional/chapter leaders to ensure programs are inclusive for all.

MBO Update 2022-2023 SY

Description		Who	Due	Status	ASHRAE Strategic Planning
<b>1</b>					
Increase retention of transitioning student to YEA members to <b>6.5%</b>	0.81%	MP R&R, SA, YEA	AC 2023		D3, S3 & S4
Maintain annual retention rate above 90%	87%	MP R&R, Staff	AC 2023	Ongoing	D3, S3.1
Set specific net growth goals for each region and chapter	2% set goal	MP Leadership, RVCs, Staff	Aug 2022	Complete	D3, S3 & S4
Monitor growth against goal quarterly for each region and chapter	Emails sent	MP Leadership, RVCs, Staff	Quarterly	Ongoing	D3, S3 & S4
Increase international growth by <b>2%</b> of previous year	5.70%	MP Leadership, RVCs, Staff, BOD	AC 2023		D3, S3 & S4
Maintain North American membership growth of at least 1% through greater visibility with industry leaders & companies.	1.40%	MP Leadership, RVCs, Staff, BOD	AC 2023	ongoing	D3, S3 & S4
Increase full dues paying members by 1,500 over last year.	-0.19%	MP Leadership, RVCs, Staff, BOD	AC 2023	ongoing	D3, S3 & S4
<b>2</b>					
<b>Expand Training to equip MP chairs to meet net growth target</b>					
Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention		MP T&D, Staff	AC 2023	Compete	D3, S3 & S4
Plan Centralized Training in June 2023		MP Leadership, T&D, Staff	2/1/2023	Complete	D3, S3 & S4
Train 75 MP Chairs in June 2023	62	MP Leadership, T&D, Staff	6/1/2023	ongoing	D3, S3 & S4
Plan International Centralized Training			June 2023	ongoing	
Maintain MP chairs at a level of 90% or above	94%	MP R&R, RVC's	AC 2023		D3, S3 & S4

**RP COMMITTEE**

Report to Members Council  
From Meeting of June 24, 2023

<b>Members Present</b>	<b>Members Present Virtually</b>	<b>Members Absent</b>	<b>Guests</b>
Matt Rowe, Chair	John Farley, Region XI	Jennings Davis, Region VII	Derek Crowe
Aakash Patel, 1 <sup>st</sup> Vice Chair	Suei Keong Chea, Region XIII	Chris Dolan, Region VIII	Cheng Wee Leong
Les Pereira, 2 <sup>nd</sup> Vice Chair		Daniel Coakley, Region XIV	Lukas Lam
Heather Schopplein, 3 <sup>rd</sup> Vice			
Haley Goslinga, 4 <sup>th</sup> Vice Chair			
Andy Manos, Region I			
Ibrahim Semhat, Region II		<b>Outgoing RVCs Absent</b>	
Laura Petrillo-Groh, Region III		Daniel Coakley, Region XIV	
Brian Justice, Region IV			
Devin Snowberger, Region V			
John Rieke, Region VI			
Dahl Carmichael, Region IX			
Kevin Baldwin, Region X			<b>Incoming Chair</b>
Javier Korenko, Region XII			Aakash Patel
Adeeba Mehboob, RAL		<b>Incoming RVCs Absent</b>	<b>Incoming VC</b>
Kishor Khankari, Board Ex-O		Kelly Gunn, Region VI	Andy Manos
Guy Perrault, ARC			Adeeba Mehboob
		<b>Incoming RVCs Present</b>	
		Eric Fontaine, Region I	
		David Sinclair, Region II	
		Aleksander Andjelkovic, XIV	<b>Staff</b>
		Md. Umer Khan, RAL	Julia Mumford
			Megan Gotzmer
			Kirstin Pilot
			Payton Cornelius

**Motions**

- Referred to RP Committee:**



REG	CRC Motion #	Chapter	Motion
II	11	Toronto Chapter	That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.

*RP Committee agrees this is a good idea in addition to physical awards and will work towards implementing this. RP thinks there could also be broader implementation of digitized awards for all committees (MP, YEA, CTTC, etc). RP will coordinate with ASHRAE Marketing to discuss the feasibility and implementation of digital items.*

REG	CRC Motion #	Chapter	Motion
VII	16	West Virginia Chapter	That Society provide an annual accounting report by the end of July each year to each Chapter President and RP Chair of Foundation Accounts (Endowments, Scholarships, etc.) that are associated with their chapter.

*RP Staff provide a report of endowed research funds each year to RVCs, who pass that information on to RP Chapter Chairs. Staff will work with Foundation staff to include Scholarship information in these reports.*

REG	CRC Motion #	Chapter	Motion
IX	58	Kansas City	That the database used for Research Promotion be updated to an online database similar to the one used by Membership.

*RP already uses the same database that Membership uses. RP Staff and the RVC will work with the chapter to understand the background of this motion and what data they see in their membership reports that they want implemented in our RP reports.*

REG	CRC Motion #	Chapter	Motion
VI	4	Minnesota Chapter	That ASHRAE establish daily or real-time updating of chapter level RP fundraising totals in a form that individual chapters can easily link to for automatic fundraising total updates on websites using StarChapter by July 1, 2023.

*RP staff has worked with ASHRAE IT Staff to create a dynamic thermometer that will automatically update campaign results. This can be used on any web page. Special thanks to IT staff Amy Lin for her great work. We'll roll this out to RP Chapter Chairs in July.*

2. **RP Committee recommends to Members Council that the attached Region Goals be approved (Attachment A)**

**Background:** After discussion with RP ExCom, RP Staff, and Development Manager Kirstin Pilot, the committee has decided to raise the goal ~5% for the upcoming campaign year, to **\$2,575,000.**

**Fiscal Impact:** None

**Information Items (as of June 25, 2023)**

1. Goal: \$2,450,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
<b>RVC: Andy Manos - Regional Full Circle</b>					
I	\$182,507	\$191,711	-4.8%	\$207,000	88.2%
<b>RVC: Ibrahim Semhat</b>					
II	\$145,173	\$130,284	11.4%	\$177,000	82.0%
<b>RVC: Laura Petrillo-Groh</b>					
III	\$108,016	\$171,911	-37.2%	\$200,000	54.0%
<b>RVC: Brian Justice</b>					
IV	\$217,364	\$143,588	51.4%	\$186,000	116.9%
<b>RVC: Devin Snowberger</b>					
V	\$108,315	\$122,663	-11.7%	\$140,000	77.4%
<b>RVC: John Rieke - Regional Full Circle</b>					
VI	\$135,185	\$124,981	8.2%	\$165,000	81.9%
<b>RVC: Jennings Davis - Regional Full Circle</b>					
VII	\$126,694	\$123,336	2.7%	\$141,900	89.3%
<b>RVC: Chris Dolan</b>					
VIII	\$291,201	\$341,191	-14.7%	\$407,000	71.5%
<b>RVC: Dahl Carmichael</b>					
IX	\$188,564	\$221,724	-15.0%	\$260,000	72.5%
<b>RVC: Kevin Baldwin</b>					
X	\$228,500	\$187,343	22.0%	\$195,000	117.2%
<b>RVC: John Farley</b>					
XI	\$137,852	\$119,888	15.0%	\$160,000	86.2%
<b>RVC: Javier Korenko</b>					
XII	\$136,330	\$121,590	12.1%	\$134,000	101.7%
<b>RVC: Swei Keong Chea - Regional Full Circle</b>					
XIII	\$59,752	\$31,537	89.5%	\$48,000	124.5%
<b>RVC: Daniel Coakley</b>					
XIV	\$1,794	\$3,248	-44.8%	\$5,501	32.6%
<b>RVC: Adeeba Mehboob</b>					
RAL	\$27,163	\$23,337	16.4%	\$28,000	97.0%
<b>TOTALS:</b>					
	\$2,094,410	\$2,058,333	1.8%	<b>\$2,450,000</b>	85.5%
				(Campaign Goal)	

2. Centralized Training Schedule (Location for all is Chicago)

Dates:

July 30-31: Regions IV, VIII, X, XII

August 21-22: Regions III, VII, IX, XI

September 17-18: Regions I, II, V, VI

Centralized Training continues to be a challenge for the committee as we have seen decreased attendance since the pandemic. We still see the value of face-to-face centralized training with strong data to support greater RP campaign totals for chapters that have attended. We strongly encourage all DRC's and RMCR's to keep promoting attendance for their regions RP Chairs and providing the resources they might need to attend.

3. RVC Training was held at this Annual Meeting. All incoming RP RVCs were present.

4. The RP Committee continues to implement their new subcommittee structure which includes PAOE, Training, & Information and Materials in order to streamline the committee and make it more effective and productive. RVCs John Fairley, Dahl Carmichael, & Ibrahim Semhat did an excellent job chairing their subcommittees this past year and taking on this new task.

**MBO Update**

Please see attached updated 2022-23 MBO (Attachment B) and 2023-24 MBO (Attachment C)

**Attachments**

Attachment A 2023-24 Regional Goals

Attachment B 2022-23 MBO

Attachment C 2023-24 MBO

Respectfully submitted,

Matt Rowe  
2022-23 RP Chair

**ATTACHMENT A**

**RP COMMITTEE**

Report to Members Council  
From Meeting of June 24, 2023

**Regional Goals for RP 2023-24**

<b>Region</b>	<b>Goal</b>
I	\$218,000
II	\$186,000
III	\$210,000
IV	\$200,000
V	\$152,600
VI	\$171,000
VII	\$149,000
VIII	\$416,000
IX	\$273,000
X	\$210,000
XI	\$168,000
XII	\$141,000
XIII	\$51,500
XIV	\$6,000
RAL	\$29,400
<b>Total</b>	<b>\$2,575,000</b>

**ATTACHMENT B**

# RESEARCH PROMOTION 2022-23 MBO

## GOAL: \$2,450,000 FOR 2022-23 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2022-23 campaign:

1. **Chapter centralized training attendance 27.5 % Goal: 65%**  
*Last three years:      2021-22: 44%      2020-21: 65%      2019-20: 59%*
  
2. **Chapters attaining Full Circle 53% Goal: 60%**  
*Last three years:      2021-22: 53%      2020-21: 59%      2019-20: 55%*
  
3. **Chapters holding fundraising event (f2f or virtual) before March 31 5% Goal: 50%**  
*Last two years:      2021-22: 13%      2020-21: 7%*
  
4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>: 36% Goal: 40%**  
*Last three years:      2021-22: 37%      2020-21: 34%      2019-20: 18%*
  
5. Increase support for ASHRAE Foundation over current year by 5% through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.  
*Last three years\*\*:*    2021-22: \$527,709    2020-21: \$452,488    2019-20: \$444,405
  
6. Establish new committee organization with PAOE, Training, & Marketing/Recognition Subcommittees.
  
7. Establish liaisons for RAC committee to RP committee and vice versa.
  
8. Create summary/newsletter of annual ASHRAE Research summary for chapter RP chairs.
  
9. Communicate new updates for PAOE for 2022-23 that reflect the president’s initiatives.

RP23	200 points (200 points maximum)	200 points for meeting or exceeding 60% of Goal by March 31 (formerly a part of RP8).
RP24	50 points (200 points maximum)	50 points per 10% growth in number of donors at the end of fiscal year above starting point.
RP25	50 points (50 points maximum)	50 points for communicating current list of research projects in your region via chapter website, newsletter, social media, or other form of communication

ATTACHMENT C

# RESEARCH PROMOTION 2023-24 MBO

**GOAL:** \$2,581,500 FOR 2023-24 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2023-24 campaign:

1. **Chapter centralized training attendance** **Goal: 50%**  
*Last three years:*      2022-23: 27.5%      2021-22: 44%      2020-21: 65%
2. **Chapters attaining Full Circle** **Goal: 60%**  
*Last three years:*      2022-23: 53%      2021-22: 53%      2020-21: 59%
3. **Chapters holding fundraising event (f2f or virtual) before March 31** **Goal: 40%**  
*Last two years:*      2022-23: 5%      2021-22: 13%      2020-21: 7%
4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:** **Goal: 40%**  
*Last three years:*      2022-23: 36%      2021-22: 37%      2020-21: 34%
5. **Regions achieving Full Circle by June 30<sup>th</sup>:** **Goal: 50%**  
*Last three years:*      2022-23: 26.7%      2021-22: 26.7%      2020-21: 26.7%
6. Increase support for ASHRAE Foundation over current year by 5% through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.  
*Last three years\*\*:*    2021-22: \$527,709    2020-21: \$452,488    2019-20: \$444,405
7. Continue committee organization with PAOE, Training, & Marketing/Recognition Subcommittees and ensure they meet quarterly [Two physical meetings and two virtual meetings].
8. Establish liaisons for RAC committee to RP committee and vice versa.
9. Create summary/newsletter of annual ASHRAE Research summary for chapter RP chairs.

**Student Activities Report to Members Council  
From Student Activities Committee Meeting  
January 24, 2023  
Tampa, Florida, USA**

**Members Present**

Mai Anh Dao, Chair  
Kellie Huff, Vice-Chair  
Ashley Keller, Reg I  
Elizabeth Primeau, Reg II  
Bob Snow, Reg V  
Kevin Summers, Reg VI  
Jackie Hay, Reg VIII  
Shaun Nienhueser, Reg IX  
Omar Rojas, Reg X  
Tracy McKeon, Reg XI  
Fu-Jen Wang, Reg XIII  
Aleksandar Andjelkovic, Reg XIV  
Dennis O'Neal, ABET BOD  
Mansour Zenouzi, ABET ETAC  
Natalie McDonald, Reg IV Incoming  
Corey Chinn, Reg IX Incoming  
Justin Albo, Reg XI Incoming  
Juliana Trigo, Reg XII Incoming  
Alkis Triantafyllopoulos, Reg XIV Incoming  
Eileen Jensen, BOD ExO

**Members Virtual**

Andy Hobson, Reg III  
Walter Lenzi, Reg XII  
Yashkumar Shukla, RAL  
Adam Parker, Reg IV

**Members Absent**

Nancy McBee, Reg VII  
Robert Bittle, ABET EAC

**Guests**

Mark Penchoff  
Stephen Duda  
Julia Zimmer  
Buzz Wright  
David Samayoa  
Rupesh Iyengar  
Adam Davis  
Joe Chin

**Staff**

Katie Thomson



## **Referred Motions**

### **REG XII CRC Motion #23 Central Florida Chapter**

Motion: That Student Activities Committee update the Manual for Student Branch Operations to include best practices and guidelines for organizing travel packages for Student Branch Members to attend the ASHRAE Winter Conference starting July 1, 2023.

Response: The Student Activities Committee does not feel that this guidance is appropriate for the Student Branch Manual but will create a best practices guide for organizing travel to attend the Winter Conference. This will be an MBO for the Post-High Subcommittee for SY23-24.

### **REG XII CRC Motion #27 South Brazil Chapter**

Motion: That the Student Activities Committee makes Student Member attendance at the ASHRAE Winter Conference Student Program from international chapters worth 50 points for each student, effective July 1, 2023.

Response: This was not added for PAOE for SY23-24. SA6.9 is 25 points; (no maximum) for each student member attending the Winter Conference Student Program. The Student Activities Committee will discuss this proposal for PAOE in SY24-25.

## Information Items

1. Executive Committee
  - Review of all subcommittees were made.
    - The Chair reviewed the status of this year's MBOs
2. Centralized Training
  - Virtual session scheduled for July 7th after Annual Meeting.
  - On-demand videos have been created by each subcommittee and uploaded to the website.
  - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
  - ASHRAE has one assignment in this year's accreditation cycle at College of Technological Studies, PAAET in Kuwait and Dr Samir Traboulsi will be the PEV for his first visit.
  - The Engineering Accreditation Commission (EAC) voted to provisionally approve changes in program criteria to include diversity, equity, and inclusion explicitly in the program criteria.
  - ASHRAE is still not a cooperating society with ASME but ASME has assigned our newest program evaluator (Dr. Nick Roberts from Utah State University) to an accreditation visit this fall. We are hopeful that ASME will continue this courtesy until we can be recognized as a cooperating society.
4. K-12/STEM Subcommittee
  - The subcommittee is developing a second children's book (K-6) with Danielle Passaglia with support from the Publications and Education Committee. Student Activities voted to use \$3,500 from the grants budget to cover the illustrator costs.
  - Various translations of the first book are being developed to focus on our DEI initiatives.
  - A 3D modeling competition for high school students was piloted in SY22-23 with prize money to come from the existing SA budget. There were four submissions reviewed by the subcommittee and the competition will continue as ASHRAE High School Design Competition in SY23-24.
  - Four chapters earned the K-12/STEM Chapter Leadership Award for SY22-23.
  - K-12/STEM marketing material is being reviewed and will be updated.
5. Post High Subcommittee
  - Three nominations were reviewed for the SBA of the Year Award and a winner was selected.
  - The subcommittee has begun planning for the in-person Student Program on Saturday and Sunday of Winter Conference in Chicago.
  - Student Membership
    - The total number of student members as of May 31, 2023 is 5,986 (12.6% increase from May 2022)
    - Branches – Six pending branches bringing the total to 18 new branches for SY22-23

Region	Student Branch	School	Chapter	Location
RAL	Shiv Nadar Institution of Eminence Student Branch	Shiv Nadar Institution of Eminence	India	Dadri, Uttar Pradesh, India
RAL	Krishna Institute of Engineering and Technology (KIET) Student Branch	Krishna Institute of Engineering and Technology (KIET) Group of Institutions	India	Ghaziabad, Uttar Pradesh, India
VII	Lipscomb University Student Branch	Lipscomb University	Nashville	Nashville, TN
XIV	London South Bank University (LSBU) Student Branch	London South Bank University	ASHRAE UK	London, UK
XII	Recife Student Branch	International Institute Awakening Vocations - IIDV	Brasil	Recife, Brazil
RAL	Lagos State University Student Branch	Lagos State University	ASHRAE Nigeria	Lagos, Nigeria

#### 6. Grants Subcommittee

- 77 applications were reviewed and scored at the Atlanta Winter Conference. 33 projects will be funded for SY23-24 for a total of \$158,000 and \$13,000 will be used to fund travel for the top two scoring teams to present at the 2024 Winter Conference in Chicago.
- Plans to create new marketing material (videos and flyers) to promote the grants program to more schools
- Received 39 applications for the Winter Conference travel grants funded by Life Members Club. Five \$1,000 grants were awarded.

#### 7. Design Competition Subcommittee

- 68 Design Competition projects were submitted this year.
  - Design Calculations – 28
  - System Selection – 18
  - Net Zero Energy Design – 13
  - Applied Engineering Challenge – 9
- 35 Design Competition submissions were judged at Society Level with seven rising star nominations. The Winners of each category were selected on June 23rd and will be notified in early August.
- The 2024 Design Competition location (Sao Paulo, Brazil) and building type (central public library) were finalized and the competition details will be added to the website soon.
- The Building EQ Competition is being run for the second year with an initial deadline of August 17<sup>th</sup> with a final deadline of September 6<sup>th</sup>.

**MBO Update**

2022-23 Student Activities Committee MBO's

Mai Anh Dao, Chair

Number			Who	Description	Completion % /Date
1		<b>General</b>	<b>Hold paramount our relationships with chapter chairs, and then to each of our other committee members. Our task is to ensure they are equipped and have support.</b>		
	A		Each RVC	RVCs Create MBOs for SY2022-2023	Complete
	B		Each RVC	Attend at least 90% of the subcommittee meetings	88%
	C		Each RVC	Share challenges and successes between Regions	On going
	D		Each RVC	Improve and revise Centralized Training Videos	Complete
	E		Each RVC	100% attendance at winter and annual meeting	87% and 93%
	F		Each RVC	Increase number of Scholarship applications	Complete
	G		Each RVC	Have fun!	Complete
2		<b>Post high SubCommittee</b>	<b>Provide equity within our programs to engage post high students in HVAC related careers - create awareness, provide opportunities, and receive feedback.</b>		
	A			Create / host 2 virtual congress sessions / round table sessions	Complete
	B			Improve student branch status reporting to greater than 80% and review reports	Not complete
	C			Review and revise the student program	Complete

	D			Update SBA Award to address timing, application process, and criteria issues	Complete
	E			Plan Atlanta Student Conference	Complete
	F			Marketing for student branch revitalization	Not Complete
	G			Host 4 virtual student DLs	Complete
<b>3</b>		<b><i>K-12 Stem Subcommittee</i></b>		<b>Provide a culture of equity for students to engage K-12 students toward Engineering, with a focus on HVAC related field.</b>	
	A			Evaluate how we can promote diversity and inclusion in our K-12/STEM efforts	Complete
	B			Receive at least three applications for each: § Youth Outreach Award § Student Activities Achievement Award	1/2 complete
	C			Develop 2nd children's book	Complete
	D		Each RVC	Increase the STEM Leadership award to one per region.	Not complete
	E			Develop an HVAC specific Stem kit	In progress
<b>4</b>		<b><i>Grants Subcommittee</i></b>		<b>To increase student's interest and awareness in HVAC, make connections with industry with the aim to attract students into HVAC.</b>	
	A			Update showcase flyers and send until deadline	Complete
	B			Receive one applicant from each ASHRAE Region	Not complete - missing 4 regions
	C		Each RVC	Promote the travel grant - get at least one applicant per region	Not complete - missing 3 regions
	D			Review the selection process for the Travel	Complete

				Grants	
				Inform Chapter Chairs about undergraduate and trade school grant eligibility	Complete
				Increase grants application to 70	Complete! (77)
				Complete development of Travel Grant	Complete
				Evaluate how grants can serve more diverse programs that support this industry.	Complete
				Promote and acquire five application submitted by trade school	Complete
<b>5</b>		<b><i>Design Competition</i></b>	<b>Provide an environment of equity in the competition, and engage all members.</b>		
	A			Review and update the judging guidelines (to be shared with the students)	In progress
	B			Evaluate how we can promote diversity and inclusion in our competition offering	Complete
	C			Evaluate the general judging process for more transparency	Complete
	D			Create a judging process for BEQ competition	Complete

**YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE**

Report to Members Council  
From Meeting of June 25, 2023

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
Madison Schultz, Chair	Kimberly Pierson, Region IV RVC	Mick Schwedler	Jeanette McCray, Staff Liaison
Branislav Cvijetinovic (Baki), Sr. Vice Chair	Eman Abu Taleb, Region-at-Large	Franco Datri	Tony Giometti, Interim Director of Membership
Bruno Martinez, Jr. Vice Chair	Jake Lenahan, CIBSE Liaison	John Daher	Jacob Karson, Assistant Manager of Government Advocacy
Elizabeth Jedrlnic, Region I RVC	Sundara Gurushev, CIBSE Vice Liaison	Anuj Gupta	
Alekhya Kaianathbhatta, Region II RVC	Farooq Mehboob, Coordinating Officer	Igor Mujan	
Ben Oliver, Incoming Region II RVC	Menatalla Mohamed, Member-at-Large	Sarah Bordenkecher	
Carrie Anne Monplaisir, Region III RVC	Zachary Alderman, YEA Consultant	Julia Timberman	
Tyler Berry, Incoming Region III RVC		Buzz Wright	
Ben Bingham, Incoming Region IV RVC		Devin Abellon	
Paul Fernandez, Region V RVC		Choaghui (CL) Lui	
Drew Samuels, Region VI RVC		Farhan A. Mehboob	
Robert C Hangen, Region VII RVC		Lionel Davis, II	
Blake Forsythe, Incoming Region VII RVC		Amardeep Singh	
Marisa Rae Kamstra, Region VIII RVC		Jonathan Smith	
Marie VanderVliet, Region IX RVC		Steph Kunkel	
Elise Kiland, Region X RVC		Ahmed Antar	
Elise Backstrom, Incoming Region X RVC		Muhammad Zubair	
Cailin MacPherson, Region XI RVC		Tejesh Bagul	
Keiron Nanan, Region XII RVC		Arry Leroy	
Chak Mou Lam (Lukas), Region XIII RVC		Khaled Khashod	
Joshua Vasudevan, Region XIV RVC		Dan Russell	
Money Khanna, Incoming RAL RVC		Jason Alphonso	
Christopher Kriepps, Members-at-Large		Kokzhen Law	

Eman (Emmy) Sherif Mohamed, Incoming Member-at-Large		Basama Sadek	
Ronald Gagnon, BOD Ex-O		MJ Ayyampudur	
		Danielle Passaglia	
		Conor Deane	
		Dimitris Tseno	
		John Constantinide	
		Yesika Gamarra	

**Motions**

**Motion 3: Recommendation to the current President of ASHRAE, Farooq Mehboob, that Ralph Kison receive the Presidential Certificate of Honor at a Plenary Meeting at the 2024 Winter Conference.**

**Background:** Ralph Kison (ASHRAE Member) has worked with the YEA Committee over the past 12 years as an irreplaceable contributor of resources, leadership, and guidance to the YEA Committee. While some of his work has been compensated, he has donated a significant amount of his time to ASHRAE providing countless additional help to the YEA Committee well beyond his contracted fees. When he is working for compensation, this work has been done at a discounted rate. He has also gone above and beyond the scope of those contracts to assist the growth of ASHRAE. Mr. Kison has helped shape the success of the YEA Committee, individual YEA Committee members, and individual ASHRAE members leading to exponential growth in our Society. The following items are reasons why Ralph Kison has earned a Presidential Certificate of Honor.

YEA Leadership Weekend Background (within the scope of his contract):

The YEA Committee has been hosting YEA Leadership Weekends (YLW) for the past 12 years totaling in 28 events in North America. Mr. Kison coaches YEA Members on how to use their personal strengths to be leaders in their professional and personal lives. These events have been attended by nearly 740 of ASHRAE Members greatly impacted a significant number of those attendees personally. This has resulted in a significant number of YEA Members able to lead more effectively not only in their professional careers, but also within ASHRAE. Many current “younger” Committee Chairs and other volunteers in leadership positions throughout ASHRAE are graduates of this program. The result is an intangible benefit to ASHRAE.

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Mr. Kison not only teaches these classes, but he also participates as an active member at these events. He spends additional uncompensated time outside of the classroom building relationships with and guiding attendees both before and after classes. Additionally, he guides attendees to develop valuable relationships with fellow attendees which. Those relationships have survived and thrived beyond the YLWs and have directly lead to increased volunteerism among ASHRAE Members.

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After the significant amount of success around member retention and proven benefits to ASHRAE, a follow-up session to YLW was created. It was created because many past YLW attendees expressed interest in a continuation of the YLW program. Mr. Kison worked with the YEA Executive Committee at no cost to create a continuation program known as YEA Leadership Weekend 2.0. While Ralph does charge a to facilitate those events, it is done at a reduced fee. The creation of the new program was done at no cost to ASHRAE.

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During COVID when in-person events were not feasible, Mr. Kison worked with the YEA Committee to developed webinars to help YEA Members face the changing word and continue their leadership development. Mr. Kison was compensated only for 90 minutes of the actual webinars. He volunteered his time to develop the numerous programs and webinars that were and still are proved by the YEA Committee. The creation of the new program was done at no cost to ASHRAE.



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For several years, Mr. Kison has facilitated the YEA Mentorship Workshop at the Winter Conference. This program was created at the request of the College of Fellows. The College of Fellows provided funding to cover most of the cost of transportation and lodging for Mr. Kison. But, additional travel costs incurred by Mr. Kison and the time he spent developing and facilitating the YEA Mentorship Workshop was done without charge. The creation of this new program was done at no cost to ASHRAE. Even after the College of Fellows discontinued funding the program, Mr. Kison volunteered his time to help prepare YEA Committee Members to continue the program in his absence.

Guidance to YEA:

During the transition of the YEA Committee to Grassroots, Mr. Kison provided the YEA Executive Committee with advice and guidance on how to move the committee forward to Grassroots. This singular example of his direct guidance to the YEA Committee shows how the YEA Committee has progressed in leadership. There are countless other examples of how his guidance has positively and permanently impacted ASHRAE Members.

Summary:

Overall, Ralph Kison has helped shape ASHRAE for the better and provided benefits to our membership that are significantly above and beyond his contractual duties to our organization. Countless ASHRAE YEA Members and those who have aged out of YEA who have worked with Mr. Kison have been positively and permanently impacted by his work with our organization.

The main reason for Ralph Kison's recognition at this time is that he is planning for his eventual retirement. His retirement will bring an unfortunate end of ASHRAE's relationship with Mr. Kison. It would be very much appreciated for the President of ASHRAE to recognize the benefits he has provided to our organization.

**Fiscal Impact:**

<b>Description</b>	<b>Cost</b>
Transportation	\$1,000
Hotel (4 Nights)	\$1,000
Registration for Social Events	\$400
Total:	\$ 2,400

MOTION PASSED: 16-0-1 CV

**Summary of Activities**

- YEA membership has increased slightly from 9259 to 9531 members.
- YEA has held three successful events since the Winter Conference
  - YEA Technical Webinar- BEQ 101 was held March 1, 2023 with 21 attendees
  - 2023 Spring YLW 1.0 was held March 17-19, 2023 in Miami, FL with 30 attendees
  - 2023 YLW 2.0 was held April 21-23, 2023 in Montreal, Canada with 13 attendees
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
- The LeaDRS program continues to be successful and is administered at a Regional level.
- YEA continues to offer webinars for topics to help improve leadership, soft skills, social media etiquette, technical knowledge, and much more.
- YEA programs and activities continue to expedite the growth of ASHRAE members personally, professionally, and in Society.
- YEA has increased digital presence by continuing to create content for the YEA Instagram and YEA Twitter and is currently at 821 Instagram followers. Content is provided in multiple languages to facilitate ASHRAE's global presence.
- YEA Committee met twice since the last conference.
  - 30 March 2023 YEA Committee Meeting
    - Voted on Motion 1: YEA Committee moves that ASHRAE increase the YEA budget by 25% to \$158,625 starting FY 2023/2024.

- Passed Vote: 13-0-0-7 CV, Motion passed
    - Referred to Finance Committee
    - An increase of \$40,000 was approved as part of the proposed 2023/2024 Society budget by Finance Committee and, subsequently, the Board of ASHRAE.
  - Voted on Motion 2: YEA Committee moves that ASHRAE accept payment from members (any membership dues, conference or event fees, or any other costs) in their local currency starting FY2024/2025.
    - Vote: 13-0-0-7 CV, Motion passed
    - Referred to Members Council
- 25 May 2023 Pre-Conference Call
  - Subcommittee updates prior to the Annual Conference
  - No motions
- YEA ExCom and Subcommittees continue to meet monthly with more frequent meetings as necessary.
- An updated MOP was approved. Edits include revised language associated with the change to grassroots and the Chair becoming a voting member of Members Council.
- Ad Hoc Committees formed this year:
  - YEA MOP Ad Hoc
  - YEA Planning Ad Hoc
  - Decarb Challenge Fund Ad Hoc
    - Committee formed to fast track a request from President Elect Ginger Scoggins
- YEA Awards
  - YEA Individual Award of Excellence was awarded to three recipients at the 2023 Annual Conference in Tampa, FL.
    - Jeanette Hay (Personal Development)
    - Christine Smith (Outreach)
    - Elise Backstrom (Professional Development)
- Upcoming YEA Events
  - YEA Leadership International (YLI) 2023 will be held in Galway, Ireland on August 11-13, 2023. This will be the largest YLI held to date with 27 attendees!!
  - Fall 2023 YEA Leadership Weekend (YLW) will be in Chicago, IL on October 27-29, 2023. Registration will be open by early July 2023.

## **Attachments**

Attachment A are the information items from the YEA Committee meeting

Attachment B is Motion- Ralph Kison's Recommendation

Attachment C are the 2022-2023 YEA MBOs

Attachment D are the 2023-2024 YEA MBOs

## Attachment A

### Information Items

1. Professional Development Subcommittee:
  - i. Technical learning series
    - a. BEQ 101 Webinar
      1. Hosted by Doug Cochrane
      2. Date: March 1, 2023
    - b. Working to offer PDH credits for webinars in this series
    - c. Future technical webinar anticipated for the fall
  - ii. YEA Inspirational Leader Award process
    - a. A new grading rubric was created and used to score the last round of applications
  - iii. Automation for awards
    - a. IT is currently working on prototype for YEA Developing Leader award
  - iv. Proposal for YEA event(s) at Technical conferences
    - a. Work with Personal Development subcommittee
  - v. YEA TC involvement
    - a. Continue to find ways to increase YEA involvement
    - b. Promote YEA TC engagement via various social media platforms
  - vi. Topical Conferences
    - a. Planning to send at least representatives to a Topical Conference and host a YEA event at that conference.
    - b. Pilot topical conference will be the Decarbonization Topical Conference in October 2023
    - c. Recently approved increased Committee funding will be used for this program
2. Personal Development Subcommittee:
  - a. YEA Webinars
    - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
    - ii. Upcoming webinars are being planned at this time.
  - b. YEA Leadership Weekends
    - i. Spring 2023 YLW was held March 17-19, 2023 in Miami, FL this event was successful with 30 attendees and was facilitated by Ralph Kison
    - ii. 2023 YLW 2.0 was held April 21-23, 2023 in Montreal, Canada and was successful with 13 attendees and facilitated by Ralph Kison
  - c. Future YEA Leadership Weekends
    - i. Fall 2023 YLW 1.0 be held in Chicago, IL October 27-29, 2023. Registration will be open by early July.
    - ii. Recently approved increased Committee funding will be used for this program
  - d. Conference Programs
    - i. ASHRAE Conference Crash Course - 9:45 AM Sunday 6/25
      1. JW Marriott Tampa Water Street, Tampa Bay I
    - ii. Mentorship Workshop – 1:30 PM Tuesday 6/27
      1. JW Marriott Tampa Water Street, Tampa Bay I
  - e. Future YLW Planning
    - i. Consider better ways to serve Central and South American members
    - ii. Planning to have a Spring YLW in Mexico
    - iii. Working on ways to make the registration more affordable to local members
  - f. YEA Book Club
    - i. Held monthly on various books
    - ii. Met in-person at the conference
  - g. Mentorship Motion Update
    - i. It was approved by Region X
    - ii. Referred to YEA and COF and is currently on hold until the 23-24 Society year

- iii. YEA continues to see requests for Mentoring Programs administered through ASHRAE. YEA Committee strongly supports the redevelopment of the existing or creation of a new ASHRAE Mentorship Program.
  - h. Ralph Kison Succession Planning
    - i. Need to start looking at replacement options for Ralph within the next three to five years.
    - ii. Look at other companies to present the Mentorship Workshop at the Winter Conferences or other ASHRAE Members that qualify
    - iii. Recently approved increased Committee funding might be used for this program
- 3. Outreach Development Subcommittee:
  - a. YLI 2023
    - i. Planning to have a joint event with the Region XIV CRC in Galway, Ireland on August 11-13, 2023
    - ii. Tricia Evans will be the facilitator
    - iii. Registration for this event has closed and it had the largest number of registrants ever for this event with 27 registrants. Several more were interested in attending, but missed the registration deadline. Those individuals will be invited to register for the 2024 YLI.
    - iv. Recently approved increased Committee funding will be used for this program
  - b. Partner Organizations
    - i. AIA
      - 1. The exploration of partnering methods is continuing
  - c. CIBSE Report
    - i. Jake Lenahan replaced Munis Hammed effective the 2022-2023 SY as the CIBSE Liaison (non-voting member)
    - ii. Working to make the transition and selection process of CIBSE liaisons better so there is not gap in communication.
    - iii. Working on getting CIBSE and ASHRAE more involved in each other's organizations' events
    - iv. CIBSE has an upcoming event in July 2023 in which the Sr. Vice Chair or the Chair maybe attending. More information to come. Recently approved increased Committee funding might be used for this program.
    - v. CIBSE appointed Sundara Gurushev as the CIBSE Vice Liaison to assist Jake Lenahan
  - d. Social Media
    - i. Instagram
      - 1. Goal is 1000 followers by June 30<sup>th</sup>
        - a. Currently at 821 followers
  - e. CRC Workshop Update
    - i. CRC PowerPoint was updated March 2023
- 4. Referred Motions to YEA
  - a. CRC Motion 17 from Region X, San Jose Chapter:
    - i. 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.
    - ii. STATUS: No further action on this motion at this time.
    - iii. YEA Committee sees frequent and consistent requests from YEA members for formal Mentorship in ASHRAE
  - b. CRC Motion 26 from Region XII, South Brazil Chapter:
    - i. That the YEA Committee set PAOE item YEA12 to have each YEA scholarship applicant be worth 25 points with a 200 maximum point threshold, effective July 1, 2023.
    - ii. STATUS: 0-1-13, CNV. Motion failed.
    - iii. As proposed, PAOE Item YEA12 for 2023/2024 states that YEA member attendance at in person or virtual HVAC Design course attendance (including applying for the YEA scholarship for the class) be worth 100 points; (300 points maximum) effective 23-24. YEA believes this already addresses the concerns raised by Motion 26.

- iv. This update was accepted and will be effective July 1, 2023.
    - c. CRC Motion 50 from RAL, Lebanese Chapter:
      - i. That cost of ASHRAE Standards for Young Engineers be reduced by 50% for YEA members for ASHRAE Standards (Soft Copy); especially for engineers who are not part of a big organization (over 100 employees)
      - ii. STATUS: Just an information item for YEA to be aware of
  - 5. YEA MOP Update
    - a. MOP Ad Hoc was formed to update the YEA MOP to update some terms and to reflect the following change approved by Members Council
      - i. YEA Chairs are voting members of Members Council
      - ii. STATUS: The YEA Committee reviewed the updated MOP and approved the updated version
      - iii. Vote: 15-0-0 CNV

ATTACHMENT B



MOTION

(check one):  Regional Motion       Society Motion

<b>Motion Identification No.</b> (Region No., Motion No., Date)	<b>Region No.</b> YEA Committee	<b>Motion No.</b> 3	<b>Date</b> 24 June 2023
<b>Moved By:</b>	_____ Madison Schultz		
<b>Seconded By:</b>	_____ Carrie Anne Monplaisir		

**Motion:**  
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**Fiscal Impact:**

Description	Cost
Transportation	\$1,000
Hotel (4 Nights)	\$1,000
Registration for Social Events	\$400
<b>Total:</b>	<b>\$ 2,400</b>

**Vote Count:**

For	<u>16</u>	Against	<u>0</u>	Abstained	<u>1</u>	Absent:	<u>3</u>
Chair Voting?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Passed:	<input checked="" type="checkbox"/>	Failed:	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	Referred To:	<u>MC to refer Motion to H&amp;A for consideration</u>

**Attachment C**

**YEA MBOs 2022-2023**

<b>Item #</b>	<b>MBO</b>	<b>Assigned To</b>	<b>Date Due</b>	<b>Status</b>	<b>Comments</b>
1	Increase YEA membership by 10% from 10,089 to 11,098	YEA Committee	6/30/2023	As of 6/16/2023: 9531	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (578 to 665)	Professional Development Subcommittee	6/30/2023	As of 6/16/2023: 574	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quarterly basis.
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2022 to 9/30/2022	As of 6/16/2023: 12 people	To encourage all YEA members to donate \$100, the committee wants to lead by example.
4	Chapter/Member Outreach	YEA Committee	6/30/2023	Ongoing	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quarterly cadence minimum.  RVC's to confirm the cadence and format of communication with YCC's at the start of their term.
5	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	Received as of 6/16/23: Only missing RAL	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
6	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2023	Complete	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship. COF has requested an additional event for the Annual Conference.



7	Redevelop a plan for a Mentorship Program	Personal Development and Professional Development Subcommittee	5/15/2023	Ongoing	Begin developing architecture for Mentoring Program with associated committees (Board ExO, MP, SA, CIBSE, DRCs, Staff, etc.) - Winter Conference 2022. Create a Motion for the Annual Conference 2023.
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2023	Ongoing	Collaborate with three (3) allied industries. Invite each to at least 1 YEA/ASHRAE event withing the 2021-2022 Society Year. Define how ASHRAE can participate at local and society events if applicable or appropriate based on the MOU, in order for fully integrate into their groups.  Continue to Identify new liaisons for the YEA Committee
9	Migrate Social Media to Outreach	YEA Committee	6/30/2023	Complete	All subcommittees to have Social Media liaison to Outreach who are training in process of submitting content. Social Media Liaisons are responsible for providing one social media post per month. Maintain Content Calendar.
10	Increase Social Media Followers	Outreach Subcommittee	6/30/2023	Goal: 1000 Currently at: 821 as of 6/25/2023	Increase Instagram followers by 200% by implementing Social Media Plan.  Post social media content on a weekly basis, per Social Media Plan.  Track content topics and subcommittee content generation.
11	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2023	Ongoing	Make sure there is cross attendance between events once per year. Explore YLW 2.0 rotating internationally.

12	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and Excom	6/30/2023	Complete	Grow YEA involvement in the technical program through YEA members as presenters
13	ASHRAE Conference Crash Course at Winter and Annual Meeting	Personal Development Subcommittee	1/30/2023	Complete	
14	Add Liaisons for DEI and BEQ	Professional Development	11/30/2023	Complete	Add two (2) new liaison positions
15	Set up automated emails to qualified award candidates	Professional Development and ExCom	6/30/2023	In-progress	Set up metrics. Pilot at least one award. Work with IT to set up automated emails.
16	Succession planning for YLW/YLI Facilitators	Personal Development	6/30/2023	Ongoing	Begin succession planning for YLW and YLI Facilitators in collaboration with other ASHRAE Committees. Coordinate with Outreach to understand their needs.
17	Create timeline/expectations between Committee and Staff to streamline YLW/YLI scheduling	ExCom and Personal/Outreach	6/30/2023	Complete	YEA Committee: Gather list of issues/lessons learned from Outreach and Personal. Excom: Coordinate with Staff.
18	Evaluate (and update) Award Criteria for all awards	Professional Development	6/30/2023	Ongoing	Help balance time/benefit ratio

### Attachment D

#### 2023-2024 YEA MBOs

Item #	MBO	Assigned To	Date Due	Comments	Notes
1	Increase YEA membership by 10%	YEA Committee	6/30/2024	Continue to grow the YEA demographic and encourage involvement	
2	Increase number of YEA members participating on TCs by 15%	Professional Development Subcommittee	6/30/2024	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quaterly basis.	
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2023 to 9/30/2024	To encourage all YEA members to donate \$100, the committee wants to lead by example.	
4	Chapter/Member Outreach	YEA Committee	6/30/2024	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quaterly cadence minimum.  RVC's to confirm the cadence and format of communication with YCC's at the start of their term.	
5	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.	
6	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2024	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to stregthen this relationship.	Work with ASHRAE volunteers to establish a mentorship event similar to seminars that were held with Ralph in the past

7	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2024	<p>Collaborate with three (3) allied industries. Invite each to at least 1 YEA/ASHRAE event withing the 2021-2022 Society Year. Define how ASHRAE can participate at local and society events if applicable or appropriate based on the MOU, in order for fully integrate into their groups.</p> <p>Contiue to Identify new liaisons for the YEA Committee</p>	<p>(1) Formalize partnership with one additional allied industry partner per year.</p> <p>To be discussed with Jeannette and Excom:  (2) Maintain formalized allied industry partnerships through attendance of partners' events. <b>Example CIBSE meetup at the ASHRAE Winter and Annual Conference, and attending the YEN conference.</b></p> <p>(3) Promote ASHRAE YEA events through at least three (3) allied industry partners.</p>
8	Increase Social Media Followers	Outreach Subcommittee	6/30/2024	<p>Increase Instagram followers by 200% by implementing Social Media Plan.</p> <p>Post social media content on a weekly basis, per Social Media Plan.</p> <p>Track content topics and subcommittee content generation.</p>	Goal: 1200
9	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and Excom	6/30/2024	Grow YEA involvement in the technical program through YEA members as presenters	
10	Set up automated emails to qualified award candidates	Professional Development and ExCom	6/30/2024	Set up metrics. Pilot at least one award. Work with IT to set up automated emails.	
11	Succession planning for YLW/YLI Facilitators	Personal Development	6/30/2024	Begin succession planning for YLW and YLI Facilitators in collaboration with other ASHRAE Committees. Coordinate with Outreach to understand their needs.	
12	Create timeline/expectations between Committee and Staff to streamline YLW/YLI scheduling	ExCom and Personal/Outreach	6/30/2024	<p>YEA Committee: Gather list of issues/lessons learned from Outreach and Personal.</p> <p>Excom: Coordinate with Staff.</p>	Create document that is consistent between Personal and Outreach

13	Evaluate (and update) Award Criteria for all awards	Professional Development	6/30/2024	Help balance time/benefit ratio	
14	Decarbonization Fund Program	Professional Development	1/15/2024	Administer decarb program and finalize recipients prior to Winter Conference	
15	Topical Conference Attendance	Professional Development	6/30/2024	Create program to increase YEA participation at Topical Conferences	Potential for Washington DC October 25-27
16	Scholarships to attend YLI/YLW	Madison	6/30/2024	Create endowment to assist travel for individuals to YLW/YLI thru scholarships	

**PLANNING SUBCOMMITTEE AGENDA  
REPORT TO MEMBERS COUNCIL  
FROM MEETING OF JUNE 24, 2023**

**Members Present:**

**Buzz Wright-Chair**

Scott Peach

Joe Sanders

Charles Bertuch

Heather Platt Gullledge

Julia Timberman

Devin Abellon

Ronald Gagnon

Eileen Jensen

**Members Absent:**

Wei Sun

Genevieve Lussier

**Guests**

Ioan Dobosi

Sherry Abbott-Adkins

Dave Samayoa

Tulia Rios

Bassel Anbari

Dan Russell

Colin Laisure-Pool

Eduardo Maldonado

**STAFF:**

Tammy Catchings

**1. MOTIONS**

Planning Subcommittee recommends to Members Council that the following motions be approved:

**MOTION (1):** That Members Council approve the revised “Constitution and Bylaws of the Southern California Chapter of ASHRAE” which have been approved by the chapter and signed by the chapter president.

**Background:** In SY22-23, the leaders of the Southern California Chapter came together to undertake a significant task - updating their chapter bylaws. This endeavor was primarily motivated by the acknowledgment that securing the financial future of the chapter's substantial scholarship fund was of utmost importance. In accordance with the guidelines outlined in the Manual for Chapter Operations Appendix 11C, the chapter diligently followed the prescribed procedure for amending their bylaws. Most of the proposed changes had previously been deemed “acceptable deviations” by ASHRAE staff.

The key changes involve the creation of two new committees: The Scholarship Committee and the Investment Committee. Because the formation of unique committees is included in the list of “Deviations Acceptable But Not Recommended,” the chapter respectfully requests that these changes be approved by Members Council. The Chapter feels strongly that having these committees specifically listed in the Chapter Constitution and Bylaws will help ensure that the investment funds that chapter volunteers have safeguarded for decades specifically for scholarships will be protected.

**Fiscal Impact:** None

**Motion (2):** That Society offer a bulk discount to chapters at the merchandise store.

**Background:** Society provides ASHRAE RP merchandise available free of charge to chapters, however anything that is ASHRAE-branded, but not explicitly RP-focused is available to purchase at full price only. There is currently no discount available for chapters to promote ASHRAE in general using Society-purchased merchandise.

**Fiscal Impact:** Not aware of financial impact of merchandise sales on ASHRAE’s bottom line, but chances are that benefits from merchandise sales at the chapter level will end up being used for the chapter’s RP contribution.

**Staff Comments (Gupta):** Logo page is updated with a message to encourage volunteers to reach out with questions. If we have enough stock of the item, we can sell it at-cost + shipping to the volunteer.

**Action Item:** Ask Staff to move the “Questions” section of the Logo Merchandise webpage to the top of the webpage and modify the wording to include reference to bulk orders.

**Motion (3):** That ASHRAE restrict access to Chapter CIQs to read only for all Regional Officers except DRCs and RMCRs and make changes traceable.

**Background:** It’s in the best interest of Society.

**Fiscal Impact:** There are no financial implications.

**Motion (4):** That the position of Region Diversity Chair be added to the Region CIQ (i.e., the Region Information Questionnaire) and that this position be added to the list of potential allocated visit utilizations in Section B of Appendix D of the Region Operations Manual, effective July 1, 2023.

**Background:** On October 31, 2022, a request was sent by Joyce Abrams on behalf of the Board of Directors Diversity, Equity, and Inclusion Subcommittee (BOD DEI Subcommittee) for a request of two DEI Ambassadors for each region, with the following duties identified.

- “The ambassadors will be expected to promote the presentations in their Region, track the use of the presentations, and provide feedback to the DEI Subcommittee and the DEI consultant.”
- “The BOD DEI Subcommittee will provide a schedule for the presentations after the ambassadors are identified.”

In response to the DEI Ambassadors’ charge to promote DEI training presentations to Chapters, track presentation use, and provide feedback to the DEI Subcommittee, as well as to foster Chapter Diversity-based activities, Region XII created the Region Diversity Chair position. This position is expected to also lead the Diversity Workshop for CRC training.

Adding the Region Diversity Chair to the Region CIQ will permit the individual to receive a transportation allocation to CRC for conducting the CRC Workshop. This is a measure every Region can utilize, in light of the October 31, 2022, request by the BOD DEI Subcommittee of every region to identify DEI Ambassadors

**Fiscal Impact:** Staff time to update the Region CIQ.

## **INFORMATION ITEMS:**

### **1. ROB and Members Council MOP modifications**

An ad hoc committee was formed to recommend edits to the governing documents and submitted to the Planning Subcommittee. Planning Subcommittee approved the edits as per attached documents.

## Review of MBOs

MBO #	Initiatives	Action	Category	MC Assignment
MBO #1	Encouraging greater participation	Develop method to increase transparency to the membership on the work of Technical Committees and how to connect grassroots to TCs	Transparency	Planning Subcommittee
	<ul style="list-style-type: none"> <li>Remind TCs to update information (including meeting agendas and minutes) about their TC on the ASHRAE website</li> <li>Ask DLs to include a slide about TCs that are relevant to their presentation topic when they present at chapter meetings</li> <li>Add new TC Liaison position to CIQ who would have access to run TC reports and would be tasked with promoting involvement in TCs by chapter members                             <ul style="list-style-type: none"> <li>Give PAOE points to chapters for that have a TC Liaison and are actively encouraging interaction between TCs and Chapter members (would like PAOE Subcommittee's input)</li> </ul> </li> </ul>			
MBO #4	Embracing Change by streamlining	Develop thoughts on how to streamline the work of Member's Council to make it faster, leaner and more agile	Diversity	Planning Subcommittee
	<ul style="list-style-type: none"> <li>Update the Members Council MOP and ROM to clearly define the role of RMCR including direct and regular communication between them and each of their respective RVCs (the Planning Subcommittee is currently working on these updates and will have recommendations by the Annual Conference)</li> </ul>			
MBO #5	Embracing Change by streamlining	Develop ways to expand leadership and financial training offerings for Regions and Chapters.	Participation/Diversity	Planning Subcommittee
	<ul style="list-style-type: none"> <li>Encourage Regions to host regular "virtual office hours" for their chapter leaders to participate in (similar to the DRC forum)</li> </ul>			





## CONSTITUTION AND BYLAWS OF THE SOUTHERN CALIFORNIA CHAPTER OF ASHRAE

Approved by ~~the Society~~ Members Council: \_\_\_\_\_. Only acceptable deviations may be made to this document without Members Council approval. The Southern California Chapter wants to maintain the intentions and integrity of the Investment Committee and this document. A statement of the purpose and rationale for proposed changes outside of acceptable deviations will be required. (See Members Council Minutes from June 2023 Annual Meeting)

### ARTICLE I – NAME AND AREA SERVED

The name of the organization is the Southern California Chapter (herein “Chapter”) of ASHRAE (herein “Society”). The principal area(s) served by the Chapter are the counties of Inyo, Kern, Los Angeles (excluding Redondo Beach and Long Beach), San Luis Obispo, Santa Barbara, and Ventura in the State of California. The principal city where regular meetings will be held is Los Angeles, California.

### ARTICLE II – OBJECTS

The objects of the Chapter are scientific and educational and include, but are not limited to: (a) the advancement of the sciences of heating, refrigerating and air-conditioning engineering and related sciences; (b) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations, and publications; (c) the rendering of career guidance and financial assistance to students of the sciences; and (d) the encouragement of scientific research.

### ARTICLE III – POWERS

The Chapter shall have the power to perform all lawful acts which may be deemed necessary for the proper and successful prosecution of the objects and purposes for which it is organized and operated, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society, and applicable tax regulations for non-profit organizations or corresponding provisions of tax laws.

3.1 The Chapter is not operated for the pecuniary profit of its members. No part of the net income of the Chapter shall be payable to or shall otherwise be available for the personal benefit of any proprietor, employee or shareholder. No salary emolument or compensation shall be paid to any member, and no part of the activities of the Chapter shall consist of the performance of particular services for individual members.

3.2 The Chapter shall not have the authority to act for or in the name of the Society and notice to such effect shall be imprinted on the Chapter stationery; the Chapter shall not use the name of the Society except as a part of its own name; the Chapter may use the emblem of the Society in accordance with the Rules of the Board; and the Chapter shall not incur any financial liability or contractual obligation in the name of the Society.

3.3 The Chapter may issue publications and/or websites/downloads/documents in accordance with the Rules of the Board. Certain publications for members such as a chapter newsletter or chapter membership roster/product directory may be distributed to persons other than members provided it clearly complies with paragraph 3.2. Certain designated ASHRAE documents may be translated in accordance with the Rules of the Board.

3.4 The Chapter may contribute to, affiliate with, or hold membership in any society, association, council, or other organization in accordance with the Rules of the Board.

3.5 The Chapter shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private or public interests.

#### **ARTICLE IV – MEMBERSHIP, DUES AND FINANCE**

4.1 Qualification. The membership of the Chapter shall consist of all members of the Society in good standing and residing in the geographic area of the Chapter, as prescribed by the Board of Directors of the Society, who have properly joined the chapter.

4.2 Non-Residents. Notwithstanding the foregoing, a member of the Society residing in the geographic area of a Chapter may elect to be a member of another Chapter. A member may elect to belong to more than one Chapter.

4.3 Grade. Each member shall hold the same grade of membership in the Chapter as in the Society.

4.4 Rights and Privileges. All Chapter members shall be entitled to the same rights and privileges, except that anyone who has not paid Chapter fees, dues, assessments or other charges within ninety (90) days of their due date shall not be entitled to voting privileges or the right to election or appointment as an officer, ~~governor~~ director, or committee chair of the Chapter. All rights and privileges of a member are vested solely in the member and may not be delegated or transferred, except as provided in Article VI, paragraph 6.7 hereof.

4.5 Suspension. In the event that a member does not pay all the Chapter fees, dues, assessments or other charges within six (6) months of their due date, all rights and privileges of membership in the Chapter shall be suspended. Such membership rights and privileges shall be restored to the member upon full payment thereof. Delinquency in payment of Chapter dues or other Chapter charges will not affect a member's standing in the Society.

4.6 Termination. Membership in the Chapter shall terminate upon the death of any member, the removal of a member's principal place of residence to the geographic area of another Chapter except as provided in Article IV, paragraph 4.2 hereof, or the receipt of written notice by the member of termination of membership. In the event of such termination, neither the former member, nor his/her personal representatives, heirs or devisees shall have any right, title or interest in the Chapter or its assets.

4.7 Expulsion. A member may be expelled from the Society and the Chapter only upon action taken by the Board of Directors of the Society. Such action may be initiated by the Board of ~~Governors~~ Directors of the Chapter by the filing of written charges and supporting evidence with the Secretary of the Society.

4.8 Society Dues. The annual dues for membership in the Society, as prescribed from time to time by the Society, shall be paid to the Society.

4.9 Chapter Dues. The Board of ~~Governors~~ Directors, in its discretion and subject to the approval by a vote of members, may levy such dues, fees, charges or other assessments as are reasonable and necessary to meet the current operating expenses of the Chapter. The due date of such payments shall be as prescribed by the Board of ~~Governors~~ Directors.

4.10 Fiscal Year. The fiscal year of the Chapter shall end on June 30 of each year.

#### **ARTICLE V – OFFICERS, NOMINATIONS, ELECTIONS, VACANCIES, REMOVAL AND CHAPTER REGIONAL COMMITTEE**

5.1 Titles. The officers of the Chapter shall be a President, a President-Elect, a Vice President, a Secretary, a Treasurer. Consult the current version of the Manual for Chapter Operations (MCO) for updates.

5.2 Multiple Offices. With the exception of the office of President, any number of offices may be held by the same member.

5.3 The President. The President shall be the chief executive officer of the Chapter and shall provide general direction of the affairs of the Chapter and provide general supervision over its several officers, subject to the control of the Board of ~~Governors~~ Directors. The President shall, from time to time, report to the members and to the Board all matters within the President's knowledge which the interest of the Chapter may require to be brought to the Chapter's notice; shall preside at all meetings of the members and at all

meetings of the Board; shall sign and execute in the name of the Chapter all contracts, or other instruments authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the Board or by these Bylaws to some other officer or agent of the Chapter.

5.4 The President-Elect. The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office. In the absence of the President, the President-Elect shall exercise the powers and perform the duties of the President. In addition, the President-Elect shall make the committee chair appointments sufficiently far in advance of the Chapters Regional Conference (CRC), as to permit attendance by the appointees at CRC workshops in the period prior to appointees' active participation as chairs of the Chapter Committees. Chair designees of such committees as Student Activities, Membership Promotion, Research Promotion, Chapter Technology Transfer, Government Affairs, Young Engineers in ASHRAE and Historical should be especially encouraged to attend CRC meetings. Prior to the annual meeting, the President-Elect shall complete the appointments by naming at least two (2) committee members to each of the standing committees of the Chapter.

5.5 The Secretary(ies). The Secretary shall send notices of meetings to the members and to the Board of ~~Governors~~ Directors as prescribed in these Bylaws, and to Committee Chairs as requested by the President. The Secretary shall keep the minutes of the meetings of the Chapter and of the Board of ~~Governors~~ Directors and shall promptly file a copy of the minutes of each meeting of the Chapter with the Regional Chair and Regional Vice Chair (RVC) for Chapter Technology Transfer, or in the case of the (RAL) the Sub Regional Chair (SRC) for the Chapter, and shall send advance notices and minutes of meetings of the Board of ~~Governors~~ Directors to the Regional Chair. In addition, the Secretary shall send the Chapter newsletter to the Editor of the official publication of the Society. The Secretary shall maintain a membership roster, a roll of membership attendance, and such books, papers, and records as the Chapter or Board of ~~Governors~~ Directors may direct, which shall be open to the inspection of any member of the Board of ~~Governors~~ Directors. The Secretary shall promptly notify members of their nomination, election, or appointment to office.

5.6 The Treasurer. The Treasurer shall receive all funds, including dues, fees, charges and other assessments, and shall deposit such funds in the name of the Chapter in banks or other depositories. The Treasurer shall disburse funds only as authorized by the Chapter's Board of ~~Governors~~ Directors and shall keep appropriate records of receipts and expenses and shall exhibit such records at all reasonable times to any member of the Board of ~~Governors~~ Directors. The Treasurer shall make a full financial report at the annual meeting of the Chapter, a copy of which shall be forwarded to the Regional Chair. In addition, in the absence of contrary written instructions from the Society, the Treasurer shall complete, execute and file any statements or returns incidental to federal or local taxation or utilize a tax accountant as may be necessary for this purpose.

5.7 Additional Duties. All officers shall perform all duties incident to their respective offices and such other duties as are prescribed by these Bylaws or as are assigned by the Board of ~~Governors~~ Directors.

5.8 Eligibility for Re-election. Officers and Board members are elected for one-year terms, but may be re-elected to consecutive terms. The president may be re-elected to the same office for one additional consecutive term. If the president is re-elected for an additional consecutive term, the president-elect will also need to be re-elected in accordance with the election procedure set forth in Section V.

5.9 Duties of Nominating Committee. The Nominating Committee shall select from the members eligible to hold office one candidate for each office except President, and for each member to be elected to the Board of ~~Governors~~ Directors and shall obtain from each candidate a written statement that the candidate is a member in good standing in the Society and consents to stand for election. Not less than thirty (30) days before the April meeting the Nominating Committee shall present to the Secretary the names of the candidates selected, together with their statements.

5.10 Duties of Secretary. Upon receipt of these names from the Nominating Committee, the Secretary shall prepare a list of the candidates and shall forward such list to all members with voting rights at least ten (10) days prior to such meeting.

5.11 Nomination by Members. Additional nominations of members in good standing who consent orally or in writing to be candidates may be made from the floor at such meeting. If at this meeting more than one such nomination from the floor is made for any one office or membership on the Board of ~~Governors~~ Directors, a vote shall be taken to select the name of the opposition candidate to be placed on the ballot.

5.12 Voting and Election. Not less than ten (10) days prior to the next meeting, the Secretary shall send a mail ballot (hardcopy or electronic), in the case of elections by mail, or a proxy statement, in the case of elections at meetings, to all members with voting rights. In the case of elections at meetings, the President shall appoint three (3) tellers to assist in conducting the election. The Board of Governors Directors or the tellers, if any, shall promptly tally all votes. The candidate receiving a majority of the votes cast for each respective office shall be declared elected. If there is a tie vote, there shall be a run-off election.

5.13 Installation. Officers and members of the Board of Governors Directors shall be installed at the annual meeting of the chapter and shall assume their duties at the start of the next Society year.

5.14 Vacancies. Whenever there shall be a vacancy in any office except President-Elect or a member of the Board of Governors Directors by resignation or otherwise, the Board of Governors Directors shall have the power to fill such office until the next annual election and installation, and such officer shall have the duties, rights, and privileges of the predecessor.

If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of the immediate predecessor. If the time served by the President-Elect as President is less than six months, he/she shall continue to serve as President for the next Society year; therefore the office of President-Elect shall remain vacant until the next annual chapter election. If the President-Elect dies, resigns, is removed from office, or becomes President for more than six months in accordance with the foregoing provisions, a special election shall be held to fill the vacancy.

5.15 Removal. Any officer or member of the Board of Governors Directors may be removed by at least a 2/3 vote of voting members present at a regular meeting, whenever in the judgment of the members, the best interests of the Chapter will be served thereby. The notice of this Chapter meeting shall contain the statement that an urgent item of importance to the Chapter will be presented for member vote and subsequent action, describe the action, and be noticed at least 72 hours prior to the meeting, excluding weekends and federal holidays, in the manner that regular meetings are noticed.

5.16 Election of Delegates. The Board of Governors Directors-elect shall elect from among its members one delegate and one alternate to the Chapters Regional Committee. At least one of said delegates shall be an officer-elect of the Chapter. The delegates shall be announced at the annual meeting of the Chapter. Accreditation of Delegates and Alternates from a chapter to the CRC is accomplished in the CIQ, must be completed by June 1 (Fall CRCs) or February 15 (Spring CRCs).

5.17 Term. The delegate and alternate delegate shall serve for a term of one (1) year, commencing on the first day of July following their election. No member may be elected to serve as the delegate for more than two (2) consecutive terms; no member may be elected to serve as the alternate delegate for more than two (2) consecutive terms; and no member may be elected to serve in either capacity for more than four (4) consecutive terms.

5.18 Duties. The duties of the delegate and alternate delegate shall be as prescribed from time to time by the Society. They shall transmit recommendations concerning policies, procedures, and operations of the Society, its Chapter and its Student Branches to the Regional Chair in advance of the Chapters Regional Committee Meeting; shall attend such meeting; shall suggest candidates for the Board of Directors of the Society, Society committees, and miscellaneous Society honors and awards; shall participate in the election of one (1) member and one (1) alternate member to serve on the Society Nominating Committee; and shall report to the Board of Governors Directors of the Chapter regarding the business transacted at the Chapters Regional Committee meeting, together with any recommendations for Chapter action.

5.19 Vacancies and Removal. Whenever either delegate is unable to fulfill this office, the Board of Governors Directors shall appoint another delegate. Either delegate may be removed by the Board of Governors Directors whenever, in its judgment, the best interests of the Chapter will be served thereby.

## ARTICLE VI – MEETINGS OF MEMBERS

6.1 Regular Meetings. Meetings of the Chapter shall be held on at least a monthly basis from September through June at such time and place as is prescribed by the Board of Governors Directors.

6.2 Annual Meeting. The annual meeting of the chapter for the installation of officers and the Board of Governors Directors and the announcement of committee appointments shall be held in the month of June at such time and place as is prescribed by the Board of Governors Directors.

6.3 Special Meetings. Special meetings of the Chapter may be called by the President at the President's discretion, or at the request of the Board of Governors Directors or 15 percent of the members with voting rights.

6.4 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

6.5 Quorum. A quorum for the transaction of business at a meeting of the Chapter shall consist of 15 percent of the members having voting rights, except that no business may be transacted unless a majority of the Board of Governors Directors is also in attendance.

6.6 Majority Vote. A majority of the number of votes cast in person (physical or virtual) or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws.

6.7 Proxies. A member may vote on any matter by a written proxy executed and dated by the member. No proxy shall be valid after ninety (90) days from the date of its execution, unless otherwise provided in the proxy.

## **ARTICLE VII – BOARD OF GOVERNORS DIRECTORS**

7.1 Duties. The property and affairs of the Chapter shall be managed by the Board of Governors Directors. The Board of Governors Directors may execute all business of the Chapter that does not require action by the full membership of the Chapter. The presiding officer shall report briefly on these actions at the next Chapter meeting.

7.2 Composition. The Board of Governors Directors of the Chapter shall consist of the officers, the most recent available past president, and a minimum of two members elected pursuant to Article V hereof.

7.3 Meetings. The time and place of regular meetings of the Board of Governors Directors shall be at the discretion of the Board. A special meeting of the Board of Governors Directors may be called by the President, at the President's discretion, or at the written request of two (2) members of the Board.

7.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person (physical or virtual), and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws. The form of proxies shall be governed by Article VI, paragraph 6.7 hereof.

7.5 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

7.6 Appointments to Auditing Committee. The Board of Governors Directors-elect shall appoint members to the Auditing Committee, pursuant to paragraph 8.3.2.1 hereof, at a meeting of the Board of Governors Directors-elect held prior to the annual meeting of the Chapter. Appointments shall be announced at such annual meeting.

## **ARTICLE VIII – COMMITTEES**

8.1 General. All Chapter Committees shall be designated as Standing Committees or Special Committees. Standing Committees are mandatory and are of a continuing nature, while Special Committees are created for a specific purpose and may be dissolved when their functions have been completed.

8.2 Appointments. Except as noted herein, all Standing Committee members and respective Chairs thereof shall be appointed by the President-Elect pursuant to Article 5.4.



8.3 Standing Committees. Standing Committees primarily essential to chapter, regional and Society activities are broken into two categories: those that are mandatory and those that are optional, but whose functions are essential to the Chapter operation and an Investment Committee.

8.4 Mandatory standing committees are the Chapter Nominating; CRC Action; Student Activities; Membership Promotion, Research Promotion, Chapter Technology Transfer, Government Affairs, Young Engineers in ASHRAE and Historical.

8.4.1 Chapter Nominating Committee. The Nominating Committee shall consist of five (5) members in good standing. One member of the Board of Governors Directors may serve on the Nominating Committee, but not as its chair. The Committee shall be elected by the Chapter at the February meeting. See Article 5.9.

**(Option 1)** At the preceding meeting, the Board of Governors Directors shall submit to the members their nominations for the committee. Additional nominations may be made by members from the floor at said meeting.

**(Option 2)** Nominations shall be made by members from the floor at such meeting.

Nominees receiving the five highest number of votes shall be elected. In the case of a tie, there shall be a runoff election which shall be held at the same meeting. The Nominating Committee shall elect its own chair.

8.4.2 CRC Action Committee. The CRC Action Committee shall determine major items of concern to the Chapter; obtain biographies on possible candidates for Society and regional offices, committees, and various regional and Society honors and awards; provide direction to the delegate and alternate delegate on actions to be presented on the Chapter's behalf at the CRC. The Chair of this Committee should be a past president of the Chapter.

8.4.3 Student Activities Committee. The Student Activities Committee shall assist and cooperate with other technical and scientific organizations to influence pre-college (K-12) education in math and science; shall assist in the formation and/or continuing operation of student branches of the chapter; and shall assist with chapter participation in continuing education courses and related activities. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.4.4 Membership Promotion Committee. The Membership Promotion Committee shall encourage applications by persons qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.4.5 Research Promotion Committee. The Research Promotion Committee shall conduct an annual campaign to obtain investments in ASHRAE Research, The ASHRAE Foundation and Education through the ASHRAE Learning Institute. The Chair of this Committee is expected to attend the RP Centralized Training Workshop and Special Regional Committee Meeting when called by the Regional Vice Chair for Research Promotion.

8.4.6 Chapter Technology Transfer Committee. The Chapter Technology Transfer Committee shall develop liaison on programs, make arrangements for speakers for programs and technical sessions at chapter meetings, including speaker's requirements for equipment, accommodations and travel arrangements and act as host throughout the meetings. The committee shall coordinate the efforts of the chapter by making arrangements with area educational institutions for continuing education courses, and develop an active "Speakers Bureau" to present talks and seminars to chapters and regions. The committee shall submit PAOE points related to chapter programs. The committee shall provide timely reports to the regional vice chair. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.4.7 Government Affairs Committee. The Government Affairs Committee shall provide current and relevant information to ASHRAE members regarding Government Affairs in their communities in areas of interest to ASHRAE members. Subsequently, members so engaged should then help keep their chapters, regions and Society Government Affairs staff informed on governmental activities of interest to ASHRAE. The committee shall coordinate dissemination of governmental activities-related information to members and obtain feedback from chapter and individual member Government Affairs.

Maintain high-quality and readily available tools to train and enable chapter members to effect positive interactions with government entities in their communities, especially in the use of ASHRAE documents and the advancement of the ASHRAE public policy agenda. Serve as a clearinghouse of government adoptions of ASHRAE-developed and endorsed standards, guidelines and positions. Encourage an active, informed membership by keeping local, provincial and state governments updated on technical issues. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.4.8 Young Engineers in ASHRAE (YEA) Committee. The YEA Committee shall attract new members 35 and younger and encourage student transfers; shall retain YEA members by organizing opportunities and activities that directly benefit the demographic; and shall encourage YEA members to become actively involved at the Chapter, Region, and/or Society level. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.4.9 Historical Committee. The Historical Committee shall collect and safeguard facts, photographs, records and other memorabilia pertinent to the history of the Chapter. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.5 Optional Committees, whose functions are essential to the Chapter operation, are Auditing; Refrigeration; Reception; Publicity; Attendance; Publication (or Newsletter); Honors and Awards; Special Events; and Chapter Section (if appropriate). The duties and functions of each Optional Committee (several of which may be combined under a single chair) are as follows:

8.5.1 Auditing Committee. The Auditing Committee shall consist of three (3) members, none of whom shall be members of the Board of Governors Directors, and each should understand finance. The committee shall elect its own chair and will call upon the Chapter Treasurer, Fund Manager, and Accountant as needed.

8.5.2 Refrigeration Committee. The Refrigeration Committee shall promote the refrigeration activities of the Society by promoting the interests and endeavours of those members whose primary concern is refrigeration; shall provide or arrange technical talks on refrigeration to the members at regular chapter meetings; shall promote chapter-sponsored seminars on refrigeration and shall arrange for continuing education in the refrigeration field. The activities of the Refrigeration Committee shall be coordinated with the Chapter Technology Transfer Committee, and if there is no Refrigeration Committee the activities described above shall be handled by the Chapter Technology Transfer Committee.

8.5.3 Reception Committee. The Reception Committee shall encourage fellowship among members and shall extend cordial greetings to guests and new members of the Society.

8.5.4 Publicity Committee. The Publicity Committee shall publicize the name, purposes and activities of the Chapter in an effort to obtain qualified members; and shall report Chapter activities of public interest to the news media.

8.5.5 Honors and Awards Committee. The Honors and Awards Committee shall consist of a chair and at least two (2) additional members, preferably past chapter presidents. The Honors and Awards Committee shall promote the recognition of outstanding chapter members within the chapter, region, Society, associated societies and the community. The committee shall submit names of qualified chapter members to the Chapter CRC Action Committee.

8.5.6 Attendance Committee. The Attendance Committee shall be responsible for contacting each member of the Chapter prior to each scheduled meeting or event to ensure that they have received notice of that meeting or event, and to ascertain the expected attendance.

8.5.7 Publications or Newsletter Committee. The Publications Committee shall obtain news of interest to the Chapter members and supervise the publishing of the Chapter newsletter.

8.5.8 Special Events Committee. The Special Events Committee shall handle the arrangements for any special events to be sponsored by the Chapter, or for other events to which the Chapter membership has been invited.

8.5.9 Chapter Section Committee. When a chapter area is defined that is not being provided chapter services, the chapter may form a Chapter Section Committee to start and maintain chapter sections

within the chapter area. The chapter president shall name a section representative for each section who will maintain liaison with the chapter.

8.5.10 Scholarship Committee. The Scholarship Committee consists of a minimum of three (3) past presidents who solicit annual scholarship applications from high schools, community colleges, and colleges and universities. The committee reviews applications, engages personal interviews, and makes recommendations to the Board of Directors for the distribution of scholarships in an amount the Board of Directors establishes annually based upon the recommendations of the Investment Committee.

8.5.11 PAOE Points Committee. A committee established and set up by the President-Elect at the start of each term to track and collect reports from all committees relating to the PAOE for the purpose of assuring that the Chapter meets the minimums for said award.

8.6 ASHRAE Investment Committee. The ASHRAE Southern California Chapter maintains investment funds whose purpose is to provide a consistent level of funding for multi-year programs such as Scholarships & Research Promotion as well as maintaining a reserve for chapter operations and special programs.

8.6.1 Authority. The Board of Directors is responsible for determining the level of program and operating reserves, establishing reserve and investment targets, and ensuring continuous funding of multi-year programs. The Investment Committee provides investment guidance to the Board of Directors and monitors fund management performance.

8.6.2 Management. The Investment Committee makes recommendations to the Board of Directors on the selection of a fund manager and/or an asset management structure required to achieve the board's investment objectives. The fund manager would subsequently make recommendations on a mix of assets that coincide with the board's stated risk and growth objectives.

8.6.3 Membership. The Investment Committee shall consist of a minimum three and maximum five voting members of whom a minimum of three members, along with the fund manager, are also designated trustees to all investment accounts. Committee members must be current members of the SoCal chapter and preferably ASHRAE Chapter Past Presidents.

8.6.3.1 Members will serve renewable 3-year staggered terms, such that one position is up for renewal each year.

8.6.3.2 The Chapter Board of Directors will initiate and maintain the renewal sequence.

8.6.3.3 Members can only be replaced mid-term if a member resigns or is replaced by the Chapter Board of Directors or the ASHRAE (Society) Board of Directors at the recommendation of an ethics tribunal.

8.6.3.4 The nominating committee shall propose a replacement slate willing and capable of serving and participating in a special mid-term election.

8.6.3.5 Members replacing an existing member shall complete the replacement members term after which they would be eligible to be appointed to a new 3-year term.

8.6.3.6 Members: Shall elect a chairperson, alternate chairperson, and secretary; shall maintain a record of the meeting, and; shall meet at least quarterly or more frequently as needed.

8.6.3.7 The fund manager will provide monthly fund asset performance reports that include quarterly, 12-month, and multi-year performance measured against established market indexes. Reports will separate investment performance from fund-raising performance.

8.6.4 Investment Accounts. All investment accounts will include the fund manager, the ASHRAE Treasurer, and a minimum of 2 investment committee members as signatories. All deposits, withdrawals, transfers, trades, and other financial transactions will require signatures as prescribed by specific investment accounts.

8.6.4.1 Designated Accounts are established for multi-year programs such as scholarships and research promotion. Designated accounts do not require dedicated assets but can be proportionally allocated based on (1) the specific fundraised asset value and (2) the proportionate investment



fund earnings associated with the asset value. Designated funds may not be used for any purpose other than that designated.

8.6.4.2 Funding targets for Investment Accounts, Special Programs and Reserves are established by the Board of Directors annually.

8.6.5 Use of Funds. The Investment Committee is responsible for overseeing the investment funds and reporting to the board. The fund manager facilitates transfers to and from the chapter for scholarships, research promotion donations, and any other uses deemed necessary by the Board of Directors. Funds cannot be used for any purpose other than that which has been established for those funds.

8.6.6 Reporting. The Investment Committee shall provide a quarterly report of to the Board of Directors indicating at minimum, funds transferred to the investment account, funds removed from the investment account, investment performance, including dividend earnings, comparison to index fund metrics, and a measurement of performance to target. All reports, 1099's, etc. will be shared with the Chapter's Board and it's Accountant.

8.7 Other Committees. Additional committees shall be termed as Special Committees and may be appointed at any time by the President, with the advice and approval of the Board of **Governors Directors**, and shall be announced at the next meeting of the Chapter.

8.8 Vacancies. Whenever any member refuses an appointment to a committee or whenever there is a vacancy on any committee by resignation or otherwise, the President shall, with the advice and approval of the Board of **Governors Directors**, appoint another member to such committee.

8.9 Removal. Any committee member appointed or elected may be removed by the person or persons authorized to appoint or elect such member whenever, in their judgment, the best interests of the Chapter will be served thereby, except that the President shall remove a member only with the advice and approval of the Board of **Governors Directors**.

8.10 Attendance at Board Meetings. Committee Chairs shall attend the meetings of the Board of **Governors Directors** when so requested by the presiding officer, but shall not be entitled to voting rights at such meetings.

## **ARTICLE IX – RULES OF ORDER**

Rules of Order. Except as otherwise provided in these Bylaws, the conduct of meetings of the members shall be governed by the rules of procedure set forth in the current edition of Robert's Rules of Order Newly Revised.

## **ARTICLE X – AMENDMENTS**

10.1 Powers and Limitations. All Articles of these Bylaws shall be subject to alteration or repeal, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society and applicable tax regulations for non-profit organizations or corresponding provisions of applicable tax laws.

10.2 By Society. Amendments to these Bylaws set forth in written directives of the Secretary of the Society shall be adopted by a majority of the Board of **Governors Directors**. Written copies of said amendments shall be sent by the chapter secretary to all members, or an officer of the Chapter shall read said amendments at the next succeeding chapter meeting.

10.3 By Chapter. Amendments to these Bylaws may also be initiated by a written resolution of a majority of the Board of **Governors Directors** or by not less than five (5) members in good standing with voting privileges and may be presented at any meeting of the Chapter. If approved by a majority of the members present, the chapter secretary shall send copies of the proposed amendments to all members not less than seven (7) days before the next succeeding meeting. If approved by a two-thirds (2/3) vote at such meeting, the chapter secretary shall forward such proposed amendments to the Secretary of the Society for approval by the Members Council of the Society and review by the Regional Chair. Any amendments shall become effective only upon receipt of written notice of approval by the Members Council or its authorized representative of the Society.

**ARTICLE XI – DISSOLUTION**

11.1 The chapter may be dissolved:

- a. with the consent of not less than sixty (60) percent of the members in good standing of the chapter with voting rights expressed, either in person or by proxy, at a special meeting called for that purpose, or
- b. by a two-thirds vote of the ASHRAE Board of Directors after written preferment of charges, sixty (60) days written notice of hearing sent by registered mail to the President of the Chapter, and an adequate opportunity for the chapter representative to be heard before the Board of Directors or a committee of three (3) or more members designated by the Board of Directors.

11.2 In the event of dissolution, all debts and liabilities legally incurred on behalf of the chapter shall be fully discharged. The remaining funds shall be disposed of in accordance with paragraph 11.3 thereof.

11.3 Upon the dissolution of the Chapter, any assets remaining thereafter shall be conveyed to the Society.

11.4 In the event that the Society is not then in existence or is not then exempt under applicable tax regulations for non-profit organizations or corresponding provisions of tax laws, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives similar to those of the Society and exempt.

**ARTICLE XII – ADOPTION**

These Bylaws shall be completed and adopted by a majority of the Board of ~~Governors~~ Directors. Written copies of said Bylaws shall be sent by the Secretary to all members and shall be sent, as amended, to such persons as shall, from time to time, become members of the Chapter.

Adopted by the Southern California Chapter

10 JAN 2023  
Date

\_\_\_\_\_  
Signature

Sierra Spitulski  
Chapter President 2022-23

## 2.301 MEMBERS COUNCIL

### 2.301.001 SCOPE AND PURPOSE

Members Council acts on behalf of the Board of Directors to implement policy and administer activities of the ASHRAE member-focused committees within its organizational structure. Its membership includes representatives from every Region and its reporting committees allowing the Council to reflect the interests of ASHRAE members worldwide.

### 2.301.004-002 MEMBERSHIP (12-06-27-11/15-07-01-02)

The members of this council are as follows:

A. Chair: President Elect

B. Vice Chair; Treasurer

C. Voting Members: Chair, Vice Chair, ~~up to six (6) Directors~~Chair of each committee reporting to this council, and the Region Members Council

Representative (RMCR) from each region. (20-07-01-05)

D. Non-Voting Members: ~~Chair of each committee reporting to this council~~Up to six (6) Directors

E. Alternates (16-06-29-13/09-06-24-11/10-06-30-15[5]/12-01-25-06)

In the absence of a Region Members Council Representative, the Director and Regional Chair may appoint him or herself, or a Regional Vice Chair (RVC) to serve as an alternate.

In the absence of a Committee Chair Voting Member, the respective Committee Vice Chair may serve as alternate.

This temporary appointment can be made in the event the ~~Region Members Council Representative~~Voting Member is ill or otherwise incapacitated, but has not permanently vacated the office. The ~~Region Members Council Representative~~Voting Member shall notify the chair of Members Council and the Director of Member Services, as soon as possible, as to the dates and reasons for this temporary appointment. This alternate would have voice and voting rights at the committee meetings and meetings of Members Council.

### 2.301.002-003 RESPONSIBILITIES

#### 2.301.002.1 ABET

~~The council coordinates ABET activities including evaluators and ABET Board representation.~~

**Commented [SPP1]:** The ad hoc committee could see why this needs to be in the ROB

#### 2.301.002.2-1 REGIONS, REGION-AT-LARGE, CHAPTERS, SECTIONS AND BRANCHES

A. This council makes recommendations to the Board of Directors concerning the policies, procedures and operations of the Society and its regions, chapters, sections and branches. (SBL 6.5)

~~B. Regions and chapters of Society are grouped into geographical areas by the Board of Directors, and these areas are designated regions.~~

~~C. Regions of the Society shall be approved by the Board of Directors. (90-02-14-13)~~

~~D. The "Criteria for the Formation of a New Region" is approved by the Board of Directors.~~

(92-01-29-40B/92-07-02-20)

~~E.B.~~ This council coordinates and oversees the activities of regions, region-at-large, chapters, sections and branches

**Commented [SPP2]:** This describes a responsibility of the BOD, not Members Council, and its inclusion here seems inappropriate.

(92-01-29-40B/92-07-02-20)

~~C.~~ This council coordinates and oversees the activities of the following standing committees:

**Commented [SPP3]:** This describes a responsibility of the BOD, not Members Council, and its inclusion here seems inappropriate.

- ~~1.~~ Chapter Technology Transfer Committee
- ~~2.~~ Communications Committee
- ~~3.~~ Conferences and Expositions
- ~~4.~~ Government Affairs Committee
- ~~5.~~ Honors and Awards Committee
- ~~6.~~ Membership Promotion Committee
- ~~7.~~ Research Promotion Committee
- ~~8.~~ Student Activities Committee
- ~~9.~~ Young Engineers in ASHRAE Committee

~~F.~~ All chapters, regardless of location, shall be referred to as "\_\_\_\_ Chapter." (91-01-23-31)

~~G.~~ Student branches shall be chartered and assigned in the same geographical area as the sponsoring chapter. (86-06-25-10)

**Commented [SPP4]:** These statements should not be located in this section. These are not "responsibilities" of Members Council.

~~2.301.002.3 REGION-AT-LARGE (01-06-27-26/02-06-26-11/07-06-27-15)~~

~~A Region-at-Large is formed to replace the International Committee effective July 1, 2001. The purpose of the Region-At-Large is to provide a means to represent all ASHRAE members not represented by other regions at Members Council and the Board of Directors (the ASHRAE Associate Society Alliance shall be responsible for maintaining strong relationships with other associate societies). The Region-At-Large is divided into Sub-Regions. The number of members assigned to the Region-At-Large will determine the number of sub-regions. Each sub-region must have the potential to grow to more than 1,000 area assigned members excluding students. Regional and sub-regional boundaries are identified in the Manual for Chapter Operations.~~

**Commented [SPP5]:** Region-at-large added to previous sections. Describing the purpose or "why" of its necessity seems unnecessary now.

~~2.301.002.4 REGIONAL EXECUTIVE COMMITTEE (16-06-29-12/88-05-21-43/89-02-01-27[3]/91-01-23-35/~~

~~95-06-28-19/02-01-16-26/05-06-29-11/14-01-22/07)~~

~~A. The Regional Executive Committee consists of the Regional Chair, the Regional Vice Chairs, the Sub-Region Chairs, the Regional Historian, the Region Members Council Representative, the Regional Nominating Committee Member and Alternate, the CRC General Chair and the Assistant Regional Chair, the Regional Treasurer.~~

**Commented [SPP6]:** The ad hoc committee recommends this definition of the "Regional Executive Committee" be moved to the Regional Operations Manual, Section 2, before the definition of DRC.

~~B. The Society will provide transportation cost for up to 12 members for one Regional Planning Meeting per Society year for the committee members as described in A). One other member of the committee may receive transportation costs, if named by the DRC, who shall advise the Society of the 12th member (his or her name) and the reason for being included. At the Regional Chair's option, the committee may be expanded to include other members such as he may direct; however, transportation cost will not be provided for these optional members.~~

**Commented [SPP7]:** This is covered in the Regional Operations Manual, Appendix D, Section II, A

~~2.301.002.5 CHAPTERS REGIONAL CONFERENCE (69-01-30-21/87-03-28-39)~~

~~Each region of the Society shall annually conduct a Chapters Regional Conference at which time they shall have a meeting of their Chapters Regional Committee as specified in the Society Bylaws.~~

**Commented [SPP8]:** CRCs do not report or operated by Members Council. The ad hoc believes the formation and requirement of CRC's is covered in \_\_\_\_.

~~2.301.002.6 CHAPTER CERTIFICATES, GIFT ITEMS, BANNERS~~

(60-01-31-15/68-06-26-08/78-02-01-29/79-01-31-21/88-05-21-30/12-01-25-11[10])

The BOD authorizes staff to provide or have available for purchase the following certificates, gifts and banners for use by chapters:

- A. Chapter past president pins—chapters
- B. Certificates for chapter speakers and seminar participants
- C. Emblemed gifts (88-05-21R7)
- D. Banners for ASHRAE student branches

**2.301.003-0024 RESEARCH PROMOTION FUNDRAISING GOALS (05-02-10-20A)**

Members Council annually establishes the Society's overall Research Promotion fundraising goals and oversees its allocation into regional goals with direct input annually from the Research Promotion Committee

**2.301.004-0035 STRATEGIC PLAN (09-06-21-12C)**

This council shall develop procedures for recommending updates to the strategic plan on a continuous basis. The council as a minimum shall, at the Annual Meeting, submit a report which includes the current status of each activity which supports the fulfillment of their assignments under the strategic plan. The council shall prepare recommendations for changes to the strategic plan as reported by the committees reporting to the council. Committees reporting to this council are tasked with assuring the membership is knowledgeable of the directions and strategies of the strategic plan and soliciting recommendations for change to the strategic plan from the ASHRAE membership through their regions, chapters, sections and branches.

**2.301.005-0046 MANUALS AND PROCEDURES**

This council is responsible for reviewing, recommending changes and interpreting the following:

- A. Manual of Chapter Operations (22-06-29-04)
- B. Fees, Dues and Privileges
- C. Criteria for Formation of a New ASHRAE Region
- D. Criteria for the Formation of a New Chapter
- E. Chapter Technical Publications (65-01-28-08/95-02-02-56)
- F. Chapter and student branch constitutions and bylaws. (92-07-02-22)
- G. Manual for Conducting a Chapters Regional Conference (70-01-18-06/74-02-02-15/76-02-04-07/87-03-28- 41/ 91-01-23-32)
- H. Region Operations Manual (22-06-29-04)

**Commented [SPP9]:** This seems like it might be better placed in the RP MOP. The specific task of creating a goal is currently neither in the ROB section for RP (2.422) or the RP MOP. The ad hoc agreed for now we would leave it in.



Shaping Tomorrow's  
Built Environment Today

**MANUAL OF PROCEDURES**

**MEMBERS COUNCIL**

Approved by: Members Council  
Date: October 6, 2022

## FOREWORD

The Manual of Procedures for Members Council describes how the Council operates to fulfill its responsibilities as defined by the ASHRAE Board of Directors (BOD) and the Society Bylaws. It describes those responsibilities along with the role of the Council leadership and other members as well as the subcommittees of which it is comprised. Sections of this document that are based on Rules of the Board as noted as such. Changes to this document require a vote of the Council and the Society Rules Committee. The Council also maintains a separate Reference Manual which contains more detailed operational background and historical information and is subject to the approval of only the Council.

### **DEFINITIONS (drawn directly from the noted Society Bylaw or ROB)**

#### **Councils**

The councils of the Society are extensions of the Board of Directors and , except as otherwise restricted by law, shall administer the policies of the Board (SBL 6.1)

#### **Standing Rules**

The standing rules of a council or committee are the constitution of that council or committee. Proposed changes to these rules shall be submitted to the Society Rules Committee prior to being submitted to the Board for approval. (2.300.001.1)

#### **Manual of Procedures**

Each council shall maintain a Manual of Procedures for itself and its assigned committees, which may include interpretations of Society policy as it pertains to that specific activity (ROB 2.300.005).

A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules by providing methods and procedures under which to operate. It is the responsibility of the approving body to determine what requirements should be in a MOP and what can be included in a Reference Manual. (ROB 1.100.002.4)

For councils and standing committees reporting directly to the Board of Directors, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. (ROB 2.105.002.2)

MOPs for other standing committees (and any body required to have a MOP) shall be approved by the body to which they report. This body shall keep the official copies of the MOP. (ROB 2.105.002.2)

#### **Reference Manual**

Each council or committee may establish a Reference Manual, which may contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and requires the approval of that council or committee only. (ROB 1.100.002.5)

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○This automatic Table of Contents requires the major section heads to be of type "Heading 1" and the underlying information be of indented paragraph type 1.1.1. The latter will not be included in the TOC as it is formatted



## 1. GENERAL RESPONSIBILITIES

- 1.1. Receive recommendations from Standing Committees that report to it, from the Council's subcommittees, from any member of the Council, by referral from other Councils or committees of the Society, or from the BOD.
- 1.2. Act on items as authorized by the BOD or shall make recommendations for BOD actions in accordance with the authority granted to the Council and as specified in the Rules of the Board.
- 1.3. Actions for which the Council acts for the BOD (2.301.003):
  - 1.3.1. Items which are within existing policy and fiscal limits
  - 1.3.2. Items that are internal to the Council
  - 1.3.3. Policies, procedures and operations of the regions, chapters, sections and student branches
- 1.4. Items for which the Council recommends BOD action (2.301.003):
  - 1.4.1. Changes or additions to existing Society policies and/or Rules of the Board
- 1.5. The Council acts as a communication link between the BOD, other Councils and standing general and special committees.
  - 1.5.1. Council to BOD
    - 1.5.1.1. Following each meeting the Council will report to the BOD principal motions requiring BOD action, as well as information items.
    - 1.5.1.2. Council reports and actions shall include summary report information provided to it by its standing committees.
    - 1.5.1.3. Council agendas and minutes shall be distributed to all BOD members.
  - 1.5.2. Committees to Council
    - 1.5.2.1. Reports of all Committee meetings shall be in writing and include all principal motions requiring Council action and supporting information.
    - 1.5.2.2. Minutes of each standing committee shall be distributed to all members of the Council (voting and non-voting).
  - 1.5.3. Council to Council  
Actions of Council for which parallel or supporting action is required by another Council shall be communicated in writing to that Council requesting the required information or input.
- 1.6. Voting
  - 1.6.1. The Council will follow the general voting requirements as stated in the Rules of the Board.
  - 1.6.2. The Council shall record the vote, including abstentions, on all motions.

## 2. MEMBERSHIP

- 2.1. Membership and structure of the Council are as stated in the Rules of the Board

## 3. CHAIR RESPONSIBILITIES

- 3.1. Preside over all meetings of the Council governed by the current edition of *ASHRAE Simplified Rules of Order and Meeting Fundamentals*.
- 3.2. The Chair, with the assistance of the, the Vice Chair, the Staff Liaison, the Subcommittee Chairs and Council members, shall prepare agendas for all Council meetings.

- 3.3. Review and approve draft meeting minutes for final approval by the Council
- 3.4. The Chair, with the assistance of the Vice Chair and the Council Staff Liaison, prepares a Report to the Board after each Council meeting.
- 3.5. Appoint each member of the Council to one or more subcommittees and designate a subcommittee Chair for each subcommittee identified in Section 8.
- 3.6. Recommend creation of additional ad hoc committees or working groups whenever necessary in order to assist in fulfilling the responsibilities of the Council. The members will normally be from the membership of the Council and/or the Society but, if necessary to obtain special expertise, non-members of the Council or the Society may be appointed.
- 3.7. With the staff liaison, prepare council budget and submit to Finance Committee for approval.
- 3.8. Ensure that all chapters are scheduled a chapter visit a minimum of once every five-year period by a Society Officer or member as designated by the Society President to promote contact between the Society and Chapter members.
- 3.9. Approve DRC visits to other regions' CRCs.
- 3.10. Hardship Cases (ROB 2.103.003.4)

The Members Council Chair is responsible, in consultation with staff, for determining what constitutes a hardship case. Hardship guidelines are defined as:

- Loss of Employment or
- Illness/Disability

Educational Leave of Absences, Sabbaticals and part time employment do not qualify for Hardships. Members who are approved for hardship status will be placed on inactive status for one year with a limit of a maximum of three years (lifetime). Inactive status must be requested each year at renewal time. Inactive status is defined as:

- no dues paid
- does not receive Journal
- does not receive Handbook
- retains election date for purpose of Honors and Awards.
- maintains access to website, and ASHRAE Journal and Insights on-line
- continues to receive discount on Publications
- retains voting rights

#### 4. VICE CHAIR RESPONSIBILITIES

- 4.1. In the absence of the chair, assume the chair at scheduled or called meetings of the Council.
- 4.2. Perform other duties assigned by the chair.
- 4.3. In the event the chair is unable to perform his/her duty, assume all of the duties of the chair until a successor is selected.

#### 5. STAFF LIAISON ASSIGNMENTS

- 5.1. Attend all council meetings.
- 5.2. Assist the Chair in preparing agendas, minutes and reports to the Board of Directors.
- 5.3. With the Chair, Prepare annual budget and monthly forecasts. Monitor expenditures
- 5.4. Prepare report to Members Council on the disposition of motions presented to the Board of Directors.
- 5.5. Process transportation reimbursement for council members and regional transportation approved by the DRCs.

- 5.6. Write council referral letters and monitor the disposition of motions.
- 5.7. Monitor implementation of all actions approved by the council.
- 5.8. Send information and guidelines to potential new chapters, regions and student branches and coordinate the development and chartering process.
- 5.9. Update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual) and Regions Operations Manual, as directed by the council.
- 5.10. Coordinate Presidential Award of Excellence Program (PAOE).
- 5.11. Ensure preparation and distribution of CRC materials for delegates, alternates, workshops, etc.
- 5.12. Assist CRC host chapters as needed (mailing labels, CRC registrations, etc.). (05-06-27-39)

## 6. REGION MEMBERS COUNCIL REPRESENTATIVE (RMCR) RESPONSIBILITIES

- 6.1. Roles and Responsibilities
  - 6.1.1. Serves as a voting member of Members Council.
  - 6.1.2. Responsibility to represent the region in Members Council deliberations.
  - 6.1.3. Provide assistance to Regional Vice Chairs (RVCs) in furthering the aims of the Society through Members Council Standing Committees as the Region dictates either through the DRC or through motions passed by chapter delegates at CRC.
  - 6.1.4. Maintain communications with the DRC on actions and deliberations that effect the Society, Region, and Chapters. If delegated by the DRC, communicate information directly to chapters.
  - 6.1.5. Maintain direct and regular communication with each of the RVCs on actions of their committees.
  - 6.1.6. Presides over the motion process for the CRC business meeting.
  - 6.1.7. Report all approved Society-level motions to Members Council staff.
  - 6.1.8. Report status of past CRC motions during business meeting
  - 6.1.9. Inform Members Council at least 3 years prior to the scheduled CRC dates, locations and Chapter chair information.
  - 6.1.10. Report ~~all any relevant issues and activities of the region, chapters, sections and student branches sections' status and activities~~ all any relevant issues and activities of the region, chapters, sections and student branches to Members Council.
  - 6.1.11. Monitor local chapter affiliation with other engineering councils or organizations and, if necessary, bring such activities to Members Council and the Board of Directors for approval.
  - 6.1.12. Fully participate in all Members Council, assigned subcommittee and Ad Hoc Committee meetings.
- 6.2. Optional Responsibilities
  - 6.2.1. Assist/perform the operation of regional activities with associated planning and communications
    - 6.2.1.1. Regional Planning Meetings
    - 6.2.1.2. CRC Coordination
    - 6.2.1.3. Chapter Chair Workshops at CRC – especially the Chapter Operations Workshop
    - 6.2.1.4. Presidents-Elect Training
    - 6.2.1.5. Regional Dinners at Winter and Annual Conferences
  - 6.2.2. Oversee all RVCs and their communications and interactions with the Chapters/Sections
  - 6.2.3. Tracking the Region's Society-level CRC motions and providing regular updates to the Chapters
  - 6.2.4. Report to the Regional Executive and Chapters on activities of Members Council

- 6.2.5. Work with the DRC to plan and assign chapter visits
- 6.2.6. Coordinate Chapters and Sections
  - 6.2.6.1. Oversee Sections assigned to the Region/Chapters
  - 6.2.6.2. Coordinate with sub-regional chairs to support and guide chapters' and sections' activities
  - 6.2.6.3. Coordinating the formation of new chapters and sections
  - 6.2.6.4. Develop action plans to help struggling chapters
  - 6.2.6.5. Ensure training has been provided to all chapters related to their chapter roles and overall ASHRAE operations
  - 6.2.6.6. Encourage grassroots involvement with ASHRAE Society activities at all levels
  - 6.2.6.7. Connect with the chapter BOG regularly within the region for operations

## 7. SOCIETY DIRECTORS ~~DIRECTORS-AT-LARGE~~ RESPONSIBILITIES

- 7.1. Keep the council chair informed of any deliberations or resolutions of the assigned committee(s) for which he/she is responsible which may affect the general policies of the Society.
- 7.2. Provide support and advice as an advocate for assigned committees in communication and interpretation of presidential goals; guidance in fiscal planning, assistance in preparation and monitoring of annual objectives; assistance in developing and monitoring of action plans to achieve Strategic Plan Objectives; liaison with Board of Directors, other councils and committees; and assist in preparing recommendations to the Council.
- 7.3. Assess the assigned committees' scope, operation and personnel and suggest changes as needed.

## 8. STANDING SUBCOMMITTEES

- 8.1. Planning Subcommittee
  - 8.1.1. Fiscal Planning
    - Review and approve budget
    - Monitor fiscal performance
    - Review fiscal performance against the current budget and review the schedule of expenditures for assigned committee programs
  - 8.1.2. Long-range and Strategic Planning
    - Develop and implement Action Plans for objectives assigned to Members Council and monitor programs.
    - ~~Review CRC motions for recommendation to Council~~
  - 8.1.3. Annually review and update council's *Manual of Procedures, Rules of the Board; and Reference Manual*.
  - 8.1.4. Committee related issues.
    - Review assigned committees' MOPs/ROBs and make recommendations for revisions and/or approval.
    - Review and monitor the effectiveness of the assigned committees' programs and projects as reported by the assigned committees.
  - 8.1.5. Review CRC motions for recommendation to Council
- 8.2. Region Operations Subcommittee
  - 8.2.1. Appoint Direction Subcommittee to compile list of ideas from Society officers during CRCs that are worth passing on to other regions. Appoint Manual Subcommittee to review and update Manual for Chapter Operations

(MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual) including all appendices annually following the fall and spring CRCs.

8.2.2. Appoint Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual) including all appendices annually following the fall and spring CRCs

8.2.3. Review and update *and Regions Operations Manual, including all appendices.*

8.2.4. Review CRC motions for recommendation to Council

8.2.5. Assignment of new chapters to a region

8.3. PAOE Subcommittee

8.3.1. Review PAOE program and make recommendations to the President-Elect

8.3.2. Review CRC Motions ~~PAOE motions from CRCs~~ and make recommendations to the President-Elect and Members Council

8.3.3. Members Council Chair to assign one member from each grassroots committee to this subcommittee.

9. SPECIAL REQUIREMENTS

9.1. Documents of the Council

- Council Manual of Procedures
- ~~Council Reference Manual~~
- Regions Operations Manual
- Manual for Chapter Operations (MCO)
- Manual for Conducting Chapters Regional Conferences (CRC Manual)

**REGION OPERATIONS SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
Webex Meetings of April 13, 2023 and June 15, 2023**

**April 13, 2023**

**Members Present**

Rob Craddock, Chair  
Bassel Anbari  
Eileen Jensen  
John Constantinide  
Jonathan Smith  
Ken Fulk  
Maggie Moninski  
Sherry Abbott-Adkins  
Tulia Rios

**Staff**

Tammy Catchings

**Members Absent**

Ioan Silviu Dobosi  
Ching Loon Ong  
Kishor Khankari

**June 15, 2023**

**Members Present**

Rob Craddock, Chair  
Bassel Anbari  
Jonathan Smith  
Kishor Khankari  
Maggie Moninski  
Ong Ching Loon  
Tulia Rios

**Staff**

Tammy Catchings  
Tony Giometti

**Members Absent**

Ioan Silviu Dobosi  
Sherry Abbott-Adkins  
Ken Fulk

**1. MOTIONS:**

None

**INFORMATION ITEMS**

**Region XII CRC Motion (Southwest Florida Chapter)** That the Honors and Awards Committee change the Chapter Service Award according to the attached revised Chapter Service Award Point Tally Form, effective July 1, 2023.

**Background:** Chapter, CRC, and general activities listed on the CIQ are noted in the recommended changes to have the Chapter Service Award include more grassroots activities for recognition.

**Fiscal Impact:** \$0

*(The Region Operations Subcommittee passed this motion by unanimous voice vote, chair not voting. Staff updated Point Tally Form accordingly)*

**Region XII CRC Motion (Southwest Florida Chapter)** That the Honors and Awards Committee change the Regional Award of Merit according to the attached revised Regional Award of Merit Point Tally Form, effective July 1, 2023.

**Background:** Chapter, CRC, and Regional activities listed on the CIQ and as assigned by Regional Officers and the CRC Chair are noted in the recommended changes to have the Regional Award of Merit include more volunteer activities for recognition.

**Fiscal Impact:** \$0

*(The Region Operations Subcommittee passed this motion by unanimous voice vote, chair not voting. Staff updated Point Tally Form accordingly. Note: line item for ¼ point for Regional grassroots committee member not approved)*

**Region-At-Large CRC Motion (Mumbai Chapter)** That serving on RAL ad-hoc committees as a Member should qualify for 0.5 points per Committee per year on the Points tally sheet for Regional Award of Merit under category of “other Regional positions”. Chair of Ad-Hoc Committees should qualify for 1 point per year.

**Background:** All members give their time readily in service to the Society. Ad hoc committees are formed to perform specific duties as and when required. Working in these committees does require a member to devote time for the same. Considering that all members do voluntary service, it is a moot point that due credit be given by way of assigning tally points their service.

**Fiscal Impact:** None

*(The Region Operations Subcommittee defeated this motion by unanimous voice vote, chair not voting.)*

**Region-At-Large CRC Motion (Mumbai Chapter)** That Membership of RAL ad-hoc committees need to be duly recorded in the individuals ASHRAE Bio in section 5b by Society.

**Background:** All members of the Society give their time readily in service to the Society. Ad hoc committees are formed to perform specific duties as and when required. Working in these committees does require a member to devote time for the same. Service to the society needs recognition however big or small the role is. It is important and inspirational if it appears in ones ASHRAE Bio.

**Fiscal Impact:** None

*(The Region Operations Subcommittee passed this motion by unanimous voice vote, chair not voting. Staff added Region Ad Hoc Chair and Region Ad Hoc Member positions to CIQ; Regional Ad Hoc positions can only be added to CIQ by staff)*

**Region VIII CRC Motion (Monterrey Chapter)** That a Chapter Administrator Roster be created for all chapters in the society to facilitate partnerships between chapters from different regions.

**Background:** From 2022-2023 PAOE Newsletter

*CO7 For each joint meeting with the chapter’s partner chapter from a different region*

*CO37 For developing a chapter to chapter partnership with a chapter from a different region (Chapter to submit partnership reports to DRC.)*

ASHRAE Society has encouraged us to create partnerships with other chapters from different regions. While this is an excellent initiative, we have found it difficult to identify and connect with potential partners in other regions due to a lack of accessible contact information.

The proposed Chapter Administrator Roster would function similarly to the existing regional leader roster on the ASHRAE CIQ website. The roster would provide Chapter Administrators with access to the contact information of other chapter administrators only, thus avoiding any potential privacy issues that may arise from sharing the contact information of all society members and/or committee chairs.

By creating this roster, we can help facilitate the formation of partnerships between chapters from different regions. This will not only enhance collaboration and knowledge-sharing across the society, but also strengthen the overall ASHRAE community.

**Fiscal Impact:** Enabling access for members with “chapter administrator” status to view others with the same position in the CIQ website is estimated to require approximately t man-hours of work. The actual cost may vary depending on the hourly rate of the individuals involved in implementing this change.

It is important to note that this is a one-time expense, and the ongoing maintenance and operation of the Chapter Administrator Roster would likely be included in ASHRAE Society’s regular operations budget.

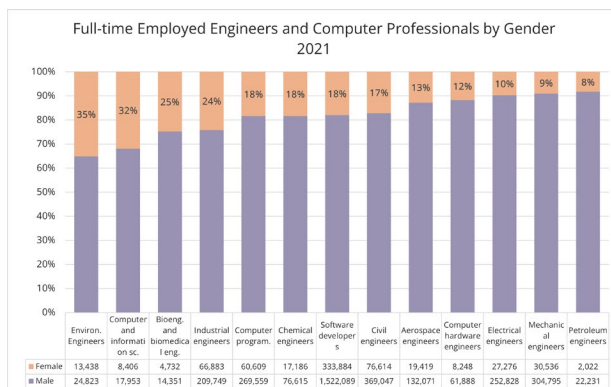
Therefore, the financial impact of this motion should be considered in the context of its potential benefits, such as improved collaboration and knowledge-sharing across the society.

*(The Region Operations Subcommittee left this open for further discussion; CTTC, MP, and YEA are working on possible programs for chapter collaborations)*

**Region VIII CRC Motion (Houston Chapter)** That Women in ASHRAE (WiA) be acknowledged as an official subset of DEI with inclusion of a chapter chair on the CIQ and inclusion of a specific link and searchable on the ASHRAE website.

**Background:** Women in ASHRAE (WiA) was introduced and operated as an affinity group within ASHRAE in 2017. This was promoted within Society through networking events at Society meetings. It was also championed as a programming focus and subcommittee within chapters, including official designation on the chapter CIQ. These initiatives have been very successful and have engaged and invigorated ASHRAE members that were not otherwise as involved. In 2018, ASHRAE broadened their scope of diversification to extend beyond women to all underrepresented groups with the adoption of the Diversity and Inclusion Policy and subsequently changed the title to Diversity, Equity and Inclusion (DEI). For some chapters that even meant 1) the reassignment of volunteer committee chairs titles to DEI rather than WiA and 2) the shift by Society impacting Chapter Bylaws without Chapter officer consent, editing of chapter document, or grassroots adoption of the change. **As a result, the message received by many was that WiA no longer exists because it was replaced by DEI.**

It is true that women are underrepresented in the engineering workforce (see Table 1.), and therefore, could fall under the umbrella of DEI. Unfortunately, many women do not see DEI events as addressing them because this does not fit the definition used by the rest of society (women are not underrepresented as part of the general population).



**Table 1** - Source: U.S Census Bureau. Detailed occupation for the civilian employed population 16 years and over. Tables B24115 and B24116. <https://data.census.gov/>

Additionally, when searching for information about Women in ASHRAE on the [www.ashrae.org](http://www.ashrae.org) site filtered by “About ASHRAE” (See Image 2) the site has been “scrubbed” with no specific mention of the role of women in the organization. Likewise, the “Membership” filter results in links to purchase women’s apparel.



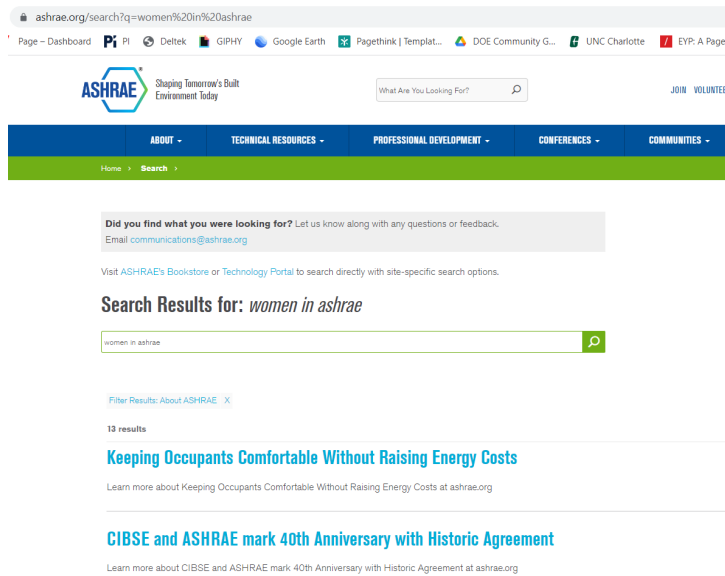


Image 2 -

<https://ashrae.org/search?q=women%20in%20ashrae>

**The promotion of WiA as an affinity group within ASHRAE should not be discouraged, but rather encouraged.** This may include but not be limited to identification as a committee chair/co-chair position on the CIQ and allowing chapters to determine the method for inclusion in their Chapter Bylaws in a manner of their choosing including communicating and encouraging the support for the development of other affinity groups to support the diversity of ASHRAE where members see that there is a need or desire.

**Fiscal Impact:** This will not have a direct financial impact. Indirectly, there will be 1) time that needs to be invested in the communication and messaging to members at all levels (Society to grassroots), 2) a slight but not significant increase in time by staff to manage the inclusion of another Chair/Co-chair position on CIQ and chapter operation's communications, and 3) time allotted to the relinking of prior WiA references to society website resources.

*(The Region Operations Subcommittee decided that the request of this motion is three-fold; Region Operations can add the WiA position back into the CIQ and possibly the WiA link on the website. DEI is a BOD subcommittee and Members Council cannot make changes to this committee. Making WiA an official subset of DEI should be referred to that committee)*

## REVIEW OF MBOs

MBO #	Initiatives	Action	Category	MC Assignment
MBO #2	Harnessing the power of our relationships	Develop and conduct a program of virtual joint chapter meetings focusing on the critical issues of the day between North American ASHRAE Chapters and Chapters outside of North America.	Transparency	Region Operations Subcommittee
		<ul style="list-style-type: none"> <li>Refer to CTTC to create program</li> </ul>		
MBO #3	Harvesting information in the service of our members	Create a program to connect chapter members from around the world	Transparency	Region Operations Subcommittee
		<ul style="list-style-type: none"> <li>Refer to Membership Promotion and YEA to collaborate on the creation of the program</li> </ul>		
MBO #6*	Develop Ways to Inform Members on ASHRAE'S Decarbonization Plan and Products	ASHRAE has great plans for products and services relating to decarbonization of the built environment. How can this effort that is occurring at Society level be communicated to the ASHRAE membership? How can we empower our members to be the best trained ambassadors for promoting decarbonization.	Transparency	Region Operations Subcommittee
		<ul style="list-style-type: none"> <li>See Attachment for final recommendations</li> <li>See Attachment for Marketing information</li> </ul>		

## Region Operations Sub Committee recommendations for MBO # 6

The following recommendations fall into all areas of society, and we feel the following committees or councils will need to assist in development of the final products from this MBO:

### Members Council:

#### All Standing Committees that report to Members Council

- All Committees need a Unified Message use:  
"ASHRAE Position Document on Building Decarbonization"
- PAOE Points

#### Student Activities Committee

- Student design competition to include Decarb as part of the design
- K to 12 Program to include Decarb

#### CTTC / Government Affairs

- Create a Power Point presentation for the chapters "Decarb 101"
- this needs to be a continuing process over the next few years and to become more in depth as it goes

#### H & A

- Include Decarb into the selection process on the award applications.

#### CTTC

- DL Program more speakers

#### Communications Committee

- The use of social media need a program for the chapters to be able to use

#### CEC:

- Everyone who registers for an ASHRAE (co)sponsored conference should physically receive something about ASHRAE's Decarb efforts. This document should be handed out when they pick up their badges at registration.
- All Co-Sponsored events needs to have some sort of Decarbonization content included.

#### Pub Ed Council & Tech Council

- Create a AEDG style document on Decarbonization
- ALI Courses on Decarb
- PDH Hours training
- HVAC Essentials course on Decarb

## Marketing Department

- People still read the material they receive by parcel post in some cases more than emails documents need to be created to mail to members.

Our existing channels of communication include:

- Monthly Chapter Notes newsletter article(s)
- Social media posts
- Inclusion in CRC PPTs (VP presentations or Staff presentations)
- DRC RMCR meetings, maybe encouraging posting info on Regional websites and Chapter websites
- Outreach to and then from relevant RVCs/Grassroots Committees



ASHRAE TFBD  
Marketing Deliverab

# ASHRAE TFBD Marketing & Communications Tools



The following deliverables are in progress with the ASHRAE Task Force for Building Decarbonization (TFBD) and staff. Once complete, they will be shared with chapters. Chapters are encouraged to check the monthly Chapter Notes, TFBD webpages and ASHRAE social media channels regularly for the latest information.

## ASHRAE TFBD Website Re-Launch

[ashrae.org/decarb](https://ashrae.org/decarb)

Redesigned webpages with the latest information on ASHRAE's efforts regarding building decarbonization launch Feb. 1, 2023 in conjunction with ASHRAE Winter Conference/ AHR Expo 2023 Launch efforts to include email, social, graphics, newsletters, a press release and more.

## Decarbonization Logo

Available in solid green or white.

To be used in conjunction with TFBD materials.

Contact [logoquestions@ashrae.org](mailto:logoquestions@ashrae.org) for details.



## Decarb Terminology added to ASHRAE Terminology Database

Several harmonized decarbonization terms can be viewed and downloaded in PDF form from [ashrae.org/decarb](https://ashrae.org/decarb). Additional terms are under review to be added to the [database](#) maintained by TC 1.6 and the TFBD webpages.

## Videos

- [Four-part series on Decarbonization by ASHRAE TFBD chair Kent Peterson](#)

In this four-part series, ASHRAE Task Force for Building Decarbonization chair Kent Peterson will provide information ASHRAE leaders can share with their regions and chapters regarding building decarbonization and how ASHRAE's long-standing initiatives in energy efficiency provide the guidance and foundation to elicit change at various levels. The first video in the series, to be released in conjunction with a redesigned set of TFBD webpages, will cover a broad introduction to decarbonization.

Are you interested in presenting this to your chapter? Get access to the materials before they're released and receive training from Mr. Peterson on presenting these materials at a chapter meeting or CRC. Watch the Chapter Notes newsletter<sup>i</sup> for details on when this opportunity will be available! Once trainings have taken place, the other videos in the series will be made available at [ashrae.org/decarb](https://ashrae.org/decarb).

- **Part One:** Building Decarbonization: An Overview and Introduction: Leading with Action (Available February 1, 2023)
  - **Part Two:** Understanding the Global Issue (Coming Soon)
  - **Part Three:** Solutions and TFBD Updates (Coming Soon)
  - **Part Four:** Challenges and Opportunities (Coming Soon)
- [“Introduction to ASHRAE’s Task Force for Building Decarbonization”](#)  
A short video by TFBD Chair Kent Peterson, release date February 1, 2023
  - [“At Home with Decarbonization”](#)  
By TFBD member Clay Nessler, release date February 1, 2023

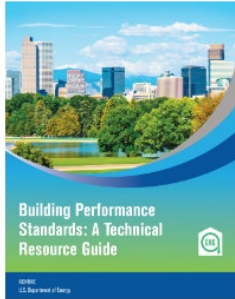
Additional videos are planned. Chapters are encouraged to visit [ashrae.org/decarb](https://ashrae.org/decarb), read the monthly Chapter Notes newsletter and follow ASHRAE on social media for the latest releases.

## Building Decarbonization 101 45-minute PPT presentation

For use by ASHRAE Chapters. Once Regions have received training from TFBD chair Kent Peterson, they will receive access to a ready-to-present PPT on Decarbonization. This presentation will also be recorded as a video and posted to [ashrae.org/decarb](https://ashrae.org/decarb). Training is expected to take place after the Winter Conference. Watch the Chapter Notes newsletter for details on when this opportunity will be available!

## Series of Seven Guidebooks:

### Building Performance Standards: A Technical Resource Guide



The first in a series of seven guides, *Building Performance Standards: A Technical Resource Guide* is intended to provide technical basis and resources to policymakers, building owners, facility managers, design professionals and ASHRAE members when developing and implementing a Building Performance Standard (BPS). The guide focuses on larger building types and scope of BPS as developed by leading U.S. cities and states. The guide covers BPS aimed toward reducing building operating energy use and resulting emissions and does not cover embodied energy or carbon, which are addressed by The Whole Life Carbon Guide for Building Systems.

Available for FREE download February 1 at [ashrae.org/decarb](https://ashrae.org/decarb).

Six additional guides are planned for 2023 and 2024:

- ***MEP Systems: Technical Resource Guide***, expected release August 2023
- ***Grid Interactive Buildings for Decarbonization: Design and Operation Resource Guide***, expected release September 2023:
- ***Whole Life Carbon Guide for Building Systems***, expected release October 2023
- ***Decarbonizing Hospital Buildings***, expected release February 2024
- ***Building Decarbonization Retrofits for Commercial and Multifamily Buildings***, expected release May 2024
- ***Heat Pump Application, Design, and Operation Guide***, expected release June 2024



## Atlanta Conference Decarbonization Highlights



# 2023 ASHRAE WINTER CONFERENCE

ATLANTA, Feb 4-8 | AHR Expo, Feb 6-8

### Meeting

**2022-2023 Task Force on Building Decarbonization Meeting** | Sunday, Feb. 5 8:00 AM – 10:00 AM EST

General meeting of the Task Force members, anyone attending the conference may attend as a non-voting guest.

### Seminar

**ASHRAE Building Decarbonization Update** | Tuesday, Feb 7, 9:45 a.m. – 10:45 a.m.

ASHRAE's position is that we must work to eliminate GHG emissions from the built environment by 2050 to address climate change. ASHRAE's Task Force for Building Decarbonization has been working within ASHARE and with other organizations to help advance buildings decarbonization practices through new technical resource guides, standards, and workforce development.

### More Conference Opportunities

View over **25 additional** decarbonization-themed meetings, seminars and sessions taking place at the ASHRAE Winter Conference at [ashrae.org/decarb](https://www.ashrae.org/decarb) or by searching the conference schedule in ASHRAE 365.

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<sup>i</sup> Chapter Notes is a monthly newsletter sent to ASHRAE leaders. Any interested member can subscribe at <https://www.ashrae.org/chapternotes>.



ASHRAE 2022-2023 'Securing Our Future' Initiatives						Update from Member's Council
Member's Council MBO's						
MBO #	Initiatives	Action	Category	MC Assignment	Status	
MBO #1	Encouraging greater participation	Develop method to increase transparency to the membership on the work of Technical Committees and how to connect grassroots to TCs	Transparency	Planning Subcommittee	COMPLETE	<ul style="list-style-type: none"> <li>•Add a new role in the CIQ for "TC Liaison" who would have access to run TC reports and would be tasked with promoting involvement in TCs from Chapter members</li> <li>•Remind TCs to update information (including meeting agendas and minutes) about their TC on the ASHRAE website</li> <li>•Ask Distinguished Lecturers to include a slide about TCs that are relevant to their presentation topic</li> </ul>
MBO #2	Harnessing the power of our relationships	Develop and Conduct a program of virtual joint chapter meetings focusing on the critical issues of the day between North American ASHRAE Chapters and Chapters outside of North America.	Transparency	Region Operations Subcommittee	To be complete Annual Meeting 2023	MC Region Ops sub-committee referred to CTTC for program for this item. Expected update at 2023 Annual meeting
MBO #3	Harvesting information in the service of our members	Create a program to connect chapter members from around the world	Transparency	Region Operations Subcommittee	To be complete Annual Meeting 2023	MC Region Ops sub-committee referred to YEA and membership promotion committee for completion of this MBO. Expect update at 2023 Annual meeting.
MBO #4	Embracing Change by streamlining	Develop thoughts on how to streamline the work of Member's Council to make it faster, leaner and more agile	Diversity	Planning Subcommittee	COMPLETE	Update the Members Council MOP to clearly define the role of RMCRC, including direct and regular communication between them and each of their respective RVCs. We voted in Atlanta to allow committee chairs to be voting members of the Council and BOD EXO's will be non-voting. MC provided information to the Streamlining BOD sub-committee on items that can be done at MC level and not go to the BOD.
MBO #5		Develop ways to expand leadership and financial training offerings for Regions and Chapters.	Participation/Diversity	Planning Subcommittee	To be complete Annual Meeting 2023	Have ASHRAE Staff create a few short videos to provide specific instructions on financial topics for Chapter Treasurers to reference. Host a Virtual Training session for Chapter Leadership similar to "office hours" from communications committee.
MBO #6	Develop Ways to Inform Members on ASHRAE'S Decarbonization Plan and Products	ASHRAE has great plans for products and services relating to decarbonization of the built environment. How can this effort that is occurring at Society level be communicated to the ASHRAE membership? How can we empower our members to be the best trained ambassadors for promoting decarbonization.	Transparency	Region Operations Subcommittee	COMPLETE	Region Ops sub-committee finished this MBO and this information is shown in the separate document titled "MBO #6 Recommendations".

**Motions - Spring CRCs 2023**

#	Referred to:	Pass/Fail	Status
1	MP		Open
2	PubEd		Open
3	Mbrs Coun		Open
4	Marketing		Open
5	Mbrs Coun		Open
6	CTTC	Passed	In progress
7	IT/Webgroup		Open

**Motions - Spring CRCs 2023**

#	Referred to:	Pass/Fail	Status
8	Mbrs Coun		Open
9	Finance/MP	Failed	Complete
10	Mbrs Coun/MP	Passed	In Progress
11	H&A		Open
12	CTTC	Passed	Refer to H&A
13	ExCom		Open

**Motions - Fall CRCs 2022**

#	Referred to:	Pass/Fail	Status
1	Mbrs Coun	Passed	Complete
2	Finance		Open
3	Marketing		Open
4	PubEd		Open
5	MP	Passed	Refer to IT
6	Comms		Open
7	Mbrs Coun		Open
8	BOD		Open
9	Finance		Open
10	Mbrs Coun		Open
11	Comms		Open
12	PubEd		Open
13	CEC	Failed	Complete
14	Mbrs Coun	Failed	Complete
15	MP	Failed	Refer to RSC
16	RP	Passed	Complete
17	YEA		Open
18	MP	Failed	Complete
19	Mbrs Coun		Open
20	Mbrs Coun		Open
21	Mbrs Coun		Open
22	Mbrs Coun		Open
23	SAC	Failed	Complete
24	Mbrs Coun		Open
25	CTTC	Failed	Complete
26	YEA		Open
27	SAC		Open
28	Mbrs Coun	Failed	Complete
29	Mbrs Coun	Passed	Complete
30	Mbrs Coun	Passed	Complete

**Motions - Fall CRCs 2022**

#	Referred to:	Pass/Fail	Status
31	Finance		Open
32	CTTC	Failed	Complete
33	ASHRAE Staff		Open
34	ASHRAE Staff		Open
35	ASHRAE Staff		Open
36	ASHRAE Staff		Open
37	ASHRAE Staff		Open
38	ASHRAE Staff		Open
39	Mbrs Coun		Open
40	ASHRAE Staff		Open
41	ExCom		Open
42	ExCom		Open
43	Mbrs Coun	Failed	Complete
44	PubEd		Open
45	Mbrs Coun		Open
46	PubEd		Open
47	Finance		Open
48	MP	Failed	Complete
49	Finance		Open
50	Finance		Open
51	Finance		Open
52	Mbrs Coun	Failed	Complete
53	Mbrs Coun	Passed	Complete
54	GAC	Failed	Complete
55	MP	Passed	Complete
56	Finance		Open
57	MP	Failed	Complete
58	RP	Failed	Complete
59	Finance		Open

**Motions - Spring CRCs 2022**

<b>#</b>	<b>Referred to:</b>	<b>Pass/Fail</b>	<b>Status</b>
1	MP		Open
2	Nominating		Open
3	BOD		Open
4	RP	Passed	Complete
5	RP	Failed	Complete
6	Finance		Open
7	BOD (see #3)		Open

**Motions - Spring CRCs 2022**

<b>#</b>	<b>Referred to:</b>	<b>Pass/Fail</b>	<b>Status</b>
8	MP	Failed	Complete
9	ExCom		Open
10	Tech Coun	Failed	Complete
11	Tech Coun		Open
12	PubEd		Open
13	Finance		Open
14	Tech Coun		Open

**CRC MOTIONS STATUS**

<b>#</b>	<b>Motions - 2023 Spring CRCs</b>	<b>Referred to:</b>	<b>Pass/Fail</b>	<b>Status</b>
1	<b>Iowa Chapter (5/05/2023):</b> That an option be added to the ASHRAE membership registration and renewal pages to opt out of hard copies of the ASHRAE Journal.	MP		Open
2	<b>Iowa Chapter (5/05/2023):</b> That the cost for the ASRHAE duct fitting database be reduced from \$110 for members to \$10.	PubEd		Open
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)	Mbrs Coun		Open
4	<b>Minnesota Chapter (5/05/2023):</b> That ASHRAE society expand the capabilities of the ASHRAE 365 app to allow chapters and regions to share event information.	Marketing		Open
5	<b>Minnesota Chapter (5/05/2023):</b> That ASHRAE Society establish a DEI Category for PAOE points by July 1, 2023.	Mbrs Coun		Open
6	<b>La Crosse Area Chapter (5/05/2023):</b> That society provide an electronic form for the DL lecture surveys.	CTTC	Passed	In Progress
7	<b>Illinois Chapter (5/05/2023):</b> That Society should update the website so that nominating committee members can search by member name not just member number.	IT/Webgroup		Open
8	<b>Monterrey Chapter (4/29/2023):</b> That a Chapter Administrator Roster be created for all chapters in the society to facilitate partnerships between chapters from different regions.	Mbrs Coun		Open
9	<b>Monterrey Chapter (4/29/2023):</b> That employer discounts extend to ASHRAE membership renewals to increase member retention and employer support recognition.	Finance/ MP	Failed	Complete
10	<b>Houston Chapter (4/29/2023):</b> That Women in ASHRAE (WiA) be acknowledged as an official subset of DEI with inclusion of a chapter chair on the CIQ and inclusion of a specific link and searchable on the ASHRAE website.	Mbrs Coun/ MP	Passed	In Progress
11	<b>Regina Chapter (5/12/2023):</b> That Honors & Awards Committee change the maximum points claimed for Chapter and Regional positions from 3 to 5 on the Nomination and Point Tally Form for Distinguished Service Award (DSA) & Exceptional Service Award (ESA)	H&A		Open
12	<b>Regina Chapter (5/12/2023):</b> That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel for Society Technology Awards. 1 point for member per year and 1 1/2 points for chair of the committee per year. This would be the same points for Sub Committee members and Chairs	CTTC		Open
13	<b>Regina Chapter (5/12/2023):</b> To change section 4.2 Election of the ASHRAE Bylaws to: Section 4.2 Election. Except as set forth in Section 4.3 and Article V, all elected members of the Board shall be elected at the annual meetings of the Society for terms of three years, or until their successors have been elected and installed. Not less than one nor more than four three members of the Board shall be from any one region at the time of nomination. If the membership of the Board of Directors is changed, the Board of Directors may, at the time of such change, vary initial terms of office in order to have a uniform number of directors elected each year.	ExCom		Open

**CRC MOTIONS STATUS**

<b>#</b>	<b>Motions - 2022 Fall CRCs</b>	<b>Referred to:</b>	<b>Pass/Fail</b>	<b>Status</b>
1	<b><u>New York Chapter (8/25/2022):</u></b> That the name of the ASHRAE New York Chapter be changed to "New York City" Chapter to be completed in time for the 2023-2024 society year.	Mbrs Coun	Passed	Complete
2	<b><u>Montreal Chapter (8/26/2023):</u></b> That Society provide "Directors and Officers Liability Insurance" for Chapters Officers, by June 2023 and renews coverage annually	Finance		Open
3	<b><u>Montreal Chapter (8/26/2023):</u></b> That Society offer a bulk discount to chapters at the merchandise store.	Marketing		Open
4	<b><u>Montreal Chapter (8/26/2022):</u></b> That Society to offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and French is recognized as an official language.	PubEd		Open
5	<b><u>Toronto Chapter (8/26/2022):</u></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
6	<b><u>Montreal Chapter (8/26/2022):</u></b> That Society offers support to chapters for building and maintaining chapters websites through "pre-negotiated" agreements and discounts with national suppliers.	Comms		Open
7	<b><u>Halifax Chapter (8/26/2022):</u></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.	Mbrs Coun/ PAOE SubC		Open
8	<b><u>Halifax Chapter (8/26/2022):</u></b> That Society allow purchase of carbon offset for all transportation costs.	BOD		Open
9	<b><u>Montreal Chapter (8/26/2022):</u></b> 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.	Finance		Open
10	<b><u>Halifax Chapter (8/26/2022):</u></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.	Mbrs Coun/ Planning SubC		Open
11	<b><u>Toronto Chapter (8/26/2022):</u></b> That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.	Comms		Open
12	<b><u>Nashville Chapter (7/27/2022):</u></b> That the membership benefit to change from the handbook PDF to handbook online.	PubEd		Open
13	<b><u>Tennessee Valley Chapter (7/27/2022):</u></b> That (Conferences and Expositions) include a hotel option that has significantly lower per night cost for winter & annual conferences than the Headquarters hotel	CEC	Failed	Complete
14	<b><u>Louisville Chapter (7/27/2022):</u></b> That Society create a new regional position: Regional Honors & Awards Chair	Mbrs Coun	Failed	Complete
15	<b><u>North Alabama Chapter (7/27/2022):</u></b> That Society develop a Special Membership Program for Government Employees. The purchase of a full registration for the ASHRAE Winter or Summer Conference would also include an ASHRAE membership for one year.	MP	Failed	Refer to SubC
16	<b><u>West Virginia Chapter (7/27/2022):</u></b> That Society provide an annual accounting report by the end of July each year to each Chapter President and RP Chair of Foundation Accounts (Endowments, Scholarships, etc.) that are associated with their chapter.	RP	Passed	Complete

**CRC MOTIONS STATUS**

<b>#</b>	<b><u>Motions - 2022 Fall CRCs (continued)</u></b>	<b>Referred to:</b>	<b>Pass/Fail</b>	<b>Status</b>
17	<b><u>San Jose Chapter (8/19/2022):</u></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		Open
18	<b><u>Southern California Chapter (8/19/2022):</u></b> That effective July 1, 2023, members who have met the Full Member requirements be allowed to retroactively advance in order to meet Societal and Regional-level requirements.	MP	Failed	Complete
19	<b><u>Brasil Chapter (8/04/2022):</u></b> 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.	Mbrs Coun/ PAOE SubC		Open
20	<b><u>Central Florida Chapter (8/04/2022):</u></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).	Mbrs Coun/ PAOE SubC		Open
21	<b><u>Central Florida Chapter (8/04/2022):</u></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.	Mbrs Coun/ PAOE SubC		Open
22	<b><u>Central Florida Chapter (8/04/2022):</u></b> That the ASHRAE member bio details pertaining to internship employment status be automatically populated for PAOE item SA6.17 starting July 1, 2023.	Mbrs Coun/ PAOE SubC		Open
23	<b><u>Central Florida Chapter (8/04/2022):</u></b> That Student Activities Committee update the Manual for Student Branch Operations to include best practices and guidelines for organizing travel packages for Student Branch Members to attend the ASHRAE Winter Conference starting July 1, 2023.	SAC	Failed	Complete
24	<b><u>Central Florida Chapter (8/04/2022):</u></b> That chapter PAOE items should be seen only by that chapter's members, except for regional officers, effective July 1, 2023.	Mbrs Coun/ PAOE SubC		Open
25	<b><u>Colombia Chapter (8/04/2022):</u></b> That Distinguished Lecturer terms of service be added to the ASHRAE Member Bio under Section 5a, starting July 1, 2023.	CTTC	Failed	Complete
26	<b><u>South Brazil Chapter (8/04/2022):</u></b> That the YEA Committee set PAOE item YEA12 to have each YEA scholarship applicant be worth 25 points with a 200 maximum point threshold, effective July 1, 2023.	YEA		Open
27	<b><u>South Brazil Chapter (8/04/2022):</u></b> That the Student Activities Committee makes Student Member attendance at the ASHRAE Winter Conference Student Program from international chapters worth 50 points for each student, effective July 1, 2023.	SAC		Open
28	<b><u>South Brazil Chapter (8/04/2022):</u></b> That Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2023.	Mbrs Coun	Failed	Complete
29	<b><u>Southwest Florida Chapter (8/04/2022):</u></b> That the Honors and Awards Committee change the Chapter Service Award according to the attached revised Chapter Service Award Point Tally Form, effective July 1, 2023.	Mbrs Coun	Passed	Complete
30	<b><u>Southwest Florida Chapter (8/04/2022):</u></b> That the Honors and Awards Committee change the Regional Award of Merit according to the attached revised Regional Award of Merit Point Tally Form, effective July 1, 2023.	Mbrs Coun	Passed	Complete
31	<b><u>Philippines Chapter (8/13/2022):</u></b> That the membership rates (all membership grades) be reduced back to prior, pre-pandemic rates for developing economies for Society Fiscal Year 2023-2024.	Finance		Open

**CRC MOTIONS STATUS**

<b>#</b>	<b>Motions - 2022 Fall CRCs (continued)</b>	<b>Referred to:</b>	<b>Pass/Fail</b>	<b>Status</b>
32	<u>Cyprus Chapter (9/08/2022)</u> : That Society increase the DL allocations to Region XIV from 8 to 12 in 2023-24	CTTC	Failed	Complete
33	<u>Hellenic Chapter (9/08/2022)</u> : That each member be able to choose the options on how ASHRAE, the Region and the Chapter can make contact.	ASHRAE Staff		Open
34	<u>Hellenic Chapter (9/08/2022)</u> : That ASHRAE limit a member's data available for download by chapter and regional officers, to those necessary.	ASHRAE Staff		Open
35	<u>Hellenic Chapter (09/08/2022)</u> : That a Member must be notified of the current controller and processor of his personal data, according to existing European laws (GDPR)	ASHRAE Staff		Open
36	<u>Hellenic Chapter (9/08/2022)</u> : That a member should be able to choose if the personal data can be available on a Regional or Chapter level.	ASHRAE Staff		Open
37	<u>Hellenic Chapter (9/08/2022)</u> : That ASHRAE hosting for Region XIV websites must be within the European Union, and ASHRAE must implement this directive according to existing European laws (GDPR).	ASHRAE Staff		Open
38	<u>Hellenic Chapter (9/08/2022)</u> : That ASHRAE must examine the ways of storing all data of the E.U. citizens within the European Union borders.	ASHRAE Staff		Open
39	<u>Hellenic Chapter (9/08/2022)</u> : That ASHRAE must take into account that Region XIV – EU Regional members and chapters cannot be added to a larger district as this contradicts EU laws.	Mbrs Coun		Complete
40	<u>Hellenic Chapter (9/08/2022)</u> : That ASHRAE, in order to avoid future legal problems, must fully comply with GDPR rules as soon as possible.	ASHRAE Staff		Open
41	<u>Hellenic Chapter (9/08/2022)</u> : That ASHRAE, in collaboration and with the assistance of Region XIV, reestablish the Brussels office, manned with ASHRAE staff.	ExCom		Open
42	<u>Hellenic Chapter (9/08/2022)</u> : That the DRC recognizes and acknowledges the consensus of the Chapters in the Region regarding any position concerning restructuring of ASHRAE's Regions or Board of Directors, and will voice in accordance with this consensus at any proposed actions that may come before the Board of Directors	ExCom		Open
43	<u>Portugal Chapter (9/08/2022)</u> : That the maximum number of years that a person can be Chapter Delegate and Chapter Alternate to be increased to 6 years from the current 2.	Mbrs Coun	Failed	Complete
44	<u>Portugal Chapter (9/08/2022)</u> : That ASHRAE stops sending monthly ASHRAE Journal paper versions for each one of its members all around the world.	PubEd		Open
45	<u>UK London Chapter (9/08/2022)</u> : That ASHRAE restrict access to Chapter CIQs to read only for Regional Officers and make changes traceable	Mbrs Coun/ RegOps SubC		Open
46	<u>UK Midlands Chapter (9/08/2022)</u> : That ASHRAE provide Continuing Professional Development (CPD) certified technical events (specific to the UK)	PubEd		Open
47	<u>Bangladesh Chapter (10/12/2022)</u> : That membership fee for developing economy countries be lowered to USD 140, with effect from 01 Nov 2022.	Finance		Open
48	<u>Kuwait Chapter (10/12/2022)</u> : Chapter Membership Promotion Chair should be reimbursed for CRC travel if the chair was not able to attend the centralised training. Effective from Next training session / next society year (2023-2024)	MP	Failed	Complete
49	<u>Lebanese Chapter (10/12/2022)</u> : 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		Open
50	<u>Lebanese Chapter (10/12/2022)</u> : That cost of ASHRAE Standards for Young Engineers be reduced by 50% for YEA members for ASHRAE Standards (Soft Copy); especially for engineers who are not part of a big organization (over 100 employees)	Finance		Open



**CRC MOTIONS STATUS**

<b>#</b>	<b><u>Motions - 2022 Fall CRCs (continued)</u></b>	<b>Referred to:</b>	<b>Pass/Fail</b>	<b>Status</b>
51	<b><u>Lebanese Chapter (10/12/2022):</u></b> That cost of ASHRAE Standards updates for Engineers be reduced by 50% for repeat ASHRAE Members for Standards (Soft Copy); especially for members who bought previous edition at full price and are not part of a big Organization (over 100 employees)	Finance		Open
52	<b><u>Mumbai Chapter (10/12/2022):</u></b> That serving on RAL ad-hoc committees as a Member should qualify for 0.5 points per Committee per year on the Points tally sheet for Regional Award of Merit under category of “other Regional positions”. Chair of Ad-Hoc Committees should qualify for 1 point per year.	Mbrs Coun	Failed	Complete
53	<b><u>Mumbai Chapter (10/12/2022):</u></b> That Membership of RAL ad-hoc committees need to be duly recorded in the individuals ASHRAE Bio in section 5b by Society.	Mbrs Coun	Passed	Complete
54	<b><u>Mumbai Chapter (10/12/2022):</u></b> That GAC Committee consider instituting an award at each Region for an individual member for Outstanding Work in Government Affairs in their respective Regions. The award to be instituted from Society Year 23-24, to be presented at the respective CRCs.	GAC	Failed	Complete
55	<b><u>Pune Chapter (10/12/2022):</u></b> That ASHRAE extend the newly introduced benefits for Full Members and Associate Members of developed economies to the Full members and Associate members in Developing Economies where they would be able to select one of the following – eLearning Course OR ASHRAE Standard OR pdf Version of recent ASHRAE Handbook.	MP	Passed	Complete
56	<b><u>Pune Chapter (10/12/2022):</u></b> That ASHRAE extend corporate discount and benefits to developing economy new members.	Finance MP/Passed		Open
57	<b><u>Pune Chapter (10/12/2022):</u></b> That Advancement to retired Membership Grade in case a member develops permanent disability and has to retire early. In case a member is in good standing for 10yrs and later develops a permanent disability due to critical illness or any medical issue and has to discontinue or quit or retire from the profession early than the retirement age, then on medical grounds after furnishing a medical certificate and undertaking that he/ she has retired early may be allowed to take the ASHRAE membership in the Retired members category.	MP	Failed	Complete
58	<b><u>Kansas City Chapter (8/04/2022):</u></b> That the database used for Research Promotion be updated to an online database similar to the one used by Membership.	RP	Failed	Complete
59	<b><u>Kansas City Chapter (8/04/2022):</u></b> That all assessments assessed to the chapters collected by society at membership renewal. This would include the DRC and CRC regional Assessments.	Finance		Open



**CRC MOTIONS STATUS**

<b>#</b>	<b><u>Motions - Spring CRCs 2022</u></b>	<b>Referred to:</b>	<b>Pass/Fail</b>	
1	<b><u>Illinois Chapter (5/08/2022):</u></b> That ASHRAE Society automatically initiate the upgrade from Associate grade to Member grade based upon the Associate updating their ASHRAE Biography information.	MP		Open
2	<b><u>Illinois Chapter (5/08/2022):</u></b> That without disclosing privileged conversation, the RVC nominees be notified of their selection (or not) after CRC caucus is completed.	Nominating		Open
3	<b><u>Illinois Chapter (5/08/2022):</u></b> That ASHRAE should establish an ongoing Membership demographic and compensation survey. (same as CRC Motion 7)	BOD		Open
4	<b><u>Minnesota Chapter (5/08/2022):</u></b> That ASHRAE establish daily or real-time updating of chapter level RP fundraising totals in a form that individual chapters can easily link to for automatic fundraising total updates on websites using StarChapter by July 1, 2023.	RP	Passed	Complete
5	<b><u>Minnesota Chapter (5/08/2022):</u></b> That chapter research promotion goals be relative to the area assigned members at the beginning of the fiscal year.	RP	Failed	Complete
6	<b><u>St. Louis Chapter (5/08/2022):</u></b> That ASHRAE abandon the current online form used to collect credit card information for RP donations and replace it with a secure third-party payment processing service by the start of FY 2023.	Finance		Open
7	<b><u>Dallas Chapter (4/27/2022):</u></b> That ASHRAE should establish an ongoing Membership demographic and compensation survey. (same as CRC Motion 3)	BOD		Open
8	<b><u>Monterrey Chapter (4/27/2022):</u></b> That the term "Delinquent Members" be revised for our members who have outstanding dues payments to "Past Dues Members."	MP	Failed	Complete
9	<b><u>Regina Chapter (5/04/2022):</u></b> That Section 4.2, Election, of the ASHRAE Bylaws be revised	ExCom		Open
10	<b><u>Regina Chapter (5/04/2022):</u></b> That ASHRAE apply to the Canadian Standards Council of Canada for accreditation as a Standard Development Organization.	Tech Coun	Failed	Complete
11	<b><u>Regina Chapter (5/04/2022):</u></b> That ASHRAE use members of the society to translate its Standards into other languages for its members to use.	PubEd/ Tech Coun		Open
12	<b><u>Manitoba Chapter (5/04/2022):</u></b> That ASHRAE impose a modest increase on annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a no- or low-cost benefit of Society membership).	PubEd		Open
13	<b><u>Oregon Chapter (5/04/2022):</u></b> That ASHRAE Society provide point of sale, and banking resources that prevent chapter financial transactions being tied to individual social security numbers and affect chapter officers' individual income tax return.	Finance		Open
14	<b><u>Oregon Chapter (5/04/2022):</u></b> That ASHRAE Society provide climate design conditions that reflect recent climate change trends with the Climate Design Information for acceptable use in system sizing and design. These design conditions shall take into consideration predicted trends for the next 16 years to accommodate many system lifespans, and four (4) ASHRAE Handbook fundamentals publications. These conditions shall be updated with each ASHRAE Handbook Fundamentals publication henceforth.	Tech Coun		Open

## ACTION ITEMS

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

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1		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
2		Staff to send email to reporting committees requesting an appointed representative to assist with MBO #6	Staff (Abrams)	Complete	2/2023
3		Staff to compile list of items needing Board approval (get items from staff liaisons)	Staff/ Staff Liaisons	Open	2/2023
4		Update Acronym Guide; add revision date to document	Marketing Staff	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 included in the new MOP template format that all councils and committees will be using from the SRC.	Staff	Open	06/2022

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

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
19	15	<p>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.</p> <p><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.</p>	Abrams, Karnik, Khankari, Peach, Abbott-Adkins & Mumford	Open	06/2022
28	21	<p><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.</p>	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>	Rhode Island Providence, RI		Joseph Hoey (#5098683)
		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	
		TARGET: July 5th Week	
<b>Region IX</b>	Idaho Boise, ID	August 1-3	
		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:	
<b>RAL</b>			
		TARGET: September 3rd 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)
		TARGET: April 4th Week	Mike Beda (#49788)
<b>Region XI</b>	Oregon Portland, OR		
		TARGET: May 2nd Week	

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

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

**Spring 2027** British Columbia  
Vancouver, BC, CAN

**Fall 2026** Region V  
Cleveland  
**Fall 2027** Central Indiana

**Fall 2028**  
**Fall 2029**

Detroit  
Evansville

<b>Fall 2023</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region I</b>	Connecticut Hartford, CT	August 17-19	Jason Urso (#8085671)
		TARGET: August 3rd Week	
<b>Region II</b>	London (Canada) London, ON, CAN	August 25-27	Robert (Tom) Pollard (#5071430)
		TARGET: August 4th Week	Ibrahim Semhat (#8091179)
<b>Region III</b>	Baltimore Baltimore, MD	August 10-12	Walter (Brad) Watkins, Jr. (#8158186)
		TARGET: August 3rd Week	
<b>Region IV</b>	Triangle Wilmington, NC	August 10-12	Chris Y Norwood (#5189101)
		TARGET: August 2nd Week	James K Lee (#5202906)
<b>Region V</b>	Akron/Canton Akron, OH	July 27-29	Conor P Eckhardt (#8320807)
		TARGET: July 4th Week	
<b>Region VII</b>	Louisville Louisville, KY	July 27-29	Kevin Muldoon (#8191111)
		TARGET: July 5th Week	
<b>Region IX</b>	Rocky Mountain Denver, CO	August 3-5	Rachel Romero (#8178230)
		TARGET: August 1st Week	
<b>Region X</b>	Northern Nevada Reno, NV	August 18-20	Mark Rawson (#8300484)
		TARGET: August 3rd Week	
<b>Region XII</b>	ASHRAE Caricom Trinidad	August 9-12	Ian C Weekes (#8239147)
		TARGET: August 2nd Week	
<b>Region XIII</b>	Taiwan Taichung, TWN	August 18-19	Ming-shan Jeng (#8229907)
		TARGET: August 4th Week	
<b>Region XIV</b>	Ireland Galway, IRL	August 11-13	Gary James O' Sullivan (#8233801)
		TARGET:	
<b>RAL</b>	Sri Lankan Colombo, LKA	October 5-8	Nihal Nanayakkara
		TARGET: September 3rd Week	

<b>Spring 2024</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region VI</b>	Cedar Valley Cedar Rapids, IA	April 11-13	Ryan P Collins (#8380973)
		TARGET: May 1st Week	
<b>Region VIII</b>	Dallas Dallas, TX	April 26-28	Pamela L Duffy (#8105502)
		TARGET: April 4th Week	
<b>Region XI</b>	Inland Empire Spokane, WA	May 9-11	David Reames (#5133465)
		TARGET: May 2nd Week	

<b>Fall 2024</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region I</b>	Rhode Island Providence, RI		Joseph Hoey (#5098683)
		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	Gary C Debes (#172414)
		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	
		TARGET: July 5th Week	
<b>Region IX</b>	Idaho Boise, ID	August 1-3	
		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:	
<b>RAL</b>			
		TARGET: September 3rd 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)
		TARGET: April 4th Week	Mike Beda (#49788)
<b>Region XI</b>	Oregon Portland, OR		
		TARGET: May 2nd Week	

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

Spring 2027    British Columbia  
Vancouver, BC, CAN

Region V

Fall 2026    Cleveland

Fall 2028

Detroit

Fall 2027    Central Indiana

Fall 2029

Evansville





## CRC SCHEDULE 2023-24

Fall 2023	Host Chapter/ Location	Alternate Chapter Location	Actual Dates/Target Week	Official Visitor	Staff	CRC General Chair
<b>Region I</b>	Connecticut Hartford, CT	Northeast Albany, NY	August 17-19	Knight, Austin	Yates	Jason Urso
			TARGET: August 3rd Week			
<b>Region II</b>	London (Canada) London, ON, CAN	Toronto Toronto, ON, CAN	August 25-27	Scoggins, Rakheja	Gupta	Robert (Tom) Pollard Ibrahim Semhat
			TARGET: August 4th Week			
<b>Region III</b>	Baltimore Baltimore, MD	Lehigh Valley Bethlehem, PA	August 10-12	McQuade, Crawley	Reiniche	Walter (Brad) Watkins, Jr.
			TARGET: August 3rd Week			
<b>Region IV</b>	Triangle Wilmington, NC	Atlanta Atlanta, GA	August 10-12	Knight, Sekhar	Wright	Chris Y Norwood James K Lee
			TARGET: August 2nd Week			
<b>Region V</b>	Akron/Canton Akron/Canton	Cincinnati Cincinnati, OH	July 27-29	Knight, Rakheja	Wright	Conor P Eckhardt
			TARGET: July 4th Week			
<b>Region VII</b>	Louisville Louisville, KY	Memphis Memphis, TN	July 27-29	Scoggins, Conlan	Littleton	Kevin Muldoon
			TARGET: July 5th Week			
<b>Region IX</b>	Rocky Mountain Denver, CO	Ozarks Springfield, MO	August 3-5	Scoggins, Austin	Littleton	Rachel Romero
			TARGET: August 1st Week			
<b>Region X</b>	Northern Nevada Reno, NV	Central Arizona Phoenix, AZ	August 18-20	McQuade, Conlan	Ratcliff	Mark Rawson
			TARGET: August 3rd Week			
<b>Region XII</b>	ASHRAE Caricom Trinidad	Brasil Sao Paulo, BRA	August 9-12	Austin, Conlan	Giometti	Ian C Weekes
			TARGET: August 2nd Week			
<b>Region XIII</b>	Taiwan Taichung, TWN	Macao Macao, CHN	August 18-19	Scoggins, Sekhar	Reiniche	Ming-shan Jeng
			TARGET: August 4th Week			
<b>Region XIV</b>	Ireland Galway, IRL	Israeli Jerusalem, ISR	August 11-13	Scoggins, Rakheja	Yates	Gary James O'Sullivan
			TARGET: September 3rd Week			
<b>RAL</b>	Sri Lankan Colombo, LKA		October 5-8	Scoggins, Knight, McQuade, Rakheja	Owen	M (Nihal) Nanayakkara
			TARGET: September 3rd Week			
Spring 2024	Host Chapter/ Location	Alternate Chapter Location	Actual Dates/Target Week	Official Visitor	Staff	CRC General Chair
<b>Region VI</b>	Cedar Valley Cedar Rapids, IA	Iowa Des Moines, IA	April 11-13	Knight, Austin	Pilot	Ryan P Collins
			TARGET: May 1st Week			
<b>Region VIII</b>	Dallas Dallas, TX		April 26-28	Knight, Conlan	Owen	Pamela L Duffy
			TARGET: April 4th Week			
<b>Region XI</b>	Inland Empire Spokane, WA	Oregon Portland, OR	May 9-11	Knight, Sekhar	TBD	David Reames
			TARGET: May 2nd Week			



# 2019–2025 ASHRAE Strategic Plan Midterm Update

Revised February 9, 2023



Prepared by ASHRAE Planning Committee  
Approved by ASHRAE Board of Directors, May 6, 2019  
Midterm Update Approved by ASHRAE Board of Directors, November 17, 2021  
Additional Revisions Approved by the ASHRAE Board of Directors February 5, 2023

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## INTRODUCTION

This plan, developed by the ASHRAE Planning Committee in collaboration with the Board of Directors, will guide the work of the Society during the five-year period from 2019-2024. It was developed during 2018-2019 through a process initiated by a stakeholder engagement exercise involving members of ASHRAE and key industry organizations who gave their views on ASHRAE's position in the industry and its perceived strengths and challenges. With facilitation by the Planning Committee, the Board then conducted a brainstorming session to develop preliminary objectives and initiatives. These addressed both outward-facing issues affecting the industry and society as well as inward-facing issues related to the needs of ASHRAE members and organizational efficiency. The final plan was drafted by the Planning Committee with Board oversight following multiple reviews including review by regional leadership teams. The final phase of development was preparation of implementation and tracking procedures, roll-out plans and budget estimates. Communication of the new plan to councils and committees began in Spring 2019 with formal implementation beginning in July 2019.

## 2021 MIDTERM UPDATE AND 1-YEAR EXTENSION

In Spring 2021, the Board of Directors approved a midterm update and one-year extension of the 2019-2024 Strategic Plan. This update was recommended by the 2020-2021 Planning Committee due to recent events that altered how the Society completes its work and serves the industry. Revisions to the 2019-2024 Strategic Plan include lessons learned during the COVID-19 pandemic as well as rebooted/restarted initiatives to redirect resources.

Initiatives and goals reviewed were addressed in a way that would allow ASHRAE councils and committees to make significant traction with the already assigned tasks while considering any work in progress or already completed. Feedback from the Planning Committee liaisons assigned to each of the Presidential Ad Hoc was also taken into consideration to ensure efforts regarding the streamlining initiatives were addressed.

## 2023 REVISION

The Task Force for Building Decarbonization (TFBD) along with the ASHRAE Planning Committee reviewed the current strategic plan midterm update to determine how the plan could be revised to include a greater decarbonization focus. Revisions to the plan as approved by the ASHRAE Board of Directors are evidence of those efforts and an ever-changing industry.

## MISSION, VISION AND VALUES

As part of the Strategic Plan development process, the Planning Committee recommended that the Mission and Vision statements be revised to reflect ASHRAE's current work and aspirations more clearly. No changes were recommended to ASHRAE's Core Values.

### Mission

To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

### Vision








A healthy and sustainable built environment for all.

### Values

- Excellence
- Integrity
- Volunteerism
- Commitment
- Collaboration
- Diversity

## GOALS AND OBJECTIVES

ASHRAE's leadership has identified **three goals**: to advance the industry, provide value to ASHRAE members and prepare the Society for the future and **objectives** that support each goal. **Four initiatives** have been identified to respond to these goals and objectives as shown in the table below. The initiatives are described in detail on the next page (p. 7).

<b>GOAL 1 Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment</b>	
<b>OBJECTIVES</b>	<b>INITIATIVES</b>
a. Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations	
b. Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches	
<b>GOAL 2 Maximize Member Value and Engagement</b>	
<b>OBJECTIVES</b>	<b>INITIATIVES</b>
a. Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services	
b. Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies	
c. Leverage technology to increase member engagement, awareness and value	
<b>GOAL 3 Optimize ASHRAE's Organizational Structure to Maximize Performance</b>	
<b>OBJECTIVES</b>	<b>INITIATIVES</b>
a. Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings	
b. Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness	
c. Cultivate industry and member philanthropy to extend ASHRAE's impact and reach	

<b>KEY</b>	 Resiliency and Decarbonization in Buildings	 Indoor Environmental Quality	 Organizational Streamlining	 Improve Chapter Engagement, Capacity and Support

## STRATEGIC PLAN AREAS AND INITIATIVES

Initiatives provide a focus for the Society to drive advancement, create value, and improve efficiency.

### Initiative Area: Built Environment of the Future | Building Decarbonization

#### 1 RESILIENCY AND DECARBONIZATION IN BUILDINGS



The pace of change in building design, development, construction, and operation is increasing rapidly, driven by increasing global challenges associated with increasing building-related GHG emissions. By 2030, all new buildings must be built to achieve net zero operational GHG life cycle emissions, with all existing buildings retrofitted to net zero emissions standards by 2050. ASHRAE must work with building industry partners to accelerate innovation, define global best practices, and develop technical guidance, standards, training, and other tools to support building decarbonization while assuring high levels of indoor environmental quality, sustainability, and resilience.

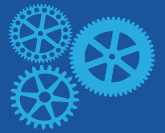
#### 2 INDOOR ENVIRONMENTAL QUALITY



The indoor environment is increasingly recognized as the leading priority for built environment, with implications extending beyond simple acceptability of indoor conditions to its influence on productivity, learning and health. The indoor environment of the future identifies and optimizes interactions among air quality, thermal comfort, lighting and acoustics, based on a firm understanding of implications for occupants' health and wellness. ASHRAE convenes and collaborates with experts and stakeholders across the industry to engage in discussion and exploration of this topic to accelerate collective knowledge in the field. This initiative aims to elevate ASHRAE's role in facilitating this discussion, generating thought leadership and promoting understanding of indoor environmental quality (IEQ) among practitioners.

### Initiative Area: Future of ASHRAE

#### 3 ORGANIZATIONAL STREAMLINING



ASHRAE is a large and complex organization with hundreds of technical, standards and managerial committees, supported by a rich network of leaders and subject matter experts. ASHRAE will reach its potential for leadership and influence through an organizational structure that eliminates redundancy, has flexibility to adapt to regional differences and allocates valued time and resources to the most impactful pursuits. This initiative intends to improve internal governance, volunteer and staffing structures to ensure a strong connection across the societal organization and its chapters around the globe.

#### 4 IMPROVE CHAPTER ENGAGEMENT, CAPACITY and SUPPORT



ASHRAE must evaluate and develop methods to better engage chapters, regions and the members they serve in an integrated way. A more supportive and proactive strategy for chapter and regional oversight will minimize variability and ensure that all ASHRAE members experience a strong and valuable connection to the local and societal component.





**BACKGROUND**

Eliminating GHG emissions from the built environment is essential to addressing global climate change's negative human and environmental impacts.

ASHRAE must work with building industry partners to accelerate innovation, define global best practices, and develop technical guidance, standards, training, and other tools to support building decarbonization while assuring high levels of indoor environmental quality, sustainability, and resilience.

Table 1 provides more detail:

**TABLE 1**

<b>BUILT ENVIRONMENT OF THE FUTURE   Building Decarbonization</b>	
<b>Resources</b>	Funded through ASHRAE research and publications budgets along with ASHRAE reserve funds. The potential exists for funding partnerships with other foundations, government entities, and non-governmental organizations.
<b>Benefits</b>	<p>To Humanity: Help reduce building greenhouse gas emissions impact on the environment resulting in reduced indoor and outdoor air pollution, lower energy consumption and costs, and improved community health and wellbeing.</p> <p>To the Society: Establish a leadership role in advancing new industry practices and raising awareness about the importance of reducing building greenhouse gas emissions and increasing community resilience. Revenue resulting from sales of standards, other publications, and educational programs.</p> <p>To the Member: Access to new research results, practices, and tools. Association with ASHRAE mission to serve humanity.</p>
<b>Desired Outcomes</b>	<ol style="list-style-type: none"> <li>1. Add to body of scientific knowledge to advance technologies and industry practices to minimize building GHG emissions while assuring high levels of building indoor environmental quality, sustainability, and resilience.</li> <li>2. Establish and maintain at least two new partnerships (through Memorandums of Understanding or by leveraging existing partnerships) with external organizations, societies, or government agencies to collaborate on resilient buildings and communities research and the development/adoption of standards, guidelines, programs, rating systems and educational materials.</li> <li>3. Develop, publish, and maintain a Whole Life Carbon Building Standard, accompanying Design Guides and design tools, educational programs and materials for adoption and use to address building decarbonization.</li> <li>4. Establish partnerships with key scientific, technical, government, and non-governmental organizations to advance building decarbonization research, technology, education, and policy. Seek to promote communication among researchers, practitioners, and policymakers through conferences, publications, and marketing efforts.</li> </ol>
<b>Key Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ General Public</li> <li>▪ Policymakers</li> <li>▪ Building Owners</li> <li>▪ Engineers</li> <li>▪ Architects</li> <li>▪ Contractors</li> <li>▪ Governments</li> <li>▪ Manufacturers</li> <li>▪ Financial Institutions</li> <li>▪ Educational Institutions</li> <li>▪ Society Councils &amp; Committees</li> </ul>



**BACKGROUND**

The indoor environment is increasingly recognized as the leading priority for built environment as we navigate the current pandemic, with implications extending beyond simple acceptability of indoor conditions to its influence on individual and environmental health, learning, and productivity. The indoor environment of the future identifies and optimizes interactions among outdoor air quality, indoor air quality, thermal comfort, lighting, and acoustics, based on a firm understanding of implications for occupants' health and wellness. ASHRAE convenes and collaborates with experts and stakeholders across the industry to engage in discussion and exploration of this topic to accelerate collective knowledge in the field. This initiative aims to elevate ASHRAE's role in facilitating this discussion, generating thought leadership and promoting understanding of indoor environmental quality (IEQ) among practitioners.

Strategically, ASHRAE created the Epidemic Task Force to develop and provide guidance surrounding Sars-COV-2 which greatly impacted the indoor air quality environment.

Table 2 provides more detail:

**TABLE 2**

<b>BUILT ENVIRONMENT OF THE FUTURE: Indoor Environmental Quality</b>	
<b>Resources</b>	Can be funded through technology, publishing and education budgets. Potential exists for funding partnerships with foundations and non-governmental organizations.
<b>Benefits</b>	<p><u>To the Society:</u> Establish leadership role in advancing new practice paradigms and improving quality of indoor environmental health for buildings and their occupants. Revenue resulting from sales of standards, other publications, and educational programs.</p> <p><u>To the Member:</u> Access to new research results and practice tools. Association with ASHRAE mission to serve humanity.</p>
<b>Desired Outcomes</b>	<ol style="list-style-type: none"> <li>1. Add to body of scientific knowledge on the relationship of IEQ to health, productivity, and well-being of building occupants and develop practical methods for estimating the economic value of improvements in IEQ such as reduced sick days, reduced health care costs, and improved student learning.</li> <li>2. Develop knowledge and guidance on understanding the ability to reduce the risk to occupant's health and wellness through different applications and adaptations of HVAC&amp;R systems.</li> <li>3. Develop an IEQ standard based on health and productivity objectives that addresses air quality, thermal environment, light, sound, and vibration in an integrated way.</li> <li>4. Establish partnerships with key scientific, technical, and government organizations to advance IEQ research, technology, and policy. Seek to promote communication among researchers, practitioners, and policymakers through conferences, publications, and marketing efforts.</li> </ol>
<b>Key Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ Policymakers</li> <li>▪ General Public</li> <li>▪ European Committee for Standardization (CEN)</li> <li>▪ Environmental Health Committee and Councils and Committees affected</li> <li>▪ International Well Building Institute</li> <li>▪ Regulatory bodies</li> <li>▪ US General Services Administration (GSA)</li> <li>▪ US Dept. of Housing and Urban Development (HUD)</li> <li>▪ International Standards Organization (ISO)</li> <li>▪ Green Building Councils National Center for Healthy Housing</li> <li>▪ Foundations interested in wellness/health</li> </ul>



**BACKGROUND**

ASHRAE is a large and complex organization with hundreds of technical, standards, and managerial committees, supported by a rich network of leaders and subject matter experts. ASHRAE will reach its potential for leadership and influence through an organizational structure that eliminates redundancy, has flexibility to adapt to regional differences, and allocates valued time and resources to the most impactful pursuits. This initiative intends to improve internal governance, volunteer, and staffing structures to ensure a strong connection across the societal organization and its chapters around the globe.

Table 3 provides more detail:

**TABLE 3**

<b>FUTURE OF ASHRAE: Organizational Streamlining</b>	
<b>Resources</b>	Financial contributions, which are expected to be minimal, from the operating budgets of the Councils and Standing Committees. The major resource needed will be time from our volunteer members/leaders at the grassroots and Society level, as well as staff.
<b>Benefits</b>	<p><u>To the Society:</u> A more flexible, efficient and effective operational framework allowing volunteer time, staff talent and other resources to be reinvested in targeted areas to drive this plan.</p> <p><u>To the Member:</u> A more accessible association that is using resources to the highest and best use to advance the profession. Ability to move to market more rapidly will result in increased credibility and relevancy of the Society with members and the industry as a whole.</p>
<b>Desired Outcomes</b>	<ol style="list-style-type: none"> <li>1. Evaluate the staff/volunteer support structure to optimize volunteer engagement, efficiency and effectiveness of the Society (e.g. volunteer time efficiency). Present and implement findings to support the delivery of key products and services (e.g. Guidelines, Standards, Research, Publications, and Programs) with less cost, reduced time to market and an advancement in market responsiveness.</li> <li>2. Redesign leadership/governance structure to support increased operational efficiency and effectiveness of the organization.</li> <li>3. Targeted streamlining for operational efficiency and effectiveness through reduction of overlap and optimization of quantity, scopes, and processes (e.g. merging of technical committees for cross communication, efficiency and effectiveness).</li> <li>4. Increase efficiency of Winter and Annual conferences by reducing volunteer time, staff time, and financial expenditures at Winter and Annual conferences by at least 20%.</li> </ol>
<b>Key Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ ASHRAE Membership</li> <li>▪ Industry</li> <li>▪ Leadership of the Board, Councils and Committees affected</li> </ul>



**BACKGROUND**

ASHRAE must evaluate and develop methods to better engage chapters, regions, and the members they serve in an integrated way. A more supportive and proactive strategy for chapter and regional oversight will minimize variability and ensure that all ASHRAE members experience a strong and valuable connection to the local and societal components.

Hybrid<sup>1</sup> learning and meetings are an integral part of this connection.

Table 4 provides more detail:

**TABLE 4**

FUTURE OF ASHRAE: Improvement of Chapter Engagement, Capacity and Support	
<b>Resources</b>	Can be funded through Members Council budget. Other resources in place include Manual of Chapter Operations, Basecamp and <a href="http://www.ashrae.org/chapterresources">www.ashrae.org/chapterresources</a> .
<b>Benefits</b>	<p><u>To the Society:</u> Improve operational efficiency to enable chapters, regional leadership and the society to share resources and information more effectively. Accountability for Chapter success is clearer with standardized guidelines and performance metrics. The Society will receive additional revenue resulting from increased Chapter member recruitment and retention.</p> <p><u>To the Member:</u> Ability to more deeply and more meaningfully engage with ASHRAE's mission.</p>
<b>Desired Outcomes</b>	<ol style="list-style-type: none"> <li>1. Use a standardized Society-wide system for collecting, recording and benchmarking Chapter-level data and performance metrics. The system will provide an efficient and streamlined process for the exchange of resources and information among Society, Regional leadership and the Chapters.</li> <li>2. Develop and standardize program guidelines, training, and associated resources based on best practices for all ASHRAE Chapters where possible. When regional differences require flexibility, adapt those guidelines as needed while maintaining the desired outcome (templates, examples, CRC and centralized training).</li> <li>3. Evaluate methods to “coach” new officers/chairs in each chapter on the duties of their position/role and how best to accomplish them. Also assist them in seeking coordinated collaboration with outside groups when beneficial.</li> <li>4. Strengthen chapter programs, for example by expanding the Distinguished Lecturer program and reviewing the Short Course business model.</li> <li>5. Develop methods for promoting the value and benefits of employee participation in ASHRAE to employers to encourage sponsorship and support.</li> </ol>
<b>Key Stakeholders</b>	<ul style="list-style-type: none"> <li>▪ Chapter leadership</li> <li>▪ Industry associations and organizations within and outside of the US</li> </ul> <ul style="list-style-type: none"> <li>▪ ASHRAE Members</li> <li>▪ Universities</li> <li>▪ A/E Firms</li> </ul>

<sup>1</sup>Hybrid is defined as a combination of virtual and face to face meetings.

## FINANCIAL IMPACT, BUDGETING PROCESS AND RECOMMENDATIONS

The fiscal impacts of the 2019-2024 Strategic Plan are built into the ASHRAE annual budgeting process. This is done in concert with annual planning for the Society theme activities and current cost reduction efforts. The councils and committees provided updates and submitted their budget forecasts in early March 2019 to Finance Committee, Planning Committee and Executive Committee. The updates included support for the 2019-2024 Strategic Plan.

ASHRAE Executive Committee reviewed all budget forecast proposals during their Spring 2019 meeting and developed a list of program and financial priorities. Based on these recommendations, Finance Committee updated the current-year ASHRAE budget and forecasts through 2022. The Treasurer presented this budget to the Board for approval at the 2019 Annual Conference in Kansas City.

Proposals for future work for Society years 2020-2025 resulting from the Society theme initiatives, ad hoc recommendation, or council or committee program must include a minimum three-year budget analysis along with the project's fiscal impact statement and the resulting benefits to the Society. The fiscal impact analysis shall be submitted initially for approval by the Board through Finance Committee and then be updated with actual cost to date for the current fiscal year, cost since inception and updated budget forecasts for the next three fiscal years if the project is expected to extend beyond the current fiscal year. For inclusion in the next fiscal year's budget and future year's forecasts, updates shall be submitted for approval by the Board annually at the winter meeting by the council or committee responsible for the project's oversight and management.

No additional fiscal impact was implemented as a result of the extension of the Strategic Plan.



## IMPLEMENTATION

The following measures will be used to assist with the implementation of the Strategic Plan.

1. **Member Satisfaction:** Member Services, under the leadership of the Planning Committee, to establish an annual member survey with consistent satisfaction metrics to allow for year-over-year evaluation of the Strategic Plan.
2. **Member Engagement and Retention:** Institute effort and imagination in developing member retention programs similar to what has been successfully implemented for new member retention activities. Institute special initiatives to increase volunteer engagement:
  - a. Planning Committee should coordinate and conduct a focused workshop/focus group exercise with Membership Promotion Committee, Chapter Technology Transfer Committee, ASHRAE Learning Institute, and Handbook Committee to develop a common collaboration and integration strategy for member retention.
  - b. Strengthen volunteer engagement at the Chapter level by expanding recommended chapter committee and subcommittee structures within Chapter Operations Manual and promote consistent annual population of the structure through the PAOE program.
  - c. Expanding chapter committee and subcommittee structures for non-North American Chapters recognizing the unique needs and opportunities for these chapters to engage chapter members.
  - d. Institute a yearly membership drive to promote and increase active membership and participation in Technical and Standards Committees.
3. **Operational Efficiency:** ExCom to study and focus on trends in the Operating Cost per Member and develop strategies and action items to bring to the Board to optimize operational efficiency.
4. **Market Responsiveness:** Pub Ed Council and Tech Council to redesign their respective product to market processes to reduce the average time to market for our products. The current average time to market of 6.8 years must be shortened if we are to stay relevant as market leaders. This metric might only be improved by concentrating on processes such as “one product at a time.”
5. **Research Leadership:** Focus on leveraging ASHRAE Research dollars with matching funds from other research partners and funding sources. This may require dedicated staff to track and manage if we are to be effective. Senior thought leadership should be engaged along with the Manager of Research, Tech Council, RAC and TAC to develop strategies and metrics to maximize the return on investment and conversion of research into practical application guidelines and standards in research topics of interest and concern to the ASHRAE membership.

## **Motion**

The Board of Directors requests that Members Council develop and implement an ASHRAE Brand Ambassador program.

## **Background**

The ASHRAE Presidential Ad-Hoc Committee on ASHRAE Brand Recognition identified the importance of ASHRAE being recognized as the single most reputable and reliable resource for the HVAC and R industry by partner organizations in the built environment. Intentional efforts are needed to maintain a high level of ASHRAE Brand recognition which is expected to help promote ASHRAE's membership, products and services. This effort requires implementing various approaches to listening to our market. This Committee recognizes that these efforts should be implemented at all levels in the Society, to include partner organizations outside of ASHRAE. As a part of the ASHRAE Brand Ambassador program experienced ASHRAE veteran volunteers would assist in making new contacts, maintaining existing contacts and delivering appropriate and timely messages to our partner organizations to enhance our brand recognition at all levels in the Society.

For more details, please refer to the attached description of the Brand Ambassador Program.

## **Fiscal Impact:**

\$25-100 per year per Chapter to attend the Chapter events of other organizations. Expense to be borne by Chapters (if the program is developed at grassroots level)

## **Staff Impact:**

Staff time in overseeing and implementing the program.

## **Informational Items**

### **2.200.009 BOARD GOVERNANCE**

(08-06-22-04)

2.200.009.1 The Board of Directors adopts the following resolution committing itself to assuming a high-impact governing role:

2.200.009.2 Whereas, ASHRAE's long-term effectiveness and growth in a changing, challenging environment depend on the high-impact leadership of a **Board that continuously answers three critical questions in a full and timely fashion: Where should ASHRAE be headed, and what should it become, over the long run? What should ASHRAE be now and in the near-term?** And how is ASHRAE performing as a nonprofit corporation, both financially and programmatically?

2.200.009.3 Whereas, the ASHRAE Board needs to transition itself from a body immersed in technical and operational detail to a **body that focuses on governance and high-level strategic decisions.**

## Brand Ambassador Program

### Definition:

ASHRAE Brand Ambassador: A brand ambassador is a person engaged by an organization to represent its brand in a positive light, helping to enhance brand awareness, increase membership and sales of products and services and to enhance the value of membership in ASHRAE. The Brand Ambassador is meant to embody the Society's identity with respect to appearance, demeanor, values, and ethics

- Intent/Purpose
  - Give the brand a human touch
  - Strengthen the marketing and recruiting of new members and retention of existing members
  - Help increase the social presence (social media) of ASHRAE
  - Help ASHRAE expand in to new, or within existing, markets
  - Expand existing markets such as Industry groups who are not engineers
- Expected outcomes
  - Represent ASHRAE to other groups and promote what ASHRAE does
  - Act as a Chapter liaison to other organizations like BOMA, AIA, ASPE, SMACNA, etc.
  - Be able to answer general questions about ASHRAE from others
  - Assist GAC in outreach activities
- Expected benefits
  - Deeper trust and understanding from the members
  - Positioning ASHRAE as a trusted organization
  - Recognize and identify avenues to promote ASHRAE membership among partner organizations.
  - Recognize the need and identify new avenues for ASHRAE products and services among partner organizations.
- Examples of types of qualifications for individuals to serve in such a role
  - An active veteran ASHRAE volunteer
  - Someone who is highly respected in the HVAC & R industry
  - A positive outgoing personality, inspiring to others
  - High levels of integrity and character
  - Willing to assist ASHRAE above and beyond current duties
  - Good relationships within and outside of ASHRAE
  - Someone active in social media is desired; especially with a large social media following
  - Someone who is connected to many influential industry partners
  - Someone who is connected to elected officials