



# **MINUTES**

**MEMBERS COUNCIL  
LAS VEGAS, NEVADA  
FEBRUARY 1, 2022**

These minutes were approved by Members Council on  
June 28, 2022.

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- 2 2 That consent motions a. through c. as shown below be approved.
- a. That the charter of the Golden Eagle Student Branch (California State University), located in Los Angeles, California, and sponsored by the Southern California Chapter be approved. (Region X)
  - b. That the charter of the MKSSS's Cummins College of Engineering for Women Student Branch, located in Pune, India, and sponsored by the Pune Chapter be approved. (Region-At-Large)
  - c. That the charter of the University of Jordan Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved. (Region-At-Large)
- 3 3 Membership Promotion Committee recommends to Members Council that one free conference registration (to Winter or Annual meeting) be provided to all new full dues paying members to use within their first two years of membership.
- 4 4 Membership Promotion Committee recommends to Members Council that ASHRAE will provide a 10% discount to new members when 5 or more employees of the same company sign up at the same time, this applies to full dues paying members.
- 6 11 Communications Committee recommends to Members Council that \$4,200.00 be placed into their budget for 2022–23 for Basecamp annual fees and potential maintenance fees for the WordPress theme for chapter websites.
- 7 12 GAC recommends that Members Council approve revisions to Section 4. Subcommittees, of the GAC Manual of Procedures to clarify responsibilities concerning PAOE recommendations, as shown below.

#### **4. SUBCOMMITTEES**

##### **b. Policy and Programs**

Responsibilities of the Policy and Programs Subcommittee shall include:

- 4. When deemed necessary, prepare and submit requests for action alerts to the Executive Subcommittee.
- 5. Review and recommend revisions to the PAOE criteria- forward to the Committee Vice-Chair for consideration.
- 6. Review annually existing PPIBs and make recommendations to the Executive Subcommittee to retire or update the PPIBs. If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.

##### **c. Member Mobilization**

Responsibilities of the Member Mobilization Subcommittee shall include:

- 5. Manage Government Affairs Awards Program.
- 6. Review and update training materials for chapter chairs prior to Winter Meeting. The Subcommittee must provide feedback on training materials

and work with staff to update and develop the training materials for Regional and chapter training events.

7. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-Chair for consideration.

**d. Global Affairs**

4. Provide regular reports to the GAC on global outreach activities.

5. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-Chair for consideration.

8 15 Planning Subcommittee recommends to Members Council that ROB 1.201.027 Travel Reimbursement Policy, section 1.201.027.4 Conditions, be revised as shown below.

5. When the member stays overnight at a destination solely to use a reduced fare, the traveler may request reimbursement for the airfare paid plus the amount paid for the additional lodging and meal expenses. In those cases where more than one night's stay-over would give a reduced airfare, approval may be authorized by the Coordinating Officer.
6. If the most economical fare is of the type where a cost is involved for changes in travel plans, ASHRAE will reimburse the member for such costs where the change in travel plans results from unforeseen changes in the scheduled meeting or event.

7. Reimbursement related to travel during a World Health Organization defined emergency (such as but not limited to, global pandemic)

- a. Approved travelers must comply with Public Health Guidance from ASHRAE's Epidemic Task Force, follow all local regulatory and statutory requirements and recommendations for social distancing, wearing of masks and other personal protection equipment (PPE), administrative measures, circulation of occupants, reduced occupancy, hygiene, and sanitation.

- b. If a medical test is required by a government or other official entity in order for an approved individual to travel for ASHRAE, Society will cover the cost of that test.

- c. Applicable Society travel insurance coverage will be enforced. For example, ASHRAE's current travel insurance typically covers hospitalization costs, but will not cover any cost related to extended stays for medical reasons (cost of room and board, flight cancellation fees, loss of revenues, etc.).

- d. If an approved traveler needs to cancel travel arrangements, Society will not reimburse the associated costs. If airfare is purchased through ASHRAE's travel agency, then a cancelled flight may be credited to the individual for future travel. If an approved traveler makes travel arrangements outside of ASHRAE's travel agency, any cancellation fees will be the responsibility of the individual. Using Society's travel agency is voluntary, but strongly encouraged.

e. Approved travelers who incur additional expenses assume responsibility for those costs.

9 17 Region Operations Subcommittee recommends to Members Council that the document as shown in **Attachment J**, titled “CRC Motion Review Process,” be approved and reside in the Members Council Manual of Procedures (MOP).

10 17 Region Operations Subcommittee recommends to Members Council that Appendix AK, Best Practices of the CRC Manual be revised as shown below.

**Virtual (Temporary for Extraordinary Circumstances)**

- Utilize Virtual or Hybrid meetings to encourage people to participate that can’t otherwise attend due to cost, health, or time constraints
- Familiarize yourself with the chosen online participation platform (Go-To-Meeting, Zoom, etc.). ASHRAE Staff can help if assistance is needed. Practice ahead of time if needed.
- Keep online portions of CRC meetings brief and focused. There is a great potential for distractions because people are not physically in the same room, away from their work and they can do other things unnoticed with their cameras off.
- When conducting a Hybrid meeting consider have a separate screen for the in-person attendees projecting the same image the virtual attendees are seeing.
- In advance of the meeting review the Communications Committee’s “ASHRAE Virtual Meeting Guidance: Tips for Hosting a Successful Virtual Event,” located at the following URL:  
<https://www.ashrae.org/communities/committees/standing-committees/communications-committee>.

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>ACTION ITEMS – HYBRID CONFERENCE – 02/22</b>
1	4	Staff	06/22	Open	To send Motion 3 to the Finance Committee before sending to the Board of Directors for approval.
2	4	Staff	02/22	Complete	To send Motion 4 to the Board of Directors for approval in Las Vegas.
3	4	Staff	06/22	Open	To report results of Motion 4 to the Hellenic Chapter and publish on the website.
4	4	Staff	06/22	Open	To report results of Motion 10B (11/4/2021) to the Hellenic Chapter and publish on the website.
5	8	Staff	6/22	Open	To report results of Motion 21 (11/4/2021) to the Central Arizona Chapter and publish on the website.
6	16	Staff	02/22	Complete	To send Motion 8 to the Board of Directors for approval in Las Vegas.
7	17	Staff	02/22	Complete	To report Motion 9 as an information item to the Board of Directors in Las Vegas.
8	17	Staff	06/22	Open	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures.
9	18	Staff	06/22	Open	To revise the CRC Manual, Appendix AK, Best Practices as indicated in Motion 10.



**MEMBERS COUNCIL MINUTES  
FEBRUARY 1, 2022  
LAS VEGAS, NEVADA**

**MEMBERS PRESENT:**

Farooq Mehboob, Chair\*\*  
Ginger Scoggins, Vice-Chair

Devin Abellon, ExO  
Robin Bryant, ExO  
Ken Fulk, ExO  
Ron Gagnon, ExO  
Kishor Khankari, ExO\*\*  
Ashish Rakheja, ExO\*\*  
Charles Bertuch, Region I RMCR  
Danny Castellon, Region II RMCR\*\*  
Sherry Abbott-Adkins, Region III RMCR  
Bryan Holcomb, Region IV RMCR

Jim Arnold, Region V RMCR  
Eric Sturm, Region VI RMCR\*\*  
Scott Peach, Region VII RMCR  
Joe Sanders, Region VIII RMCR  
Kevin Amende, Region IX RMCR\*\*  
Buzz Wright, Region X RMCR  
Rob Craddock, Region XI RMCR  
Nate Boyd, Region XII RMCR  
Bill Wang, Region XIII RMCR\*\*  
Ioan Dobosi, Region XIV RMCR\*\*  
Bassel Anbari, Region-At-Large RMCR\*\*

**NON VOTING MEMBERS PRESENT:**

Mohammad H Al Tassi, CTTC Chair  
Karine Leblanc, Communications Chair  
Chad Smith, GAC Chair  
Nicolas Lemire, H&A Chair\*\*  
Jonathan Smith, MPC Chair  
Jaideep Karnik, RPC Chair\*\*  
Jared Larson, SAC Chair  
Shona O Dea, YEA Chair

**GUESTS PRESENT CONT'D:**

Blake Ellis, Planning Committee  
Dennis Knight, Finance Committee  
Eduardo Maldonado, Region XIV NC Mbr.  
Heitor Trema, Region XII LeaDRS  
Doug Cochrane, Finance Committee  
Matt Rowe, RPC Vice Chair  
Rachel Romero, Residential Bldg. Comm.  
Chelsea Moussouni, Region VIII LeaDRS  
Bruno Martinez, Region XII YEA RVC  
Austin Hochstetler, Region X LeaDRS  
Mitchell Rohrer, Region II LeaDRS  
MJ Ayyampudur, Region IX LeaDRS\*\*

**NON VOTING MEMBER ABSENT:**

Vikrant Aute, CEC Chair

**GUESTS PRESENT:**

Darryl Boyce, GAC Vice Chair\*\*  
Genevieve Lussier, MPC Vice Chair\*\*  
Heather Schopplein, RPC Vice Chair\*\*  
Isabelle Lavoie, H&A Vice Chair\*\*  
Mai Anh Dao, SAC Vice Chair\*\*  
Mitchell Rohrer, Hamilton Chapter\*\*  
Christine Reinders-Caron, CEC Vice Chair\*\*  
Tyler Glesne, Region IX DRC\*\*  
Jason Urso, Region I MP RVC  
Julia Timberman, Region V MP RVC  
Maggie Moninski, Region VI ARC  
Taylor Thompson, Region V LeaDRS  
Adeeba Mehboob, Publications Committee  
Richard Bowman, Wichita Chapter  
Joshua Vasudevan, Region XIV LeaDRS  
Harrison Kesling, Region IV LeaDRS  
Shaun Nienhueser, Region IX SAC RVC  
Mark Miller, Region VI Nominating/Planning  
Meagan Oaklief, Student Member

**STAFF PRESENT:**

Joyce Abrams  
Vickie Grant  
Tammy Catchings  
Anastasia Meadows\*\*  
Rhiannon Masterson  
Jeanette McCray  
Anne Wilson  
Alice Yates  
Emily Porcari  
Vanita Gupta  
Joslyn Ratcliff  
Dustin Mason  
Daniel Gurley\*\*  
Isla Kennedy\*\*  
Katie Thomson\*\*  
Tony Giometti\*\*

\*\*Virtual Attendance





**1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS**

The 2022 (hybrid) winter meeting of Members Council was called to order by Chair, Farooq Mehboob at 8:15am (PST). Those in attendance are included in the list above. *(Because of the COVID-19, the 2022 winter meeting was held face-to-face and online using Go-To-Meeting.)*

**2. CODE OF ETHICS COMMITMENT**

Mr. Mehboob read the following statement into the Members Council record:

*“In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness 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: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

Mr. Mehboob read the following statement into the Members Council record:

**3. Commitment to Care Statement**

The health and safety of all ASHRAE conference attendees is a top priority. Out of respect for our fellow attendees, we commit to wear masks indoors, monitor our health, seek medical attention if symptoms develop and adhere to all [ASHRAE Commitment to Care](#) protocols. We are committed to the well-being of one another.

**4. REVIEW OF AGENDA**

Ms. Scoggins reported that Members Council would go into executive session immediately following the Honors and Award Committee report. The following was added to the agenda under New Business:

- B. Decarbonization Motion from the BOD (Ginger Scoggins)
- C. Update on Strategic Plan (Blake Ellis)

**5. APPROVAL OF DRAFT MINUTES**

It was moved by Ms. Scoggins and seconded

- (1) That the draft minutes from the November 4-5, 2021 fall meeting of Members Council be approved.

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

**6. MOTION FOR STUDENT BRANCH CHARTERS**

It was moved and seconded



- (2) That consent motions a. through c. as shown below be approved.
- a. That the charter of the Golden Eagle Student Branch (California State University), located in Los Angeles, California, and sponsored by the Southern California Chapter be approved. (Region X)
  - b. That the charter of the MKSSS's Cummins College of Engineering for Women Student Branch, located in Pune, India, and sponsored by the Pune Chapter be approved. (Region-At-Large)
  - c. That the charter of the University of Jordan Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved. (Region-At-Large)

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

## **7. MEMBERS COUNCIL REPORTING COMMITTEE REPORTS**

### **A. Membership Promotion Committee Report (Attachment A)**

The following was reported by Jonathan Smith, Membership Promotion Committee Chair.

It was moved by Ms. Bryant

- (3) Membership Promotion Committee recommends to Members Council that one free conference registration (to Winter or Annual meeting) be provided to all new full dues paying members to use within their first two years of membership.

Background: Anecdotal evidence suggests that many members do not get actively involved in ASHRAE until they attend a Winter or Annual conference and can see the inner workings of Society. Attending the conference introduces a new member to TCs, SPGs, technical and paper sessions, panels of industry leaders, students, YEA, and WIA/DEI members, and provides firsthand experience to the professional and social benefits of ASHRAE at the Society level.

Many new members may not have employer financial support or have connections to volunteer opportunities that may provide reduced or free registration. As the conference registration is not insignificant, providing one free registration to new members would open doors to those that may not otherwise attend and not only drive future involvement in Society and Chapter events, but also future conference registrations/revenue.

This motion could also increase attendance by international members by providing a significant offset to the costs associated with attending the conference and typically have less employer financial support.

Execution could be handled by Society by including the free conference registration in the new member benefits marketing material and setting up a code for new members to use at the time of registration. This benefit would not apply to "new" members who were previous members, but were given a new membership number when they rejoined ASHRAE.



Fiscal Impact: \$91,000 of potential revenue lost over 2 years.

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

AI 1 Staff to send Motion 3 to the Finance Committee before sending to the Board of Directors for approval.

It was moved by Ms. Bryant

Hellenic Chapter – Motion 10A (11/4/2021):

(4) Membership Promotion Committee recommends to Members Council that ASHRAE will provide a 10% discount to new members when 5 or more employees of the same company sign up at the same time, this applies to full dues paying members.

Background: This action will help strengthen the membership numbers in these challenging times. ASHRAE already has in place a similar concept for group discounts on training courses.

Fiscal Impact: Positive due to increased membership.

Membership Promotion Committee Vote: 12-2-1, chair not voting

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

AI 2 Staff to send Motion 4 to the Board of Directors for approval in Las Vegas.

AI 3 Staff to report results of Motion 4 to the Hellenic Chapter and publish on the website.

**Information Items:**

1. Mr. Smith reported that the Membership Promotion Committee was not in favor of the motion below from the Hellenic Chapter and defeated the motion.

Hellenic Chapter – Motion 10B (11/4/2021):

That ASHRAE provide discount to organizations or companies for group memberships for retaining members.

Background: For example, the suggested discount may be: 5% for up to 9 persons, 10% for more than 10 persons, for the year of their membership. This action will help strengthen the membership especially in these challenging times. ASHRAE has already in place similar concepts such as group discounts for its training courses.

Fiscal Impact: Positive.

Membership Promotion Committee Vote: 0-15-0, Chair not voting. Motion defeated.

AI 4 Staff to report results of Motion 10B (11/4/2021) to the Hellenic Chapter and publish on the website.

**MPC Budget Updates:**

2. Mr. Smith reported that currently, MP is slightly to the good in revenues and expenses, so they are looking better than budget thus far this year. MPC is not asking for additional funding

beyond their normal amounts for next year. Most of MPC's budget, other than membership dues, are expenses. Listed below are some of the larger line items:

- Promotions: This line includes phone calls made to individuals whose memberships just expired and whose memberships are five months into expiration. The renewal revenues generated by these calls far exceed the expense.
- Meetings & Seminars: This is the budget for Centralized Training. Because the last two CTs have been virtual, MPC spent very little money. The committee expects to go back to the "normal" amount of expenses this June in Toronto.
- 82 Stationery/Broch/Forms/Other: This item is for preprinting dues invoice "templates," brochures, and materials regarding membership renewals. MPC have just started the process for the 2022-23 Society year, so the amount will match the forecasted budget.
- Postage: This line covers mailing dues notices.
- Credit Card Charges: These expenses are pass-through charges from Accounting. Because online dues payments use the credit card processor so much, a large portion of the fees are assigned to MP.

#### **B. Young Engineers in ASHRAE Committee Report (Attachment B)**

The following was reported by Shona O Dea, Young Engineers in ASHRAE Committee Chair.

It was moved by Mr. Gagnon

- (5) YEA Committee recommends to Members Council that we move Society provide discounted in-person conference registration fees for YEA members that carry a Provisional Corresponding Member status or higher within a Technical Committee. The registration fee for said members shall be a 50% discount on the standard registration fee, effective starting with the 2022 summer conference registrations.

Background: Limited TC engagement by YEA members is a current challenge. One barrier of entry to successful TC participation is regular participation in 2x conferences per year a challenge to enabling bi-annual conference attendance for YEA members is securing employer support when young members have limited defined roles and may not yet be voting members of committees. Eliminating this barrier to entry for improved participation is crucial for ensuring long term growth and success of the TC's as a whole.

Hybrid conference options unfortunately further disincentivize employers from supporting repeated in-person conference attendance for YEA members. However, in-person engagement with young engineers, and the resultant networking and retention benefits are incalculable.

Cost savings are already extended to other important facets of ASHRAE in the name of retention and recruitment – SmartStart is most applicable model. Other models are speaker discounts and faculty / student discounts to attend the conference in person. These are all great programs which deliver net added value for ASHRAE participation overall. This proposed motion simply extends the incentives to get our newest members fully engaged in doing the most crucial work of ASHRAE – the research that fuels our continued growth and value proposition to the industry at large. Reducing the barriers to



entry to expanding a diverse array of voices IN THE ROOM on TC's is necessary for ASHRAE to continue to prosper.

50% discount enables 2x year registration for further TC growth, which is why this discount was requested.

A consistent challenge ASHRAE has faced in recruiting members is support from the employers who are not supportive of ASHRAE. By investing in YEA members on a technical basis, employers stand to benefit from enhanced employee technical expertise and professional networks, which facilitates a culture of support for ASHRAE across a broader cross section of potential industry partners.

This very motion reflects the value of in-person attendance. This idea was generated in the YEA committee meeting Saturday morning, and because people could coordinate in-person after the meeting, we were able to execute the drafting of this motion for society review in 24 hours.

**Fiscal Impact: Potential Fiscal Losses:**

- Reduced per-person YEA/TC member registration revenue at each conference.
- 6% (560) of YEA members currently serve on TC's. The absolute "worst case" would be all of these members currently attend the conference, and simply now attend at a reduced rate. We know this will not be the case
- Data was not available at the time this motion was submitted regarding what percentage of TC-engaged YEA members currently attend the conference in person. It is likely to be substantially fewer than 100% of the current TC engaged members. Data was also not immediately available to determine how many in-person attendees are YEA members regardless of TC participation.
- The only loss of revenue would be if an insufficient increase in YEA members attending because of the TC discount is observed to offset the reduced cost for TC-engaged YEA members. More data is needed from society to quantify the current conditions in more detail. The breakeven per society year requires a doubling of whatever the current YEA-TC member conference attendance is. eg:
  - IF 2021-2022 year saw 50 YEA-TC members at the Annual Conference and 150 YEA-TC members at the Winter Conference, 2022-2023 would need to see 400 total attendees to break even. This would likely look something like 200 attendees at the winter conference, and 200 attendees at the summer conference. It is likely the summer conference would see larger percentage increases than the winter conference. Since the YEA committee goal is to increase TC participation to 10% or higher, we would have a substantially larger pool of YEA members to recruit to meet this break even number. This incentive will help that growth.
  - More data is required to make accurate estimates

**Potential Gains:**

- First cost basis gains will be realized if more YEA members attend in person at the reduced rate than the per person discount of the reduced rate imposes. Sufficient data is not currently available to quantify these impacts, although it has been requested. Refer to break even and participation growth notes in losses.
- Each YEA member that otherwise would have not attended a conference (Or would have attended virtually) adds fiscal gains.

- Long term (and more challenging to project) likely gains include:
  - By encouraging attendees to go to 2 conferences annually, ancillary spending at the various events at each conference is increased
  - Total engagement and retention after time as a YEA member and continuing as an active participating member (more likely to continue to renew annual membership dues if actively engaged in long term commitments like TC's)
  - Expanded YEA engagement improves opportunities for RP support, employer support, and recruiting the following generation of YEA members both into ASHRAE overall and TC's specifically. YEA members who have a direct and personal connection to the research conducted by TC's are more likely to support RP as individuals.
  - More productive and active TC's can generate regular updates to standards, guidelines, and other revenue generating materials. An infusion of YEA members can assist producing such revenue generating content.
  - Employers who see success in YEA members attending conferences in person due to TC participation and the resulting benefits to their professional work are more likely to sponsor & encourage other employees to attend the conferences and become involved with ASHRAE.
  - Intangibles that are dollar values – media engagement, enhanced use/awareness of standards, purchases of materials.

There was discussion concerning the details of the motion in that there are already so many corresponding members on TCs; YEA members should be active voting members and not just provisional corresponding members; more needs to be done to involve YEA members on TCs; and the fiscal impact is not clear. There were positive aspects of YEA members becoming involved on TCs and how it could lead to future growth with ASHRAE.

**MOTION 5 FAILED.** (2-19-0-1, chair not voting)

**YEA Budget Updates:**

1. Ms. O Dea reported the following information concerning YEA's budget.
  - a. There is a significant variance in the YEA budget due to Covid-19 and our YLWs and YLIs were made virtual so there was not as much of an expense to convert these programs to virtual as it would have been to have them in-person, so the expenses were not as high for the past couple of years.
  - b. YEA has already had an in-person YLW Fall of 2021 in Denver, CO and is currently planning to have in-person events in the future so the expenses should start to go up to where they were originally forecasted.
  - c. YLW 1.0 and 2.0 are all planning on having in-person events in 2022 before the end of the society year.
  - d. There are no new programs scheduled to be added to the YEA budget for the 22-23 society year at this time.
  - e. The current budget should remain the same as we move back toward in-person events.

**C. RP Committee Report (Attachment C)**

JD Karnik, RP Committee Chair participated virtually; the following was reported by Matt Rowe, RP



Committee Vice Chair.

**Information Items:**

1. RP Staff are currently working on a new gift form that will address items 1 and 2 as shown below from the Central Arizona Chapter Motion 21 (11/4/2021). Item 3, references to endowed fund and scholarship balances, can't be addressed by a gift form, but is currently being addressed by a motion before the ASHRAE Foundation. The new form will be ready by the Annual Meeting. The RP Committee welcomes the help of the Central Arizona chapter in testing this new form.

**Central Arizona Chapter – Motion 21 (11/4/2021):**

That ASHRAE create a more user intuitive webpage for making RP donations. The new page shall include the following, but is not limited to the following:

1. A singular fillable text box to donate funds to a singular cause.
2. Drop down menus with accurate representation of all available endowments and scholarships that may be donated to.
3. References to the current balances in all endowments and scholarship funds.

- AI 5 Staff to report results of Motion 21 (11/4/2021) to the Central Arizona Chapter and publish on the website.

2. The RP Committee discussed the proposed 2022-2023 Centralized Training Plan as shown in the RP report. The Committee hopes to return to in-person training. This includes supporting Region XIII, XIV, and RAL by conducting staff led training at these Regions' CRCs when possible. Final dates and locations of Centralized Training will be determined by the availability of venues. The proposed dates are as follows:

- July 15-16: Atlanta – Regions III, IV, VII, XII
- July 22-23: Denver – Regions VIII, IX, X, XI
- August 5-6: Chicago – Regions I, II, V, VI

Ms. Scoggins commented that RP training should start at the beginning of the Society year.

**RP Budget Updates:**

3. RP Committee ExCom reviewed their budget as shown in the RP Committee report. RP requests training to help understand these budgets statements. The Committee sees no significant variances between the budget and actuals for Society Year 2021-22. RP will not need additional funding above the forecast for Society Year 2022-23.

**D. Honors and Awards Committee Report (Attachment D)**

The following was reported by Nicolas Lemire, Honors and Awards Committee Chair.

**Information Items:**

1. Members Council referred motion: That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of the Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.





- a. Completed in September 2021. Instructions sent to H&A Chapter Chairs and H&A Committee. Society H&A Committee and Chapter Chairs have bio access. A response was also sent to the Central Florida Chapter to let them know this has been implemented.
  2. The DSA/ESA Point Tally Form will be updated to include the new line item below under Category F. Currently, serving as a seminar or technical session speaker at the chapter or regional level do not earn points towards DSA/ESA.
    - a. Seminar or Technical Session speaker at an ASHRAE Chapter/Region event or meeting (excluding DLs). Points: ¼ point per presentation.
  3. The recommendations for Honorary Member, Fellow, Pioneers of the Industry, Hall of Fame, Award for Distinguished Public Service, and the F. Paul Anderson Award will be made to the Board in accordance with the Rules of the Board.
  4. **H&A Budget Updates:**
    - a. H&A reports no update to the forecast for the current 2021-22 Society Year.
    - b. H&A will not request any additional funding for Society Year 2022-23.
- **Executive Session** (Members Council 2021-22 voting members only)

At this time, all non-voting members and staff were excused from the hybrid meeting. Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council.

The meeting resumed with Tom Watson, Presidential Member and Foundation Trustees Chair who addressed Members Council. The Trustees has asked to meet with the Director of Finance (Craig Wright), in Toronto to investigate ways to help chapters search for existing endowments that may be accessible and available to them. The request is from a referred motion from the Tucson Chapter.

## **E. Student Activities Committee Report (Attachment E)**

The following was reported by Jared Larson, Student Activities Committee Chair.

### **Information Items.**

1. The Student Activities Committee was in favor of the referred motion from the UK Midlands Chapter as shown below. The Committee voted (14-0-0 CNV) in favor of adding the scoring criterion to the ASHRAE website for transparency as well as give students guidance on where they can best utilize their time. Due to volunteer time constraints, comments cannot be provided for every submission, but teams are encouraged to reach out to Chapter Chairs and RVCs for more clarity.

UK Midlands Chapter – Motion 23 (11/4/2021):

That the ASHRAE Student competition selection be a transparent process and feedback given to all the students.

### **SAC Budget Updates:**

2. Most of SA's budget, other than membership dues (\$25 for students, \$15 for DC), are expenses.





We are not asking for additional funding beyond our normal amounts for next year but are recommending that Student Activities Centralized Training (\$12k budgeted for FY2022 under code 6433-2-207) continue to run virtually rather than in person at the Annual Meeting.

Some of the larger line items are outlined below:

- Promotion: ASHRAE logo items we provide to student members, branches, SBAs, and SA Chairs to promote student membership
  - Meetings & Seminars: Student Program at Winter Conference and Centralized Training at Annual Meeting
  - Functions & Tours: Student Program at Winter Conference
  - Stationary/Broch/Forms/Other: ASHRAE flyers and brochures to promote student membership throughout the year and at the Student Program
  - Dues & Subscriptions: ABET dues
3. The total number of student members as of January 28, 2022 was 5,222 with 3,938 active and 1,284 student members in grace. There were three pending student branches bringing the 2021-22 total to eight new branches and a total of 400 active student branches with annual reports due May 31<sup>st</sup>.

#### **F. Conferences and Expositions Committee Report (Attachment F)**

In the absence of Vikrant Aute, Conferences and Expositions Chair, the following was reported by Christine Reinders-Caron, Conferences and Expositions Vice Chair.

##### **Information Items:**

1. CEC approved the International Building Decarbonization Conference, which is sponsored by the Society's Task Force for Building Decarbonization and hosted by the Hellenic Chapter, as a Society-level conference. The conference will take place October 6-7, 2022 in Athens, Greece. The Hellenic Chapter will assume all of the financial risk for the conference and it will conduct a call for papers and handle the review of the papers. The conference sets a precedent in that the paper review will be conducted outside of CEC's operating procedures for reviewing papers and ASHRAE will publish the approved papers in a conference proceedings.

##### **CEC Budget Updates:**

2. The initial budget for the 2022 Winter Conference was created in fall 2020. Right now, revenues are at about 60% of budget because of lower in-person registrations and expenses are about 10-12% above budget, because of hybrid expenses and expenses related to the hotel. Currently, a deficit of \$500K is projected for the 2022 Winter Conference. CEC will look to reduce expenses for the 2022 Annual Conference in Toronto.
3. The 2022 Winter Conference featured 10 livestreamed sessions, a first for the technical program, and livestreamed the Plenary session and the President's Luncheon.
4. The 2022 Winter Conference has a total of 64 sessions and events scheduled, comprised as follows: 35 seminars, 20 Paper Sessions (conference papers and technical papers, including

50 conference papers and 9 technical papers), 3 Panel discussions, 3 Forums and 3 Workshops.

5. The 2023 Winter Conference will include a track on building decarbonization entitled “Pathways to Zero Energy Emissions and Decarbonization.”
6. November 10-12, 2021, 2021 Building Performance Analysis Conference, Denver, Colorado topical conference held June 2021 was the first topical conference held face-to-face since the 2020 Winter Conference in Orlando.

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

The following was reported by Karine LeBlanc, Communications Committee Chair.

It was moved by Mr. Rakheja

- (6) Communications Committee recommends to Members Council that \$4,200.00 be placed into their budget for 2022–23 for Basecamp annual fees and potential maintenance fees for the WordPress theme for chapter websites.

Background: Basecamp is an annual charge to Society at a cost of \$2,700 at the nonprofit rate. The committee suggests adding funds for maintenance of the WordPress template should patches or maintenance be needed during its first year.

Fiscal Impact: \$4,200.00

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

Ms. LeBlanc commented that the \$4,200 in the fiscal impact of Motion 6 is in the Operations budget and should not be taken from the Communications Committee’s budget.

#### **Information Items:**

Ms. LeBlanc reported the following information items:

1. Communications Committee created and distributed a PPT presentation that can be used before chapter meetings. It contains slides on the Society theme, upcoming conferences, the Strategic Plan and the many resources available from Communications Committee. The presentation was sent to chapter presidents and Regional Communications Chairs in December 2021 and is available for download from the Communications Committee page on [ashrae.org](http://ashrae.org) at [ashrae.org/communications](http://ashrae.org/communications). A reminder about this presentation will be sent following the Winter Conference.
2. The Wix template for chapter websites has been requested by eight chapters and the Wordpress theme has also been requested by eight chapters. The committee made the Wordpress theme available in Fall 2021.
3. Communications Committee has hosted four “office hours” sessions this Society year. These “office hours” are information sessions covering topics within the committee’s areas of



expertise. The entire schedule and links to the recorded versions can be seen in Attachment B or at [ashrae.org/communications](http://ashrae.org/communications). Any member interested and involved in the subject matter is encouraged to attend. The committee hopes to host an in-person “office hours” in Toronto.

## **H. Government Affairs Committee Report (Attachment H)**

The following was reported by Chad Smith, Government Affairs Committee Chair.

It was moved by Mr. Holcomb

- (7) GAC recommends that Members Council approve revisions to Section 4. Subcommittees, of the GAC Manual of Procedures to clarify responsibilities concerning PAOE recommendations, as shown below.

### **4. SUBCOMMITTEES**

#### **b. Policy and Programs**

Responsibilities of the Policy and Programs Subcommittee shall include:

4. When deemed necessary, prepare and submit requests for action alerts to the Executive Subcommittee.
5. Review and recommend revisions to the PAOE criteria- [forward to the Committee Vice-Chair for consideration.](#)
6. Review annually existing PPIBs and make recommendations to the Executive Subcommittee to retire or update the PPIBs. If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.

#### **c. Member Mobilization**

Responsibilities of the Member Mobilization Subcommittee shall include:

5. Manage Government Affairs Awards Program.
6. Review and update training materials for chapter chairs prior to Winter Meeting. The Subcommittee must provide feedback on training materials and work with staff to update and develop the training materials for Regional and chapter training events.
- [7. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-Chair for consideration.](#)

#### **d. Global Affairs**

4. Provide regular reports to the GAC on global outreach activities.
- [5. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-Chair for consideration.](#)

Background: The GAC Rules Subcommittee, in its meeting on November 29, 2021, discussed proposed updates to the GAC Manual of Procedures (MOP) that would clarify the responsibility for reviewing and recommending changes to the PAOE criteria. Currently, the MOP lists “reviewing and recommending changes to the PAOE criteria” under the responsibilities of the Policy and Programs Subcommittee. However, the GAC Vice Chair is the GAC representative to the PAOE Subcommittee of Members Council. The proposed changes would consolidate primary responsibility for PAOE criteria under the duties of the Vice Chair, with recommendations coming from the Policy and Programs Subcommittee, Member Mobilization, and Global Affairs Subcommittees. A motion to advance these proposed changes to the MOP for consideration by the full GAC was approved unanimously by the GAC Rules Subcommittee in its meeting on January 10, 2022. On January 29, the GAC unanimously approved the proposed MOP revisions.

Fiscal Impact: NONE.

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

**Information Items:**

Mr. Smith reported the following information items.

1. Government Outreach Events (GOE): The GAC set a goal of 83 Government Outreach Events to be held during Society Year 2021 – 2022. The GAC has so far held 50 events and has 75 scheduled and planned. Last year, only 21 outreach events had been held by January 2021. 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 and likely surpass its goals. We should note that the reported GOEs to date, however, include events and meetings for which a reporting form has not yet been submitted; if the form is not submitted before the end of the Society Year, those events cannot be included in the final official total. RVCs will be working with their Chapter Chairs to ensure that these events are properly reported and verified.
2. Public Policy Issue Briefs ROB Change: The GAC approved a revision to the Rules of the Board (ROB) that would streamline and clarify the Public Policy Issue Brief (PPIB) process, such that only new PPIBs would need to be approved by ExCom. Reaffirmed and revised PPIBs, as well as new PPIBs, would be reviewed by Tech Council or its designee. This proposed revision will make the PPIB process more efficient and will also clarify roles and responsibilities. It is expected the proposed ROB change will go to the Board at their meeting on Wednesday
3. Mentorship Program: A successful mentorship program has been continued for its second year, with a focus on small mentoring groups, rather than a one-on-one arrangement. Another benefit of the mentorship program has been sharing ideas and resources across regions with the RVCs working more closely together to share best practices for more effective and impactful outreach. This program will continue to be developed and improved for SY22-23.
4. **GAC Budget Updates:**
  - Significant variances: Actual (forecast) Travel Expenses are significantly lower than budgeted due to covid restrictions (e.g., 38% of the GAC are meeting in-person at the



Winter Conference); GAC estimates a reduction of \$20k for member travel (30% reduction) and \$5k for staff travel for GOEs (62.5% reduction). Covid has also shifted Government Outreach Events from in-person to virtual, which has reduced the budget for printing and shipping collateral materials by \$3k. We anticipate that these changes will only be temporal, and the budget for SY22-23 should not be reduced, as we expect to resume in-person conferences, CRCs, and Government Outreach Events.

- Additional Funding Requests: No additional funding is requested from the GAC for SY22-23.
- New Programs: No new programs are being proposed; while the Government Outreach Events have expanded significantly, we are not proposing any increases for shipping/printing materials as computer-based presentations even for in-person events are being used more often.

### **I. Chapter Technology Transfer Committee Report (Attachment I)**

The following was reported by Mohammed Al Tassi, Chapter Technology Transfer Committee Chair.

#### **Information Items:**

1. The DL program has a total of 192 allocated visits available to chapters this Society year. Beginning in early September 2021, DLs were given the option to travel for in-person visits; however, it is up to the DL and Chapter if they want to conduct a virtual or in-person visit. A total of 113 visits have been made so far and 148 have been scheduled (including both allocated and non-allocated).
  - a. Nineteen of the 69 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Malaysia, Singapore, Sri Lanka, Netherlands and the UK. DL presentations are available in 11 languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Punjab, Spanish, and Thai.
2. CTTC reviewed 7 DL nominations as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 71 DLs for the 2022-23 Society year. 5 new DLs will begin two-year terms on July 1, 2022 and three current DLs will end their service as of July 1, 2022. The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.
3. A new DL Diversity & Outreach Ad Hoc has been formed and made good progress since its initiation in June 2021. Moreover, a new objective DL evaluation process has been approved by CTTC.
4. CTTC received 36 Technology Award entries for this year's Society-level competition. The judging panel selected 18 projects for awards: one Engineering Excellence, nine first place, two second place, and six honorable mention. The Engineering Excellence and first place winners were honored at the Plenary held on Saturday; some recipients attended in-person while others watched virtually.

5. **CTTC Budget Updates:**

- a. After review, it was determined that CTTC can reduce their forecast in three line items that mainly focus on travel expenses (DL, committee travel, and Tech Hour). This reduction will save approximately \$166k.
- b. CTTC will not be requesting any additional funding for Society Year 2022-23.

8. **MEMBERS COUNCIL SUBCOMMITTEE REPORTS**

A. **Planning Subcommittee Report**

The following was reported by Jim Arnold, Planning Subcommittee Chair.

It was moved by Mr. Arnold

- (8) Planning Subcommittee recommends to Members Council that ROB 1.201.027 Travel Reimbursement Policy, section 1.201.027.4 Conditions, be revised as shown below.

- 5. When the member stays overnight at a destination solely to use a reduced fare, the traveler may request reimbursement for the airfare paid plus the amount paid for the additional lodging and meal expenses. In those cases where more than one night's stay-over would give a reduced airfare, approval may be authorized by the Coordinating Officer.
- 6. If the most economical fare is of the type where a cost is involved for changes in travel plans, ASHRAE will reimburse the member for such costs where the change in travel plans results from unforeseen changes in the scheduled meeting or event.
- 7. Reimbursement related to travel during a World Health Organization defined emergency (such as but not limited to, global pandemic)
  - a. Approved travelers must comply with Public Health Guidance from ASHRAE's Epidemic Task Force, follow all local regulatory and statutory requirements and recommendations for social distancing, wearing of masks and other personal protection equipment (PPE), administrative measures, circulation of occupants, reduced occupancy, hygiene, and sanitation.
  - b. If a medical test is required by a government or other official entity in order for an approved individual to travel for ASHRAE, Society will cover the cost of that test.
  - c. Applicable Society travel insurance coverage will be enforced. For example, ASHRAE's current travel insurance typically covers hospitalization costs, but will not cover any cost related to extended stays for medical reasons (cost of room and board, flight cancellation fees, loss of revenues, etc.).
  - d. If an approved traveler needs to cancel travel arrangements, Society will not reimburse the associated costs. If airfare is purchased through ASHRAE's travel agency, then a cancelled flight may be credited to the individual for future travel. If an approved traveler makes travel arrangements outside of ASHRAE's travel agency, any cancellation fees will be the responsibility of the individual. Using Society's travel agency is voluntary, but strongly encouraged.



e. [Approved travelers who incur additional expenses assume responsibility for those costs.](#)

Background: The Board of Directors assigned an action item to Members Council and the Society Rules Committee (SRC) to update the current transportation policy to address how COVID related risks are disclosed and how costs are reimbursed. Expenses as a result of quarantine should also be addressed. The above motion was reviewed by SRC.

Fiscal Impact: TBD.

*(The Planning Subcommittee approved this motion by a vote of 6-0-0-4, chair not voting)*

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

AI 6 Staff to send Motion 8 to the Board of Directors for approval in Las Vegas.

**Information Items:**

Mr. Arnold reported the following information items.

1. The Planning Subcommittee as a group will work on the documents (ROB, MOP and Reference Manual) and will make a recommendation at the annual conference.

MBO 2: Action Item 28 (11/21): 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. **(Open)**

- A. Review ROB to determine:
  - Sections needing amendment
  - Sections needing deletion
- B. After ROB review, update MOP accordingly
- C. Rewrite MC Resource Manual to align with council documents and Finance Committee Resource Manual

2. Rob Craddock-Chair, Scott Peach and Kevin Amende will work on the LEAN presentation and documentation in MBO #4 and will make a recommendation at the annual conference.

MBO 4: Action Item 29 (11/21): Develop a training presentation on LEAN processes based on the work of the Society Transformation Ad Hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters. **(Open)**

Review LEAN presentation and documentation from LEAN and Streamlining Subcommittees of Transformation Ad Hoc and develop customized training module for Members Council.



## **B. Region Operations Subcommittee**

The following was reported by Eric Sturm, Region Operations Subcommittee Chair.

MBO 3: Analyze the motions review and resolution process from inception to resolution and recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC.

It was moved by Mr. Sturm

- (9) Region Operations Subcommittee recommends to Members Council that the document as shown in **Attachment J**, titled "CRC Motion Review Process," be approved and reside in the Members Council Manual of Procedures (MOP).

Background: If the above motion is approved by the council, this will complete MBO #3.

Fiscal Impact: None.

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

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

AI 7 Staff to report Motion 9 as an information item to the Board of Directors in Las Vegas.

AI 8 Staff to include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures.

It was moved by Mr. Sturm

- (10) Region Operations Subcommittee recommends to Members Council that Appendix AK, Best Practices of the CRC Manual be revised as shown below.

### **Virtual (Temporary for Extraordinary Circumstances)**

- Utilize Virtual or Hybrid meetings to encourage people to participate that can't otherwise attend due to cost, health, or time constraints
- Familiarize yourself with the chosen online participation platform (Go-To-Meeting, Zoom, etc.). ASHRAE Staff can help if assistance is needed. Practice ahead of time if needed.
- Keep online portions of CRC meetings brief and focused. There is a great potential for distractions because people are not physically in the same room, away from their work and they can do other things unnoticed with their cameras off.
- When conducting a Hybrid meeting consider have a separate screen for the in-person attendees projecting the same image the virtual attendees are seeing.
- In advance of the meeting review the Communications Committee's "ASHRAE Virtual Meeting Guidance: Tips for Hosting a Successful Virtual Event," located at the following URL: <https://www.ashrae.org/communities/committees/standing-committees/communications-committee>.





Background: Joe Sanders-Chair, Ken Fulk, Robin Bryant: To review CRC Officers' Evaluation Reports and make recommendations for best practices to include in the CRC Manual, Appendix AK. Fiscal Impact: Any additional expenses for in-person or hybrid CRCs would come out of the region's budget.

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

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

AI 9 Staff to revise the CRC Manual, Appendix AK, Best Practices as indicated in Motion 10.

**Information Items:**

Mr. Sturm reported the following information items.

1. MBO #5: The ad hoc (Dennis Knight and others), have met virtually several times and will meet again after the Las Vegas conference to continue discussion. There may be training materials that already exist.
2. Manual Subcommittee: Charles Bertuch-Chair, Joe Sanders, Bryan Holcomb, Eric Sturm to make recommendations for the Manual for Chapter Operations, CRC Manual and Region Operations Manual.

The following action items are open:

- A. Action Item 17 (11/21): Manual Subcommittee to review the process for legal support section in the MCO and determine if language should be added to the manual concerning legal guidance, including avoiding email chatter. **(Open)**
- B. Action Item 44 (11/21): Manual Subcommittee to revise the Manual for Chapter Operations (MCO) as indicated in Motion 26 and modify the requirements for the formation of a new chapter as stated in Section 11.1 of the MCO so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a chapter. **(Open)**
- C. Action Item 8 (02/21): Manual Subcommittee to revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made from the report to Members Council (provide consolidated and updated rules and best practices for the use of sponsorships for Chapter and Regional business to go into effect Society Year 2022-23). The information will be forwarded to ExCom after revisions to the documents are made (see assignments below). **(Open)**
  - Eric Sturm to review ROB (will contact BOD members and solicit their feedback)
  - Joe Sanders to review the MCO and outline what's there to determine changes to be made
  - Bryan Holcomb to review Region Operations Manual

- Charles Bertuch to review CRC Manual
3. The motion below was withdrawn. The chapter was asked to resubmit a revised motion during their next CRC.

Region IV (South Carolina Chapter) – 2021 CRC Motion 9:

That Redlines be made for the ASHRAE Handbooks, similar to what is already offered for the Standards, to summarize what information has been added/changed/removed from the previous version of the Handbook.

**C. PAOE Subcommittee Report**

The following was reported by Bryan Holcomb, PAOE Subcommittee Chair.

**Information Items:**

1. The CRC motion below was referred to the PAOE YEA ad hoc. IT Staff was assigned an action item to determine if the line items listed could be automated. It was determined that 2 of the 3 YEA line items as shown can be automated if they are included in the 2022-23 PAOE.

Region II (Toronto Chapter) – CRC Motion 3:

That PAOE Points for YEA5, YEA6 and YEA7 shall be automatic by June 2022.

Background: This is data that can be easily collected on a society level, very difficult to trace on a chapter/individual level. When members are added as provisional members or promoted to voting positions at TCs, or when they provide technical presentations at society meetings and conferences, should be automatically tracked and added to the appropriate chapters PAOE points trackers.

YEA 5: For each YEA member who is a provisional corresponding member or corresponding member of an ASHRAE TC (points per YEA member, not per committee) <b>Yes, this line item can be automated.</b>
YEA 6: For each YEA member who is a voting member of an ASHRAE TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project) (Participation can be verified from the ASHRAE Committee Participation by Region Report which can be provided by each DRC. Points per YEA member, not per committee) <b>Yes, this line item can be automated.</b>
YEA 7: For each YEA member who did a Technical presentation at a CRC, Winter, Annual or Topical Conference. <b>No, this line item cannot be tracked.</b>

2. The PAOE Subcommittee received a draft of President-Elect Mehboob 2022-23 PAOE initiatives. The subcommittee will review the Transparency, Participation and Diversity Initiatives from this draft and will work with the PAOE ad hoc groups and committees to incorporate the initiatives into the 2022-23 PAOE. There may be items in the current PAOE that may need editing to reflect the new initiatives.
3. The PAOE Subcommittee will collect the recommendations from the PAOE ad hoc groups and the Members Council reporting committees during this meeting. After the winter conference, staff will draft a final version of the PAOE report and schedule a conference call with the PAOE Subcommittee no later than the third week in February.

The PAOE Subcommittee will have a final draft ready for President-Elect Mehboob to review



no later than the second week in March and the final, final PAOE draft will be ready for spring CRC distribution no later than third week in March.

4. The question from Region XIV concerning “What Diversity, Equity and Inclusion (DEI) opportunities are missed in our PAOE criteria?” was addressed. The region was notified that President-Elect Mehboob will focus and include DEI in his 2022-23 PAOE.
5. Listed below are the 2021-22 PAOE ad hoc group assignments for the 2022-23 PAOE:
  - Chapter Operations: Scott Peach and Bryan Holcomb
  - Chapter Technology Transfer: Andrew Reilman and Joe Sanders
  - Communications: Jessica Mangler and Sherry Abbott-Adkins
  - Government Affairs: Darryl Boyce and Bryan Holcomb
  - Historical: (should work with Historical Committee Chair) Scott Peach
  - Membership Promotion: Genevieve Lussier and Bill Wang
  - Research Promotion: Matt Rowe and Sherry Abbott-Adkins
  - Student Activities: Jared Larson and Danny Castellan
  - Young Engineers in ASHRAE: Madison Schultz and Joe Sanders

## 9. OLD BUSINESS

- A. Status of Referrals from Members Council to Other Councils (**Attachment K**)
- B. Review of Carryover Action Items – (**Attachment L**)
- C. CRC Schedule (**Attachment M**, send updates to [vgrant@ashrae.org](mailto:vgrant@ashrae.org))

## 10. NEW BUSINESS

- A. Members Council Budget (**Attachment Q**)

Ms. Scoggins reported that the Members Council budget remains steady and is forecast to have a surplus at the end of the Society year.

- B. Decarbonization Motion from the BOD

Ms. Scoggins reported that a motion to address decarbonization in the global built environment was approved by the Board of Directors during their Sunday meeting in Las Vegas.

- C. Strategic Plan Update

Blake Ellis, Planning Committee Liaison to Members Council, stated that part of overseeing the strategic plan is to ensure that the status of the MBOs are monitored. A survey on technical content was sent out to determine whether or not companies are paying for ASHRAE memberships. He explained that digital content is being explored to address climate change issues in their day-to-day jobs. The goal is to survey annually and to improve on questions asked. Mr. Ellis stated that many members did not know what the strategic plan was but plans to do a better job when reaching out to the members.

Mr. Mehboob stated that his presidential theme is “Securing Our Future,” to mobilize the talent and passion of the members. He stated that the Board of Directors are being more strategic and recommendations are coming in on decarbonization. Using Strategic Plan 4, it should be simple to find ASHRAE under decarbonization. Although no action is needed now, it should be on the minds of all to come up with ideas for the future.

## **11. ADJOURNMENT**

The Members Council meeting came to a close. Mr. Mehboob thanked everyone for their participation both online and face-to-face.

It was moved by Ms. Scoggins and seconded

(11) That the 2022 Winter Meeting of Members Council be adjourned.

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

The meeting was adjourned at 11:50am (PST).

### **Attachments:**

- A: Membership Promotion Committee Report
- B: Young Engineers in ASHRAE Committee Report
- C: RP Committee Report
- D: Honors and Awards Committee Report
- E: Student Activities Committee Report
- F: Conferences and Expositions Committee Report
- G: Communications Committee Report
- H: Government Affairs Committee Reports
- I: Chapter Technology Transfer Committee Report
- J: CRC Motion Review Process
- K: Status of Referrals from Members Council
- L: Review of Carryover Action Items
- M: CRC Schedule

**MEMBERSHIP PROMOTION COMMITTEE**  
**Report to Members Council**  
*From the meeting of Saturday, January 29, 2022, Las Vegas, Nevada*

**Members**

Jonathan Smith, Chair  
Genevieve Lussier, 1<sup>st</sup> VC  
Daniel Chudecke, 2<sup>nd</sup> VC  
Jason Urso  
John Molnar (Absent)  
Robert Druga  
Timothy Cannon (Absent)  
Julia Call  
Fiona McCarthy (Remote)  
Stephen Grant  
Cecilia Garay (Absent)  
Estaban Baccini (Remote)  
Nicolas Rosner  
Louise McKenzie  
Sam Hui (Remote)  
Alkis Triantafyllopoulos (Remote)  
Nitin Naik (Remote)  
Daniel Russell

**Guests**

Doug Fick  
Jim Arnold  
Blake Ellis  
Charu  
Anthony M  
Mai Anh Dao  
Heitor Tremea  
Chris Grey  
Mark Miller  
Anju Gupta  
Jason Alphonso  
Devin Abellon  
Trent Hunt  
Bryan Holcomb  
Mick Schwedler

**Staff**

Daniel Gurley (Remote)  
  
Jeanette McCray

**Ex Officio Member**

Robin Bryant

**Motion Number: 1**

**Date:** 1/28/2022

**Moved By:** Membership Promotion Committee

**Title:** Provide Free Conference Registration for New Members

**Motion:** Provide one free conference registration (to Winter or Annual meeting) to all new full dues paying members to use within their first two years of membership.

**Background:**

Anecdotal evidence suggests that many members do not get actively involved in ASHRAE until they attend a Winter or Annual conference and can see the inner workings of Society. Attending the conference introduces a new member to TCs, SPGs, technical and paper sessions, panels of industry leaders, students, YEA, and WIA/DEI members, and provides firsthand experience to the professional and social benefits of ASHRAE at the Society level.

Many new members may not have employer financial support or have connections to volunteer opportunities that may provide reduced or free registration. As the conference registration is not insignificant, providing one free registration to new members would open doors to those that may not otherwise attend and not only drive future involvement in Society and Chapter events, but also future conference registrations/revenue.

This motion could also increase attendance by international members by providing a significant offset to the costs associated with attending the conference and typically have less employer financial support.

Execution could be handled by Society by including the free conference registration in the new member benefits marketing material and setting up a code for new members to use at the time of registration. This benefit would not apply to “new” members who were previous members, but were given a new membership number when they rejoined ASHRAE.

**Fiscal Impact:** \$91,000 of potential revenue lost over 2 years.

#### **Referred Motions:**

##### **Hellenic Chapter – Motion 10A (11/4/2021):**

That ASHRAE will provide a 10% discount to new members when 5 or more employees of the same company sign up at the same time, this applies to full dues paying members.

Background: This action will help strengthen the membership numbers in these challenging times. ASHRAE already has in a place similar concept for group discounts on training courses.

Fiscal Impact: Positive due to increased membership

Vote:12-2-1 Chair not voting. Motion passes.

##### **Hellenic Chapter – Motion 10B (11/4/2021):**

That ASHRAE provide discount to organizations or companies for group memberships for retaining members.

Background: For example, the suggested discount may be: 5% for up to 9 persons, 10% for more than 10 persons, for the year of their membership. This action will help strengthen the membership especially in these challenging times. ASHRAE has already in place similar concepts such as group discounts for its training courses.

Fiscal Impact: Positive.

Vote 0-15-0, Chair not voting. Motion defeated

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

- Implemented Limelight Award and Boomerang Award to give at CRCs for recruitment and retention high scores.
- Created a toolkit for a Principals Night out to help recruit/retain members
- Retention and Recruitment brainstorm session; will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Hardship complimentary memberships is at 153 participants.
- Full Dues Paying members, not including delinquents, is up 1,729 since July.

### **Additional Information Items:**

#### **1. Retention:**

As of December 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2020	53,036	37,011	4,470	3,498	2,463
2021	50,715	35,878	3,291	3,502	1,292

The developing economies membership program is in its 14th year. In July 31, 2008, just after it began, there were 135 members participating. As of Dec 31, 2021, there were a total of 2,248 (includes all new grades that were added) members participating.

Retention created an award that focuses on retaining members. ASHRAE did not have an award that focuses on retention. This was implemented this last year.

RVC need to let all their chapter chairs know that the hardship clause exists and that if any members face a financial crisis due to covid-19 they would be eligible for help. This does not cover members whose employers have stopped paying their member dues.

#### **2. Chapter Chair Training & Development:**

- a) MP hosted 2 virtual Centralized Trainings and had a total of 178 MP Chairs and CoChairs attended.
- b) We incorporated Regions 13, 14 and At Large with a separate session that fit their time zone to ensure as many trained as possible.
- c) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.

#### **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.

#### **4. Member Communication:**

- a) Exploring possibilities with the App.
- b) Working with the BOD Diversity and Inclusion group.
- c) Virtual activities: to provide a list of activities or successes that chapters are having, to give ideas to RVC to take back to other regions. These will come from the regional reports highlights.

## Membership Promotion Budget

Fiscal YTD Through Month of Nov					TWELVE MONTHS ENDING JUNE 30					
Actual	Budget	Actual	Budget	roll up	Actual	Actual	Budget	Actual	Forecast	Budget
FY 2021	FY 2021	FY 2022	FY 2022	acct / Description	FY 2019	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022
				<b>REVENUES:</b>						
\$3,195.7	\$2,962.7	\$3,174.1	\$3,132.6	31 Dues-Earned	\$7,624.3	\$7,727.4	\$7,157.9	\$7,713.0	\$7,606.4	\$7,606.4
0.0	4.2	0.5	4.5	46 Postage Income	0.7	0.3	7.1	0.1	7.5	7.5
5.4	3.6	3.7	4.9	46 Logo Income	27.2	26.4	13.8	20.8	14.5	14.5
				46 Miscellaneous Income	25.0					
3,201.1	2,970.5	3,178.3	3,142.0	TOTAL REVENUES	7,677.2	7,754.1	7,178.8	7,733.9	7,628.4	7,628.4
				<b>EXPENSES:</b>						
127.8	123.4	127.4	136.0	51 Salaries	342.8	327.5	320.7	323.7	331.9	331.9
				52 Temporary Agency & Free Lance Help	0.9	8.0				
37.7	39.7	40.1	37.7	52 Payroll Taxes & Benefits	92.5	91.6	95.3	75.5	92.8	92.8
44.6	37.2	36.5	38.1	61 Promotion	94.4	95.2	84.2	119.5	88.4	88.4
2.4	2.6	1.3	2.5	61 Shipping & Handling	6.4	3.5	5.5	3.2	5.8	5.8
			1.4	64 Meetings & Seminars	9.4	4.6	15.6		10.0	10.0
		1.2	13.5	66 Travel Expenses (excl staff)	95.0	33.0	50.6		87.6	87.6
0.1		0.1	2.5	66 Travel Staff	3.4	1.6	3.6	0.1	3.9	3.9
6.6		4.4	(23.9)	68 Certificates/Awards/Logo	36.2	14.1		13.7	20.0	20.0
70.2	46.8	73.2	73.2	82 Stationery/Broch/Forms/Other	217.4	183.1	161.6	176.5	217.0	217.0
70.1	75.2	52.2	69.7	82 Postage	113.3	111.4	140.2	116.2	127.0	127.0
	0.0		0.1	82 Telephone & Communications	3.8	0.5	0.7	3.1	0.7	0.7
				82 Dues & Subscriptions	0.0		12.5			
				84 Outside Services-Other Services	7.5					
118.6	136.0	130.8	139.0	88 Credit Card Charges	220.3	234.7	257.4	245.0	250.3	250.3
478.1	460.9	467.2	489.8	TOTAL EXPENSES BEFORE OH & BOD	1,243.3	1,108.8	1,147.9	1,076.5	1,235.4	1,235.4
2,723.0	2,509.6	2,711.1	2,652.2	SURPLUS (DEFICIT) before OH & BOD	6,433.9	6,645.3	6,030.9	6,657.4	6,393.0	6,393.0
149.3	191.4	170.0	240.4	91 Allocation of Overhead & BOD	486.1	437.6	465.1	366.7	502.1	502.1
627.4	652.3	637.2	730.2	TOTAL EXPENSES including OH & BOD	1,729.4	1,546.4	1,613.0	1,443.2	1,737.5	1,737.5
2,573.7	2,318.2	2,541.1	2,411.8	SURPLUS (DEFICIT) after OH & BOD	5,947.8	6,207.7	5,565.8	6,290.7	5,890.9	5,890.9

Currently, MP is slightly to the good in revenues and expenses, so we're looking better than budget thus far this year. We are not asking for additional funding beyond our normal amounts for next year.

Most of MP's budget, other than membership dues, are expenses. Here are some of the larger line items:

- Promotions: This line includes phone calls made to individuals whose memberships just expired and whose memberships are five months into expiration. The renewal revenues generated by these calls far exceed the expense.
- Meetings & Seminars: This is the budget for Centralized Training. Because the last two CTs have been virtual, we spent very little money. We expect to go back to the "normal" amount of expenses this June in Toronto.
- 82 Stationery/Broch/Forms/Other: This item is for preprinting dues invoice "templates," brochures, and materials regarding membership renewals. We have just started the process for the 22-23 Society year, so the amount will match the forecasted budget.
- Postage: This line covers mailing dues notices.
- Credit Card Charges: These expenses are pass-through charges from Accounting. Because online dues payments use the credit card processor so much, a large portion of the fees are assigned to MP.



# MEMBERSHIP PROMOTION CATEGORY – 2021-22 PAOE

MINIMUM: 1000 POINTS

PAR: 1600 POINTS

*\*All end of the year reports are run on July 2<sup>nd</sup> or the next business day for the June 30 results*

## Efficient use of volunteers' time:

MP1	25 points per month; (300 points maximum)	If Society membership delinquencies in chapter are 5% or less of total Chapter Area Assigned Members at the end of each month- <i>can it be automated? IT department did not have time to rewrite the code.</i>
MP2	<del>100</del> 200 points; ( <del>300</del> 1,000 points maximum)	For Membership Promotion event <del>at chapter meeting</del> for specific organized MP event (e.g., member bring a member, recruitment/retention calling campaigns, presentations to promote membership ( <i>i.e. visit employers</i> ) <del>outside of chapter meetings</del> )
MP3	<del>25</del> 100 points; ( <del>50</del> 300 points maximum)	For each separate social event, <i>separate from events under MP2.</i>
MP4	25 points; (300 points maximum)	For retention of each new member ( <i>dues paid second and third year</i> )
MP5	50 points per member; (no maximum)	For each member who rejoins or is reinstated after being cancelled <i>for more than one year</i>
MP6	5 points; (50 points maximum)	For recognition of new members and advancements at each chapter meeting
MP7	10 points; (150 points maximum per year)	For each non-member invited and who attends a chapter meeting (10 points for each individual)
MP8	50 points; (50 points maximum)	If MP chapter committee chair and chapter officers are comprised of individuals that report 3 or more different industry classifications
	150 points; (300 points maximum)	Host an employer recognition program or presentation at a Chapter meeting that awards/recognizes employers who support ASHRAE membership by paying membership dues.
	100 points; (400 points maximum)	Meet with employer leadership to discuss supporting ASHRAE membership. (See ASHRAE Reach program for supporting materials) or
	200 points; (600 points maximum)	Host a DEI event
RVC Assigns/Enters the following points:		
MP9		
MP10	100 points; (100 points maximum)	For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP CRC workshop
MP11	100 points; (100 points maximum)	For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP centralized training
MP12	50 points; (100 points maximum)	If Chair or Co-Chair have been on the committee for 2 years or more
MP13	50-100 points; (100 points maximum)	For planning and goal setting session with RVC and chapter MP committee members.
MP14	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC ( <i>points assigned by RVC by June 30</i> )
MP15	25 points; (100 points maximum)	If Membership Promotion Committee size is 5 or 3% of chapter members ( <i>whichever is less as of June 30*</i> ) with dedicated committee members serving as the Recruitment Chair, and/or Retention Chair

## Notes:

- If we keep PAR and Minimum so high, can we increase the number of points available to get?
- Try to get a balance between MP chairs efforts vs results.
- PAOE points allocated if Membership Survey is handed out during an MP event.

## YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council  
From Meeting of January 29, 2022

Members Present	Members Absent	Guests	Staff
Shona O Dea, Chair	Kimberly Pierson, Region IV RVC	Zach DeLuke	Jeanette McCray, Staff Liaison
Madison Schultz, Sr. Vice Chair	Isabel G Sarmento, Region XIV RVC	Jennifer Cox	
Branislav Cvijetinovic (Baki), Jr. Vice Chair	Munis Hameed, CIBSE Liaison	Lucy Sherburn	
Elizabeth Jedrlinic, Region I RVC	Farooq Mehboob, Coordinating Officer	Josh Spalding	
Alekhy Kaianathbhatta, Region II RVC		Alfred Uzokwe	
Carrie Anne Monplaisir, Region III RVC		Emmy Sherif	
Zachary Alderman, P.E., Region V RVC		Marie VanderVliet	
Mallory Schaus, Region VI RVC		Trent Hunt	
Robert C Hangen, Region VII RVC		Harrison Kesling	
Marisa Rae Kamstra, Region VIII RVC		Hector Tremea	
Jessica J Errett, Region IX RVC		Chris Gray	
Elise Kiland, Region X RVC		Mai Ahn	
Cailin MacPherson, Region XI RVC		Vinod Venugopal	
Bruno Cerqueira Martinez, Region XII RVC		Anoop Peediavakkan	
Kokzen Law, Region XIII RVC		Devin Abellon	
Eman Mamdouh Abu Taleb, Region XIII RVC		Austin Hosteller	
Drew Samuels, Member-at-Large		Jason Alphonso	
Christopher Kriepps, Members-at-Large		Julia Timberman	
Ronald Gagnon, BOD Ex-O		Anuj Gupta	

### Motions

**Motion 1: YEA Committee recommends to Members Council that we move Society provide discounted in-person conference registration fees for YEA members that carry a Provisional Corresponding Member status or higher within a Technical Committee. The registration fee for said members shall be a 50% discount on the standard registration fee, effective starting with the 2022 summer conference registrations.**

**Background:** Limited TC engagement by YEA members is a current challenge. One barrier of entry to successful TC participation is regular participation in 2x conferences per year a challenge to enabling bi-annual conference attendance for YEA members is securing employer support when young members have limited defined roles and may not yet be voting members of committees. Eliminating this barrier to entry for improved participation is crucial for ensuring long term growth and success of the TC's as a whole.

Hybrid conference options unfortunately further disincentivize employers from supporting repeated in-person conference attendance for YEA members. However, in-person engagement with young engineers, and the resultant networking and retention benefits are incalculable.

Cost savings are already extended to other important facets of ASHRAE in the name of retention and recruitment – SmartStart is most applicable model. Other models are speaker discounts and faculty / student discounts to attend the conference in person. These are all great programs which deliver net added value for ASHRAE participation overall. This proposed motion simply extends the incentives to get our newest members fully engaged in doing the most crucial work of ASHRAE – the research that fuels our continued growth and

value proposition to the industry at large. Reducing the barriers to entry to expanding a diverse array of voices IN THE ROOM on TC's is necessary for ASHRAE to continue to prosper.

50% discount enables 2x year registration for further TC growth, which is why this discount was requested.

A consistent challenge ASHRAE has faced in recruiting members is support from the employers who are not supportive of ASHRAE. By investing in YEA members on a technical basis, employers stand to benefit from enhanced employee technical expertise and professional networks, which facilitates a culture of support for ASHRAE across a broader cross section of potential industry partners.

This very motion reflects the value of in-person attendance. This idea was generated in the YEA committee meeting Saturday morning, and because people could coordinate in-person after the meeting, we were able to execute the drafting of this motion for society review in 24 hours.

### **Fiscal Impact:**

#### Potential Fiscal Losses

- Reduced per-person YEA/TC member registration revenue at each conference.
- 6% (560) of YEA members currently serve on TC's. The absolute "worst case" would be all of these members currently attend the conference, and simply now attend at a reduced rate. We know this is will not be the case
- Data was not available at the time this motion was submitted regarding what percentage of TC-engaged YEA members currently attend the conference in person. It is likely to be substantially fewer than 100% of the current TC engaged members. Data was also not immediately available to determine how many in-person attendees are YEA members regardless of TC participation.
- The only loss of revenue would be if an insufficient increase in YEA members attending because of the TC discount is observed to offset the reduced cost for TC-engaged YEA members. More data is needed from society to quantify the current conditions in more detail. The breakeven per society year requires a doubling of whatever the current YEA-TC member conference attendance is. Eg:
  - IF 2021-2022 year saw 50 YEA-TC members at the Annual Conference and 150 YEA-TC members at the Winter Conference, 2022-2023 would need to see 400 total attendees to break even. This would likely look something like 200 attendees at the winter conference, and 200 attendees at the summer conference. It is likely the summer conference would see larger percentage increases than the winter conference. Since the YEA committee goal is to increase TC participation to 10% or higher, we would have a substantially larger pool of YEA members to recruit to meet this break even number. This incentive will help that growth.
  - More data is required to make accurate estimates

#### Potential Gains

- First cost basis gains will be realized if more YEA members attend in person at the reduced rate than the per person discount of the reduced rate imposes. Sufficient data is not currently available to quantify these impacts, although it has been requested. Refer to break even and participation growth notes in losses.
- Each YEA member that otherwise would have not attended a conference (Or would have attended virtually) adds fiscal gains.
- Long term (and more challenging to project) likely gains include:
  - By encouraging attendees to go to 2 conferences annually, ancillary spending at the various events at each conference is increased
  - Total engagement and retention after time as a YEA member and continuing as an active participating member (more likely to continue to renew annual membership dues if actively engaged in long term commitments like TC's)
  - Expanded YEA engagement improves opportunities for RP support, employer support, and recruiting the following generation of YEA members both into ASHRAE overall and TC's specifically. YEA members who have a direct and personal connection to the research conducted by TC's are more likely to support RP as individuals.
  - More productive and active TC's can generate regular updates to standards, guidelines, and other revenue generating materials. An infusion of YEA members can assist producing such revenue generating content.
  - Employers who see success in YEA members attending conferences in person due to TC participation

and the resulting benefits to their professional work are more likely to sponsor & encourage other employees to attend the conferences and become involved with ASHRAE.

Intangibles that are dollar values – media engagement, enhanced use/awareness of standards, purchases of materials.

- Vote: 12-0-0, passed unanimously

### **Summary of Activities**

- YEA membership increased by 1% to 9931. Goal is to increase YEA membership 10% to 10,683.
- YEA has excelled at virtual events:
  - YEA and CIBSE held the 1<sup>st</sup> ASHRAE CIBSE YEA Leadership Digital (YLD) event in October 2021 and had about 50 attendees total.
  - YEA continues to offer webinars for topics to help improve leadership, soft skills, social media etiquette and more.
- 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 is continuing to reach out to TCs to help encourage more YEA involvement.
- Upcoming YEA Events
  - YEA Webinar Series will continue every six weeks. Upcoming dates and times to be announced.
  - Spring 2022 YEA Leadership Weekend (YLW) is planning to be held in-person in Atlanta, GA on March 25-27, 2022. Registration will be opening soon.
  - YEA Leadership Weekend (YLW) 2.0 is planning to be held in-person April 21-24, 2022. Location is being determined.

### **Attachments**

Attachment A are the information items from the YEA Committee meeting

Attachment B is the Motion being presented to Members Council

Attachment C are the 2021-2022 YEA MBOs

Attachment D are the 2022-2023 PAOE Recommendations

## Attachment A

### Information Items

1. Professional Development Subcommittee:
  - a. Social Media Marketing Progress
    - i. YEA now has a Social Media Calendar that will help with social media posting on YEA Instagram, Facebook, YEA Twitter, and YEA page on ashrae.org.
    - ii. Videos have been and continue to be posted on YouTube and YEA social media outlets. More videos are currently being developed as well as some of the videos will be translated in other languages.
    - iii. Goal is to have 1000 followers or more on YEA Instagram and YEA Twitter
  - b. Technical Committee
    - i. YEA is continuing to create ways of reaching out to TCs and encouraging the use of social media to bring more YEA involvement to TCs
    - ii. Currently only about 6% of YEA members participate in TCs
  - c. Awards Update
    - i. YEA Individual Award of Excellence
      1. Two recipients have been selected to receive this award in Toronto
    - ii. Due to decreasing award nominations and scholarship applications, YEA will be reviewing all YEA award nominating process, criteria, engagement, and awareness to increase qualified applicant pool going forth.
2. Personal Development Subcommittee:
  - a. YEA Webinars
    - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
    - ii. Newest webinar-New Year, New LinkedIn You was successfully held on January 6<sup>th</sup>, 2022, and had 41 attendees.
    - iii. Upcoming webinars are being planned for the year at this time.
  - b. YEA Leadership Weekend Fall 2021
    - i. Was held November 12-14, 2021 in Denver, Colorado, this event was successful with 27 attendees and was facilitated by Ralph Kison
  - c. Future YEA Leadership Weekends
    - i. Spring 2022 YLW 1.0 is being planned for in-person attendance in Atlanta, GA March 25-27, 2022. Registration will open soon.
    - ii. YLW 2.0 is planning to meet in-person in April 2022. More information will soon be listed on the website.
  - d. College of Fellows
    - i. Will be held virtually on February 2<sup>nd</sup>, 2022
    - ii. College of Fellows have agreed to continue sponsoring this event
3. Outreach Development Subcommittee:
  - a. CIBSE partnership for YEA Leadership Digital 2021
    - i. This successful 3-day event was sponsored by both ASHRAE and CIBSE.
    - ii. It was held October 22-24, 2021 and facilitated by Tricia Evans
    - iii. This event was attended by both CIBSE and ASHRAE members and we had a total of 49 attendees (37 ASHRAE and 12 CIBSE) from 14 different regions.
  - b. YEA Leadership International 2022 Proposal
    - i. The subcommittee is proposing to hold a YLI event in Region XIII (Kuala Lumpur, Malaysia) in May 2022.
    - ii. The event will prevent a gap in knowledge between the outgoing RVCs who have hosted this event and the incoming RVCs that have never hosted.
    - iii. This event planning is currently on hold due to COVID-19 and event may be pushed to later in 2022.
    - iv. YLI is hoped to occur in person in 2022 but committee is currently monitoring COVID-19 rates before making arrangements for an international event
  - c. CIBSE Update
    - i. Looking to build more networking relationships and opportunities with CIBSE by staying in contact with the CIBSE Graduate of the Year candidates going forth.
  - d. Partnership with Allied Organizations

- i. Carrie Anne has met with AIA and YAF to discuss building relationships amongst ASHRAE and the organizations
  - ii. Looking to draft/update MOU between ASHRAE and AIA
  - iii. Select a liaison to attend YAF and AIA monthly meetings
  - iv. Distribute information and resources at the chapter level
- 4. YEA Budget
  - a. There is a significant variance in the YEA budget due to Covid-19 and our YLWs and YLIs were made virtual so there was not as much of an expense to convert these programs to virtual as it would have been to have them in-person, so the expenses were not as high for the past couple of years.
  - b. YEA has already had an in-person YLW Fall of 2021 in Denver, CO and is currently planning to have in-person events in the future so the expenses should start to go up to where they were originally forecasted.
  - c. YLW 1.0 and 2.0 are all planning on having in-person events in 2022 before the end of the society year.
  - d. There are no new programs scheduled to be added to the YEA budget for the 22-23 society year at this time.
  - e. The current budget should remain the same as we move back toward in-person events.

## Attachment B

**Motion Identification No.** \_\_\_\_\_ 001 \_\_\_\_\_ 30 January 2022  
(Committee Number., Motion No., Date)

**Moved By:** Zachary Alderman on behalf of the YEA Committee

**Motion:** We move Society provide discounted in-person conference registration fees for YEA members that carry a Provisional Corresponding Member status or higher within a Technical Committee. The registration fee for said members shall be a 50% discount on the standard registration fee, effective starting with the 2022 summer conference registrations.

**Background:** Limited TC engagement by YEA members is a current challenge. One barrier of entry to successful TC participation is regular participation in 2x conferences per year

A challenge to enabling bi-annual conference attendance for YEA members is securing employer support when young members have limited defined roles and may not yet be voting members of committees. Eliminating this barrier to entry for improved participation is crucial for ensuring long term growth and success of the TC's as a whole.

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  - More productive and active TC's can generate regular updates to standards, guidelines, and other revenue generating materials. An infusion of YEA members can assist producing such revenue generating content.
  - Employers which see success in YEA members attending conferences in person due to TC participation and the resulting benefits to their professional work are more likely to sponsor & encourage other employees to attend the conferences and become involved with ASHRAE.
  - Vote: 12-0-0, passed unanimously



### Attachment C

#### YEA MBOs 2021-2022

Item #	MBO	Status	Assigned To	Date Due	Comments
1	Increase YEA membership by 10% (9712 to 10,683)	As of 01/10/2022: 9,931	YEA Committee	6/30/2022	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (584 to 651)	As of 01/10/2022: 561	Professional Development Subcommittee	6/30/2022	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	As of 10/12/2021: 7	YEA Committee	7/1/2021 to 9/30/2022	To encourage all YEA members to donate, the committee wants to lead by example
4	Implement plan to promote educational resources for international YEA members	Ongoing	Outreach Development Subcommittee	6/30/2022	Provide educational resources for international YEA members who might not be able to attend existing YEA programs in the form of a 1 page document. Explore modern ways of sharing deliverables and share back options with YEA committee.
5	Chapter/Member Outreach	Ongoing	YEA Committee	6/30/2022	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.

6	100% submission of CRC YEA workshop sign-in sheet	As of 01/10/2022: 5 received	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.
7	Maintain an annual joint College of Fellows mentoring event	Ongoing	Personal Development Subcommittee	6/30/2022	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship.
8	Develop a plan for a mentorship program	Ongoing	Personal Development Subcommittee	6/30/2022	Create a database of available mentors and mentees, and a plan to connect both.
9	Establish new YEA liaisons from allied industry associations	Ongoing	Outreach Development Subcommittee	6/30/2022	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
10	Publish Social Media Plan	Ongoing	Professional Development Subcommittee	1/14/2022	Document Release via Basecamp
11	Implement Social Media Plan	Ongoing	Professional Development Subcommittee	6/30/2022	Increase Instagram followers by 500% by implementing Social Media Plan.  Post social media content on a weekly basis, per Social Media Plan.  Track content topics and subcommittee content generation.

12	Maintain Alignment of YLW-YLI	Ongoing	Personal Development Subcommittee and Outreach Subcommittee	6/30/2022	Make sure there is cross attendance between events once per year.
13	YEA Presentation at Winter and Annual Meeting	Ongoing	Professional Development Subcommittee and Excom	6/30/2022	Grow YEA involvement in the technical program through YEA members as presenters
14	ASHRAE Conference Crash Course at the Winter Meeting	Complete	Personal Development Subcommittee	1/30/2022	
15	Form DEI Coordination Ad Hoc Committee	Ongoing	YEA Committee	6/30/2022	Define expectation for YEA in the DEI committee where the committee leader is the official member of the DEI taskforce. Communicate back to the YEA committee about DEI taskforce efforts.

## Attachment D

### 2022-2023 PAOE Recommendations

YOUNG ENGINEERS IN ASHRAE (YEA) CATEGORY		
<b>MINIMUM: 350 POINTS</b>		<b>PAR: 900 POINTS</b>
<b>Presidential Initiatives:</b>		
YEA1	100 points; (500 points maximum)	For each Chapter Program presented by a YEA member at a Chapter Meeting based on alignment with the current <b>Presidential Initiatives Master List</b>
<b>Membership:</b>		
YEA2	25 points; (200 points maximum)	For each new member who qualifies as YEA (who were not student transfers)
YEA3	25 points (200 points maximum)	For any YEA member involved with a Membership Promotion program or event
YEA4	100 points; (100 maximum)	For increasing YEA membership over the Society year by 5%
<b>Technical Committees:</b>		
YEA5	25 points; (no maximum)	For each YEA member who is a provisional corresponding member or corresponding member of an ASHRAE TC (points per YEA member, not per committee)
YEA6	200 points; (no maximum)	For each YEA member who is a voting member of an ASHRAE TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project) (Participation can be verified from the ASHRAE Committee Participation by Region Report which can be provided by each DRC. Points per YEA member, not per committee)
YEA7	50 points; (no maximum)	For each YEA member who did a Technical presentation at a CRC, Winter, Annual or Topical Conference
<b>Historical Activities:</b>		
YEA8	25 points (50 points maximum)	For a local Chapter Historical activity performed by a YEA member
<b>YEA Program Attendance:</b>		
YEA9	300 points; (600 points maximum)	For each YEA member who attends <b>in person</b> YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0, Leadership U or LeaDRS program during the Society year
YEA?	100 points; (600 points maximum)	For each YEA member who attends a virtual YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0 during the Society year
YEA17	25 points; (200 points maximum)	For each YEA member who attends a YEA Webinar sponsored by the Society YEA Committee.
YEA10	100 points for nomination; (no maximum)	Applying for the YEA scholarship for the HVAC Design course <a href="https://www.ashrae.org/communities/young-engineers-in-ashrae-yea/yea-events-and-programs/yea-scholarship-for-hvac-design-essentials-training">https://www.ashrae.org/communities/young-engineers-in-ashrae-yea/yea-events-and-programs/yea-scholarship-for-hvac-design-essentials-training</a>
YEA11	50 points; (150 points maximum)	YEA member attendance at <b>in person</b> HVAC Design course attendance (including applying for the YEA scholarship for the class)
YEA?	25 points; (150 points maximum)	YEA member attendance at virtual HVAC Design course attendance (including applying for the YEA scholarship for the class)
<b>Awards and Submission Activities:</b>		
YEA12	150 points; (600 points maximum)	For each nomination for any Society-level YEA Award: Developing Leader, Award of Individual Excellence – Professional Development, Award of Individual Excellence – Personal Development, Award of Individual Excellence – Outreach
<b>Meetings, Presentations or Events:</b>		
YEA13	25 points; (200 points maximum)	For each YEA event at chapter meeting or separate organized YEA event
YEA14	25 points; (100 points maximum)	For each YEA activity outside of a chapter meeting that also includes a technical component, i.e., presentation, panel discussion, technical tour, etc.
YEA15	50 points; (100 points maximum)	YCC presents on YEA programs similar to CRC workshop presentation at chapter event.
YEA16	100 points (100 points maximum)	YEA hosted work placement or job fair to increase student retention
YEA17	25 points (no maximum)	For attending a YEA Webinar sponsored by the Society's YEA Committee
YEA?	250 points (250 maximum)	For hosting an event with a Diversity, Equity, and Inclusion awareness or training
<b>Chapter Operations and Activities:</b>		
YEA18	100 points; (300 points maximum)	For each chapter officer or board of governors member who is a YEA member (BOG position must appear on CIQ)
YEA19	75 points; (225 points maximum)	For each YEA member assigned to a Chair position
YEA20	50 points; (150 points maximum)	For each YEA member assigned to a committee position to provide YEA ideas and participation

All information in **red** are the proposed changes/additions to the YEA PAOE for 2022-2023 Society Year.

**RP Committee**  
Report to Members Council  
From Meeting of January 19, 2021

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
<b><u>JD Karnik, Chair</u></b>	Valarie Simmons	Omar Abdelaziz, RAC	Julia Mumford
<b><u>Matt Rowe, 1<sup>st</sup> Vice Chair</u></b>	Daniel Coakley	Barnabas Path	Megan Gotzmer
<b><u>*Aakash Patel, 2<sup>nd</sup> VC</u></b>	Farooq Mehboob	Robin Bryant	Dustin Mason
<b><u>*Les Pereira, 3<sup>rd</sup> Vice Chair</u></b>	Guy Perreault	Blake Ellis	Payton Cornelius
<b><u>*Heather Schopples, 4<sup>th</sup> VC</u></b>			
<b><u>Andy Manos, I</u></b>			
<b><u>*Ibrahim Semhat, II</u></b>			
<b><u>*Laura Petrillo-Groh, III</u></b>			
<b><u>Paul Fernandez, V</u></b>			
<b><u>*Haley Goslinga, VI</u></b>			
<b><u>Christine Keltner, VII</u></b>			
<b><u>Chris Dolan, VIII</u></b>			
<b><u>Dahl Carmichael, IX</u></b>			
<b><u>*John Farley, XI</u></b>			
<b><u>Tulia Rios, XII</u></b>			
<b><u>*Chea Sui Keong, XIII</u></b>			
<b><u>Adeeba Mehboob, RAL</u></b>			
<b><u>*Kishor Khankari, BOD ExO</u></b>			
<b><u>*Rajesh Jain, RAL ARVC</u></b>			

\*(attended virtually)

**Motions**

None.

**Information Items**

1. *Referred to RP Committee for consideration:*

**Central Arizona Chapter – Motion 21 (11/4/2021):**

That ASHRAE create a more user intuitive webpage for making RP donations. The new page shall include the following, but is not limited to the following:

1. A singular fillable text box to donate funds to a singular cause.
2. Drop down menus with accurate representation of all available endowments and scholarships that may be donated to.
3. References to the current balances in all endowments and scholarship funds.

RP Committee response:

**RP Staff are currently working on a new gift form that will address items 1 and 2**

of this motion. Item 3, references to endowed fund and scholarship balances, can't be addressed by a gift form, but is currently being addressed by a motion before the ASHRAE Foundation. The new form will be ready by the Annual Meeting. We welcome the help of the Central Arizona chapter in testing this new form.

2. The RP Committee discussed the proposed attached 2022-2023 Centralized Training Plan (Attachment B). The Committee hopes to return to in-person training. This includes supporting Region XIII, XIV, and RAL by conducting staff led Training at these Regions' CRCs when possible. Final dates and locations of Centralized Training will be determined by the availability of venues.
3. RP Committee ExCom reviewed the attached budget (Attachment C). RP requests training to help understand these budgets statements. The Committee sees no significant variances between the budget and actuals for Society Year 2021-22. RP will not need additional funding above the forecast for Society Year 2022-23.

3. Goal: **\$2,600,000**

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal
<b>RVC: Andy Manos - Regional Full Circle</b>				
I	\$61,858	\$51,710	19.6%	\$212,000
<b>RVC: Ibrahim Semhat</b>				
II	\$18,218	\$31,696	-42.5%	\$196,000
<b>RVC: Laura Petrillo-Groh</b>				
III	\$84,386	\$34,060	147.8%	\$206,000
<b>RVC: Valarie Simmons</b>				
IV	\$37,786	\$43,137	-12.4%	\$191,000
<b>RVC: Paul Fernandez</b>				
V	\$51,063	\$43,102	18.5%	\$139,000
<b>RVC: Haley Goslinga</b>				
VI	\$38,326	\$53,441	-28.3%	\$180,000
<b>RVC: Christine Keltner - Regional Full Circle</b>				
VII	\$38,660	\$36,556	5.8%	\$144,400
<b>RVC: Chris Dolan</b>				
VIII	\$100,568	\$133,875	-24.9%	\$452,000
<b>RVC: Dahl Carmichael - Regional Full Circle</b>				
IX	\$42,368	\$68,363	-38.0%	\$270,600
<b>RVC: Kevin Baldwin</b>				
X	\$56,120	\$67,220	-16.5%	\$199,520

<b>RVC: John Farley</b>				
<b>XI</b>	\$43,603	\$46,254	<b>-5.7%</b>	\$173,000
<b>RVC: Tulia Rios</b>				
<b>XII</b>	\$30,516	\$50,493	<b>-39.6%</b>	\$146,250
<b>RVC: Suei Keong Chea Regional Full Circle</b>				
<b>XIII</b>	\$19,770	\$19,970	<b>-1.0%</b>	\$50,090
<b>RVC: Daniel Coakley</b>				
<b>XIV</b>	\$740	\$1,551	<b>-52.3%</b>	\$5,501
<b>RVC: Adeeba Mehboob</b>				
<b>RAL</b>	\$14,462	\$16,935	<b>-14.6%</b>	\$28,000
<b>TOTALS:</b>	\$638,444	\$698,362	<b>-8.6%</b>	<b>\$2,600,000</b>

#### **MBO Update**

Attachment D

#### **Attachments**

**Attachment A: 2020-21 requested PAOE changes**

Attachment B: Centralized Training schedule

Attachment C: RP Committee Budget

Attachment D: MBO Update

Respectfully submitted,

Jaideep Karnik  
2021-22 RP Chair

# 2021-22 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

A

RP CATEGORY (STAFF ASSIGNS POINTS)		PAR: 1050 POINTS
MINIMUM: 800 POINTS		
Efficient use of volunteers' time:		
GOAL: Contributions considered towards a chapter Goal include gifts to ASHRAE, YEA ASHRAE Learning Institute, ASHRAE Research, and Scholarships held by the ASHRAE Foundation.		
EXCEPTIONS: Foundation gifts made as part of routine ongoing Foundation Solicitations.		
A chapter's Goal shall be set by each Region's DRC.		
Option 1:		
RP1	10 points; (1000 points maximum)	Earned by a chapter for each 1% of Goal attained – (100% of Goal) OR
Option 2:		
RP2	10 points	Earned for each dollar per area assigned member attained
RP3	20 additional points; (3000 points maximum)	For each dollar per area assigned member collected above the Society dollar per member Goal of \$75
RP4	<del>15 points; (15 points maximum)</del>	For Volunteer Committee Worksheet completed by October 15 and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee
RP5	25 points; (25 points maximum)	For formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31 (Note: Recognition items must be ordered from headquarters by September 1 to qualify)
RP6	100 points; (100 points maximum)	For Chapter Full Circle Award (by November 15)
RP7	10 points	Per Chapter BOG member who contributes at the Full Circle level by November 15, helping the Chapter achieve "Full Circle Plus."
RP8	100 points; <del>(200 points maximum)</del>	These points are only given if the Chapter completes the Chapter Full Circle.
RP9	25 points; (50 points maximum)	100 points for meeting or exceeding 30% of Goal by December 1; <del>100 points for meeting or exceeding 60% of Goal by March 31</del>
RP10	100 points; (100 points maximum)	For the RP promotional chapter meeting held after December 31 (Note: 25 points for RP promotion and 25 points for promotion of Research/RAC)
RP11	100 points; (100 points maximum)	For workshop attendance by current RP chair or RP co-chair (as listed on chapter roster) at an RP Committee approved RP training workshop
RP12	50 points; (50 points maximum)	For attendance by the current RP Chair or RP co-chair (as listed on chapter roster) at the CRCs minimum 2 hour RP workshop if Centralized Training is also attended
RP13	100 points; (100 points maximum)	For meeting or exceeding scholarship goal (by March 31)
RP14	<del>500 points; (500 points maximum)</del>	For a succession plan for RP chair submitted to RP Staff and RVC by April 1
RP15	300 points; (300 points maximum)	For chapters who have reached goal (based on receipts at headquarters) by June 15
RP16	250 points	For reaching Challenge Goal (105% of High Five or 120% Goal)
RP17	200 points; (200 points maximum)	For each new Golden Circle level or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom guidelines).
RP18	150 points	Apex Award
RP19	100 points	For each renewed Golden Circle or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom guidelines)
RP20	50 points (no maximum)	For new High Five level of contributions
RP21		Per Special Event held by a Chapter where over 75% of profits are donated to the RP Campaign. (To qualify as a Special Event profits must meet or exceed \$500 for in-person events; \$100 for virtual events.)
RP22		For each renewed contribution (14,000 minimum)
RP23	200 points; (200 points maximum)	RP23; 200 points; (200 points maximum); 200 points for meeting or exceeding 60% of Goal by March 31.
RP24	50 points; (200 points maximum)	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)	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.



# B

## Proposed Centralized Training Schedule 2022-23

### Dates:

July 15-16: Atlanta – Regions III, IV, VII, XII

July 22-23: Denver – Regions VIII, IX, X, XI

August 5-6: Chicago – Regions I, II, V, VI

### CRC Schedule:

<b><u>FALL 2022</u></b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>
<b>REGION I</b>	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 25-27
<b>REGION II</b>	AUGUST 4 <sup>TH</sup> WEEK	
<b>REGION III</b>	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 18-20
<b>REGION IV</b>	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 11-13
<b>REGION V</b>	JULY 4 <sup>TH</sup> WEEK	JULY 28-30
<b>REGION VII</b>	AUGUST 1 <sup>ST</sup> WEEK	JULY 27-30
<b>REGION IX</b>	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 4-6
<b>REGION X</b>	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 14-16 OR AUGUST 21-23
<b>REGION XII</b>	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 4-5
<b>REGION XIII</b>	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 19-21
<b>REGION XIV</b>		
<b>RAL</b>	SEPTEMBER 3 <sup>RD</sup> WEEK	

C

ASHRAE  
Research Promotion Comm Exclusive of Pgms (3-732-000000-00)  
For the Six Months Ending Friday, December 31, 2021

Month of Dec			Fiscal YTD Through Month of Dec				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT
Actual	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget
FY 2021	FY 2022	FY 2022	FY 2021	FY 2021	FY 2022	FY 2022	roll up	FY 2019	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024
							acct / Description							
<b>REVENUES:</b>							38 Contribution Income	\$2,199.1	\$1,696.3	\$1,500.0	\$1,685.8	\$1,760.1	\$2,060.1	\$2,260.1
							TOTAL REVENUES	2,199.1	1,696.3	1,500.0	1,685.8	1,760.1	2,060.1	2,260.1
<b>EXPENSES:</b>							51 Salaries	188.4	213.6	168.9	268.0	174.0	174.0	179.2
							52 Temporary Agency & Free Lance Help		0.6					
							52 Payroll Taxes & Benefits	50.8	59.2	62.5	62.4	48.9	48.9	49.8
							61 Printing Costs			16.6		17.4	17.4	17.4
							61 Promotion	27.5	3.5	9.7	3.0	10.2	10.2	10.2
							61 Shipping & Handling	5.3	5.4	5.7	4.0	6.0	6.0	6.0
							64 Meetings & Seminars	21.2	17.9	13.1		13.8	13.8	13.8
							64 Functions & Tours	6.3	6.1	4.3		4.5	4.5	4.5
							66 Travel Expenses (excl staff)	82.6	54.6	55.3		102.6	102.6	102.4
							66 Travel Staff	15.4	6.1	18.8		19.8	19.8	19.8
							68 Certificates/Awards/Logo	41.5	29.8	37.3	29.8	39.2	39.2	39.2
							76 Public Relations			0.3		0.3	0.3	0.3
							82 Stationery/Broch/Forms/Other	15.1	5.7	38.7	5.8	40.7	40.7	40.7
							82 Postage	25.8	21.7	21.7	11.9	22.9	22.9	22.9
							82 Telephone & Communications	0.2	0.1	0.1		0.1	0.1	0.1
							82 Dues & Subscriptions	0.9	0.1	0.3		0.3	0.3	0.3
							88 Miscellaneous Expense			0.3		0.3	0.3	0.3
							88 Credit Card Charges	55.1	48.0	58.5	38.6	74.8	74.8	74.8
							TOTAL EXPENSES BEFORE OH & BOD	536.1	472.4	512.1	423.5	575.8	575.8	581.7
							SURPLUS (DEFICIT) before OH & BOD	1,663.0	1,223.9	987.9	1,262.3	1,184.3	1,184.3	1,478.4
							91 Allocation of Overhead & BOD	267.3	281.6	264.9	304.2	259.8	259.8	247.0
							TOTAL EXPENSES including OH & BOD	803.4	754.0	777.0	727.7	835.6	835.6	828.7
							SURPLUS (DEFICIT) after OH & BOD	1,395.7	942.3	723.0	958.1	924.5	924.5	1,231.4

Month of Dec			Fiscal YTD Through Month of Dec			
Actual	Actual	Budget	Actual	Budget	Actual	Budget
FY 2021	FY 2022	FY 2022	FY 2021	FY 2021	FY 2022	FY 2022
\$197.9	\$154.1	\$277.0	\$453.4	\$322.2	\$407.9	\$586.6
197.9	154.1	277.0	453.4	322.2	407.9	586.6
30.9	24.4	14.5	135.2	86.2	128.9	79.1
6.7	4.3	3.7	37.3	33.6	37.1	21.9
		1.5		8.3		8.7
				3.9	4.2	7.3
0.4	0.4	0.8	1.6	5.0	2.8	5.6
						7.7
		0.4				2.2
	0.4	30.0			4.4	45.5
					0.4	15.8
	2.0		21.6	36.6	39.6	37.6
		0.0		0.1		0.1
		0.5	2.0	12.6	0.2	9.8
5.8			8.6	16.8	11.1	20.2
		0.1		0.1		0.1
		0.0		0.1		0.1
5.4	4.1	8.9	13.9	19.3	12.1	30.5
49.2	35.6	60.4	220.2	222.6	240.8	292.2
148.7	118.5	216.6	233.2	99.6	167.1	294.4
32.2	25.6	23.5	154.1	132.2	164.6	138.4
81.4	61.2	83.9	374.3	354.8	405.4	430.6
116.5	92.9	193.1	79.1	(32.6)	2.5	156.0

ASHRAE  
Research Promotion Comm Exclusive of Pgms (3-732-000000-00)  
For the Six Months Ending Friday, December 31, 2021

Month of Dec			Fiscal YTD Through Month of Dec			
Actual	Actual	Budget	Actual	Budget	Actual	Budget
FY 2021	FY 2022	FY 2022	FY 2021	FY 2021	FY 2022	FY 2022

193.3	148.1	251.6	430.0	268.6	383.2	519.4
4.6	6.0	25.4	23.3	53.6	24.7	67.1
197.9	154.1	277.0	453.4	322.2	407.9	586.6
197.9	154.1	277.0	453.4	322.2	407.9	586.6

30.9	24.4	14.5	135.2	86.2	128.9	79.1
30.9	24.4	14.5	135.2	86.2	128.9	79.1

6.7	4.3	3.7	37.3	33.6	37.1	21.9
6.7	4.3	3.7	37.3	33.6	37.1	21.9

		1.5		8.3		8.7
		1.5		8.3		8.7

				3.9	4.2	7.3
				3.9	4.2	7.3

0.4	0.4	0.8	1.6	5.0	2.8	5.6
0.4	0.4	0.8	1.6	5.0	2.8	5.6

					0.9	
					0.2	
					3.4	
					3.2	
					7.7	

		0.4				2.2
		0.4				2.2

	0.4	30.0			4.4	45.5
	0.4	30.0			4.4	45.5

roll up

acct / Description

REVENUES:

3801-3-732-000000-00 Contr Gen Memb	
3801-4-732-000000-00 Contr Gen Memb	
Total 38 Contribution Income	
TOTAL REVENUES	

EXPENSES:

5101-3-732-000000-00 Salaries	
Total 51 Salaries	
5191-3-732-000000-00 Temporary Help	
Total 52 Temporary Agency & Free Lance Help	
5341-3-732-000000-00 Tax & Ben Alloc	
Total 52 Payroll Taxes & Benefits	
6126-3-732-000000-00 Pub Printg Rsch	
Total 61 Printing Costs	
6288-3-732-000000-00 Pub Promo Oth	
Total 61 Promotion	
6372-3-732-000000-00 Pub Shippg/Post Incomg	
Total 61 Shipping & Handling	
6404-3-732-000000-00 Mtg Audio Vis/Compu	
6409-3-732-000000-00 Mtg Coffee Break	
6437-3-732-000000-00 Mtg Meal/Entmt	
6438-3-732-000000-00 Mtg On Site Exps.	
6465-3-732-000000-00 Mtg Room Rent	
Total 64 Meetings & Seminars	
6482-3-732-000000-00 Mtg Func Banqt	
6486-3-732-000000-00 Mtg Func Pres Lunch	
Total 64 Functions & Tours	
6622-3-732-000000-00 Trvl Comm	
6626-3-732-000000-00 Trvl Council-Research Fund-Research Pr-Exclusive-	
Total 66 Travel Expenses (excl staff)	

TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT
Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget
FY 2019	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024

1,970.1	1,512.5	1,300.0	1,537.2	1,522.0	1,522.0	1,822.0	2,022.0
229.0	183.7	200.0	148.5	238.0	238.0	238.0	238.0
2,199.1	1,696.3	1,500.0	1,685.8	1,760.1	1,760.1	2,060.1	2,260.1
2,199.1	1,696.3	1,500.0	1,685.8	1,760.1	1,760.1	2,060.1	2,260.1

188.4	213.6	168.9	268.0	174.0	174.0	179.2	184.6
188.4	213.6	168.9	268.0	174.0	174.0	179.2	184.6

	0.6						
	0.6						

50.8	59.2	62.5	62.4	48.9	48.9	49.8	49.8
50.8	59.2	62.5	62.4	48.9	48.9	49.8	49.8

		16.6		17.4	17.4	17.4	17.4
		16.6		17.4	17.4	17.4	17.4

27.5	3.5	9.7	3.0	10.2	10.2	10.2	10.2
27.5	3.5	9.7	3.0	10.2	10.2	10.2	10.2

5.3	5.4	5.7	4.0	6.0	6.0	6.0	6.0
5.3	5.4	5.7	4.0	6.0	6.0	6.0	6.0

1.8	1.1	0.8		0.9	0.9	0.9	0.9
2.5	1.7	2.9		3.0	3.0	3.0	3.0
13.7	12.9	6.4		6.7	6.7	6.7	6.7
1.4	0.7						
1.8	1.6	3.0		3.2	3.2	3.2	3.2
21.2	17.9	13.1		13.8	13.8	13.8	13.8

6.3	6.1	4.3		4.5	4.5	4.5	4.5
6.3	6.1	4.3		4.5	4.5	4.5	4.5

81.2	54.6	55.3		102.6	102.6	102.4	102.4
1.4							
82.6	54.6	55.3		102.6	102.6	102.4	102.4

Month of Dec		Fiscal YTD Through Month of Dec					roll up acct / Description	TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT
Actual	Actual	Budget	Actual	Budget	Actual	Budget		Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget
FY 2021	FY 2022	FY 2022	FY 2021	FY 2021	FY 2022	FY 2022		FY 2019	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024
					0.4	15.8	6694-3-732-000000-00 Trvl Staff	15.4	6.1	18.8		19.8	19.8	19.8	19.8
					0.4	15.8	Total 66 Travel Staff	15.4	6.1	18.8		19.8	19.8	19.8	19.8
	0.5		21.6	36.6	38.1	37.6	6802-3-732-000000-00 Awards Costs	36.8	29.8	37.3	29.8	39.2	39.2	39.2	39.2
	1.4				1.4		6812-3-732-000000-00 Display Material Costs	4.6							
	2.0		21.6	36.6	39.6	37.6	Total 68 Certificates/Awards/Logo	41.5	29.8	37.3	29.8	39.2	39.2	39.2	39.2
		0.0		0.1		0.1	7658-3-732-000000-00 Public Rel Other			0.3		0.3	0.3	0.3	0.3
		0.0		0.1		0.1	Total 76 Public Relations			0.3		0.3	0.3	0.3	0.3
				1.6		3.8	8225-3-732-000000-00 Off-Office Suppl Oth	0.0	0.0	4.8		5.1	5.1	5.1	5.1
		0.5		2.8		2.9	8231-3-732-000000-00 Off-Forms			5.5		5.8	5.8	5.8	5.8
			2.0	8.2	0.2	3.1	8233-3-732-000000-00 Off-Printing	15.0	5.6	28.4	5.8	29.8	29.8	29.8	29.8
		0.5	2.0	12.6	0.2	9.8	Total 82 Stationery/Broch/Forms/Other	15.1	5.7	38.7	5.8	40.7	40.7	40.7	40.7
	5.8		8.6	16.8	11.1	20.2	8242-3-732-000000-00 Off-Post Exp	25.8	21.7	21.7	11.9	22.9	22.9	22.9	22.9
	5.8		8.6	16.8	11.1	20.2	Total 82 Postage	25.8	21.7	21.7	11.9	22.9	22.9	22.9	22.9
		0.1		0.1		0.1	8252-3-732-000000-00 Off-Telephone	0.2	0.1	0.1		0.1	0.1	0.1	0.1
		0.1		0.1		0.1	Total 82 Telephone & Communications	0.2	0.1	0.1		0.1	0.1	0.1	0.1
							8282-3-732-000000-00 Dues & Subsc	0.9	0.1	0.3		0.3	0.3	0.3	0.3
							Total 82 Dues & Subscriptions	0.9	0.1	0.3		0.3	0.3	0.3	0.3
		0.0		0.1		0.1	8818-3-732-000000-00 Misc Exp			0.3		0.3	0.3	0.3	0.3
		0.0		0.1		0.1	Total 88 Miscellaneous Expense			0.3		0.3	0.3	0.3	0.3
	5.4	4.1	8.9	13.9	19.3	30.5	8852-3-732-000000-00 Credit Card Charges	55.1	48.0	58.5	38.6	74.8	74.8	74.8	74.8
	5.4	4.1	8.9	13.9	19.3	30.5	Total 88 Credit Card Charges	55.1	48.0	58.5	38.6	74.8	74.8	74.8	74.8
	49.2	35.6	60.3	220.2	222.6	292.4	TOTAL EXPENSES BEFORE OH & BOD	535.9	472.3	512.3	423.6	575.7	575.7	581.7	587.1
	148.7	118.5	216.7	233.2	99.6	294.1	SURPLUS (DEFICIT) before OH & BOD	1,663.2	1,223.9	987.7	1,262.2	1,184.3	1,184.3	1,478.4	1,673.0
	32.2	25.6	23.5	154.1	132.2	138.4	9121-3-732-000000-00 OH Alloc	267.3	281.6	264.9	304.2	259.8	259.8	247.0	247.0
	32.2	25.6	23.5	154.1	132.2	138.4	Total 91 Allocation of Overhead & BOD	267.3	281.6	264.9	304.2	259.8	259.8	247.0	247.0
	81.5	61.2	83.8	374.3	354.8	430.8	TOTAL EXPENSES including OH & BOD	803.3	753.9	777.1	727.8	835.5	835.5	828.7	834.0
	116.5	92.9	193.2	79.0	(32.5)	155.8	SURPLUS (DEFICIT) after OH & BOD	1,395.9	942.4	722.9	958.0	924.5	924.5	1,231.4	1,426.0

# RESEARCH PROMOTION 2021-22 MBO

## GOAL: \$2,600,000 FOR 2021-22 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2021-22 campaign:

1. **Chapter virtual centralized/enhanced training attendance and quiz completion**

**Goal: 75%**

*Last three years:*      2021-22: **44%**      2020-21: 65%      2019-20: 59%

2. **Chapters attaining Full Circle**

**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**

**Goal: 50%**

*Results:*      2020-21:      7%

4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:**

**Goal: 40%**

*Results:*

*Last three years:*      2019-20: 18%      2018-19: 38%      2017-18: 35%

5. Increase support for ASHRAE Foundation over current year through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently\*: \$186,007**

*Last three years\*\*:*      2020-21: \$237,626      2019-20: \$444,405      2018-19: \$664,630

6. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.

7. Establish Newsletter partnership with RAC for collaboration and communication.

8. Develop a Chapter Partnership plan – Neighborhood Chapters.

9. Develop an Ex-Com/RVC/Chapter Chair Communication and Recording tool.

10. Communicate updates for PAOE for 2021-22.

RP 8	100 points (200 points maximum)	100 points for meeting or exceeding 30% of Goal by December 1 <sup>st</sup> . 100 points for meeting or exceeding 60% of Goal by March 31.
RP 22	50 points (no maximum)	Per Special Event held by a Chapter where over 75% of profits are donated to the RP Campaign. (To qualify as a Special Event profits must meet or exceed \$500 for in-person events; \$100 for virtual events.)

**Honors and Awards Committee**  
Report to Members Council  
From Meetings of January 30 and 31, 2022

<b>Members Present</b>	<b>Members Absent</b>	<b>Guests</b>	<b>Staff</b>
Nicolas Lemire	Daniel Dettmers		Rhiannon Masterson
Isabelle Lavoie	Devin Abellon		Anastasia Meadows
Adam Davis			
Jorge Eduardo Donoso			
Alyse Falconer			
Ng Yong Kong			
Ben Leppard			
Thomas Phoenix			
Daniel Rogers			
Mohammad Sajid			

**Motions**

**1. Award Nominations - Executive Session**

**Information Items**

1. Members Council referred motion: That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of the Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.
  - a. Completed in September 2021. Instructions sent to H&A Chapter Chairs and H&A Committee. Society H&A Committee and Chapter Chairs have bio access.
2. The DSA/ESA Point Tally Form will be updated to include the new line item below under Category F. Currently, serving as a seminar or technical session speaker at the chapter or regional level do not earn points towards DSA/ESA.
  - a. Seminar or Technical Session speaker at an ASHRAE Chapter/Region event or meeting (excluding DLs). Points: ¼ point per presentation.
3. The recommendations for Honorary Member, Fellow, Pioneers of the Industry, Hall of Fame, Award for Distinguished Public Service, and the F. Paul Anderson Award will be made to the Board in accordance with the Rules of the Board.
4. Budget update:
  - a. No update to the forecast for the current 2021-22 Society Year.
  - b. We will not request any additional funding for Society Year 2022-23.
5. Our committee has no PAOE recommendations.

**Attachments**

Attachment A – Updated H&A 2021-22 MBOs

Attachment B – Executive Session

Management by Objectives  
Honors and Awards Committee  
ASHRAE Society Year 2021-2022  
Nicolas Lemire, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Ongoing	December 1, 2021 and May 1, 2022	Personal Awards Subcommittee	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 ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Ongoing	March 1, 2022	Media Subcommittee	Help by advertising/promoting personal awards before their due dates Provide an article in <i>Insights</i>
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates	Ongoing	February and July 2022	Staff & Planning Subcommittee	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members
4. Send reminder to Committee Chairs of Pass Through Awards	Ongoing	December 1, 2021	Pass Through Awards Subcommittee	
5. Review all award documentation to ensure the requirements and wording include "diversity" and "inclusivity"	Ongoing	June 30, 2022	Planning Subcommittee	
6. Elaborate a plan of action to Increase awareness and improve the quantity of submission for awards by members from all origin or gender	Ongoing	June 30, 2022	Planning Subcommittee	
7. Create a social network campaign to promote and encourage submission of personal awards.	Ongoing	November 2021 and April 2022	Media Subcommittee	The campaign should occur the month prior to two award submission deadlines of May 1 and December 1

**STUDENT ACTIVITIES**  
Report to Members Council  
From Meeting of January 28, 2022

**Members Present**

**\*in person**

\*Jared Larson, Chair  
\*Mai Anh Dao, Vice-Chair  
Chonghui Lui, Reg I  
\*Elizabeth Primeau, Reg II  
\*Sam Tascarella, Reg III  
Adam Parker, Reg IV  
\*Bob Snow, Reg V  
\*Jane Opoien, Reg VI  
\*Nancy McBee, Reg VII  
Pam Duffy, Reg VIII  
\*Shaun Nienhueser, Reg IX  
\*Kellie Huff, Reg X  
\*Tracey McKeon, Reg XI  
Walter Lenzi, Reg XII  
Fu-Jen Wang, Reg XIII  
Ade Awujoola, RAL  
Dennis O'Neal, ABET BoD  
Mansour Zenouzi, ABET ETAC  
\*Robin Bryant, BoD Ex-O

**Members Absent**

Aleksandar Andjelkovic, Reg XIV  
Robert Bittle, ABET EAC

**Guests**

Mick Schwedler  
Ronald Gagnon  
Chris Gray  
Bryan Holcomb  
Harrison Kesling  
Devon Abellon  
Austin Hochstetler

**Staff**

Katie Thomson  
Joyce Abrams



## Referred Motion

### UK Midlands Chapter – Motion 23 (11/4/2021):

That the ASHRAE Student competition selection be a transparent process and feedback given to all the students.

Background: Recently there has been more participation in the student competition. The process should be transparent with feedback given to all participants. SAC must be transparent and share more information on the evaluation results. This may be the scoring matrix or/together with a short evaluation summary of main weaknesses or other suitable constructive criticism so that the participating teams may learn something.

Fiscal Impact: None as feedback will be digital.

The Student Activities Committee voted (14-0-0 CNV) in favor of adding the scoring criterion to the ASHRAE website for transparency as well as give students guidance on where they can best utilize their time. Due to volunteer time constraints, comments cannot be provided for every submission, but teams are encouraged to reach out to Chapter Chairs and RVCs for more clarity.

### Information Items

1. Executive Committee
  - The Chair reviewed the status of this year's MBOs. See [Attachment A](#).
  - The Student Activities budget was reviewed and discussed. See [Attachment B](#).
  - PAOE for SY22-23 was reviewed and suggested changes are in [Attachment C](#).
  - The Virtual Career Fair (Feb 7-14) was discussed and the Committee was asked to promote the event to their network and students in their region.
2. Centralized Training
  - Planning a virtual event around the Annual Meeting
3. ABET Subcommittee
  - New Program Evaluator, Nick Roberts, was approved.
  - Conversations are ongoing to become a cooperating society with ASCE and ASME to allow our PEVs to go on more visits.
4. K-12/STEM Subcommittee
  - Children's book is available for purchase online and at the bookstore
  - Additional STEM kits are being developed.
5. Post High Subcommittee
  - Three nominations were reviewed for the SA Achievement Award and the subcommittee voted unanimously for a winner.
  - In-person Student Program on Saturday and Sunday of Winter Conference. See [Attachment D](#) for details.

- Student Membership
  - The total number of student members as of January 28, 2022 is 5,222 with 3,938 active and 1,284 in grace
  - Branches – Three pending branches bringing the 2021-22 total to eight new branches. We have around 400 active student branches with annual reports due May 31<sup>st</sup>.

Region	Student Branch	School	Chapter	Location
X	Golden Eagle Student Branch	California State University Los Angeles	Southern California	Los Angeles, CA
RAL	MKSSS's Cummins College of Engineering For Women Student Branch	MKSSS's Cummins College of Engineering For Women	Pune	Pune, India
RAL	University of Jordan Student Branch	University of Jordan	Jordan	Amman, Jordan

#### 6. Grants Subcommittee

- 53 applications were reviewed and scored. 38 projects will be funded for SY22-23 for a total of \$161,456 and \$10k will be used to fund travel for the top two scoring teams to present at the 2023 Winter Conference in Atlanta.
- Plans to create new marketing material (videos and flyers) to promote the grants program to more schools
- Received an overwhelming response to first travel grants funded by Life Members Club. 66 applications were received and five \$1,000 grants were awarded.

#### 7. Design Competition Subcommittee

- The 2023 Design Competition location and building type were finalized.
- The ISBD competition will be renamed for 2023 to Setty Family Foundation Net Zero Energy Design with additional funding for travel and prize.

## Attachment A: Student Activities MBOs

Number		Who	Description
1		<i>General</i>	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.
	A		
	B	Each RVC	Have at least one - one on one call with each chapter chair by September 30, 2021
	C	Each RVC	Attend at least 90% of the subcommittee meetings
	D	Each RVC	100% attendance at winter and annual meeting.
	E	Each RVC	Have Fun!!
2		<i>Post high</i>	Provide equity within our programs to engage post high students in HVAC related careers - create awareness, provide opportunities, and receive feedback.
	A		Create / host 4 virtual congress sessions
	B		Plan a virtual Career fair (providing its approved)
	C		Review and revise the student program with a focus on networking skills, resume building tips.
	D		Develop tools for students searching and applying for jobs. Are students aware of what an HVAC career path looks like?
3		<i>K-12 STEM</i>	Provide a culture of equity for students to engage K-12 students toward Engineering, with a focus on HVAC related field.
	A		Promote the integration of the children's book. the subcommittee is to develop a few concepts of how this may be promoted, so that chapter members can understand the intent.
	B		complete the high school competition details
	C		Develop a toolkit to help promote HVAC careers to K-12. (is it a flyer, video, mentorship program...)
		Each RVC	Increase the STEM Leadership award to one per region.
			Develop an HVAC specific Stem kit
			Build a list of future stem kits (preferable HVAC or building science themed), and add to existing
4		<i>Grants</i>	To increase student's interest and awareness in HVAC, make connections with industry with the aim to attract students into HVAC.
	A		Update showcase flyers before september 1, and send one or two out every second week until deadline
	B		Reach out to 10 universities who currently are not ASHRAE members
	C	Each RVC	Promote the travel grant - get at least one applicant per region
	D		Send out a survey to all applicants, and potential applicants to determine if the program creates any disadvantages.
			should we rename this to Applications subcommittee, move BEQ and AEC into this subcommittee. Both have summer deadlines
5		<i>Design Competition</i>	Provide an environment of equity in the competition, and engage all members.
	A		review the complexity of the competition. will this improve DEI? will we lose participation?
	B		investigate whether BEQ competition be moved to grants? or left out of a subcommittee move it into the full committee.
	C		international competitions that also compete, should we amalgamate?

## Attachment B: Student Activities Budget

Fiscal YTD Through Month of Dec				roll up acct / Description	TWELVE MONTHS ENDING JUNE 30					
Actual FY 2021	Budget FY 2021	Actual FY 2022	Budget FY 2022		Actual FY 2019	Actual FY 2020	Budget FY 2021	Actual FY 2021	Forecast FY 2022	Budget FY 2022
\$5.0		\$29.0		REVENUES:						
0.1	1.0		1.1	41 Transfer From Foundation	\$14.5	\$10.0		\$5.0		
	1.4		1.5	46 Logo Income			2.1	0.1	2.2	2.2
5.1	2.4	29.0	2.5	46 Miscellaneous Income			2.8		2.9	2.9
				TOTAL REVENUES	14.5	10.0	4.8	5.1	5.1	5.1
				EXPENSES:						
45.2	52.9	49.7	49.3	51 Salaries	91.9	99.2	97.8	85.9	101.2	101.2
12.8	16.4	14.1	13.5	52 Payroll Taxes & Benefits	25.0	27.7	29.0	19.7	28.3	28.3
	7.1	1.8	6.9	61 Promotion	0.4	5.0	7.1		7.5	7.5
0.7	5.2	1.1	4.2	61 Shipping & Handling	3.3	2.9	7.8	1.5	8.0	8.0
			8.7	64 Meetings & Seminars	40.8	39.0	39.5	7.3	41.5	41.5
			16.9	64 Functions & Tours	6.3		16.6		17.4	17.4
		2.6	3.6	66 Travel Expenses (excl staff)	68.5	41.3	39.2		61.8	61.8
		0.8	4.0	66 Travel Staff	1.9	1.4	6.3		9.8	9.8
	10.0	7.7	164.0	68 Certificates/Awards/Logo	29.7	17.0	16.9	12.1	17.7	17.7
155.3	154.2	157.2	13.4	71 Grants Sr Student Proj	116.5	166.1	165.0	157.2	173.3	173.3
	0.6	0.3		82 Stationery/Broch/Forms/Other	6.3	0.5	12.8		13.4	13.4
		0.1		82 Postage	0.0	0.0				
0.1	0.5		0.6	82 Telephone & Communications	0.8	0.6	0.9	0.2	0.9	0.9
0.5	3.9	0.5	24.4	82 Dues & Subscriptions	42.3	18.7	22.1	0.5	24.4	24.4
0.4		9.5	0.4	84 Outside Services-Other Services	10.7	10.4		0.4	10.5	10.5
215.0	250.7	245.2	309.7	TOTAL EXPENSES BEFORE OH & BOD	444.5	429.9	460.8	284.6	515.6	515.6
(209.9)	(248.3)	(216.2)	(307.2)	SURPLUS (DEFICIT) before OH & BOD	(430.0)	(419.9)	(456.0)	(279.6)	(510.5)	(510.5)
52.0	67.2	63.1	86.2	91 Allocation of Overhead & BOD	130.2	132.3	141.8	97.1	153.1	153.1
266.9	317.9	308.2	395.9	TOTAL EXPENSES including OH & BOD	574.8	562.2	602.6	381.8	668.7	668.7
(261.9)	(315.5)	(279.2)	(393.4)	SURPLUS (DEFICIT) after OH & BOD	(560.3)	(552.2)	(597.8)	(376.7)	(663.6)	(663.6)

Most of SA's budget, other than membership dues (\$25 for students, \$15 for DC), are expenses. We are not asking for additional funding beyond our normal amounts for next year but are recommending that Student Activities Centralized Training (\$12k budgeted for FY2022 under code 6433-2-207) continue to run virtually rather than in person at the Annual Meeting.

Some of the larger line items are outlined below:

- Promotion: ASHRAE logo items we provide to student members, branches, SBAs, and SA Chairs to promote student membership
- Meetings & Seminars: Student Program at Winter Conference and Centralized Training at Annual Meeting
- Functions & Tours: Student Program at Winter Conference
- Stationery/Broch/Forms/Other: ASHRAE flyers and brochures to promote student membership throughout the year and at the Student Program
- Dues & Subscriptions: ABET dues

**Attachment C: PAOE Recommendations**

- The committee will add points for using Student Activities STEM KIT materials for classrooms visits including the new children's book.
- The committee will move the DEI points to the Presidential initiative section.
- No other additions or deletions are recommended.

## Attachment D: Student Program Brochure



**What is the SmartStart Program?**

Simply put, it's the best way for ASHRAE Student members to receive the many benefits of Associate grade membership after finishing college. SmartStart is a 3-year program that allows Student members to transfer to Associate grade membership at a rate that is recent-graduate friendly.

**Pricing**

First Year: \$25  
Second Year: \$85  
Third Year: \$115

**Why Transfer to Associate membership?**

- Take advantage of the networking and professional development opportunities offered through Young Engineers in ASHRAE (YEA)
- Tremendous networking opportunities at the Chapter, Regional, and Society level
- Choice of one of the following: Upcoming edition of the ASHRAE Handbook (PDF), One ASHRAE Standard (PDF), or One eLearning Course
- ASHRAE Journal — this monthly resource is the most trusted technical magazine in the HVAC&R community
- High Performing Buildings — the quarterly magazine for innovation in building technology design and operation
- HVAC Industry News — a weekly news resource keeping ASHRAE members abreast of the latest industry news
- Access to more than 300 of the industry's leading technical publications
- Access to online education, webcasts and professional development opportunities

Please note that the SmartStart program is only for current ASHRAE Student members who have been a Student member for at least one year.



**The ASHRAE 365 App**

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**Questions?**  
Email [students@ashrae.org](mailto:students@ashrae.org) or check [facebook.com/ashraestudents](https://facebook.com/ashraestudents)



**STUDENT PROGRAM**



**2022 LAS VEGAS**  
in-person + virtual


**2022 WINTER CONFERENCE**  
Jan 29-Feb 2 | AHR EXPO Jan 31-Feb 2

[ashrae.org/2022winter](https://ashrae.org/2022winter)

**Saturday, January 29**

**STUDENT WELCOME | 1:00 PM – 3:00 PM**  
**Caesars Palace, Palace III (E)**

Hear welcoming remarks from ASHRAE President Mick Schwedler followed by a keynote from Kenneth Lane, two grant presentations and an awards ceremony.



Kenneth Lane is Principal Consultant Systems Integration at NV5. NV5 is a leading provider of compliance, technology, and engineering consulting solutions for public and private sector clients supporting infrastructure, utility, and building assets and systems. Prior to working for NV5, Ken founded Trinity Advising Group, LLC. He has been responsible in assisting others in growing and maintaining an industry presence in Nevada, California and international locations.

Ken's broad knowledge of mechanical and control systems originated in the United States Navy on nuclear submarines. This knowledge and experience enable him to deliver superb controls system, construction specifications, sequence design, energy analysis and modeling, commissioning, measurement & verification, as well as construction management through owner's representative services.

Ken leverages his nearly 30 years of experience in the building automation, energy analytics & system integration services industry to maximize savings, engineering and operations for clients.

**Grant Presentation 1:** Development of a Residential-Scale Compressor Load Stand to Support Compressor Research, Oklahoma State University

**Grant Presentation 2:** Air Conditioner Cum Air Sterilizer for Combined Application of Air Heating and Cooling, Maharaaj Agradas Institute of Technology

**PLENARY SESSION | 3:15 – 5:30 PM**  
**Caesars Palace, Palace I/II (E)**


The Plenary will feature a keynote from record-breaking polar explorer, Ann Daniels. The Plenary Session also features presentations from the Honors and Awards programs, including the First Place winners of the Student Design Competition.

**YEA/TC MIXER | 5:00 – 6:30 PM**  
**Caesars Palace, Palace III (E)**

Learn more about ASHRAE Grassroots Committees and mix and mingle with Young Engineers in ASHRAE (YEA) members while competing in a poker run activity. Prizes will be available along with free food & drinks.

**WELCOME PARTY | 6:30 – 8:30 PM**  
**Caesars Palace Garden of the Gods Pool Oasis (\$70 ticket)**

Students are encouraged to attend.



**Sunday, January 30**

**STUDENT PROGRAM | 10:00AM – 2:00PM**  
**Caesars Palace, Palace III (E)**

**10:00am – 12:00pm**

**12:00pm – 1:00pm**

**1:00pm – 2:00pm**

**Career Panel**

Learn about what jobs may await with a career related to ASHRAE! This is an open forum for you to ask questions to professionals spanning multiple industry sectors.

**Lunch & Roundtable Discussions**

**Group Activity**

**RECOMMENDED TECHNICAL SESSIONS**

**Sunday January 30**

**8:00 AM – 9:00 AM**

**Seminar 3:** How to Talk to Your Clients and Friends about Climate Change, Climate Zones and Codes (Intermediate)

**9:45 AM – 10:45 AM**

**Seminar 7:** Introduction of Building Decarbonization (Basic) OR

**Seminar 6:** High Performance Design for Mega Airport Terminals (Intermediate)

**11:00 AM – 12:30 PM**

**Seminar 10:** Building-Integrated Indoor Air Quality Sensors (Intermediate)

**1:30 PM – 3:30 PM**

**Seminar 14:** Smart Thermostats, Energy Savings and Cooling Equipment Cycling (Basic)

**Monday January 31**

**9:45 AM – 10:45 AM**

**Forum 2:** Diversity, Equity, Inclusion and ASHRAE: Does It Really Matter?

**9:45 AM – 10:45 AM**

**Seminar 19:** ASHRAE Conference Crash Course

**11:00 AM – 12:00 PM**

**Seminar 22:** Infection Control in Commercial Spaces

**Tuesday February 1**

**8:00 AM – 9:30 AM**

**Panel 1:** In Real Time: Charting the Pathway for Existing Buildings to get to Carbon Neutrality

**9:45 AM – 10:45 AM**

**Paper Session 16:** How the Use of Smart "Self-Learning" Controls Can Enhance the Building Efficiency

**9:45 AM – 10:45 AM**

**Paper Session 17:** Water-Energy Nexus Both in Central and District Systems

**Wednesday February 2**

**9:45 AM – 10:45 AM**


**Forum 4:** The Future of Thermally Driven Heat Pumping and Cooling in the Age of Decarbonization

**11:00 AM – 12:30 PM**

**Seminar 42:** (Intermediate) Humidifiers for Health and Comfort: Installation and Use Considerations

**11:00 AM – 12:30 PM**

**Seminar 44:** (Intermediate) Upgrading Existing Building Control Systems for High Performance Operation



Scan the QR code to answer a short survey

## CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council  
From the Meeting of January 29, 2022

### **Members Present**

Vikrant Aute, Chair  
Christine Reinders-Caron, VC  
Ahmed H Abdel Salam  
Billy Austin  
Nohad Boudani  
Marites Calad  
Kristen Cetin  
Gary Debes  
Brian Fronk  
Rupesh Iyengar  
Suzanne LeViseur  
Maggie Moninski  
Scott Peach  
Anoop Peediayakkan  
Bert Phillips  
Som Shrestha  
Raul Simonetti  
Davide Ziviani  
Devin Abellon, BOD ExO

### **Members Absent**

Robert Cox  
Steve Idem  
Lina Maged Hashem  
Alekhya Kaianathbhatta  
Rafi Karim  
Erik Sanchez  
Marianna Vallejo

### **Guests**

Doug Cochrane  
Mick Schwedler  
Larry Smith  
Ayman Eltouhy  
Corey Metzger  
Dan Rogers

### **Staff**

Ragan McHan  
Haley Booker-Lauridson  
Tony Giometti

### **Motions**

None.

### **Information Items**

1. CEC approved the International Building Decarbonization Conference, which is sponsored by the Society's Task Force for Building Decarbonization and hosted by the Hellenic Chapter, as a Society-level conference. The conference will take place October 6-7, 2022 in Athens, Greece. The Hellenic Chapter will assume all of the financial risk for the conference and it will conduct a call for papers and handle the review of the papers. The conference sets a precedent in that the paper review will be conducted outside of CEC's operating procedures for reviewing papers and ASHRAE will publish the approved papers in a conference proceedings.
2. The initial budget for the 2022 Winter Conference was created in fall 2020. Right now, revenues are at about 60% of budget because of lower in-person registrations and expenses are about 10-12% above budget, because of hybrid expenses and expenses related to the hotel. Currently, a deficit of \$500K is projected for the 2022 Winter Conference. CEC will look to reduce expenses for the 2022 Annual Conference in Toronto.
3. The 2022 Winter Conference featured 10 livestreamed sessions, a first for the technical program, and livestreamed the Plenary session and the President's Luncheon.
4. The 2022 Winter Conference has a total of 64 sessions and events scheduled, comprised as follows: 35 seminars, 20 Paper Sessions (conference papers and technical papers, including 50 conference papers and 9 technical papers), 3 Panel discussions, 3 Forums and 3 Workshops.
5. The 2023 Winter Conference will include a track on building decarbonization entitled "Pathways to Zero Energy Emissions and Decarbonization."

6. Topical Conferences Held Since June 2021

- a. November 10-12, 2021, 2021 Building Performance Analysis Conference, Denver, Colorado. This was the first face-to-face conference since the 2020 Winter Conference in Orlando.

Topical Conferences in Process

- a. May 4-6, 2022, IAQ 2020, Athens, Greece, co-organized by ASHRAE and AIVC.
- b. June 22-24, 2022, Ventilation 2022 Conference, Toronto, Canada. This conference will immediately precede the 2022 Annual Conference. Both conferences will be held at the same venue.
- c. October 7-8, 2022 – Building Decarbonization, Athens, Greece
- d. October 20-21, 2022 – Efficient Building Design, Beirut
- e. December 5-8, 2022, Buildings XV, Clearwater Beach, Florida
- f. March 6-8, 2023 – Cold Climate Conference, Anchorage, AK

7. Future Annual and Winter Conference Sites

- a. Winter, January 29 - February 2, 2022 – Las Vegas
- b. Annual, June 25-29, 2022 – Toronto
- c. Winter, February 4-8, 2023 – Atlanta
- d. Annual, June 24-28, 2023 – Tampa Bay
- e. Winter, January 20-24, 2024 – Chicago
- f. Annual, June 22-26, 2024 – Indianapolis
- g. Winter, February 8-12, 2025 – Orlando
- h. Annual, June 21-25, 2025 – Phoenix

**MBO Update**

**Attachments**

Attachment A (CEC MBOs for 2021-2022)

Respectfully submitted,

Vikrant Aute, Chair  
Conferences and Expositions Committee



Committee Objectives  
 Committee: Conferences and Expositions Committee  
 Year: 2021 – 2022  
 Chair: Vikrant Aute  
 Vice Chair: Christine Reinders-Caron

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Implement Hybrid Format for 2021 BPAC and 2022 Winter and Annual Conferences	6/30/2022	Complete	None	ExCom, BPAC Steering Committee and Staff	None
2. Streamlining/automating review process for papers and presentations	6/30/2022	Open	None	Operations Subcommittee and Staff	None
3. Apply DEI Initiatives to conference programs	6/30/2022	Open	None	Operations Subcommittee	None
4. Increase session chair engagement via new chair guidelines	6/30/2022	Open	None	Operations Subcommittee and Staff	None
5. Increase Conference Paper submissions and visibility	6/30/2022	Open	None	ExCom, Conference and Track Chairs and Staff	None
6. Select 2024 Winter and Annual Conference chairs	6/30/2022	Open	None	Aute and Reinders-Caron	None
8. Increase CEC membership on the Topical Conference Subcommittee	6/30/2022	Open	None	Topical Conference Subcommittee Chair	None

## COMMUNICATIONS COMMITTEE

Report to Members Council  
From Meeting of January 29, 2022

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
<b>Karine Leblanc</b>	Farooq Mehboob	Tom Pollard	Joslyn Ratcliff
<b>Jessica Mangler</b>		Mark Miller	Ally Jordan
<b>Nikolaos Giannitsanos</b>		Blake Ellis	
<b>Anuj Gupta</b>			
<b>Richard Kimball</b>			
<b>Daniel Bourque</b>			
<b>Thursten Simonsen</b>			
<b>Eleazar Rivera</b>			
<b>Ashish Rakheja</b>			

### **Motions**

1. Communications Committee recommends to Members Council that \$4,200.00 be placed into their budget for 2022–23 for Basecamp annual fees and potential maintenance fees for the WordPress theme for chapter websites.

BACKGROUND: Basecamp is an annual charge to Society at a cost of \$2,700 at the nonprofit rate. The committee suggests adding funds for maintenance of the WordPress template should patches or maintenance be needed during its first year.

FISCAL IMPACT: \$4,200.00

### **Information Items**

1. Communications Committee created and distributed a PPT presentation that can be used before chapter meetings. It contains slides on the Society theme, upcoming conferences, the Strategic Plan and the many resources available from Communications Committee. The presentation was sent to chapter presidents and Regional Communications Chairs in December 2021 and is available for download from the Communications Committee page on ashrae.org at [ashrae.org/communications](https://www.ashrae.org/communications). A reminder about this presentation will be sent following the Winter Conference.
2. The Wix template for chapter websites has been requested by eight chapters and the Wordpress theme has also been requested by eight chapters. The committee made the Wordpress theme available in Fall 2021.
3. Communications Committee has hosted four “office hours” sessions this Society year. These “office hours” are information sessions covering topics within the committee’s areas of expertise. The entire schedule and links to the recorded versions can be seen in Attachment B or at [ashrae.org/communications](https://www.ashrae.org/communications). Any member interested and involved in the subject matter is encouraged to attend. The committee hopes to host an in-person “office hours” in Toronto.

#### [Attachment A Office Hours Schedule](#)

4. Communications Committee will revise its Best Practices for Chapter Websites guidance to include another option for hosting specifically available for the WordPress theme from the vendor that created the theme.
5. Communications Committee members have further reviewed options for the addition of a disclaimer to Basecamp to indicate that conversation taking place in Basecamp does not constitute official correspondence or views from Society. There is no way to pin information to the top of Basecamp projects, so the committee is looking into placing a link to a file containing the disclaimer within projects.
6. Communications Committee will add additional Canva templates for chapters to use. Currently several options are already available on the Marketing Central section of ashrae.org.
7. Communications Committee has added an item to its MBOs to include information on hosting “zoned” hybrid chapter meetings to its virtual meeting guidance.

#### **MBO Update**

MBOs and status for 2021-22 are attached. ([Attachment B](#))

#### **Attachments**

[Attachment A](#) (Communications Committee Office Hours)

[Attachment B](#) (Communications Committee 2021-22 MBOs)

Respectfully Submitted,

Karine Leblanc  
Communications Committee Chair 2021–2022

KL/jr

## Attachment A

# ASHRAE COMMUNICATIONS COMMITTEE OFFICE HOURS

“Office Hours” Take Place September 2021 – May 2022

***Free! ASHRAE members are encouraged to attend and invite others with interest!***

Unable to attend a live session due to time zone? Contact [Nikos Giannitsanos](#) in Region XIV for assistance.

## LIVE PRESENTATIONS

- **Communications Committee AMA (Ask Me Anything!)** - Hosted by Eleazar Rivera Mata  
Presented live February - 10, 2022 | 11 am -12 pm ET  
[Click here to join the Zoom](#)
- **Social Media Tips and Guidelines** - Hosted by Anuj Gupta  
Presented live March 3, 2022 | 8 am - 9 am ET  
[Click here to join the Zoom](#)
- **Using Basecamp for ASHRAE Work** – Hosted by Thursten Simonsen  
Presented live April 14, 2022 | 4 pm – 5 pm ET  
[Click here to join the Zoom](#)

## RECORDINGS

- **Virtual and Hybrid Meeting Tools & Tips** – Hosted by Karine Leblanc  
Live via Zoom September 9, 2021 | 11 am -12 pm ET  
[Watch the Recording](#)
- **Wordpress & Wix Templates for Chapter Websites** - Hosted by Jessica Mangler  
Presented live October - 7, 2021 | 11 am -12 pm ET  
[Watch the Recording](#)
- **Social Media Marketing - Using Templates & Calendar** - Hosted by Daniel Bourque  
Presented live November 4, 2021 | 12:00 – 1:00 pm ET  
[Watch the Recording](#)
- **Communications Committee – Resources for ASHRAE Members (includes social media tips for beginners!)**  
– Hosted by Nikos Giannitsanos  
Presented live January 7, 2022 | 10 am -11 am EST  
[Watch the Recording](#)

## Attachment B

### ASHRAE Communications Committee MBOs for Society Year 2021-2022

Chair: Karine Leblanc Date: June 17<sup>th</sup> 2021

Last Updated January 29, 2022

MBO #	Objective	Action Items	Fiscal Impact	Responsibility	Status
1	Increase visibility, communication, and awareness of the committee work at society level & grassroots	<p>Monthly office hours:</p> <ul style="list-style-type: none"> <li>Sept, Oct, Nov, Jan, Feb, March, April, May (8)</li> <li>Open format depending of the host</li> <li>Make interactive and offer ASHRAE prize</li> <li>Coordinate marketing with Staff</li> <li>There are 8 office hours, I would like each of us to host one.</li> <li>Topics could be: Basecamp, SM, Website, collaboration tools, email distribution, knowledge transfer, virtual</li> </ul>	None	<p>Monthly Office hours:</p> <ol style="list-style-type: none"> <li>Sept: Karine (hybrid meetings tools)</li> <li>Oct: Jessica (Wordpress Template)</li> <li>Nov: Dan (Social Media scheduling)</li> <li>Jan: Nikos (Resources for ASHRAE Members (includes social media and Basecamp!))</li> <li>Feb: Eleazar (AMA)</li> <li>March: Anuj (Social Media)</li> <li>April: Thursten (Using Basecamp for ASHRAE work)</li> <li>June 2022 – in person in Toronto at the Annual Conference</li> </ol>	September office hours complete. All office hours assigned with times and published on ashrae.org, sent to staff liaisons and promoted on monthly Chapter Notes newsletter, sent to chapter officers. Office Hours invitations to be sent at least 2 weeks ahead of time.
2	Increase visibility, communication, and awareness of the committee work at society level & grassroots	Create content for a one-pager with all our committee offerings including the new tools and templates Staff to help with the infographic marketing creation	None	Jessica (1) Nikos Giannitsanos (1)	Complete.

3	Increase visibility, communication, and awareness of the committee work at society level	Add liaisons from our committee to give updates to at Society meetings: 1. MP 2. CTTC 3. TAC 4. Publication	None	Need 4 committee members: 1. Anuj 2. Thursten 3. Dan Bourque 4. Karine	Complete for Winter 2022 Meeting.
4	Increase visibility, communication, and awareness of the committee work at the grassroots level	Direct outreach to regional communications chairs through basecamp Send them updates after each of our meetings, not the meeting minutes, but bullet points so they have a big picture Block time in the agenda to all them to ask questions, comments, help, or give feedback	None	Thursten (1) Eleazar (1)	In progress.
5	Increase visibility, communication, and awareness of the committee work at the grassroots level	Create a video tutorial how to use the new Wordpress Template	None	Dan Bourque – but need help (1) Nikos Giannitsanos (2)	<a href="#">Complete.</a>
6	Improve training with the communications regional vice chairs	Quarterly Communication Continuing Education (CCEC) calls with a different topic to discuss specific for the chairs.	None	Karine (1) Oct- Jan-April	In Progress.
7	Create communications tools for the chapters and regions	Create content only for “marketing” calendar template for chapter and Society email announcements, meetings, events, conference, nomination, newsletter, SM, etc. Create a calendar and check list format, they will have the same content Staff to help with the marketing design	None	Jessica (2) Dan Bourque (2)	In Progress.
8	Create communications tools for the chapters and regions	Create Canva Templates content only for the chapters and region to use ● Instagram ● Facebook post	None	Eleazar (2) Anuj (1)	In Progress.

		<ul style="list-style-type: none"> <li>• PowerPoint</li> <li>• YouTube thumbnail</li> <li>• Email Banner</li> </ul> <p>Staff to help with the marketing design</p>			
9	Make the CRC workshop training more interactive	Use the training that we have and add hands-on exercises and real-time implementation Icebreakers	None	Karine (2) Anuj (2)	In Progress.
10	Address TAC request to add a disclaimer for the everyone that uses Basecamp	Look for a way to add a disclaimer for the existing Basecamp members and for the new members that will be added	None	Dan Bourque (3) Nikos Giannitsanos (3)	In Progress.
11	Add information on Zoned Hybrid Meetings to Virtual Meetings Guidance	Based on information shared from the West Virginia chapter, some chapters are doing “zoned” chapter meetings. Adjust guidance to cover this type of meeting.	None	Karine Leblanc	(Just added Winter 2022) In Progress.

1- Communications Committee Goal

The Communications Committee identifies the communication, collaboration and training needs for membership groups, recommends, and maintains policies, and ensures that the implementation of information technologies meets the objectives and needs of the Society.

2- Align our MBOS's with Mick Schwedler Society theme

***“Personal Growth. Global Impact. Feed the Roots.”***

The focus is growth with ASHRAE - both professionally and personally - how it happens and benefits everyone from the individual all the way up to global impact.

3- Align our MBO's with the Mission and Vision of ASHRAE

**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.

4- Align our MBO's with ASHRAE Strategic Plan

- **Organizational streamlining**
- **Improve chapter engagement, capacity, and support**

5- Who do we serve?

1- **Grassroots**

- 200+ Chapters
- 15 Regions

2- **Society**

- Members Council

- Tech Council
- Pub Ed Council

6- The 5 current **pillars** from our workshop at CRC:

- 1- Basecamp
- 2- Website
- 3- Email
- 4- Social Media
- 5- Newsletter

7- Communications Committee Team 2021-2022:



## GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council  
From Meeting of January 29, 2022  
~Virtual Winter Conference~

### Members Present

Chad Smith, Chair  
Darryl Boyce, Vice Chair\*  
Billy Austin  
Cynthia Callaway \*  
Bryan Holcomb  
Michael Wolf  
Sheila Hayter \*  
Nanette Lockwood \*  
Artorius Reyes  
Michael Genin\*  
R J Hartman\*  
Tim Ashby\*  
Louis Van Belle  
Elizabeth Tomlinson \*  
Jessica Gardner \*  
Damon McClure  
Andrea Phillips \*  
Colin Laisure-Pool  
Daryl Collerman \*  
Timothy Theriault  
George Pantelidis \*  
Gian Modgil \*  
Sonya Pouncy \*  
Eduardo Conghos \*  
Ken Fulk  
Ginger Scoggins

### Members Absent

Albert Sin

### Guests

Tim Campbell  
Tom Snyder  
Alamelu Brooks\*  
Dennis Knight  
Ayman Eltalouny, UNEP  
Samantha Slater, AHRI  
Paula Seidel  
Blake Ellis  
Matt Jesson  
Jim Wolf  
David Underwood\*  
Don Weekes\*  
Erin Kempster\*  
Harrisan Kesling\*  
Doug Cochrane  
Robin Bryant  
Heitgv Tremea  
Artoro Thor deKoos  
John Constantinide  
Trent Hunt  
Alara Apcin  
Ryan Williams

### Staff

Alice Yates  
Emily Porcari  
Isla Kennedy\*  
Patricia Ryan\*

\*Indicates Remote Participation

### Motions

**Motion 1 (Revisions to the GAC Manual of Procedures re PAOE): GAC recommends that Members Council approve the revisions to the GAC Manual of Procedures to clarify responsibilities concerning PAOE recommendations, as shown in Attachment A.**

Background: The GAC Rules Subcommittee, in its meeting on November 29, 2021, discussed proposed updates to the GAC Manual of Procedures (MOP) that would clarify the responsibility for reviewing and recommending changes to the PAOE criteria. Currently, the MOP lists “reviewing and recommending changes to the PAOE criteria” under the responsibilities of the Policy and Programs Subcommittee. However, the GAC Vice Chair is the GAC representative to the PAOE Subcommittee of Members Council.

The proposed changes would consolidate primary responsibility for PAOE criteria under the duties of the Vice Chair, with recommendations coming from the Policy and Programs Subcommittee, Member Mobilization, and Global Affairs Subcommittees. A motion to advance these proposed changes to the MOP for consideration by the full GAC was approved unanimously by the GAC Rules Subcommittee in its meeting on January 10, 2022. On January 29, the GAC unanimously approved the proposed MOP revisions.

Fiscal Impact: NONE

### **Information Items**

1. Information Item 1. Government Outreach Events (GOE): The GAC set a goal of 83 Government Outreach Events to be held during Society Year 2021 – 2022. The GAC has so far held 50 events and has 75 scheduled and planned. Last year, only 21 outreach events had been held by January 2021. 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 and likely surpass its goals. We should note that the reported GOEs to date, however, include events and meetings for which a reporting form has not yet been submitted; if the form is not submitted before the end of the Society Year, those events cannot be included in the final official total. RVCs will be working with their Chapter Chairs to ensure that these events are properly reported and verified.
2. Information Item 2. Public Policy Issue Briefs ROB Change: The GAC approved a revision to the Rules of the Board (ROB) that would streamline and clarify the Public Policy Issue Brief (PPIB) process, such that only new PPIBs would need to be approved by ExCom. Reaffirmed and revised PPIBs, as well as new PPIBs, would be reviewed by Tech Council or its designee. This proposed revision will make the PPIB process more efficient and will also clarify roles and responsibilities. It is expected the proposed ROB change will go to the Board at their meeting on Wednesday.
3. Information Item 3. Mentorship Program: A successful mentorship program has been continued for its second year, with a focus on small mentoring groups, rather than a one-on-one arrangement. Another benefit of the mentorship program has been sharing ideas and resources across regions with the RVCs working more closely together to share best practices for more effective and impactful outreach. This program will continue to be developed and improved for SY22-23.
4. Information Item 4. Covid-related government outreach continues and the materials from the ETF continue to be incredibly useful. Schools in particular have been a key government audience for these materials.
5. Information Item 5. Decarbonization, including decarbonization of buildings, has increasingly been on legislative and policy agendas of government entities. The GAC is pleased the TFBD worked quickly to develop and approve a PPIB on the subject, and the GAC looks forward to additional resources to assist outreach discussions with policy makers at all levels of understanding regarding decarbonization, ,

including potentially developing an “issue brief” on building electrification. The GAC also looks forward to completion of the Position Document, which is expected in June.

6. Information Item 6. GAC Budget Updates:

- Significant variances: Actual (forecast) Travel Expenses are significantly lower than budgeted due to covid restrictions (e.g., 38% of the GAC are meeting in-person at the Winter Conference); GAC estimates a reduction of \$20k for member travel (30% reduction) and \$5k for staff travel for GOEs (62.5% reduction). Covid has also shifted Government Outreach Events from in-person to virtual, which has reduced the budget for printing and shipping collateral materials by \$3k. We anticipate that these changes will only be temporal, and the budget for SY22-23 should not be reduced, as we expect to resume in-person conferences, CRCs, and Government Outreach Events.
- Additional Funding Requests: No additional funding is requested from the GAC for SY22-23.
- New Programs: No new programs are being proposed; while the Government Outreach Events have expanded significantly, we are not proposing any increases for shipping/printing materials as computer-based presentations even for in-person events are being used more often.

## **MBO Update**

<b>MBO</b>	<b>Subcommittee Assigned</b>	<b>Metric</b>	<b>Status</b>
1. Develop a long-term strategic plan for the GAC that will maximize the impact of member engagement.	Executive Subcommittee	Plan is developed by June 30, 2022.	A preliminary plan will be brought to the GAC in March 2022.
2. 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	Hold a “intro to GAC” session at the 2022 Winter Conference that targets ASHRAE members who are not on the GAC. Host 2 “Office Hour” events. Create a DL presentation on the benefits of Government outreach for ASHRAE members.	Additional GAC “Office Hours” are being planned. Two Office Hours are planned for this Society Year, tentatively scheduled for the end of February and May.
3. Increase effectiveness of volunteer members through formalizing the GAC member mentorship program and the multi-module training system.	Member Mobilization	Mentorship program and training program are included in Resource Manual.	Staff has provided examples of mentoring documents for Subcommittee review. Subcommittee members will provide edits and additions to the Chair prior to the next Subcommittee meeting. Any proposed updates to the Resource Manual will then be shared with the Rules Subcommittee for review.
4. Build the foundation of a consistent global government engagement program by	Global Affairs	Each global RVC identifies at least two events per region that are held annually.	Subcommittee members are reaching out to GAC Chapter Chairs to ask what information or tools are needed by these chapters.

MBO	Subcommittee Assigned	Metric	Status
<p>planning and identifying country- or region-specific events attended by government officials for the purpose of outreach and advocacy.</p>		<p>Each global chapter chair holds a minimum of one government outreach event.</p> <p>Each global chapter chair identifies the schedule for revision of Energy Codes/Building Codes of the country/state and lists out the possibility of ASHRAE standards that can be referred in the relevant sections.</p> <p>Each global affairs chapter chair develops list of the officer/s associated with the revision of codes and devise the means to get involved with the committee responsible for revision of codes.</p> <p>The chair identifies the pool of expert speakers on ASHRAE standards and arrange meetings of these experts with the committee responsible for revision of codes so as to apprise them of the wealth of knowledge available in ASHRAE resources.</p>	<p>A list of events have been completed for Region XI.</p>
<p>5. Identify ASHRAE resources and develop advocacy materials that can help state, provincial,</p>	<p>Policy &amp; Programs</p>	<p>Create at least one piece of advocacy collateral material to support outreach efforts.</p>	<p>Subcommittee is assessing needs, including from a global perspective. Subcommittee is also reviewing technical resources and assessing</p>

MBO	Subcommittee Assigned	Metric	Status
federal, and global governmental entities reach their 2030/2050 goals			<p>how they can be used for advocacy efforts.</p> <p>The 2030/2050 goals spreadsheet developed by staff will be posted to Basecamp and could be helpful for outreach efforts.</p>
<p>6. Work with International Standards Task Force to increase ASHRAE advocacy efforts, including through the tracking and adoption of ASHRAE standards around the world.</p>	Global Affairs	<p>Long-term coordination structure defined.</p> <p>Each global affairs chapter chair identifies societies/associations working towards sustainability, climate change, green/efficient/smart buildings.</p> <p>Each global affairs chapter chair identifies sustainability/climate change/energy efficiency/decarbonization programs/schemes by all UN/International agencies working in the region.</p> <p>Each global affairs chapter chair holds at least one outreach event with every organization.</p>	<p>GAC Member Pantelidis, the liaison to this group, is attending their meetings and assessing how the GAC should best coordinate with this task force.</p> <p>Dennis Knight will be providing a presentation to the GAC at the Winter Meeting, which will help to clarify how the GAC will interface with this Task Force.</p>
<p>7. Assess how EHC and Residential Committee Emerging Issue Briefs can be used to inform ASHRAE advocacy</p>	Policy & Programs	Review process for EHC Emerging Issue Briefs developed and defined.	Tim Ashby is conducting a review and will be working with Meghan McNulty to complete this review.

<b>MBO</b>	<b>Subcommittee Assigned</b>	<b>Metric</b>	<b>Status</b>
8. 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.	Policy & Programs	A group is formed that provides input to ASHRAE on resources needs for governmental purposes.	A couple of initial advisory groups were formed through outreach conducted by a WG of the TFBD. The subcommittee is exploring how the advisory boards can be expanded, including through emphasizing soliciting feedback at Government Outreach Events.
9. Improve the effectiveness of the Government Affairs Website	Communications Coordinator, in cooperation with PPSC and MMSC	GAC evaluation indicates improvement.	Sonya Pouncy has been working with Emily Porcari to identify areas for updates. Pouncy also sent out a survey in December, to be completed by RVCs and chapter chairs, that is due in early February.

## **Attachments**

Attachment A: Proposed MOP Revisions

Attachment B: GAC recommendations for PAOE points



**ATTACHMENT A**  
**PROPOSED CHANGES TO THE GAC MOP**



Shaping Tomorrow's  
Built Environment Today

## Government Affairs Committee

### Manual of Procedures

**Approved, as amended by Government Affairs Committee on June 16, 2021 and accepted by Members Council on June 22, 2021.**

## Approved by Government Affairs Committee on June 16, 2021

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## **1. INTRODUCTION**

The Rules of the Board (ROB) for the Government Affairs Committee (GAC) define its scope and purpose, membership, and operation. This Manual of Procedures (MOP) details the operating procedures followed in carrying out the responsibilities of the Committee as prescribed in its ROB. This Committee is broadly responsible for organizing and conducting government activities at all levels and advising the BOD on such matters.

## **2. EXPECTATIONS OF COMMITTEEMEMBERS**

Committee members are expected to attend and actively participate in regular meetings, serve on assigned Subcommittees, quickly respond to requests from Government Affairs Office staff and Committee leadership, and engage in constructive dialogue.

## **3. DUTIES OF COMMITTEE MEMBERS**

### **a. Chair**

Duties of the Chair consist primarily of directing the operation of this Committee and reporting to the Members Council as required. Specific duties include:

1. Attend meetings of this Committee and assigned Subcommittee meetings.
2. Preside over all meetings of this Committee and its Executive Subcommittee.
3. Review and coordinate approval of the Committee minutes, as prepared by the staff liaisons, for all Committee meetings.
4. Prepare the agendas for this Committee's meetings with the assistance of the staff liaisons and Committee members.
5. Preparing written reports, including MBO status, at Society Annual and Winter Meetings, and at other times as required.
6. In consultation with the GAC Nominating Committee, shall annually appoint the Chairs of the standing Subcommittees.
7. Annually appoint each member of this Committee to one or more standing Subcommittees.
8. Periodically review the expenditures and budget allocations of the Committee and take any action deemed necessary, in cooperation with the Executive Vice President, to stay within the established budget.
9. Appoint Ad Hoc Subcommittees, or working groups from the membership of this Committee, as necessary.
10. Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.

### **b. Vice Chair**

Duties of the Vice Chair include the following:

1. In the absence of the Chair, the Vice Chair shall assume the Chair role at any scheduled or called meeting of this Committee.
2. In the event the Chair is unable to perform its duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.

3. Prepare recommended budgets for the operation of this Committee for the coming year, in consultation with this Committee's Executive Subcommittee, the staff liaisons, and the BOD ex-officio members, for consideration by this Committee.
4. Perform other duties which may be assigned by the Chair.
5. Serve as the Chair of the Rules Subcommittee.
6. Serve on this Committee's Executive Subcommittee.
7. Serve as GAC representative to the Members Council PAOE Subcommittee.
8. Coordinate all training activities, which include RVC training, at-large Member and Council Representative trainings held at Winter and Annual meetings, as well as throughout the year.

**c. Communications Coordinator**

Duties of the Communications Coordinator shall include working with members and staff to:

1. Work with staff to manage and update relevant ASHRAE webpages and social media outlets.
2. Produce newsletter and/or email updates on a quarterly basis, at a minimum.
3. Work with staff to manage distribution channels for government activity clearing house efforts to the membership.
4. Work with staff to solicit and publish *Journal* and *Insights* articles.
5. Serve on this Committee's Executive Subcommittee.

**d. Regional Vice Chairs**

Duties of the Regional Vice Chairs include:

1. Work closely with the Director and Regional Chair (DRC) to keep them informed regarding the Committee's activities and assist with public policy issues.
2. Attend and actively participate in full GAC committee meetings, serve on at least 1 subcommittee, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.
3. Attend the regular meetings of this Committee at the Winter and Annual Meetings of the Society. Additionally, attendance at Subcommittee meetings during the Winter and Annual Meetings is highly encouraged.
4. Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
5. Monitor PAOE and enter RVC assigned points for Chapter governmental activities within the Region.
6. Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
7. Prepare reports, as required by the Society and this Committee's Chair.
8. Coordinate communication on government activities at the Chapter and Regional levels.
9. Administer this Committee's Government Affairs Awards Program within the Region, solicit entries for each award from the Chapters, and forward qualified entries for Society consideration.
10. Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.

11. Visit as many chapters as possible during the 3-year term in coordination with DRC's plans for chapter visits from region officers (though some consideration shall be given to the RVCs in Region XIII, XIV and RAL).
12. RVC responsibility to help organize Government Outreach Events.
13. Coordinate with DRC regarding President Elect Training and Regional Training.
14. Coordinate planning calls with Chapter GAC Chairs.

**e. Representative of Technology Council**

Duties of the Representative of Technology Council (TechC) include:

1. Serve as the liaison between GAC and TechC.
2. Ensure that ASHRAE's standards and other technical products are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to what standards, position documents, etc. are currently being discussed and/or edited to coordinate efforts with GAC Executive Subcommittee, Policy and Programs Subcommittee, or any other impacted Subcommittee.

**f. Representative of Members Council**

Duties of the Representative of Members Council include:

1. Serve as the liaison between GAC and Members Council.
2. Ensure that ASHRAE's grassroots interests are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.

**g. Representative of Publishing and Education Council (PubEd)**

Duties of the Representative of PubEd Council include:

1. Serve as the liaisons between GAC and PubEd.
2. Ensure that ASHRAE's publications, training, certification, and related products are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.

**h. At-Large Members**

Duties of the At-Large Members include:

1. Serve on the Committee's Subcommittees as assigned by the Chair
2. Provide support and advice as an advocate for assigned Committees in communication and interpretation of Committee's 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; and assist in preparing recommendations to the Members Council.
3. Attend all meetings of the Committee.

4. Other duties from time to time as directed by the Committee Chair.

**i. Ex Officio Member**

Duties of the BOD *Ex-Officio* member include:

1. Serve this Committee in an advisory capacity and provide liaisons with the BOD, Councils, and other Committees.
2. Provide support to this Committee as follows:
  - (a) Guidance in fiscal planning.
  - (b) Assistance in preparation of annual objectives.
  - (c) Monitoring of progress toward completion of annual objectives.
  - (d) Assistance in developing action plans to achieve Strategic Plan Objectives.
  - (e) Monitoring of progress toward completion of Strategic Plan Objectives.
  - (f) Ongoing review of the Committee's ROB and MOP.
  - (g) Assess the Committee's scope and operation, and suggest changes as needed.
3. Attend all meetings of the Committee, except in cases of conflict with BOD meetings.
4. Serve on this Committee's Executive Subcommittee and Rules Subcommittee.

**j. Staff Liaisons**

The staff liaisons shall assist in carrying out Committee duties, including:

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council and the BOD.
4. Welcome new members appointed to this Committee and send them copies of the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget.
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out Strategic Plan Objectives (SPO's).
9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRC's.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Vice Chair in conducting training of Committee members at the Annual Meeting and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Assist the Communications Coordinator, the Vice Chair, and ASHRAE IT staff with maintaining a website whereby the membership of ASHRAE can readily obtain information regarding government activities in any geographical location where ASHRAE has a presence.
15. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.

16. Provide information and appropriate contact with government agencies in support of Committee government activities.
17. Provide administrative support for this Committee's programs.
18. Coordinate update of website per this Committee's directives.
19. Offer public policy updates and guidance to the Committee on:
  - a. Summary of recent government activities (as informed by the Society's Public Policy Priorities).
  - b. Trends relative to such priorities at the grassroots government level.
  - c. Existing or potential collaboration with partnering policy organizations.
  - d. Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.

#### **4. SUBCOMMITTEES**

The Chair shall appoint Committee members to each Subcommittee annually. Subcommittee members may include voting members of this Committee and individuals with specific and relevant experience needed on each Subcommittee.

The Chair of this Committee shall form Subcommittees to conduct the business of the Committee in a practical and efficient manner. As conditions change, standing Subcommittees may be dissolved. The Chair may also form ad-hoc Subcommittees as needed.

Subcommittee Chairs must have served on the Subcommittee to which they are being appointed for at least 1 year, with the exception of the Nominating Subcommittee and the Rules Subcommittee.

Subcommittee members are appointed for a period of one year and may be reappointed by the incoming Chair.

Standing Subcommittee membership and responsibilities are assigned as follows:

##### **a. Executive**

The Executive Subcommittee (ES) consists of the Chair, Vice Chair, Subcommittee Chairs, Communications Coordinator, Representative of Tech Council, Representative of Members Council, Representative of PubEd Council, Consultants and the BOD ExOs.

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
  - b. Requests for action alerts may be initiated by individuals or groups within or outside GAC.
  - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved position of the Society.



- d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
- 5. Review and approve requests for input and/or support for specific issues being addressed at national, sub national, and local government levels.
  - a. Requests for input and/or support for specific issues being addressed at national, sub national, and local government levels are initiated by those outside of the GAC. Requests for support often are asking ASHRAE to publicly express an opinion on issues that are considered to be related to ASHRAE's interests.
  - b. Requests for input and/or support may be proposed or initiated by individuals or groups within or outside GAC or ASHRAE.
  - c. When a request for input and/or support is received, if time allows, ES shall make a preliminary judgment as to whether it is supported by an approved position of the Society.
  - d. If an input and/or support request is deemed relevant and supported by approved positions of ASHRAE, and if ES agrees that the input and/or support should be provided, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If a request for input and/or support is found to lack support in approved ASHRAE positions and if ES believes the input and/or support should be provided, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
  - f. ASHRAE GA staff should inform the GAC chair when requests are received and advise the chair as to whether or not the request aligns well with existing ASHRAE priorities and documented positions. If time allows, the chair then determines whether to bring the issue to the ES for discussion or authorize staff to address the issue directly.
  - g. For requests received by staff that do not allow time to be considered by the GAC ES and/or GAC ES chair, staff may recommend action directly of the Society Executive Committee and/or Society President. Staff should inform the GAC chair of these time-sensitive requests and recommendations, along with the action taken.
- 6. Review, comment, and approve Public Policy Issue Briefs (PPIBs) developed by the Policy and Programs Subcommittee.
  - a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.
  - b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.
  - c. PPIBs approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.

**b. Policy and Programs**

The members of the Policy and Programs Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Policy and Programs Subcommittee.

Responsibilities of the Policy and Programs Subcommittee shall include:

1. Develop and oversee implementation of public policy goals and initiatives, as drawn from the Society's Public Policy Priorities.
2. Provide regular reports to the GAC on the status of public policy initiatives and goals. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.
3. Seek opportunities in conjunction with Member Mobilization Subcommittee efforts for influencing public policy through active outreach with governmental and non-governmental organizations.
4. When deemed necessary, prepare and submit requests for action alerts to the Executive Subcommittee.
5. Review and recommend revisions to the PAOE criteria-, forward to the Committee Vice-chair for consideration.
6. Review annually existing PPIBs and make recommendations to the Executive Subcommittee to retire or update the PPIBs. If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.
7. Recommend and develop any new PPIBs, as needed.

### **c. Member Mobilization**

The members of the Member Mobilization Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Member Mobilization Subcommittee.

Responsibilities of the Member Mobilization Subcommittee shall include:

1. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Refer to GAC MOP section 6.a.4 and 6.a.5.
2. When deemed necessary, prepare and submit requests for action alerts or for providing input and/or support for specific issues being addressed at national, sub national levels to the Executive Subcommittee.
3. Provide regular reports to the GAC on the status of ongoing public policy projects. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.

4. Provide recommendations to the GAC on emerging issues that are not the current primary focus of the Society, but have the potential to become of greater interest and thus may warrant greater future attention.
5. Manage Government Affairs Awards Program.
6. Review and update training materials for chapter chairs prior to Winter Meeting. The Subcommittee must provide feedback on training materials and work with staff to update and develop the training materials for Regional and chapter training events.
7. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-chair for consideration.

#### d. Global Affairs

The members of Global Affairs Subcommittee are appointed annually by the Chair of the GAC. Membership of the Subcommittee includes the RVC's from Regions 2, 8, 11, 12, 13, 14 and the RAL and in addition, up to 3 additional non-RVC Members with international experience that serve on the GAC, at the discretion of the GAC Chair. The Chair of the Subcommittee needs to be an RVC with a minimum of 1 year GAC experience and be from the Regions involved.

Responsibilities of this Subcommittee shall include:

1. Developing strategies to promote and grow activities that reflect the global nature of the Society;
2. Identifying regional best practices for government outreach outside of the U.S. so that chapters can successfully promote the Public Policy Priorities internationally and build connections with government officials, institutions, non-governmental organizations, and private parties;
3. Monitor key public policy needs of government officials and policy makers internationally concerning the built environment, and make ASHRAE recommendations for responding to these issues;
4. Provide regular reports to the GAC on global outreach activities.
5. Review and recommend revisions to the PAOE criteria, forward to the Committee Vice-chair for consideration.

#### e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, the Members Council Representative, the Board Ex-Officio, and up to three additional members at the GAC Chair's discretion. At least one of the subcommittee members shall have served on the subcommittee the previous year, and at least three of the subcommittee members shall have served on the GAC the previous year.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP, ROB, the Resource Manual, and Section 2.5 of the Manual of Chapter Operations.

##### a. Rules of the Board (ROB):

The rules of the board for the GAC define its scope and purpose, membership and operation. Specifically, section 2.402.001 of Volume 2 covers the scope and purpose of the committee, section 2.402.002 Membership, and 2.402.003 Operation. Changes to this document must be preliminary reviewed by the Society Rules Committee, then passed as a motion to Members Council for approval, and lastly passed to the Board for Final approval. The content of these sections should be high level and identify the "who",

“what” and “why”. The ‘how’ should be described in the Manual of Procedures.

**b. Manual of Procedures (MOP):**

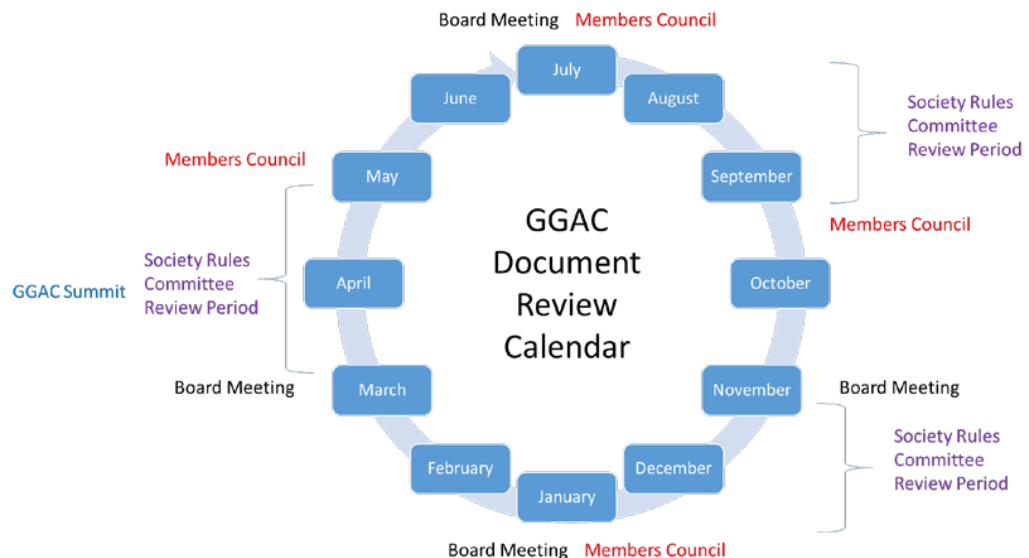
This manual details the operating procedures followed in carrying out the responsibilities of the committee as prescribed in its ROB. For example, this document contains the expectations of Committee members, their duties, a description and make-up of the GAC working subcommittees, the requirements for developing annual objectives, and the awards that the GAC committee is empowered to distribute. Changes to the MOP must be approved by Members Council, but do not require Board approval.

**c. GAC Resource Manual (RM):**

The Government Affairs Committee Resource Manual is a reference for guidelines, forms, procedures, sample documents and other tools that the Committee uses in its day-to-day operations. It ensures consistency in the operation of the Committee at the Society, Region, and Chapter level and serves as an educational tool for new members. The Government Affairs Committee Resource Manual is an internal document of the Committee and changes require the approval of the GAC Committee, only.

**d. Section 2.5 of the Manual of Chapter Operations (MCO):**

This section of the Manual of Chapter Operations describes the duties of the Chapter level GAC organizations and rules procedures for disseminating information from the Society GAC and when and how to engage local government officials. The MCO is owned and maintained by Members Council. Changes made to this document must be presented and approved by that entity. Members Council meets 4 times a year and proposed changes must have background information and justification for changes.



**f. Nominating**

1. Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, the Communication Coordinator, the GAC ExO and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GACChair.
2. The Subcommittee shall select a Vice Chair to serve in the absence of the Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee through the Board ExO for the next year's GAC Committee Chair and Vice Chair.
4. The Subcommittee shall seek input from Chairs of Subcommittees on their recommendations regarding nominations.
5. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the newly appointed GAC Committee Chair and Vice Chair.
6. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.
7. All nominations should be submitted by the nominating subcommittee within a maximum of two weeks' time after the Winter Meeting.

**5. Committee Objectives(MBOs)**

Prior to the Society Annual Meeting, the incoming Committee Chair, in consultation with the Executive Subcommittee, will prepare objectives for the Committee for the next Society Year and present these objectives to the Committee for review during the Society's Annual Meeting. The objectives will be included in the Committee's report to the Members Council at the Annual Meeting as an information item, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Assistant to the BOD.

1. If any Committee does not submit its objectives to the BOD at the Annual Meeting, an assigned BOD Ex-Officio is responsible for contacting the incoming Committee Chair and working with him/her to complete these objectives.
2. ASHRAE Headquarters staff Director of Member Services will send copies of objectives to the BOD Ex-Officio, Committee staff liaisons and council staff liaisons. Staff liaisons will send objectives to Committee members.
3. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or Subcommittee of the Committee, this should also be included.
4. A status report of the objectives will be included in the Committee report submitted to the Members Council at the Society's Winter Meeting, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Director of Member Services.

5. A final report of the objectives will be included in the Committee report submitted to the Members Council at the Society Annual Meeting, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Director of Member Services. The objectives prepared by the incoming Committee Chair for the next Society Year (or by the individual who will be the next year's Chair) will also be included in this report. These two reports on objectives will show the Members Council what the Committee accomplished during the Society Year that is ending and what is planned for the upcoming year.

## **6. AWARDS PROGRAM**

### **a. Government Affairs Award**

The Government Affairs Award was established to recognize an individual for outstanding effort and achievement in national, sub-national, and local government activities in connection with technical issues related to the activities of the Society.

- Recognition is in the form of a plaque for first place winner.
- One awarded per year.
- The Government Affairs Committee makes recommendations for the award to the Honors and Awards Committee at the Winter Meeting.

**Attachment B**  
**GAC Recommendations for PAOE Points**



**GOVERNMENT AFFAIRS CATEGORY – 2021-22 PAOE**

**MINIMUM: 500 POINTS**

**PAR: 1000 POINTS**

**Presidential Initiatives:**

GA1	50 points; (500 points maximum)	For each unique industry topic discussed with a government individual, department, or agency (elected official, policy decision maker or senior staff level) based on <a href="#">Epidemic Task Force resources, Task Force on Building Decarbonization resources or issues that alignment</a> with the current <b>Presidential Initiatives Master List</b>
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**Efficient use of volunteers' time:**

GA2	50 points; (150 points maximum)	For establishing and maintaining a chapter Government Affairs Committee with at least 2 members to promote ASHRAE with state, provincial, and local government (50 bonus points if GAC committee includes a government employee; 100 bonus points if the GAC chair is a government employee)
GA3	50 points; (minimum 1 hour of training; 100 points maximum)	For government affairs training for chapter officers and future leaders (50 bonus points if the training includes a speaker/presenter who is a government official)
GA4	50 points; (50 points maximum)	For CTTC chair serving on the GAC committee in an effort to promote GAC topics for chapter meeting presentations

**Awards and Submission Activities:**

GA5	100 points; (300 points maximum)	For each Chapter Government Affairs Award entry into Society or Regional competition ( <i>each Award entry counted only once</i> )
GA6	50 points; (250 points maximum)	For each article on a government affairs activities-related (e.g., state provincial, or local legislative or regulatory issue) published in a chapter newsletter or posted on a chapter website with copy sent to RVC ( <i>maximum of two articles per month</i> )

**Meetings, Presentations or Events:**

GA7	100 points; (200 points maximum)	For each joint chapter meeting with local, state, or provincial government entity to discuss a built environment or HVAC&R industry-related topic (Must show RVC confirmation of joint planning with the other entity to promote the meeting)
GA8	100 points; (200 points maximum)	For each action or activity that commemorates or promotes National Engineers' Week or non-US equivalent activity that promotes Engineering, World Refrigeration Day, World Standards Day or other national/global events
GA9	50 points; (200 points maximum)	For promotion of ASHRAE certification programs through personal presentations or newsletters with government officials and agencies
GA10	50 points; (200 points maximum)	For each Chapter program on the topic of government activities ( <i>minimum 45 minute presentation; maximum 2</i> )
GA11	100 points; (400 points maximum)	For each occurrence of an ASHRAE chapter member presenting or giving testimony to a public meeting or hearing on a subject where ASHRAE's resources and standards are being used in the discussion of the subject matter
GA12	200 points; (600 points maximum)	For each piece of legislation that ASHRAE chapter members are able to get sponsored at the local or state level. The legislation should be in line with ASHRAE PPP's for current SY, PPIB's and PD's. Legislation does not have to pass for points to be counted, but summary report must be sent to RVC before claiming points

**RVC Assigns/Enters the following points:**

GA13	50-150 points; (150 points maximum)	For the incoming Chapter GAC committee chair attending the GAC CRC workshop ( <i>50 points for chapter representative other than the chair who is a senior officer or member of GAC</i> )
GA14	50-100 points; (no points maximum)	For each documented personal contact (meeting) by a chapter member with government officials (at any level of government relevant to buildings, engineering or construction, sustainability including building officials, school boards and universities school system facility staff, state energy code officials, tribal government entities etc.) with the goal of promoting ASHRAE related subjects or Chapter goals and objectives, with notification and submit a record via the online portal sent to the ASHRAE Government Affairs Office (Points will only be given once a report is submitted to the ASHRAE Government Affairs Office. Points will be assigned by the RVC, once the report is submitted to the Government Affairs Office.)
GA15	100 points; (200 points maximum)	For chapter submitting <a href="#">local issues identified with goals and</a> report(s) <del>with local issues identified</del> to RVC ( <i>with a cap of 200 points in one year</i> )
GA16	50-100 points; (100 points maximum)	For planning/goal setting session with RVC ( <i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i> )
GA17	10 –300 points; (300 points maximum)	For achieving goals established in goal-setting session with RVC ( <i>points assigned by RVC by June 30</i> )

## Chapter Technology Transfer Committee (CTTC)

Report to Members Council  
From Meetings of January 28 and 29, 2022

Members Present	Members Absent	Guests	Staff
Mohammad Al Tassi	Renjie Jerry Huang	Charlie Hunn	Rhiannon Masterson
Daniel Robert		Jonathan Smith	Anastasia Meadows
Andrew Reilman		Jason Urso	Eunice Njeru
Frank Rivera		Mick Schwedler	
Daniel Redmond		Devin Abellon	
Matthew Archey		Blake Ellis	
Christopher Adams		Keith Reihl	
Arunabha Sau		Sarah Maston	
Elizabeth Zakelj		Mitchell Rohrer	
Grant Page		Robin Bryant	
Kenneth Shifflett		Harrison Kesling	
Abigail Brophy		Rob Druga	
Tyler Bradshaw		Thursten Simonsen	
Janice Peterson			
Thiago Portes			
Mahroo Eftekhari			
Ahmad Nour			
John Constantinide			
Heric Holmes			
Ashish Rakheja			

### Information Items

1. The DL program has a total of 192 allocated visits available to chapters this Society year. Beginning in early September 2021, DLs were given the option to travel for in-person visits; however, it is up to the DL and Chapter if they want to conduct a virtual or in-person visit. A total of 113 visits have been made so far and 148 have been scheduled (including both allocated and non-allocated).
  - a. Nineteen of the 69 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Malaysia, Singapore, Sri Lanka, Netherlands and the UK. DL presentations are available in 11 languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Punjab, Spanish, and Thai.
2. CTTC reviewed 7 DL nominations as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 71 DLs for the 2022-23 Society year. 5 new DLs will begin two-year terms on July 1, 2022 and three current DLs will end their service as of July 1, 2022. The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.
3. A new DL Diversity & Outreach Ad Hoc has been formed and made good progress since its initiation in June 2021. Moreover, a new objective DL evaluation process has been approved by CTTC.
4. We received 36 Technology Award entries for this year's Society-level competition. The judging panel selected 18 projects for awards: one Engineering Excellence, nine first place, two second place, and six

honorable mention. The Engineering Excellence and first place winners were honored at the Plenary held on Saturday; some recipients attended in-person while others watched virtually.

5. Budget update:

- a. After review, it was determined that we can reduce our forecast in three line items that mainly focus on travel expenses (DL, committee travel, and Tech Hour). This reduction will save approximately \$166k.
- b. We will not be requesting any additional funding for Society Year 2022-23.

**Attachment**

Attachment A – Updated CTTC MBOs for 2021-22

Attachment B – PAOE Update

## MANAGEMENT BY OBJECTIVES

CHAPTER TECHNOLOGY TRANSFER COMMITTEE ASHRAE SOCIETY YEAR 2021-22

MOHAMMAD TASSI, CHAIR

MBO	STATUS	Due Date	Assigned To	MBO Comments
1. Work with all chapters to conduct at least two HVAC events relevant to COVID-19 Precautionary measures and recovery plans	Waiting for RVC feedback	June 2022	All RVCs	In line with ASHRAE Strategic Plan/ Item 2: Indoor Environmental Quality. Given the ongoing COVID-19 Pandemic, this initiative becomes of high importance
2. Work with all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters)	Waiting for RVC feedback	June 2022	All RVCs	Capacity building, sharing expertise and succession planning are essential factors for CTTC success at Chapter, Regional and Society levels.
3. Resume the original plan for broadcasting three Tech-Hours per year	Ongoing	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item 4: Improve Chapter Engagement, Capacity and Support
4. Set a plan for further collaboration with TCs and other ASHRAE Committees	Ongoing / TAC video & newsletter	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining.
5. Finalize the online DL Evaluation system, and enroll it at least for interested Chapters	Ongoing / Ad Hoc	June 2022	<ul style="list-style-type: none"> <li>- Services Sub-Committee,</li> <li>- Digital DL Evaluations Ad HOC &amp;</li> <li>- Online DL Ad Hoc</li> </ul>	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The current DL operations includes inefficient manual DL forms for request, approval, and evaluation process with filling multiple manual forms and rolling them via multiple emails in addition to maintaining manual DL logs and statistical records
6. Work towards reaching online DL platform that covers DL requests, approval and logging capabilities. (Target: finalize a reliable robust plan for implementation at a later stage)	Ongoing / DL Automation Ad Hoc	June 2022		
7. Review the current DL selection criteria, and existing DL database, then initiate proper measures for providing wider DL diversity of relevant topics (leadership, management, finance...), languages, gender (more female DLs), and even age groups (opportunities for YEA)	Ongoing / DL Diversity & Outreach Ad Hoc	June 2022	<ul style="list-style-type: none"> <li>- Member Services Sub-Committee &amp;</li> <li>- DL Program Team</li> </ul>	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The DL program has high potentials for reaching wider range of audience and facilitating higher chapter engagement through providing wider spectrum of program deliverables
8. Conduct at least two additional full Sub-Committee virtual meetings per year (in addition to the Winter and Annual Meetings)	Ongoing / On Schedule	Fall 2021 Spring 2022	<ul style="list-style-type: none"> <li>- Operations &amp; Member Services Sub-Committees</li> <li>- Staff support</li> </ul>	In Line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. This initiative proved to Enhances CTTC communications, and leads to higher level of preparedness for the full Committee meetings

**CHAPTER TECHNOLOGY TRANSFER CATEGORY – 2021-22 PAOE**

**MINIMUM: 550 POINTS**

**PAR: 1050 POINTS**

**Presidential Initiatives:**

CT1	50 points; (500 points maximum)	For each Chapter Program topic based on alignment with the current <b>Presidential Initiatives Master List</b>
CT2	100 points; (no maximum)	For each Technical Tour and accompanying 30-minute presentation based on alignment with the current <b>Presidential Initiatives Master List</b>
CT3	10 points; (500 points maximum)	For each Professional Development Hour (PDH) earned (at a Chapter Program) by a chapter member based on alignment with the current <b>Presidential Initiatives Masters List</b>
CT4	100 points; (300 points maximum)	For each Conference Paper or Technical Paper authored or co-authored by a chapter member based on alignment with the current <b>Presidential Initiatives Master List</b>
CT5	100 points; (300 points maximum)	For each ASHRAE published document (e.g. Handbook Chapter, Standard, User's Manual, Guideline, Design Guide, Periodical, Position Document) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education). Content must be based on alignment with the current <b>Presidential Initiatives Master List</b> .
CT6	10 points; (50 points maximum)	For each informational presentation at a chapter meeting on the certification program (BEMP, CHD, HFDP, HBDP, BCxP, BEAP, OPMP)

**Efficient use of volunteers' time:**

CT7	100 points (100 points maximum)	For a Chapter Technology Transfer Committee with a minimum of a chair and a co-chair
CT8	100 points (100 points maximum)	If CTT committee includes a refrigeration subcommittee chair

**Planning and Administrative Activities:**

CT9	50 points; (50 points maximum)	For completing and publishing DL (Distinguished Lecturer) meeting schedule and speakers by October 1 or 2 weeks after the CRC, whichever is later
CT10	50 points; (250 points maximum)	For submitting summary of speaker reviews to CTTC RVC for use in regional speaker database (50 points per each speaker)
CT11	50 points; (no maximum)	For submitting DL event summary critique form within 15 days of DL visit (50 points per each DL event)

**Awards and Submission Activities:**

CT12	300 points; (no maximum)	For each Technology Award entry at Regional level
CT13	500 points (no maximum)	For each CTTC Award entry at Society level (including Technology Award, Milton Garland Commemorative Refrigeration Award for Project Excellence, Comfort Cooling Award for Project Excellence entry, Donald A. Siller Refrigeration Award, Dan Mills Chapter Programs Award)

**Meetings, Presentations or Events:**

CT14	100 points; (600 points maximum)	For each chapter meeting presenting a Diversity, Equity and Inclusion (DEI) program
CT15	100 points; (600 points maximum)	For each 1-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter
CT16	100 points; (600 points maximum)	For each chapter meeting presenting one of the recorded Tech-Hour programs (available on ASHRAE 365)
CT17	100 points; (no maximum)	For each joint meeting with HVAC&R peer societies, organizations, and/or associations
CT18	100 points; (no maximum)	For each ASHRAE certification earned, or renewed by a chapter member during the current fiscal year
CT19	50 points; (no maximum)	For each chapter seminar/program by a DL with multi-chapter in person visits and/or virtual visits

CT20	100 points; (600 points maximum)	For each chapter member who is currently serving on any of the following ASHRAE committees/groups: TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project)
CT21	50 points; (100 points maximum)	For each chapter member who is currently serving on an ASHRAE TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project) giving a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at <a href="http://www.ashrae.org/tcs">www.ashrae.org/tcs</a> under heading "General TC Information"
CT22	50 points; (no maximum)	For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees
CT23	100 points; (300 points maximum)	For hosting an "ASHRAE Technical Committee (TC) Members" chapter meeting in which TC attendees will be presented
CT24	50 points; (150 points maximum)	For Chapters with at least one Member that serves as a Distinguished Lecturer during the current Society year. Additional 100 points for Chapters outside of the United States that have at least one Member that serves as Distinguished Lecturer.
<b>RVC Assigns/Enters the following points:</b>		
CT25	200 points; (200 points maximum)	For the Chapter CTT committee chair or co-chair attending the CTTC workshop at CRC
CT26	100 points; (200 points maximum)	For planning/goal setting session with RVC ( <i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i> )
CT27	100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC ( <i>points assigned by RVC by June 30</i> )

## MANAGEMENT BY OBJECTIVES

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MOHAMMAD TASSI, CHAIR

MBO	STATUS	Due Date	Assigned To	MBO Comments
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### CRC Motion Review Process

#### **Region Operations Subcommittee MBO #3:**

*Analyze the motions review and resolution process from inception to resolution and **recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC.***

For reference:

Spring CRCs - April/May      6 month target: October/November  
(by Fall Members Council Meeting)

Fall CRCs - July/September      6 month target: January/March  
(by Winter Conference)

#### **Proposed Process:**

1. Within **7 days** of the conclusion of the CRC, the **RMCR** shall forward all approved Society-level motions to the Members Council Staff Liaisons. Motions must be clear, concise, and include background and estimated fiscal impact so that no further clarification would be needed.
2. Upon receipt of the motions, the Members Council Staff Liaisons shall input them into a spreadsheet for tracking. Spreadsheet will be shared with the Staff Directors, who will indicate the best body for handling each motion. For **Process Motions** (motions requesting processes or policies that are already in place), Staff Liaisons will address using the tracking spreadsheet and notify the RMCR within **2 weeks of receipt**. All other motions are sent to the relevant Staff Liaison(s). Input from the Finance Committee will be critical when discussing motions with significant fiscal impact.
3. Staff Liaisons will track the progress of the motion within their relevant body. Relevant bodies will be asked for a recommendation or action within **three months** of receipt. This may require intermediate virtual meetings outside of normal Annual/Winter Conference committee meetings.
4. Members Council shall review the recommendations prior to the Fall Members Council meeting / Winter Conference.
5. Members Council shall vote to approve/reject recommendation not requiring BOD approval at Fall Members Council meeting / Winter Conference
6. Motions that require Board approval will be forwarded prior to the Fall Board meeting / Winter Conference.

#### **Advantages:**

- Every motion is received and tracked
- Every motion goes to a relevant body
- Motions will proceed much more quickly than they do in the current process
- Member time will be used more effectively because Staff will handle administrative tasks

#### **Disadvantages:**

- Additional strain on staff resources
- May require relevant bodies to engage and respond outside of the normal conference meeting schedules
- The expedited process may result in rushed discussions

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 11/2019	7a	That Society revise the criteria for the Scholarship program to allow the contribution to be taken in Canadian funds and the scholarship be given in Canadian funds. <b>(Region II – Toronto Chapter – 2019 Fall CRC)</b>	Foundation Trustees	<p>3/11/2020 – The scholarship trustees reviewed the attached referral motion from Members Council at their meeting on February 4, 2020 in Orlando. The trustees recommend the motion be referred to the ASHRAE Foundation Trustees since the issue involves the contribution of funds, which is the responsibility and work of the ASHRAE Foundation and not within the scope of the Scholarship Trustees.</p> <p><b>OPEN</b></p>
Atlanta – 11/2019	33	That ASHRAE investigate a carbon offset policy for air travel. <b>(Region XIV – Ireland Chapter – 2019 Fall CRC)</b>	<p><del>Technology Council</del></p> <p><b>Refer to Finance Committee</b></p>	<p>2/4/20 - Technology Council determined that this request should be determined by Finance Committee.</p> <p>1/14/2022 – Finance Committee: ASHRAE already is doing quite a bit in regard to decarbonization and sustainability and is actively investigating additional efforts it can take. Carbon offsets for travel fall within the scope of these larger initiatives. Society will continue to address decarbonization and related activities, but considers this motion to be closed.</p> <p><b>COMPLETE</b></p>
Virtual – 11/20	10a	That donation to ASHRAE Foundation scholarships from a Canadian chapter or a Canadian Member are recognized by Society in Canadian dollars in order to use the same currency as ASHRAE Research Canada objectives be referred to the Foundation Trustees for consideration with copy to the RP Committee as an information item. <b>(Region II – Montreal Chapter – 2020 Virtual CRC)</b>	Foundation Trustees	<p><b>OPEN</b></p>
Virtual – 11/20	10.h	That the name ASHRAE from the CIBSE ASHRAE Group be reviewed to stimulate development of an equitable relationship model. <b>(Region XIV – UK London &amp; Southeast Chapter – 2020 Virtual CRC)</b>	Society Executive Committee	<p>12/16/2021 - This subject was broached during a virtual ASHRAE-CIBSE meeting. From a strict standpoint the "CIBSE ASHRAE Group" is fully under the purview of CIBSE.</p> <p>Bringing the information from this motion forward led to ASHRAE and CIBSE leadership discussing the importance of future collaboration to increase coordination and cooperation between all bodies of CIBSE and ASHRAE. A number of joint leadership meetings and collaborations have occurred since June 2021 and they have been positive. We believe your motion helped lead to positive discussions.</p> <p>Our priority is to continue to support ASHRAE Chapters in the UK, and collaborate with CIBSE when it is mutually beneficial. Please let your ASHRAE Regional and Board leadership know how we can support our UK.</p> <p><b>COMPLETE</b></p>
Virtual – 11/21	4A	That the Conferences and Expositions Committee make 1 of the 8 tracks for the Toronto Annual 2022 meeting on the current hot topic of "Building Decarbonization" by 10/09/2021. <b>(Region II – Toronto Chapter – 2021 Fall CRC)</b>	Conferences and Expositions Committee	<p>12/7/21 - CEC agrees that the ASHRAE Conference is an ideal opportunity to highlight the latest research on Building Decarbonization and to underscore ASHRAE's expertise and impact in this field. When the motion was originally discussed during the Members Council meeting, the tracks for the Annual 2022 conference were already announced.</p> <p>For the 2022 Annual Conference, the conference chair did not include a separate 'decarbonization' track because it was felt that a number of different programs could address aspects of decarbonization differently. Nonetheless, the chair is open to creating a decarbonization track if there are a number of programs submitted and scheduled. In fact, CEC did just that for the 2022 Winter Conference when it scheduled 5 of 6 building decarbonization submissions submitted by the Task Force for Building Decarbonization in the technical program.</p>

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<b>COMPLETE</b>
Virtual – 11/21	4B	That the Conferences and Expositions Committee make 1 of the 8 tracks for the Toronto Annual 2022 meeting on the current hot topic of "Building Decarbonization" by 10/09/2021. <b>(Region X – Central Arizona Chapter – 2021 Fall CRC)</b>	Conferences and Expositions Committee	<p>12/7/21 - CEC agrees that the ASHRAE Conference is an ideal opportunity to highlight the latest research on Building Decarbonization and to underscore ASHRAE's expertise and impact in this field. When the motion was originally discussed during the Members Council meeting, the tracks for the Annual 2022 conference were already announced.</p> <p>For the 2022 Annual Conference, the conference chair did not include a separate 'decarbonization' track because it was felt that a number of different programs could address aspects of decarbonization differently. Nonetheless, the chair is open to creating a decarbonization track if there are a number of programs submitted and scheduled. In fact, CEC did just that for the 2022 Winter Conference when it scheduled 5 of 6 building decarbonization submissions submitted by the Task Force for Building Decarbonization in the technical program.</p> <p><b>COMPLETE</b></p>
Virtual – 11/21	4C	That ASHRAE introduce a track for the Toronto Annual 2022 meeting on "Building Decarbonization." <b>(Region XIV – Hellenic Chapter – 2021 Fall CRC)</b>	Conferences and Expositions Committee	<p>12/7/21 - CEC agrees that the ASHRAE Conference is an ideal opportunity to highlight the latest research on Building Decarbonization and to underscore ASHRAE's expertise and impact in this field. When the motion was originally discussed during the Members Council meeting, the tracks for the Annual 2022 conference were already announced.</p> <p>For the 2022 Annual Conference, the conference chair did not include a separate 'decarbonization' track because it was felt that a number of different programs could address aspects of decarbonization differently. Nonetheless, the chair is open to creating a decarbonization track if there are a number of programs submitted and scheduled. In fact, CEC did just that for the 2022 Winter Conference when it scheduled 5 of 6 building decarbonization submissions submitted by the Task Force for Building Decarbonization in the technical program.</p> <p><b>COMPLETE</b></p>
Virtual – 11/21	5A	That the ASHRAE BOD Society Transformation Ad Hoc streamline considerations only involve Council empowerment and process improvement within the current Society structure. The current structure, including the Board of Directors composition, represents the diverse nature of society membership and working bodies within the Society. <b>(Region III – Hampton Roads Chapter – 2021 Fall CRC)</b>	Board of Directors	<p>12/7/2021 – The Society Executive Committee took an action item to present the Streamlining Presentation (presented during the fall CRCs), to the spring CRC regions. The presentation was scheduled between November 22 and December 1, all were welcomed to attend.</p> <p><b>COMPLETE</b></p>
Virtual – 11/21	5B	That the ASHRAE BOD Society Transformation Ad Hoc take no action on restructuring – beyond discussion and collection of comments until all CRCs including Spring CRCs have been presented the most recent "Ideas for Streamlining our Society" PowerPoint at the business meeting, developed by Sarah Maston and have had opportunity to submit comments. <b>(Region III – Central Pennsylvania Chapter – 2021 Fall CRC)</b>	Board of Directors	<p>12/7/2021 – The Society Executive Committee took an action item to present the Streamlining Presentation (presented during the fall CRCs), to the spring CRC regions. The presentation was scheduled between November 22 and December 1, all were welcomed to attend.</p> <p><b>COMPLETE</b></p>
Virtual – 11/21	5C	That the ASHRAE BOD not combine existing regions into super regions without a majority vote of the membership within the region being considered for inclusion into the proposed super region. <b>(Region III – Hampton Roads Chapter – 2021 Fall CRC)</b>	Board of Directors	<p>12/7/2021 – The Society Executive Committee took an action item to present the Streamlining Presentation (presented during the fall CRCs), to the spring CRC regions. The presentation was scheduled between November 22 and December 1, all were welcomed to attend.</p> <p><b>COMPLETE</b></p>
Virtual – 11/21	6A	That Regional Historians be added to the Society Historical Committee as full voting members with all rights, and privileges, and responsibilities pertaining thereto. <b>(Region VII – Memphis Chapter – 2021 Fall CRC)</b>	Publishing and Education Council	<p>02/01/2022 – This motion was referred to Publishing and Education Council who referred it to the Historical Committee. The Historical</p>

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CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				Committee has established an ad hoc subcommittee to study this issue and will report at the annual meeting in Toronto, Canada, June 2022.  <b>OPEN</b>
Virtual – 11/21	6B	That non-current ASHRAE Handbook editions be made available to dues-paying ASHRAE members (Full or Associate Member grade) in an electronic format, in lieu of the hardbound handbook. <b>(Region IX – Kansas City Chapter – 2021 Fall CRC)</b>	Publishing and Education Council	02/01/2022 – PEC was not in favor of this motion. PDFs of noncurrent Handbook chapters are already available for purchase from ASHRAE Customer Service for a nominal fee. PDFs of volumes starting with 2018 Refrigeration are posted for members on the Technology Portal. Both these options need to be publicized so members know they can obtain the desired chapters. Historically, demand for these chapters is low and would not justify spending the approximately \$10-15k per volume to post this content on the Technology Portal or carry them in the bookstore.  <b>COMPLETE</b>
Virtual – 11/21	20	That Marketing/Tech Council/Pub Ed develop a marketing program to regularly spotlight Technical Committees through marketing channels. <b>(Region VII – Louisville Chapter – 2021 Fall CRC)</b>	Marketing, Technology Council & Publishing and Education Council	02/01/2022 – Response from Marketing, Technology and PEC. This would be a collaborative effort between Tech Council and Marketing. TAC and the International Standards Interaction Task Force both have efforts underway to increase involvement in ASHRAE Technical Committees. In addition to what is already occurring the following could also be done: 1. Create content asking for participation in TCs could be placed in the ASHRAE Chapter Notes newsletter. This content would link back to information for applying for membership on the TCs on the ASHRAE website. 2. Content can be created to highlight how to participate in the TCs for use in leadership presentations that are shared during the virtual or in-person CRC's. 3. On the ASHRAE main home page, TC involvement could be one of the main subject blocks that gets included during the year for a specified period of time. 4. When content is created by the TCs (articles, books, etc.) we can better highlight the volunteer efforts and link it back to TCs as appropriate.  <b>COMPLETE</b>
Virtual – 11/21	24	ASHRAE to include, as per its policy, SI units in its online and instructor led training courses. <b>(Region XIV – Hellenic Chapter – 2021 Fall CRC)</b>	Publishing and Education Council	02/01/2022 – This motion was referred to Publishing and Education Council who later referred the motion to the Training and Education Committee to consider and report in June at the annual conference in Toronto.  <b>OPEN</b>
Virtual – 11/21	7A	That prior to June 1, 2022, Society's Finance officer or other appropriate individual/group work with ASHRAE RP or the ASHRAE Foundation develop and implement a new method for chapter presidents and RP chairs to be able to readily search for existing chapter endowments of all types and important data and figures pertaining to them such as current endowed amounts, amount contributed over the current year, the last time the proceeds were awarded along with the award amount, and for newly funded endowments when the first or annual award date will be. <b>(Region X – Tucson Chapter – 2021 Fall CRC)</b>	Foundation Trustees	<b>OPEN</b>
Virtual – 11/21	7B	That prior to June 1, 2022, Society's Finance officer or other appropriate individual/group work with ASHRAE RP or the ASHRAE Foundation develop and implement a new method for chapter presidents and RP chairs to be able to readily search for existing chapter scholarships and important data and figures pertaining to them such as current endowed amounts, amount contributed over the current year, the last time the scholarship proceeds were awarded along with the award amount, and for newly funded scholarships when the first or annual award period will be. <b>(Region X – Tucson Chapter – 2021 Fall CRC)</b>	Foundation Trustees	<b>OPEN</b>
Virtual – 11/21	10A	That ASHRAE provide discount to organizations or companies for group memberships of recruiting members – new members. <b>(Region XIV – Hellenic Chapter – 2021 Fall CRC)</b>	Membership Promotion Committee	<b>OPEN</b>

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Virtual – 11/21	10B	That ASHRAE provide discount to organizations or companies for group memberships for retaining members. <b>(Region XIV – Hellenic Chapter – 2021 Fall CRC)</b>	Membership Promotion Committee	<b>OPEN</b>
Virtual – 11/21	11	That MOP B1.8 rules require a visit to each RAL chapter once every five years by one of the society officers. This should be followed and recorded. <b>(Region-At-Large – ASHRAE Falcon Chapter – 2021 Fall CRC)</b>	Society Executive Committee	02/02/2022 – ExCom felt that visits to all ASHRAE Chapters should be prioritized, consistently managed, and tracked. To that end, ExCom plans to expand the referred motion to apply to all Chapters in ASHRAE.  The President and President-Elect will work together to review historical records of Chapter visits to prioritize visits each year and will continue to track visits as part of ExCom's annual planning process.  <b>COMPLETE</b>
Virtual – 11/21	19	That the Government Affairs Committee (GAC) through Members Council develop a strategy for States with multiple Chapters within the state, a process to work together to send a unified message to government officials. <b>(Region VII – Louisville Chapter – 2021 Fall CRC)</b>	Government Affairs Committee	02/1/2022 – The GAC is not in favor of the motion. While the goal of the motion is commendable, a single strategy may not be able to capture differences across states. While we agree that single unified message may often be more effective from a government impact standpoint, states can have different requirements or expectations in terms of the process for members of the public and other organizations to communicate with government officials. Additionally, it may be appropriate for certain chapters to take a different approach to communication than others; for example, if a chapter member has an existing personal or professional connection with a government official, their communications would likely be different than a chapter member introducing themselves to a government official who is not already familiar with them, or aware of ASHRAE as an organization. Going forward, the GAC plans to incorporate the topic of coordination between and among chapters within a state in the GAC training that is part of the CRCs. This will bring to the Chapter GAC Chairs' attention that it is important to coordinate with other chapters in their state when communicating on state-level issues, and that chapters can also reach out for additional guidance and coordination assistance to their GAC RVC as well as Government Affairs staff.  We truly appreciate this motion and the thoughtful intent behind it. Thank you for helping to improve the training at the CRC accordingly.  <b>COMPLETE</b>
Virtual – 11/21	21	That ASHRAE create a more user intuitive webpage for making RP donations. The new page shall include the following, but is not limited to the following:  1. A singular fillable text box to donate funds to a singular cause. 2. Drop down menus with accurate representation of all available endowments and scholarships that may be donated to. 3. References to the current balances in all endowments and scholarship funds. <b>(Region X - Central Arizona Chapter – 2021 Fall CRC)</b>	RP Committee	<b>OPEN</b>
Virtual – 11/21	22	That the Society includes within the members Bio information data of Distinguished Lecturers' reported years as DL through the ASHRAE DL program, beginning July 1, 2022. <b>(Region XII – Colombia Chapter – 2021 Fall CRC)</b>	<del>Chapter Technology Transfer Committee</del>  Communications Committee	02/01/2022 – This motion was referred to the Chapter Technology Transfer Committee who later referred the motion to the Communications Committee. What has been done as a result of this referral: <ul style="list-style-type: none"><li>ASHRAE 365 now has a convenient location from which the Distinguished Lecturer Evaluation Form can be filled out and submitted and a QR code is available from <a href="https://www.ashrae.org">the DL page of ashrae.org</a> that provides access to the form. The form will tally the results, which can then be exported all at once.</li><li>ASHRAE 365 now has a fill-in enabled form chapters can use to request a DL.</li><li>These items can be accessed from ASHRAE 365 from the Main Menu under the Membership &amp; Support section.</li></ul>

**STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES**

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p>We were able to use our existing software so there was no additional cost for these efforts. These items are live now, but members are doing some additional testing. Modifications will be made as needed based on the results of the tests and other feedback received. In addition, the DL request form may be revised in the future so that it will automatically send emails to the appropriate RVCs when a request has been made.</p> <p align="center"><b>COMPLETE</b></p>
Virtual – 11/21	23	That the ASHRAE Student competition selection be a transparent process and feedback given to all the students. <b>(Region XIV – UK Midlands Chapter – 2021 Fall CRC)</b>	Student Activities Committee	<b>OPEN</b>
Virtual – 11/21	25	That Co-Chair and member positions be added to the Communications Committee in the Chapter CIQ. <b>(Region-At-Large – ASHRAE Falcon Chapter – 2021 Fall CRC)</b>	Communications Committee	<p>11/30/2021 – The Communications Committee met a few days after the Members Council virtual meeting in November and voted in favor of the motion below. Staff has included a co-chair position and member position in the CIQ for the chapter Communications Committee.</p> <p align="center"><b>COMPLETE</b></p>

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
<b>2021 MEMBERS COUNCIL FALL MEETING (11/4-5/2021)</b>					
1	4	Staff	02/22	Complete	To refer motions 4A., 4B., and 4C. from the Toronto Chapter, Central Arizona Chapter and Hellenic Chapter to the Conferences and Expositions Committee for consideration.
2	4	Staff	02/22	Complete	To report the status of referred motions 4A., 4B. and 4C. to the Toronto Chapter, Central Arizona Chapter and Hellenic Chapter and publish on the website.
3	6	Staff	02/22	Complete	To refer motions 5A., 5B., and 5C from the Hampton Roads Chapter and Central Pennsylvania Chapter to ASHRAE ExCom for consideration.
4	4	Staff	02/22	Complete	To report the status of referred motions 5A., 5B., and 5C to the Hampton Roads Chapter and Central Pennsylvania Chapter and publish on the website.
5	7	Staff	02/22	Complete	To refer motions 6A. and 6B. from the Memphis Chapter and Kansas City Chapter to Publishing and Education Council for consideration.
6	7	Staff	02/22	Complete	To report the status of referred motions 6A. and 6B. to the Memphis Chapter and Kansas City Chapter and publish on the website.
7	9	Staff	02/22	Complete	To refer motions 7A. and 7B. from the Tucson Chapter to the Foundation Trustees.
8	9	Staff	02/22	Complete	To report the status of referred motions 7A. and 7B. to the Tucson Chapter and publish on the website.
9	10	Staff	02/22	Complete	To refer motions 8A. and 8B. from the Danube Chapter to staff and legal counsel.
10	10	Staff	02/22	Complete	To report the status of referred motions 8A. and 8B. to the Danube Chapter and publish on the website.
11	11	Staff	02/22	Complete	To refer motions 9A. and 9B. from the Hellenic Chapter to ASHRAE Director of Government Affairs, Alice Yates.



<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
12	11	Staff	02/22	Complete	To report the status of referred motions 9A. and 9B. to the Hellenic Chapter and publish on the website.
13	12	Staff	02/22	Complete	To refer motions 10A. and 10B. from the Hellenic Chapter be referred to the Membership Promotion Committee.
14	12	Staff	02/22	Complete	To report the status of referred motions 10A. and 10B. to the Hellenic Chapter and publish on the website.
15	13	Staff	02/22	Complete	To refer Motion 11A. from the ASHRAE Falcon Chapter to the Society Executive Committee.
16	13	Staff	02/22	Complete	To report the status of referred motion 11A. to the ASHRAE Falcon Chapter and publish on the website.
17	13	Manual Subcommittee	02/22	Open	To review the process for legal support section in the MCO and determine if language should be added to the manual concerning legal guidance, including avoiding email chatter.
18	13	Staff	02/22	Complete	To report the results of Motion 12 to the Roanoke Chapter and publish on the website.
19	15	Abrams, Karnik, Khankari, Peach, Abbott-Adkins & Mumford	06/22	Open	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.
20	15	Staff	02/22	Complete	To report the results of Motion 13 to the New Orleans Chapter and publish on the website.
22	16	Staff	02/22	Complete	To report the results of Motion 14 from the ASHRAE Falcon Chapter and publish on the website.
24	18	Staff	02/22	Complete	To report the results of Motion 15 from the Louisville Chapter and publish on the

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
26	20	Staff	02/22	Complete	website. To report the results of Motion 16 to the Florida West Coast Chapter and publish on the website.
27	21	Staff	02/22	Complete	To report the results of Motion 17 to the ASHRAE Falcon Chapter and publish on the website.
28	21	Planning Subcommittee	06/22	Open	<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.
29	21	Planning Subcommittee	06/22	Open	<b>MBO 4:</b> Develop a training presentation on LEAN processes based on the work of the Society Transformation Ad Hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters.
30	23	Staff	02/22	Complete	To refer Motion 19 from the Louisville Chapter to the Government Affairs Committee for consideration.
31	23	Staff	02/22	Complete	To report the status of referred Motion 19 to the Louisville Chapter and publish on the website.
32	24	Staff	02/22	Complete	To refer Motion 20 from the Louisville Chapter to Marketing, Technology Council and the Publishing and Education Council for implementation.
33	24	Staff	02/22	Complete	To report the results of Motion 20 to the Louisville Chapter and publish on the website.
34	24	Staff	02/22	Complete	To refer Motion 21 from the Central Arizona Chapter to the RP Committee for consideration.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
35	24	Staff	02/22	Complete	To report the status of referred Motion 21 to the Central Arizona Chapter and publish on the website.
36	25	Staff	02/22	Complete	To refer Motion 22 from the Colombia Chapter to the Chapter Technology Transfer Committee for consideration.
37	25	Staff	02/22	Complete	To report the status of referred Motion 22 to the Colombia Chapter and publish on the website.
38	26	Staff	02/22	Complete	To refer Motion 23 from the UK Midlands Chapter to the Student Activities Committee for consideration.
39	26	Staff	02/22	Complete	To report the status of referred Motion 23 to the UK Midlands Chapter and publish on the website.
40	26	Staff	02/22	Complete	To refer Motion 24 from the Hellenic Chapter to Publishing and Education Council for consideration.
41	26	Staff	02/22	Complete	To report the status of referred Motion 24 to the Hellenic Chapter and publish on the website.
42	27	Staff	02/22	Complete	To refer Motion 25 from the ASHRAE Falcon Chapter to the Communications Committee for consideration.
43	27	Staff	02/22	Complete	To report the status of referred Motion 25 to the ASHRAE Falcon Chapter and publish on the website.
44	28	Manual Subcommittee	06/22	Open	To revise the Manual for Chapter Operations (MCO) as indicated in Motion 26 and modify the requirements for the formation of a new chapter as stated in Section 11.1 of the MCO so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a chapter.
45	28	Staff	02/22	Complete	To report the results of Motion 26 to the National Capital Chapter and publish on the website.
46	29	Staff	02/22	Complete	To report the results of Motion 27 to the Evansville Chapter and publish on the

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
47	30	Staff	02/22	Complete	website. To report the results of Motion 28 to the Louisville Chapter and publish on the website.
48	31	Staff	02/22	Complete	To report the results of Motion 29 to the Louisville Chapter and publish on the website.
49	31	Staff	02/22	Complete	To report the results of Motion 30 to the Louisville Chapter and publish on the website.
50	32	Staff	02/22	Complete	To report the results of Motion 31 to the Nebraska Chapter and publish on the website.
51	32	Staff	02/22	Complete	To report the results of Motion 32 to the Florida West Coast Chapter and publish on the website.
52	33	Staff	02/22	Complete	To report the results of Motion 33 to the UK Midlands Chapter and publish on the website.
53	34	Staff	02/22	Complete	To report the results of Motion 34 to the Hellenic Chapter and publish on the website.
54	34	Staff	02/22	Complete	To report the results of Motion 35 to the Hellenic Chapter and publish on the website.
55	35	Staff	02/22	Complete	To report the results of Motion 36 to the Hellenic Chapter and publish on the website.
56	36	Staff	02/22	Complete	To report the results of Motion 37 to the Northern Pakistan Chapter and publish on the website.
57	36	Region Operations Subcommittee	06/22	Complete	<b>MBO 3:</b> Analyze the motions review and resolution process from inception to resolution and recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC.
58	36	Holcomb	02/22	Complete	To send CRC Motion 9 back to the South Carolina Chapter for additional clarification. (That Redlines be made for the ASHRAE Handbooks, similar to what is already offered for the Standards, to summarize what information has been

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
59	36	Staff	06/22	Complete	added/changed/removed from the previous version of the Handbook.) To include the DRC and RMCR on the email to the chapter president elect when staff sends their packet of information to them annually. (See withdrawn Montreal Chapter CRC Motion 1: That the "Chapters' reports made available by the Society" states the involvement of chapter's and region's assigned members on Technical Committees and other Technical activities at Society level, including involvement TC by June 2022.)
60	37	Staff	02/22	Complete	To report results of withdrawn CRC Motion 43 from the Jordan Chapter and publish on the website.
61	38	Staff	02/22	Complete	To report the results of Motion 38 to the ASHRAE Nigeria Chapter and publish on the website.
62	38	IT Staff	02/22	Complete	To review the current PAOE (line item #s YEA5, YEA6 & YEA7), to determine feasibility and if this can be done through the automated process, after which the motion will be referred to the assigned PAOE YEA ad hoc.
63	40	Staff	02/22	Complete	To follow up with open referred motions to assigned groups as indicated in the attachment for Status of Referred Motions.
64	40	Members Council Staff Liaisons	02/22	Complete	To reach out to their committees to ensure they are in alignment with the current MBOs and next year's MBOs by adding two columns for committee goals and initiatives with a reminder they are the strategic plan initiatives. This will also include the Members Council Chair, Ginger Scoggins initiatives for next year.
65	40	Abrams	02/22	Complete	To add slide presentation on strategic plan for CRCs and DLs.
66	40	Abrams	02/22	Complete	To determine how frequently strategic plan message should go out.
67	42	Abrams	02/22	Complete	To provide explanation for the budget line items available to Members Council and as numbers come up, post on Basecamp.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
68	42	Members Council Reporting Committees	02/22	Complete	To review their financials and work on their budgets along with staff. Committees are asked to present their budgets at the winter meeting. A consolidated budget of Members Council would also be presented and discussed, before forwarding to Finance Committee for consideration.
69	42	Abrams & Members Council Reporting Committees	02/22	Complete	To send details of budget to the committees. At the winter meeting each committee review their budget and bring recommendations of any changes from their committees to Members Council. If recommendation is approved by Members Council, the council will send recommendations to Finance and Finance will send to Board for final approval. (Send out current year's budget to committee; ask if they need to sunset or add to budget. Give each committee their budget sheet, include letter explaining what the budget is for.)

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#### 2021 MEMBERS COUNCIL ANNUAL MEETING (06/22/2021)

4	21	Staff	06/22	Open	To determine the costs involved in Motion 12 (Illinois Chapter) and if all Chapter, Region and Society level positions can be automated to calculate points for the Regional Award of Merit and Chapter Service Award tally forms.
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#### 2021 MEMBERS COUNCIL WINTER MEETING (02/02/2021)

8	20	Region Operations Subcommittee	06/22	Open	To revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made from their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made.
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## CRC SCHEDULE 2022-2023

<b><u>FALL</u></b> <b><u>2022</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION I</b>	RHODE ISLAND CONCORD, NH		AUGUST 3 <sup>RD</sup> WEEK	AUGUST 25-27	MEHBOOB AUSTIN	MITCHELL	KRISTA IACOBUCCI
<b>REGION II</b>	OTTAWA VALLEY OTTAWA, ON	LONDON LONDON, ON	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 26-28	SCOGGINS RAKHEJA	YATES	DONALD WEEKES JAYSON BURSILL
<b>REGION III</b>	ANTHRACITE SCRANTON, PA		AUGUST 3 <sup>RD</sup> WEEK	AUGUST 18-20	MACAULEY RAKEHJA/CRAWLEY	RATCLIFF	DENNIS GOCHOEL, JR SETH KUNKEL
<b>REGION IV</b>	CHARLESTON CHARLESTON, SC	TRIANGLE RALEIGH/DURHAM, NC	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 11-13	SCOGGINS AUSTIN	ABRAMS	PETE CONROY
<b>REGION V</b>	FORT WAYNE FORT WAYNE, IN	AKRON/CANTON AKRON/CANTON, OH	JULY 4 <sup>TH</sup> WEEK	JULY 28-30	KNIGHT MASTON/SUN/KHANKARI	ABRAMS	MATTHEW KLOK
<b>REGION VII</b>	EAST TENNESSEE KNOXVILLE, TN	LOUISVILLE LOUISVILLE, KY	JULY 5 <sup>TH</sup> WEEK	JULY 27-30	SCOGGINS MACAULEY	GURLEY	DAVID KAMINSKY CHUCK BIGGS
<b>REGION IX</b>	UTAH SALT LAKE CITY, UT	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 4-6	SCOGGINS MASTON/ELLIS	GUPTA	TRENT HUNT
<b>REGION X</b>	ORANGE EMPIRE NEWPORT BEACH, CA	NORTHERN NEVADA RENO, NV	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 19-21	MASTON AUSTIN/THOMLE	WRIGHT	JEFF CONRAD
<b>REGION XII</b>	REGION XII PANAMA CITY, PANAMA	MIAMI MIAMI, FL	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 4-6	MEHBOOB RAKHEJA CONLAN	REINICHE	ROSS MONTGOMERY
<b>REGION XIII</b>	JAPAN TOKYO, JPN	TAIWAN TAIPEI, TWN	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 19-21	MEHBOOB (SUMMIT) SCOGGINS/KNIGHT	OWEN	RYOZO OOKA
<b>REGION XIV</b>	SPAIN MADRID, ESP			SEPT 8-11	MEHBOOB SCOGGINS	LITTLETON	MONICA DEL FRESNO
<b>RAL</b>	TURKISH ISTANBUL, TUR		SEPTEMBER 3 <sup>RD</sup> WEEK	OCT 12-14	ASHRAE BOD (SUMMIT)	ASHRAE STAFF DIRECTORS	DR AHMED ALAA
<b><u>SPRING</u></b> <b><u>2023</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION VI</b>	LA CROSSE AREA LA CROSSE, WI	CEDAR VALLEY CEDAR RAPIDS, IA	MAY 1 <sup>ST</sup> WEEK	MAY 4-7	SCOGGINS MACAULEY/LEUNG	ABRAMS	MICHELE HULL KRISTIN SULLIVAN
<b>REGION VIII</b>	MONTERREY MONTERREY, MEX	DALLAS DALLAS, TX	APRIL 4 <sup>TH</sup> WEEK	APRIL 27-29	MEHBOOB (SUMMIT) SCOGGINS/KNIGHT/FULK /GIESLER	GIOMETTI	ELEAZAR RIVERA
<b>REGION XI</b>	NORTHERN ALBERTA EDMONTON, AB	INLAND EMPIRE SPOKANE, WA	MAY 2 <sup>ND</sup> WEEK	MAY 4-6	MEHBOOB KNIGHT	LITTLETON	JUSTIN PHILL

Additions and/or revisions are shaded.

Revised: May 31, 2022

Distribution: EXCOM, DRCS, LITTLETON, DEVAUGHN, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, PORCARI, GIOMETTI, MUMFORD, GURLEY, MASTERSON, THOMSON, SEYMOUR, GRANT, CATCHINGS, KELLER, RATCLIFF