



MEMBERS COUNCIL

MINUTES

Winter Conference – January 23, 2024

These minutes have been approved by Members Council
on June 25, 2024.

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PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That the North Central Florida Section, sponsored by the Jacksonville Chapter, whose headquarters will be Gainesville, Florida, whose geographic area of activity will be Lake City, Gainesville, and Ocala, Florida be approved
3	6	That consent motions a. through j. as shown below be approved:
		a. That the charter of the Sweden Student Branch, located in Stockholm, Sweden, and sponsored by Region XIV – Other be approved. (Region XIV)
		b. That the charter of the University of Hull Student Branch, located in Hull, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
		c. That the charter of the Hellenic Open University Student Branch, located in Patras, Greece, and sponsored by the Hellenic Chapter be approved. (XIV)
		d. That the charter of the Infocal Santa Cruz De La Sierra Student Branch, located in Santa Cruz De La Sierra, Bolivia, and sponsored by the Argentina Chapter be approved. (XII)
		e. That the charter of the Weber State University Student Branch, located in Ogden, Utah, and sponsored by the Utah Chapter be approved. (IX)
		f. That the charter of the UTHM Student Branch, located in Batu Pahat, Johor, Malaysia, and sponsored by the Malaysia Chapter be approved. (XIII)
		g. That the charter of the ADCET Student Branch, located in Ashta, Maharashtra, India, and sponsored by the Pune Chapter be approved. (RAL)
		h. That the charter of the Poornima Student Branch, located in Vidhani, Rajasthan, India, and sponsored by the Rajasthan Chapter be approved. (RAL)
		i. That the charter of the RUET Student Branch, located in Rajshahi, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (RAL)
		j. That the charter of the Oxford School of Architecture Student Branch, located in Bangalore, Kamataka, India, and sponsored by the ASHRAE Bangalore Chapter be approved. (RAL)
4	6	That Society create a budget line item to pay for Distinguished Lecturer (DL) travel carbon mitigation measures, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process.
8	9	GAC recommends to Members Council that the revisions to the GAC Manual of Procedures that merge the responsibilities of the Rules Subcommittee into the Executive Subcommittee and updates to other sections of the manual be approved.
9	9	That the travel cost of the chapter GAC and YEA committee Co-chairs who join CRC training session as a substitute and in the absence of the chapter committee Chair to be reimbursed with effect from 01 Jul 2024.
10	10	H&A recommends to Members Council that the H&A Manual of Procedures be updated as follows, effective immediately. (change Technical Paper Awards to Best Paper Awards)
12	11	Substitute Motion: The Honors and Awards Committee recommends the following changes to the ASHRAE Rules of the Board (ROB) and Honors & Awards Manual of Procedures (MOP): (add Associate Member to qualifications for ESA)
16	11	That effective Society Year 2024-2025, the George B. Hightower Technical Achievement Award be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference and that transportation costs to attend the Plenary be reimbursed for the award recipient.
17	11	That effective January 1, 2024, the YEA Award of Individual Excellence be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference.
19A	12	That Members Council create an ad hoc to investigate creating a DEI grassroots committee.
20	12	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

PRINCIPAL APPROVED MOTIONS (continued)

30	18	Planning Subcommittee recommends to Members Council that the following MOP additions be approved: (add Roles and Responsibilities of Committee Chair as voting member)
31	19	Planning Subcommittee recommends to Members Council that the following changes for the ROB be approved: (temporary Alternate for RMCR or Committee Chair)
32	19	That the Regional Award of Merit Point Tally Form be amended by removing “one-time only” for the Regional Ad Hoc for Special Assignment Committee Chair, and Regional ad hoc or special assignment committee member and change to “per year.”
35	22	That ASHRAE extend corporate discount and benefits to developing economy new members.

ACTION ITEMS

Chicago W24 - Action Items

AI#	PG#	Action Item	Duty	Due Date	Status
1	12	Refer Motion 18A to Development for comment	Staff	June 2024	Open
2	12	Create DEI Ad Hoc	MC		Open
3	13	Get membership roster and send to staff to apply for hardship case	RMCR/DRC		Open
4	15	Refer Motion 26 to Student Activities for comment	Staff	June 2024	Complete
5	15	Refer Motion 27 to Student Activities for comment	Staff	June 2024	Complete
6	21	Create Ad Hoc to establish DEI Category for DEI. Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong	PAOE Subcommittee		Open
7	23	Schedule special meeting to review Brand Ambassador Program motion	MC	February 2024	Complete

MINUTES

MEMBERS COUNCIL WINTER MEETING

JANUARY 23, 2024

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

VOTING MEMBERS PRESENT:

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

NON-VOTING MEMBERS PRESENT:

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

GUESTS PRESENT:

Billy Austin	Nolan Demos	Richie Mittal	Daniel Redmond	Larry Smith
Gregory Avina-Rodriguez	Ioan S Dobosi	Spencer Morasch	David Roberts	Akinbowale Soluade
Ade Awujoola	Sheila Hayter	Shaun Nienhueser	Omar Rojas	Katlyn Stoker
Darryl Boyce	Stephanie Kunkel	Les Pereira	Rachel Romero	Jason Urso
Daniel Brown	Ching Wee Leong	Thomas Phoenix	Joe Sanders	Krishnan Viswanath
Wade Conlan	Sarah Maston	Erica Powell	Heather Schopplein	Buzz Wright
John Constantinide	Louise McKenzie	Liz Primeau	Ginger Scoggins	
Mai Anh Dao	Farooq Mehboob	Ashish Rakheja	Jonathan Smith	

STAFF PRESENT:

Tammy Catchings	Daniel Gurley	Rhiannon Masterson	Mark Owen	Katie Thomson
Sami Cowan	Jacob Karson	Jeanette McCray	Kirstin Pilot	Anne Wilson
Tony Giometti	Tanisha Lisle	Ragan McHan	Joslyn Ratcliff	Pacia Wright
Vanita Gupta	Jeff Littleton	Julia Mumford	Lizzy Seymour	Alice Yates

1. CALL TO ORDER

The Winter Meeting of Members Council was called to order by Dennis Knight, Chair, on Tuesday, January 23, 2024 at 8:15 am in the Marriott Marquis Grand Horizon C (4), Chicago, Illinois.

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, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.”
(Code of Ethics: [Code of Ethics | ashrae.org](https://www.ashrae.org/code-of-ethics)); (Core Values: [ASHRAE's Core Values | ashrae.org](https://www.ashrae.org/core-values))

3. ROLL CALL

Those in attendance are included in the list above.

4. REVIEW OF AGENDA

No changes

5. APPROVAL OF DRAFT MINUTES

(1) **MOTION:** It was moved by Heather Gulledge and seconded by Ron Gagnon that the following consent motions be approved:

- a. That the draft minutes from the October 17, 2023 Fall Meeting of Members Council be approved.
- b. That the draft minutes from the December 20, 2023 Special Meeting of Members Council be approved.

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

(2) MOTION: It was moved by Dennis Knight and seconded by Rob Craddock that the North Central Florida Section, sponsored by the Jacksonville Chapter, whose headquarters will be Gainesville, Florida, whose geographic area of activity will be Lake City, Gainesville, and Ocala, Florida be approved.

Background: A minimum of 10 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new section; 12 such members signed the petition for the proposed North Central Florida Section. The DRC of Region XII and the sponsoring Chapter President signed off on the petition to form the North Central Florida Section.

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

(3) MOTION: It was moved by Dennis Knight and seconded by Keith Reihl that the following consent motions a. through j. shown below be approved.

- a. That the charter of the Sweden Student Branch, located in Stockholm, Sweden, and sponsored by Region XIV - Other be approved. (Region XIV)
- b. That the charter of the University of Hull Student Branch, located in Hull, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
- c. That the charter of the Hellenic Open University Student Branch, located in Patras, Greece, and sponsored by the Hellenic Chapter be approved. (XIV)
- d. That the charter of the Infocal Santa Cruz De La Sierra Student Branch, located in Santa Cruz De La Sierra, Bolivia, and sponsored by the Argentina Chapter be approved. (XII)
- e. That the charter of the Weber State University Student Branch, located in Ogden, Utah, and sponsored by the Utah Chapter be approved. (IX)
- f. That the charter of the UTHM Student Branch, located in Batu Pahat, Johor, Malaysia, and sponsored by the Malaysia Chapter be approved. (XIII)
- g. That the charter of the ADCET Student Branch, located in Ashta, Maharashtra, India, and sponsored by the Pune Chapter be approved. (RAL)
- h. That the charter of the Poornima Student Branch, located in Vidhani, Rajasthan, India, and sponsored by the Rajasthan Chapter be approved. (RAL)
- i. That the charter of the RUET Student Branch, located in Rajshahi, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (RAL)
- j. That the charter of the Oxford School of Architecture Student Branch, located in Bangalore, Kamataka, India, and sponsored by the ASHRAE Bangalore Chapter be approved. (RAL)

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

6. MEMBERS COUNCIL REPORTING COMMITTEE REPORTS

6.1 Chapter Technology Transfer (CTTC) Committee Report (Attachment A)

The following was reported by Andrew Reilman, CTTC Chair:

(4) MOTION: CTTC recommends that the referral motion from Region III (Anthracite Chapter) Motion 12 (08/11/2023) regarding travel carbon offsets be approved as amended. The motion to approve was moved by Andrew Reilman and seconded by Carrie Keltly.

That Society create a budget line item to pay for Distinguished Lecturer (DL) travel carbon ~~offsets~~ mitigation measures, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process. ~~These funds shall be managed by Society Staff to offset the environmental impact of DL travel each society year.~~

MOTION 4 PASSED. (23-1-0, chair not voting)

CTTC Information Items

1. PAOE Recommendation: 100 points for having a YEA member serve on a chapter CTTC committee.
2. We received 43 Technology Award entries for this year's Society-level competition, which is a 23% increase from last year. The judging panel selected 20 projects for awards: one for the Award of Engineering Excellence, nine first place, five for second place, four for honorable mention, and one for new Exemplary Decarbonization Recognition. The Award of Engineering Excellence and first place winners were recognized at the Plenary on Saturday.

3. DL Program:
 - a. The DL program has a total of 195 allocated visits for the current 2023-24 Society Year. A total of 245 visits have been scheduled so far (115 allocated visits, 88 non-allocated visits, and 42 common pool visits).
 - b. CTTC reviewed 37 DL nomination as well as the performance of all current DLs. CTTC has approved a roster of 93 DLs for the 2024-25 Society Year. The DL review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. Evaluations received continue to indicate that DLs are well received by ASHRAE Chapters.
4. Two Tech Hours are on the calendar and hope to record two more before the end of the Society Year.
 - a. Mick Schwedler's "Building Decarbonization (Electrification) for Hydronic Systems" was released on November 14, 2023.
 - b. Erin McConahey's "The Fraternal Twins of Decarbonization and Climate Resilience" will be released on March 12, 2024.

6.2 Communications Committee Report (Attachment B)

The following was reported by Anuj Gupta, Communications Committee Chair:

- (5) MOTION:** Communications Committee recommends to Members Council that the referral motion from Region XII (Central Florida Chapter) Motion 30 (08/12/2023) be defeated. The motion to defeat was moved by Anuj Gupta and seconded by Rob Craddock.

That Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2024.

MOTION 5 (TO DEFEAT) PASSED. (20-4-0, chair not voting)

Communications Information Items

1. Communications Committee reviewed revisions to its Best Practices for Social Media presentation. The current presentation is available on the Communications Committee page of the ASHRAE website and will be updated by the Annual Conference.
2. Communications Committee expects to have a comprehensive Social Media planning calendar available by the Annual Conference.
3. Communications Committee continues to prioritize communicating with Regional Communications Chairs and members of the Committee have personally reached out in addition to regular communications regarding meetings that are sent to the RCC through Basecamp.
4. Communications Committee held an open discussion for Regional Communications Chairs on November 28. The discussion was attended by 31 individuals representing 22 chapters from 6 regions.
5. The Committee planned Spring Office Hours as follows:
 - a. February 22 – Tips and Information on How-to Record Videos for Communication, presented by Anuj Gupta
 - b. March 14 (tentative) – Pointers for Creative Effective Chapter Newsletters, presented by Brad White
 - c. April – Topic is to be determined; presenter will be Jeanette Hay from the Monterrey Chapter
 - d. May 9 – Comprehensive Planning Calendar for Chapters Overview, presented by Daniel Bourque
6. The Committee discussed the Strategic Plan and does not have any feedback for Planning Committee at this time. Members were encouraged to submit individual feedback via the feedback form available on ashrae.org prior to the January 31 next data pull of responses.
7. The Committee continues to support and encourage use of the chapter website template for Wix and theme for WordPress and plans to reach out to RCCs to ask if chapters in their regions are considering a change and advising them to communicate with Communications Committee if they are considering a change.
8. The Committee is reviewing/updating all its Guidance/Best Practices documentation posted on the Communications Committee page of the ASHRAE Website. There are approximately 30 documents being reviewed.
9. The Committee was made aware of and discussed new storage limits in Basecamp 4. Previously there were no storage limits, but now ASHRAE's account has a 2 TB storage limit. It is possible to purchase additional storage and the committee/staff will be looking into the various options to be prepared to make recommendations for future needs.
10. The Committee discussed whether it would be advisable to recommend adding a description to the MCO for the Chapter Communications Co-Chair position and agreed no addition is needed at this time. Currently 52 chapters have Communications Co-Chair positions filled.

6.3 Conferences and Expositions (CEC) Committee Report (Attachment C)

The following was reported by Raul Simonetti, CEC Chair:

Status of Referred Motions

- (6) MOTION:** CEC recommends to Members Council that the referral motion from Fall 2023 CRC, Region-at-Large (Sub Region 2 Chair), Motion 40 (October 7, 2023) be defeated. The motion to defeat was moved by Raul Simonetti and seconded by Keith Reihl.

That Society walks the talk by demonstrating leadership by starting the de-carbonization initiative from its meetings & conferences by curtailing serving meat.

MOTION 6 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

- (7) MOTION:** CEC recommends to Members Council that the referral motion from Fall 2023 CRC, Region-at-Large (Pune Chapter), Motion 43 (October 7, 2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Maggie Moninski.

That Society develop guidelines to quantify the emissions due to ASHRAE events and Conferences, with an intent to organize Net Zero Carbon/ Carbon neutral events for major events (e.g., CRC).

MOTION 7 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

CEC Information Items

1. CEC approved the registration rates for the 2025 Winter and Annual Conferences. The 2025 rates are \$35 higher than the 2024 rates, which is less than a 5% increase.

	Member	1st time Member	Non-Member	1st time Non-Member
Early Bird	\$ 790.00	\$ 765.00	\$ 1,065.00	\$ 1,040.00
Advance	\$ 835.00	\$ 810.00	\$ 1,090.00	\$ 1,065.00
Onsite	\$ 1,090.00	\$ 1,065.00	\$ 1,340.00	\$ 1,315.00
One Day	\$ 420.00		\$ 500.00	
Life Member/Speaker/BOD/PM/LeaDRs/CEC	\$ 195.00			
SBA/Student Member	\$ 25.00		\$ 55.00	
Companion	\$ 60.00			
One Session – Onsite	\$ 75.00			
Virtual	\$ 500.00		\$ 550.00	
Virtual Reduced (Life Members/LeaDRs/PM)	\$ 125.00			
Virtual Company Package (3-5)	\$ 2,135.00			
Virtual Company Package (6-10)	\$ 4,020.00			
Virtual Company Package (11-20)	\$ 7,535.00			

2. The 2024 Winter Conference had a total of 124 sessions and events scheduled, comprised as follows: 65 seminars, 28 Paper Sessions, 5 Poster Sessions, 1 Virtual Paper Session, 11 Panel discussions, 4 Forums, 2 Debates and 2 Workshops. There were a total of 356 presentations, 125 papers and 16 live-streamed sessions. As of January 21, registration for in-person attendance is 2,876, which is 489 more than the 2023 Winter Conference in Atlanta conference and 1,282 ahead of the 2022 Winter Conference in Las Vegas. Virtual registrations are 175 and committee-only registrations are 644.
3. The report of the Joint Exposition Policy Committee, which now reports to CEC instead of the Executive committee is shown in Attachment A.
4. Topical Conferences Held Since June 2023
- September 11-13, 2023 – Building Performance Analysis Conference, Austin, Texas. 230 registrants attended the conference from 11 countries; 45% of the registrants were ASHRAE members. The conference featured a strong technical program with up to three concurrent sessions; there were 2 keynote presentations, 23 seminars, 5 panels and 1 debate with a total of 111 speakers. There were 10 conference sponsors totaling \$40,000; the conference had a budget deficit of \$25,000 due to increases in hotel expenses related to inflation.
 - October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia. The conference was organized by ASHRAE, IFMA, AIA, APPA and MCAA. 430 registrants attended the conference from 7 countries; 53% of the registrants were ASHRAE members. The conference featured a strong technical program with up to four concurrent sessions; there were 4 keynote presentations, 23 seminars and 17 panels with a total of 149 speakers. There were 18 conference

sponsors totally \$143,000; the conference had a budget surplus of \$47,000.

- c. November 28-30, 2023 – ICERD-8, Kuwait. The conference was organized by ASHRAE, Kuwait University and the Kuwait Chapter. 165 people attended the formal Opening Ceremony and Conference. There were 5 keynote speakers, 1 panel, 2 workshops, 2 industrial sessions, 10 paper sessions with a total of 42 papers presented. Kuwait University was financially responsible for this conference.

Topical Conferences In-Process

- a. April 17-19, 2024 -- ASHRAE International Conference on Building Decarbonization, Madrid
- b. June 24-26, 2024 – Conference on Integrated Design, Construction and Operations, Indianapolis, IN
- c. September 26-27, 2024, Women in ASHRAE Leadership Symposium, Chicago, IL
- d. October 3-4, 2024 – 6th Conference on Efficient Building Design, Beirut
- e. October 21-23, 2024 – 2024 ASHRAE Decarbonization Conference: Decarbonizing Existing Tall Buildings, New York City
- f. September 2025 – IEQ 2025, Montreal, QC, Canada
- g. Dec 8-11, 2025 -- Buildings XVI, Clearwater, FL

Topical Conferences Proposed

- a. April 15-17 or April 22-24, 2025, Hot Climates Conference, Doha, Qatar
 - b. June 2025 – Industrial Ventilation Conference co-located with the 2025 Annual Conference (tracks only), Phoenix, AZ
5. Future Annual and Winter Conference Sites
- a. Annual, June 22-26, 2024 – Indianapolis
 - b. Winter, February 8-12, 2025 – Orlando
 - c. Annual, June 21-25, 2025 – Phoenix
 - d. Winter, January 31-February 4, 2026 – Las Vegas
 - e. Annual, June 27-July 1, 2026 – Austin
 - f. Winter, January 23-27, 2027 – Chicago
 - g. Annual, June 12-16, 2027 – New Orleans

6.4 Government Affairs (GAC) Committee Report (Attachment D)

The following was reported by Robert Hoadley, GAC Chair:

- (8) MOTION:** GAC recommends to Members Council that the revisions to the GAC Manual of Procedures that merge the responsibilities of the Rules Subcommittee into the Executive Subcommittee and updates to other sections of the manual be approved.

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

- (9) MOTION:** GAC recommends to Members Council that Region-At-Large (Bangladesh Chapter), Motion 37 (10/07/2023) be approved. The motion to approve was moved by Rob Hoadley and seconded by Colin Laisure-Pool.

That the travel cost of the chapter GAC and YEA committee Co-chairs who join CRC training session as a substitute and in the absence of the chapter committee Chair to be reimbursed with effect from 01 Jul 2024.

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

GAC Information Items

1. Government Outreach Events (GOE): The GAC set a goal of 100 Government Outreach Events to be held during Society Year 2023-2024. The GAC has so far held **44 events** and has 14 scheduled and planned. With the majority of the domestic outreach events typically occurring in the Spring when the legislatures are in session, the GAC is in a strong position to meet its goals. The GAC is also reviewing how meetings and events with government officials are counted and how to best assess impact.
2. Public Policy Issue Brief on Building Electrification: The GAC approved unanimously an updated Public Policy Issue Brief (PPIB) on Building Electrification, which was previously reviewed by the TFBD. All edits from the TFBD were accepted by the GAC. The GAC intends to develop a 3 new PPIBs: Wildfires and Indoor Environmental Health; Embodied Carbon; and Infectious Disease Mitigation. In addition, 10 existing PPIBs are under review and are expected to be updated and approved this spring.
3. Subject Matter Expert Program to Support Government Outreach: The GAC is developing application details, along with a process for reviewing, evaluating and approving individuals to serve as subject matter experts at government outreach meetings and events. This pilot program is expected to be launched this spring.

4. Translation of Standards and Public Policy Issue Briefs: The GAC had a robust discussion on the need to translate ASHRAE standards and other publications, as well as Public Policy Issue Briefs for government advocacy. Staff will investigate the costs and process for translation of publications. The GAC Global Affairs Subcommittee will provide a report on priorities for translation (language(s) and publications), working with the Planning Committee to ensure the priorities align with Society's strategic direction and consulting with the Global Technical Interaction Committee through its GAC liaison.
5. Response to the Motion Referred from the RAL CRC to Allow GAC Chapter Co-Chairs to attend CRCs if Chairs are Unavailable: The GAC response to this motion is provided as Attachment C to this report.
6. Opportunities for Collaboration and Further Engagement: Several guests attended the GAC meeting, including AIA, AHRI, HRAI, GBI, and UNEP, which provided productive reports concerning past and future collaboration opportunities for government advocacy and outreach. UNEP has expressed interest in the GAC SME pilot program as a means of connecting ASHRAE subject matter experts with National Ozone Units. In addition, we had guests from inside ASHRAE, including SSPC 100 which has a new Engagement and Communications Working Group that the GAC can work with for government engagement and education efforts including for BPS adoption and implementation, and with the Student Activities Committee, which GAC can work with on advocacy and outreach.

6.5 Honors and Awards (H&A) Committee Report (**Part 1**) (Attachment E)

The following was reported by Isabelle Lavoie, H&A Chair:

- (10) **MOTION**: H&A recommends to Members Council that the H&A Manual of Procedures be updated as follows, effective immediately.

6. Subcommittees

2. Paper and Pass-Through Awards

A. Recommends papers to receive the Crosby Field Award, ~~Technical Best~~ Paper Award, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award

19. Paper Awards

1. Description and Selection Process for Paper Awards

A. The following paper awards shall be considered for each calendar year: Crosby Field Award, ~~Technical Best~~ Paper Awards, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award.

D. The ratings will determine the following awards for the year:

1. Crosby Field Award (see Section 18.2 for details)
2. ~~Technical Best~~ Paper Awards (see Section 18.3 for details)
3. Willis H. Carrier Award (see Section 18.4 for details)
4. Poster Presentation Award (see Section 18.6 for details)

3. ~~Technical Best~~ Paper Awards (~~Formerly Transactions Paper Awards~~)

A. A maximum of four of the papers presented each year before a Technical Paper Session or an ASHRAE Poster Session at Society conferences will be designated for the ~~Technical Best~~ Paper Award. The papers having the second through the fifth highest score from the PRSP will be selected for these awards. In the event of a scoring tie, the Conferences and Expositions Committee will select the winner(s) by majority vote.

Background: Housekeeping edits to update "Technical Paper Award" to "Best Paper Award", per approved recommendation from CEC.

Fiscal Impact: None

Staff Impact: None

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

Status of Referred Motions

- (11) **MOTION**: Honors and Awards recommends to Members Council that Region IX (Nebraska Chapter), Motion 11 (08/04/2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Heather Gullede.

That the ten-year Full Member grade requirement for Exceptional Service Award nominees be eliminated and allow anyone at Full Member grade to meet the membership requirement.

MOTION 11 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

(12) MOTION (Substitute): The Honors and Awards Committee recommends the following changes to the ASHRAE Rules of the Board (ROB) and Honors & Awards Manual of Procedures (MOP):

ASHRAE ROB:

2.411 Honors and Awards Committee
2.411.003.4 Awards Not Named for Individuals

I. The Exceptional Service Award is established to recognize members who have served the Society faithfully with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been a Full Member or Associate Member for a minimum of ten years and a recipient of the Distinguished Service Award.

Honors and Awards MOP:

17. Personal Awards for General Society Activities

A. The Board approves the establishment of the Exceptional Service Award to recognize members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been Full Member or Associate Member grade for a minimum of ten years and a recipient of the Distinguished Service Award.

MOTION 12 PASSED. (24-0-0, chair not voting)

(13) MOTION: The Honors and Awards Committee recommends to Members Council that Region IX (Utah Chapter), Motion 12, (08/04/2023) be defeated. The motion to defeat was moved by Sherry Abbott-Adkins and seconded by Anuj Gupta.

That Honors & Awards Committee implement a formal appeal process for rejected Fellow Grade nominations.

MOTION 13 (TO DEFEAT) PASSED. (22-0-2, chair not voting)

(14) MOTION: The Honors and Awards Committee recommends to Members Council that Region IX (Utah Chapter), Motion 13, (08/04/2023) be defeated. The motion to defeat was moved by Andy Reilman and seconded by Sherry Abbott-Adkins.

That Honors & Awards Committee publish detailed explanation, criteria, examples for the meaning of the requirement of "Attained distinction and made a substantial contribution in HVAC&R and in the built environment", and define in greater detail the following term: "exceptional accomplishments", regarding the nomination of consulting design engineers for Fellow Grade nominations.

MOTION 14 (TO DEFEAT) PASSED. (23-0-1, chair not voting)

(15) MOTION: The Honors and Awards Committee recommends to Members Council that Region IX (Utah Chapter), Motion 14, (08/04/2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Keith Reihl.

That Honors & Awards Committee provide individualized feedback to all rejected College of Fellow nominations to explain the reasons the nominee did not meet the criteria, including recommended improvements to the nominating materials for resubmission.

MOTION 15 (TO DEFEAT) PASSED. (23-0-1, chair not voting)

(16) MOTION: The Honors and Awards Committee recommends to Members Council that Region X (Central Arizona Chapter), Motion 21, (08/04/2023) be approved.

That effective Society Year 2024-2025, the George B. Hightower Technical Achievement Award be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference and that transportation costs to attend the Plenary be reimbursed for the award recipient.

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

(17) MOTION: The Honors and Awards Committee recommends to Members Council that Region X (Central Arizona Chapter), Motion 23, (08/04/2023) be approved.

That effective January 1, 2024, the YEA Award of Individual Excellence be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference.

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

H&A Information Items

1. We have created an ad hoc that will focus on Fellow marketing and communication. Specifically, they have the following action items:
 - a. To review current material to ensure the qualifications for Fellow is clear and that nominators fully understand what is needed to become Fellow.
 - b. To create training material for chapter-regional H&A to help better understand Fellow Award and requirements.
 - c. To update the Fellow PPT for CRC presentation.
2. This is the inaugural year of the Eunice Foote Decarbonization Award and the recipient will be recognized at the upcoming 2024 Annual Conference Plenary in Indianapolis. We received six nominations and look forward to the continued success of this new award!
3. We continue to focus on marketing to promote our awards and encourage nominations. We will run a social media campaign to highlight recent female Fellow recipients leading up to the upcoming May 1, 2024 nomination deadline. With the help of ASHRAE Marketing we are excited to continue our efforts moving forward.
4. H&A voted on recipients for the following awards, which will be presented during Executive Session:
 - a. Andrew T. Boggs Service Award
 - b. Louise and Bill Holladay Distinguished Fellow Award
 - c. Distinguished Service Award
 - d. Exceptional Service Award
 - e. Distinguished 50-Year Member Award
 - f. Distinguished 75-Year Member Award
 - g. Pass Through Awards
 - h. Paper & Post Awards

6.6 Membership Promotion (MP) Committee Report (Attachment F)

The following was reported by Daniel Chudecke, MP Chair:

- (18) MOTION:** That a fund be created to support individual Society memberships.

It was moved by Rob Craddock and seconded by Heather Platt-Gulledge that Motion 18 be referred to Development

MOTION 18A (TO REFER) PASSED. (24-0-0, chair not voting)

AI 1 Staff to refer Motion 18A to Development for comment.

- (19) MOTION:** That a DEI grassroots committee be officially created.

MOTION 19 WAS AMENDED.

(19A) That Members Council create an ad hoc to investigate creating a DEI grassroots committee.

MOTION 19A (TO AMEND) PASSED. (unanimous vote, chair not voting)

(19A) That Members Council create an ad hoc to investigate creating a DEI grassroots committee.

AMENDED MOTION 19A PASSED. (unanimous vote, chair not voting)

AI 2 Members Council to create DEI ad hoc.

- (20) MOTION:** MP Committee recommends to Members Council that Region-At-Large (Pune Chapter), Motion 9, (10/13/2022) be approved.

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.

MOTION 20 PASSED. (24-0-0, chair not voting)

- (21) MOTION:** MP Committee recommends to Members Council that Region XII (Florida West Coast Chapter), Motion 27, (08/10/2023) be defeated.

That the printed Handbook be restored as a free member benefit option made available during membership renewal, and that the selection of the PDF Handbook and Handbook Online member benefits yield a modest monetary credit, redeemable towards the purchase of an ASHRAE publication through TechStreet, beginning July 1, 2024.

MOTION 21 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

(22) MOTION: MP Committee recommends to Members Council that Region-At-Large (Lebanese Chapter), Motion 39, (08/10/2023) be defeated.

That ASHRAE Standards be offered as an option to ASHRAE Handbooks for members in Developing Countries.

MOTION 22 (TO DEFEAT) PASSED. (unanimous vote, chair not voting)

(23) MOTION: MP Committee recommends to Members Council that Region-At-Large (SRC-I), Motion 45, (10/07/2023) be defeated.

That the existing members of the Sudanese Chapter as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.

MOTION 23 (TO DEFEAT) PASSED. (21-2-2, chair not voting)

AI 3 Region RMCR/DRC to get membership roster and send to staff to apply for hardship case.

(24) MOTION: MP Committee recommends to Members Council that Region-At-Large (SRC-I), Motion 46 (10/07/2023) be defeated.

That the existing members of the Libya Chapter, as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.

MOTION 24 (TO DEFEAT) PASSED. (22-1-2, chair not voting)

MP Information Items:

- 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 ut 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.
- Full dues paying members, not including delinquents, is up slightly over this time last year. Not as high as the previous year, but only about a 1,000 less.
- 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.

PAOE Updates:

Item #1: Revise MP6

Change point value from “5 points (50 points maximum)” to “10 points per meeting; (100 points maximum)”

Item 2: New RVC Assigned Points

Add MP19:

MP19	50 points per survey; (100 points maximum)	Performing a Society issued membership satisfaction survey exercise during a Chapter event.
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Additional MP Information Items:

1. Retention:

As of Dec 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2022	52,606	47,405	3,543	4,408	1,658
2023	53,673	48,053	3,316	4,226	2,004

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 December 31, 2023, there were a total of 2,609 (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.

Review of the annual Member Satisfaction Survey showed identical results as the year prior.

Chapter Chair Training & Development:

- a) MP hosted an in person Centralized Training in Tampa with 62 registered.
- b) Held Centralized Training in conjunction with the RAL CRC in Sri Lanka in October with 29 attendees
- 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.

2. Recruitment:

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

3. Member Communication:

- 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 and how those chairs can start.
- 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.

6.7 RP Committee Report (Attachment G)

The following was reported by Aakash Patel, RP Chair:

(25) MOTION: That the following consent motions 1 -7 shown below be referred to the PAOE Subcommittee.

1. RP Committee recommends to Members Council the following PAOE amendment to RP6 For Chapter Full Circle Award (by November 15): Emerging economies to pay \$50 per officer to achieve Full Circle.
2. RP Committee recommends to Members Council the following PAOE amendment to RP20: Reduce the minimum required amount to \$250 for chapters in emerging economies, and remove the virtual event category.
3. RP Committee recommends to Members Council to amend RP22 to lower the threshold to \$25 per area assigned member for emerging economies.
4. RP Committee recommends to Members Council to amend RP24 to add additional points for first time donors and those who have not donated in the past three years.
5. RP Committee recommends to Members Council to add a new RP point category for chapters that receive donations from 10% or more of their area assigned members.
6. RP Committee recommends to Members Council to add a new RP point category for chapters that conduct an RP announcement at a chapter meeting. This announcement should follow a template: campaign update, thank donors, announce upcoming events. (15 pts/ 100 pts max).
7. RP Committee recommends the following amendment be made to RP13 (For a succession plan for RP chair submitted to RP Staff and RVC by April 1 (100 pts)): Add to this category a requirement for the outgoing RP Chair to include the Succession Plan Training Template (Attachment A) in the succession plan.

MOTION 25 (TO REFER) PASSED. (unanimous vote, chair not voting)

(26) MOTION: RP Committee recommends to Members Council that Region X (Golden Gate Chapter), Motion 25A (08/19/2023) be referred to Student Activities. The motion to refer was moved by Maggie Moninski and seconded by Kellie Huff.

New PAOE points for establishing or maintaining a chapter scholarship fund. (Amended by PAOE Subcommittee 9/26/2023)

MOTION 26 (TO REFER) PASSED. (24-0-0, chair not voting)

AI 4 Staff to refer Motion 26 to Student Activities for comment.

(27) MOTION: RP Committee recommends to Members Council that Region X (Golden Gate Chapter), Motion 26 (08/19/2023) be referred to Student Activities.

New PAOE points – for event held by a Chapter where the profits are used for scholarships.

MOTION 27 (TO REFER) PASSED. (24-0-0, chair not voting)

AI 5 Staff to refer Motion 27 to Student Activities for comment.

Status of Referred Motions

Motion: Halifax Chapter Motion 2023- (8/27/2023): That the LYBUNTS and SYBUNTS reports for RP include ALL donations to a chapter campaign – even those from donors outside the chapter

Answer: The motion asks for the 10 Year History Report to be updated to allow Chapter volunteers to see gifts from everyone who gave to that campaign, even if it's a donor outside of their home chapter. Currently, gift records are assigned to chapters in our database. After modifying existing reports and building new ones, staff determined that it is not possible to modify the report in this way. Instead, we offer a different solution: Chapter volunteers can now pull up to 10 years of their donor detail reports, which show all donors to a campaign regardless of chapter affiliation. They can access this information through the reports available at ASHRAERP.com.

RP Information Items

1. Goal: \$2,575,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
RVC: Eric Fontaine - Regional Full Circle					
I	\$46,885	\$51,205	-8.4%	\$218,000	21.5%
RVC: David Sinclair					
II	\$46,872	\$43,511	7.7%	\$186,000	25.2%
RVC: Laura Petrillo-Groh					
III	\$52,700	\$69,142	-23.8%	\$210,000	25.1%
RVC: Brian Justice					
IV	\$85,154	\$89,523	-4.9%	\$200,000	42.6%
RVC: Devin Snowberger					
V	\$80,060	\$60,897	31.5%	\$152,872	52.4%
RVC: Kelly Gunn - Regional Full Circle					
VI	\$46,819	\$51,223	-8.6%	\$171,000	27.4%
RVC: Jennings Davis - Regional Full Circle					
VII	\$38,957	\$36,426	6.9%	\$149,000	26.1%
RVC: Chris Dolan					
VIII	\$86,322	\$145,380	-40.6%	\$415,140	20.8%
RVC: Dahl Carmichael					
IX	\$53,840	\$43,087	25.0%	\$270,000	19.9%
RVC: Kevin Baldwin					
X	\$65,230	\$52,078	25.3%	\$212,050	30.8%
RVC: John Farley - Regional Full Circle					
XI	\$55,295	\$46,295	19.4%	\$168,000	32.9%
RVC: Javier Korenko					
XII	\$54,024	\$36,203	49.2%	\$140,853	38.4%
RVC: Swei Keong Chea - Regional Full Circle					
XIII	\$20,975	\$21,108	-0.6%	\$51,500	40.7%
RVC: Aleksandar Andjelkovic					
XIV	\$1,060	\$547	93.8%	\$5,777	18.3%
RVC: Umar Kahn					
RAL	\$15,779	\$19,005	-17.0%	\$31,650	49.9%
TOTALS:	\$749,971	\$765,628	-2.0%	\$2,575,000	29.1%
				(Campaign Goal)	

2. The RP Committee discussed the proposed attached 2024-2025 Centralized Training Plan (Attachment B). This schedule does not include supporting Region XIII, XIV, XV, and RAL by conducting staff led Training at these Regions' CRCs when possible.
3. The RP Committee has been continuing to work with its three subcommittees (Information and Materials & Awards, Training, and PAOE) to streamline committee work and engage members.
4. For the first time at an ASHRAE Conference, we have set up QR codes on easels around the meeting rooms and registration for donors to easily make gifts to the RP Campaign here in Chicago.
5. This year, the RP Committee has rolled out semimonthly online mini-trainings on RP-specific topics for our fundraising volunteers, and we've been getting good feedback from attendees.
6. RP ExCom visited the RAC meeting on Saturday, January 20 to greet the committee and get an update on current research projects. We intend to work with them to produce a report that will give specific Research information by topic and location to our donors and volunteers.

6.8 Student Activities (SAC) Committee Report (Attachment H)

The following was reported by Kellie Huff, SAC Chair:

(28) MOTION: Student Activities recommends to Members Council that RAL (India Chapter), Motion 36 (10/7/2023) be defeated. The motion to defeat was moved by Keith Reihl and seconded by Rob Craddock.

Increase the prize money to \$5,000 for the first prize money for the HVAC Design Calculations and HVAC System Selection students' competition. Starting SY 2024-2025.

MOTION 28 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

(29) MOTION: Student Activities recommends to Members Council that RAL (Pune Chapter), Motion 42 (10/7/2023) be defeated. The motion to defeat was moved by Rob Hoadley and seconded by Isabelle Lavoie.

That Society initiate a student exchange program between regions. This will help inter-region interaction and students will be able to experience the activities carried out at different regions. Experience different technologies in use and develop connections with professionals. Starting SY 2024-2025.

MOTION 29 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

SAC Information Items

1. Executive Committee
 - Review of all subcommittees were made.
 - Current PAOE points were discussed and recommendations for changes for SY24-25 were made – see [Attachment A](#)
2. Centralized Training
 - Live webinar session to be scheduled in June ahead of 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 had one assignment in this year's accreditation cycle at College of Technological Studies, PAAET in Kuwait and Dr. Samir Traboulsi was the PEV for his first visit.
 - Two new PEVs will participate in training this Spring.
 - Ongoing collaboration with ASME and ASCE to get our PEVs assigned to visits.
4. K-12/STEM Subcommittee
 - The subcommittee supported the development of the second children's book (K-6) with Danielle Passaglia with the Publications and Education Committee.
 - Various translations of the first book have been developed to focus on our DEI initiatives.
 - A 3D modeling competition for high school students was piloted in SY22-23 with prize money from the existing SA budget. For the SY23-24 competition there were five submissions reviewed by the subcommittee and the winners will be notified in March.
 - K-12/STEM marketing material is being reviewed and will be updated.
 - No nominations were received for the Youth Outreach Award.

5. Post High Subcommittee

- In-person Student Program on Saturday and Sunday of Winter Conference. See [Attachment B](#) for details.
- No nominations were received for the SA Achievement Award.
- Student Membership
 - The total number of student members as of Dec 31, 2023 was 6,483 with 4,438 active and 2,045 in grace (6.87% increase from Dec 2022)
 - Branches – Ten pending branches bringing the total to 13 new branches for SY23-24

REG	Student Branch	School	Chapter	Location
XIV	Sweden Student Branch	KTH Royal Institute of Tech	Reg XIV - Other	Stockholm, Sweden
XIV	University of Hull Student Branch	Hull University	ASHRAE UK	Hull, UK
XIV	Hellenic Open University SB	Hellenic Open University	Hellenic	Patras, Greece
XII	Infocal Santa Cruz De La Sierra SB	Fundacion Infocal Santa Cruz	Argentina	Santa Cruz, Bolivia
IX	Weber State University SB	Weber State University	Utah	Ogden, Utah
XIII	UTHM Student Branch	Universiti Tun Hussein Onn MYS	Malaysia	Batu Pahat, JHR, MYS
RAL	RUET Student Branch	Rajshahi University of Eng & Tech	Bangladesh	Rajshahi, Bangladesh
RAL	ADCET Student Branch	Annasaheb Dange College of Eng & Tech	Pune	Ashta, MH, India
RAL	Poornima University SB	Poornima University	Rajasthan	Vidhani, RJ, India
RAL	Oxford School of Architecture SB	Oxford School of Architecture	ASHRAE Bangalore	Bangalore, KA, India

6. Grants Subcommittee

- 88 applications were reviewed and scored. 38 projects will be funded for SY24-25 for a total of \$155,000 and \$10,000 will be used to fund travel for the top two scoring teams to present at the 2025 Winter Conference in Orlando.
- Plans to create new marketing material (videos and flyers) to support the equipment grants and travel grants programs.
- 72 applications were received for the Winter Conference travel grants funded by Life Members Club. Five \$1,000 grants were awarded.

7. Design Competition Subcommittee

- The 2025 Design Competition location (England) and building type (Medical Office Building) were finalized and the competition details will be added to the website before the 2024 competition deadline.
- The Building EQ Competition was run for a second year, but we received only one submission. For the 2024 competition the deadline will match with the Design Competitions to hopefully increase participation.

6.9 Young Engineers in ASHRAE (YEA) Committee Report (Attachment I)

The following was reported by Branislav Cvijetinovic, YEA Chair:

Status of Referred Motions

Motion: South Brazil Chapter Motion 26 (8/04/2022)- That the YEA Committee set PAOE item YEA12 to have each YEA scholarship applicant be worth ~~25~~ 50 points with a 200 maximum point threshold, effective July 1, 202~~3~~4.

Answer: Passed Status: Complete Vote: 20-0-0, passed unanimously, CV

Comments: The YEA Committee agrees with the amended changes as it will help to keep with the integrity of the YEA HVAC Scholarship.

YEA Information Items

- YEA membership has decreased slightly to 9123 members.
- SmartStart transfers are up by 1.5% from this time last year.
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
 - Jati Widiputra, Region XIII
 - Zehui Hong, Region X
 - Michelle Shadpour, Region X
 - Luis Miguel Alvarado, Region XII
- Registration for the 2024 Annual Conference is now open until March 21, 2024.

- YEA has increased digital presence by continuing to create content for the YEA Instagram and YEA Twitter account in addition to continuing to develop short videos to post on ASHRAE social media about various ASHRAE and YEA topics. YEA currently has 947 Instagram followers.
- YEA is continuing to reach out to TCs to help encourage more YEA involvement.
- YEA maintains liaisons to the following committees: CEC, CTTC, GAC, H&A, MP, RP, SA, TCs, TEC, BeQ
- Decarbonization Challenge Ad Hoc
 - Received a total of 43 applications
 - With the help of 8 COF along with YEA all grading has been completed and the top 9 candidates will be awarded funding for their projects.
 - Board approved additional \$15,000 in funds in addition to the original \$50,000 to fund the top 9 candidates
 - Winners will be announced at the President's Luncheon in Chicago
- YEA Award
 - Ghina Annan received the YEA Inspirational Leader Award at the Plenary in Chicago.
 - The YEA Developing Leader Award- eight recipients received this award at the YEA Hospitality Suite in Chicago.
 - YEA Individual Award of Excellence- three recipients approved for the award. Recommended recipients' information will be passed along to Honors and Awards. Recipients are anticipated to receive their awards at the 2024 Annual Conference in Indianapolis, IN at the Plenary.
 - YEA Inspirational Leader nominations are now open until May 1st
 - YEA Developing Leader Award nominations are now open until May 1st
- Upcoming YEA Events
 - Spring 2024 YEA Leadership Weekend (YLW) will be in Mexico City, Mexico on March 22-24, 2024. Registration will close on February 1, 2024.
 - YEA Leadership Weekend (YLW) 2.0 will be held on May 3-5, 2024 in Park City, Utah. Registration now open until March 17, 2024.
 - YEA Leadership International (YLI) will be held in Singapore on October 18-20, 2024. Registration is now open until April 17, 2024.

6.10 College of Fellows (COF) Report (Attachment J)

COF Information Items

1. The College of Fellows were pleased to welcome new Fellows to their meeting. All new Fellows received a Training on the activities and resources of the College of Fellows.
2. The COF agreed to renew their support of one graduate travel award. They also funded the purchase of several books to assist in mentorship.
3. The Fellows have been utilizing Basecamp as a resource to connect with one another, share documents, make announcement, and request feedback.

6.11 Life Members Club (LMC) Report (Attachment K)

LMC Information Items

1. The Life Members Club have raised just over \$45,500 during the 2022-23 fiscal year. They are pleased to
2. announce they were able to fund all their current programs in addition to renewing their support for two Grants-in-Aid.
3. The Life Members held a well-attended luncheon, including 4 new Life Members and multiple new 50 year Life Members, with a presentation by Dan Rogers on the History of Tampa.

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

a. Planning Subcommittee Report (Attachment L)

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

(30) MOTION: Planning Subcommittee recommends to Members Council that the following MOP additions be approved:

7. COMMITTEE CHAIR RESPONSIBILITIES

7.1. Roles and Responsibilities

7.1.1. Serves as a voting member of Members Council.

- 7.1.2. Represent the reporting committee in Members Council deliberations.
- 7.1.3. Report any relevant issues and activities of the reporting committees to Members Council.
- 7.1.4. Maintain communications with the reporting committee on actions and deliberations that effect the Society, Regions, and Chapters.
- 7.1.5. Provide assistance to Members Council in furthering the aims of the Society through Members Council Standing Committees
- 7.1.6. Report all approved Society level motions to Members Council staff.
- 7.1.7. Fully participate in all Members Council, assigned subcommittee and Ad Hoc Committee meetings.

MOTION 30 PASSED. (24-0-0, chair not voting)

(31) MOTION: Planning Subcommittee recommends to Members Council that the following changes for the ROB be approved:

ROB 2.301.001

F. 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 themselves, or a ~~Regional Vice Chair (RVC)~~ Regional Executive Committee Member to serve as an alternate. This temporary appointment can be made in the event the Region Members Council Representative is ill or otherwise incapacitated but has not permanently vacated the office. The Region Members Council Representative 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 In the absence of a standing committee chair, the Committee Chair may appoint a standing committee Executive Committee member to serve as an alternate. This temporary appointment can be made in the event the Committee Chair is ill or otherwise incapacitated but has not permanently vacated the office. The Committee Chair 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

MOTION 31 PASSED. (24-0-0, chair not voting)

Planning Subcommittee Information Items:

1. The Planning Subcommittee reviewed the MOP and applicable sections of the ROB and made recommendations.

b. Region Operations Subcommittee Report (Attachment M)

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

(32) MOTION: Region Operations Subcommittee recommends to Members Council that the following motion be approved:

That the Regional Award of Merit Point Tally Form be amended by removing “one-time only” for the Regional Ad Hoc for Special Assignment Committee Chair, and Regional ad hoc or special assignment committee member and change to “per year.”

Background: A motion came from the Region XIII Fall CRC from the Malaysia Chapter to allow for members of the Asia-Pacific Conference on the Built Environment (APCBE) steering committee to earn RAOB points for their participation on the steering committee. The subcommittee felt like the APCBE fell inline with the “Regional ad hoc or special assignment committee chair,” and “Regional ad hoc or special assignment committee member” categories on the point tally form. Members of the APCBE steering committee must enter their participation as Member Entry Data on the CIQ to receive the points. Since this is a reoccurring conference, the subcommittee felt that offering the allocated points on a yearly basis was appropriate for APCBE steering committee members as well as any other Regional ad hoc or special assignment committee participation either as the chair or a member.

MOTION 32 PASSED. (24-0-0, chair not voting)

1. **Status of Referred Motions**

Fall 2023 CRC Motion 32: The Malaysia Chapter moves that society recognize the steering committee members of Asia-Pacific Conference on the Built Environment (APCBE) which is being organized biennially in ASHRAE Region XIII and to be awarded 1/2 points/year for each committee member for Regional Award of Merit.

Answer: Postponed until June 23, 2024 in Indianapolis.

Comments: [The subcommittee is working on a mechanism to update the Regional Award of Merit point tally sheet to allow for this change \(see Motion 1 in section above\).](#)

Fall 2023 CRC Motion 28: The Gold Coast Chapter recommends to Members Council that the guidance statements below to add Section F to MCO, Section 1, 1.6 (Board of Governors), effective January 1, 2024:

F. Chapters should annually assess and communicate the following to the Host CRC Committee:

- a. By eight months preceding the CRC, identify and communicate prospective sponsors.
- b. By four months preceding the CRC, identify and communicate the number of people attending the CRC.

It would also be desired that the Chapter pledge to the CRC committee when they will start registering for the CRC, book hotel rooms, and indicate when registration payments can be made. This is done to help the Chapter plan its resources and will help the Host CRC Committee with anticipating number of attendees and prospective funding early in the process, so they can pay their current financial obligations.

Comments: [The subcommittee will send this to the Manual Subcommittee to be included in the revisions that will be presented to the Council at the June 2024 Annual Conference in Indianapolis.](#)

Region Operations Subcommittee Information Items

1. Since the Annual Conference in Tampa, the subcommittee worked with the DRCs and RMCRs to assess the health of the chapters to identify weak, struggling and failing chapters. The subcommittee recommends each Region to evaluate the health of their chapters on a yearly basis using the criteria in Section 11 and Appendix 11G in the MCO.
2. In the fall, the subcommittee created a regional composition and structure survey completed by DRCs and RMCRs. The analysis of findings resulted in the following action items for subcommittee:
 - a. Review Section 11.9 Guidelines for Identification of Struggling Chapters and Appendix 11G Chapter Health Assessment Checklist and provide recommended updates to better evaluate chapter health.
 - b. Further define the role of the RMCR for all regions to follow to bring consistency to the role across all regions. Suggested edits will be submitted to the Manual Subcommittee to include in the Region Operations Manual for approval by Members Council. The subcommittee plans to work with DRCs to further define and expand this role.
 - c. Update the Chapter Operations Workshop PowerPoint using feedback from regions.
 - d. Research what resources are available to provide chapters and regions with leadership plans or succession planning resources.
3. Additional key findings of the regional composition and structure survey are:
 - a. Based on the results of the survey, the subcommittee does not recommend that the regions be restructured more than they already have with the Region-at-Large split at this time.
 - b. Should a “hibernate” status be created for chapters whose membership and chapter activities suffer from temporary circumstances beyond their control such as war, natural disaster, etc. This could be a good solution as opposed to permanently dissolving the chapter who may eventually become active again.
4. The subcommittee recommends to Members Council to form an ad hoc to focus on creating a virtual CRC General Chair training to include topics such as preparation, timelines, sponsorship, budgets, logistics planning, the option to use Helms Briscoe, etc.
5. The Direction Subcommittee is working on compiling reports from CRCs to create a list of ideas from Society officers during CRCs that are worth passing on to other regions.
6. The Manuals Subcommittee is reviewing the Manual of Chapter Operations, Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual and will bring requested edits to Members Council for approval at the 2024 Annual Conference in Indianapolis.

c. PAOE Subcommittee Report (Attachment N)

The following was reported by Charles Bertuch, PAOE Subcommittee Chair

PAOE Subcommittee Information Items:

1. PAOE Ad Hoc Assignments

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

Category	PAOE ad hoc		Category	PAOE ad hoc	
Chapter Ops:	Daniel Bourque	Heric Holmes	MP	Jason Urso	Bruno Martinez
CTTC	Heric Holmes	Charlie Bertuch	RP	Les Pereira	Rob Craddock
Comms	Daniel Bourque	Heather Gullede	SAC	Kellie Huff	Genevieve Lussier
GAC	Sheila Hayter	Kellie Huff	YEA	Bruno Martinez	Jason Urso &
History	Carrie Kelty	Heather Gullede			Carrie Kelty

2. Referred Motions

[Golden Gate Chapter Motion 25 \(8/19/2023\):](#)

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

MOTION 25 WAS AMENDED

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

MOTION 25A (TO AMEND) PASSED

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

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

[Golden Gate Chapter Motion 26 \(8/19/2023\):](#)

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

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

[Iowa Chapter Motion 3 \(5/05/2023\):](#)

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

MOTION 3 PASSED Unanimous voice vote, cnv

[Minnesota Chapter Motion 5 \(5/05/2023\):](#)

That ASHRAE Society establish a DEI Category for PAOE points by July 1, 2023.

It was moved by Dan Bourque to postpone Motion 5 and form Ad Hoc.

MOTION 5A (TO POSTPONE) PASSED Unanimous voice vote, cnv

AI 6 PAOE Subcommittee to form Ad Hoc: Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong

[Central Florida Chapter Motion 21 \(8/04/2022\):](#)

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).

[Brasil Chapter Motion 19 \(8/04/2022\):](#)

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

MOTION 19 WAS AMENDED

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

MOTION 19A (TO AMEND) PASSED

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

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

8. MEMBERS COUNCIL MBO UPDATES (Attachment O)

9. OLD BUSINESS

9.1 Status of Motion Review Process (Attachment P)

9.1.1 CRC Motions (Attachment 9.1.1)

(33) MOTION: Finance Committee recommends to Members Council that the referral motion from Fall 2023 CRC, Region IX (Nebraska Chapter), Motion 10 (8/7/2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Sherry Abbott-Adkins.

That ASHRAE allow regions to host Region Planning Meetings at HQ triennially.

MOTION 33 (TO DEFEAT) PASSED. (21-2-0-1, chair not voting)

(34) MOTION: Finance Committee recommends to Members Council that the referral motion from Fall 2023 CRC, Region X (Tucson Chapter), Motion 22 (8/19/2023) be defeated. The motion to defeat was moved by Heather Gullede and seconded by Rob Craddock.

That travel costs for Chapter Treasurers to attend CRC be covered by Society

MOTION 34 (TO DEFEAT) PASSED. (15-4-0, chair not voting)

(35) MOTION: Finance Committee recommends to Members Council that the referral motion from Fall 2022 CRC, Region-At-Large (Pune Chapter), Motion 56 (10/22/2022) be approved:

That ASHRAE extend corporate discount and benefits to developing economy new members.

MOTION 35 PASSED. (unanimous voice vote, chair not voting)

a. Review of Carryover Action Items

2023 MEMBERS COUNCIL FALL MEETING (10/17/2023)					
AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1	4	To refer Motion 9 to Finance Committee for comment (Modify Region Operations Manual – Appendix D)	Staff	Complete	
2	4	To refer Motion 10 to Finance for comment (travel costs for Chapter Treasurers)	Staff	Complete	
3		Gather paperwork as outlined in ROB 3.190.000 along with a fiscal impact statement of the proposed restructuring of Region-At-Large	Staff	Complete	
2023 MEMBERS COUNCIL ANNUAL MEETING (6/27/2023)					
1	3	To refer Defeated Motion 5 to Finance Committee (accept local currency)		Complete	
2	5	All committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	Open	1/2024
3	13	To refer Motion 13 to PubEd Council (add ASHRAE Guideline (pdf) as member benefit)	Bill McQuade	Complete	
4	14	Region Operations Subcommittee to make Motion 14 an MBO (redefine Chapters/Sections)	Region Ops	Complete	
5	23	Move “Questions” section of the Logo Merchandise webpage to the top of the webpage and modify the wording to include reference to bulk orders	Marketing Staff	Complete	
6	27	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	Complete	12/2023

Review of Carryover Action Items (Continued)

2022 MEMBERS COUNCIL FALL MEETING (9/30 – 10/1/2022)					
AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1	4	MP to create small group to work with RP/ Fundraising on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta	MP Committee/ MP Staff Liaison	Open	2/2023
2022 MEMBERS COUNCIL ANNUAL MEETING (6/28/2022)					
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	Complete	
8	20	Staff to update CRC Manual	Staff	Open	01/2023
2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022)					
8	17	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures. Status: This will be updated in the Region Operations Manual, Manual of Chapter Operations and CRC Manual by June 2024	Staff	In Process	06/2022
2021 MEMBERS COUNCIL FALL MEETING (11/4-5/2021)					
19	15	To follow up and talk through what the real issues are and how this should be addressed and to come up with a plan for the RP exceptions to keep members from being frustrated for not meeting the RP deadline date for year-end donations. This ad hoc will meet in February following the winter conference and will have a recommendation for Members Council at their next meeting.	Abrams, Karnik, Khankari, Peach, Abbott- Adkins & Mumford	Complete	06/2022
28	21	MBO 2: Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval.	Planning Subcommittee	Complete	06/2022

9.3 Review of CRC Schedules (Attachment Q)

10. OTHER BUSINESS

Brand Ambassador (Program) Ad Hoc - Khankari

AI 7 Members Council to schedule special meeting to review Brand Ambassador Program motion

11. CONTINUED BUSINESS

Honors & Awards Committee – Lavoie (Part 2)

- Executive Session (Members Council 2023-24 voting members only)

12. ADJOURNMENT

Meeting adjourned at 12:24 pm