



MINUTES

**MEMBERS COUNCIL
ATLANTA, GEORGIA
FEBRUARY 7, 2023**

These minutes were approved by Members Council on
June 27, 2023.

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PRINCIPAL MOTIONS – ATLANTA, GEORGIA – FEBRUARY 7, 2023

MO#	PG#	PRINCIPAL MOTIONS
2	2	That consent motions a. through i. as shown below be approved:
		a. That the charter of the NFC Faisalabad Student Branch, located in Faisalabad, Pakistan, and sponsored by the Faisalabad Chapter be approved. (Region-At-Large)
		b. That the charter of the Federal University of Technology Minna Student Branch, located in Minna City, Nigeria, and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
		c. That the charter of the Al-Zaytoonah University Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved (Region-At-Large)
		d. That the charter of the University of Manitoba (U of M) Student Branch, located in Winnipeg, MB, Canada, and sponsored by the Manitoba Chapter be approved. (Region XI)
		e. That the charter of the VPKBIET Baramati Student Branch, located in Baramati, India, and sponsored by the Pune Chapter be approved. (Region-At-Large)
		f. That the charter of the Sudan University of Science and Technology (SUST) Student Branch, located in Khartoum, Sudan, and sponsored by the Sudan Chapter be approved. (Region-At-Large)
		g. That the charter of the Gateway Community College Student Branch, located in Phoenix, Arizona, and sponsored by the Central Arizona Chapter be approved. (Region X)
		h. That the charter of the AlHussein Technical University (HTU) Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved. (RAL)
		i. That the charter of the York University Student Branch, located in Toronto, ON, Canada, and sponsored by the Toronto Chapter be approved. (Region II)
3	2	That the UK – London and Southeast Chapter and the UK – Midlands Chapter be united into a single Chapter and named ASHRAE UK to cover and represent the United Kingdom.
4	3	That starting FY 2023-24 all grassroots committee Chairs that report to Members Council replace their Board ExOs as voting members on Members Council. Board ExOs would change to non-voting members of the Members Council.
5	4	That transportation be reimbursed for the entrant (or one designated design team member from the award application) of the Technology Award of Engineering Excellence to attend the Plenary session starting with the 2024 Technology Awards.
6	8	That Members Council recommend to the Board of Directors the following revisions to the Rules of the Board (Revisions to the Rules of the Board regarding PPIB Expiration Date): 1.300.004.2 Public Policy Issue Briefs B. The Government Affairs Committee shall be responsible for archiving, publication and distribution of Public Policy Issue Briefs. GAC shall maintain the current list of approved PPIBs on the ASHRAE website, and shall review each PPIB on an annual basis, and determine whether to update or rescind the PPIB. Each version of a PPIB will contain a statement indicating when it was created or updated. it expires and shall not be longer than one year after approval. (22-02-02-15)
7	9	That Members Council approve the Eunice Newton Foote Decarbonization Award subject to review of the criteria with the first presentation occurring at the 2024 Annual Conference Plenary.

PRINCIPAL MOTIONS – ATLANTA, GEORGIA – FEBRUARY 7, 2023

MO#	PG#	PRINCIPAL MOTIONS
8	9	That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately: (Awards to be approved by Members Council instead of BOD)
9	11	That the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately: (Remove 2.200.010 from ROB)
10	13	That ASHRAE Society/Staff advance Associate Members to Full Member Status when they achieve 12 years of Membership in ASHRAE.
11	13	That in person International Centralized Training (ICT) be reestablished.
12	13	To extend select ASHRAE Learning Institute courses internationally, to include SI units as well as ISO standards.
13	14	That ASHRAE provide the ASHRAE Handbook Online as an additional optional member benefit, in addition to the existing 3 options, for full dues paying members, which would allow web-based access to the four (4) current ASHRAE handbooks.
14	17	That a new position be added to the CIQ for a TC Liaison to have access to run TC reports and to promote involvement in TCs from Chapter members.

ACTIONS ITEMS

Atlanta W23 - Action Items

AI#	Page#	Duty	Due Date	Status	Action Item
1	17	Staff	Annual 2023	Complete	Add TC Liaison position to CIQ

Toronto A22 - Action Items

AI#	Page#	Duty	Due Date	Status	Action Item
1	4	Staff	Fall Meeting 2022	Open	Staff to get complete costs of implementing a payment plan for Society and Chapter dues
2	12	CEC		Open	CEC to make sure all chapters know about hosting opportunities for Annual Conference
3	13	Staff	Fall Meeting 2022	Complete	Staff to update Section 2.5 of the MCO
4	17	Planning		Open	Planning Subcommittee to revise the Members Council MOP to reference visiting each ASHRAE chapter, not only those in the Region-At-Large, once every five years by President and/or Society Officers.
5	17	Staff	Fall Meeting 2022	Complete	Staff to update Section 11.1 of the MCO
6	18	Staff	Fall Meeting 2022	Complete	Staff to add Appendix 4C to the MCO
7	19	Staff	Fall Meeting 2022	Complete	Staff to update Sections 4.7, 5.8A, and 6.4F of the MCO
8	20	Staff	Winter Meeting 2023	Open	Staff to update CRC Manual
9	20	Staff	Fall Meeting 2022	Complete	Staff to update MCO. References in MCO for DIA – Diversity in ASHRAE to be changed to DEI - Diversity, Equity, & Inclusion
10	22	Staff	Winter Meeting 2023	Complete	Struggling Chapter document to be sent out to DRCs.



**MINUTES
MEMBERS COUNCIL MEETING
FEBRUARY 7, 2023**

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

VOTING MEMBERS PRESENT

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

NON-VOTING MEMBERS PRESENT:

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

GUESTS PRESENT:

Don Brandt	Bryan Holcomb	Mark Miller	Dan Russell
Jayson Bursill	Nicolas Lemire	Carrie Anne Monplaisir	Raul Simonetti
Daniel Chudecke	Cheng Wee Leong	Shaun Nienhueser	Chad Smith
Doug Cochrane	Eduardo Maldonado	Ashish Rakheja	Sierra Spitulski
Baki Cvijetovic	Kevin Marple	Keith Reihl	David Underwood
Berry Dillard	Bruno Martinez	Rachel Romero	Jason Urso

STAFF PRESENT:

Joyce Abrams	Daniel Gurley	Julia Mumford	Alice Yates
Tammy Catchings	Jeff Littleton	Joslyn Ratcliff	Matt Young
Megan Gotzmer	Rhiannon Masterson	Anne Wilson	
Vanita Gupta	Jeanette McCray	Pacia Wright	

*Virtual Attendees

1. CALL TO ORDER

The 2023 Winter Meeting of Members Council was called to order by Ginger Scoggins, Chair, on Tuesday, February 7, 2023 at 8:15 am in Omni CNN Center – Pine (A-South), Atlanta, GA.

2. CODE OF ETHICS COMMITMENT

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

3. ROLL CALL

Those in attendance are included in the list above.

4. REVIEW OF AGENDA

Item 10.2 was added to the agenda (Motions from Region IX CRC)

5. APPROVAL OF DRAFT MINUTES

It was moved by Ron Gagnon and seconded

- (1) That the draft minutes from the September 30-October 1, 2022 Fall Meeting of Members Council be approved.

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

6. CHAPTER NAME CHANGE, STUDENT BRANCH CHARTERS, and POSTPONED MOTION

It was moved by Ginger Scoggins and seconded

- (2) That the following consent motions a. through i. shown below be approved.
- a. That the charter of the NFC Faisalabad Student Branch, located in Faisalabad, Pakistan, and sponsored by the Faisalabad Chapter be approved. (Region-At-Large)
 - b. That the charter of the Federal University of Technology Minna Student Branch, located in Minna City, Nigeria, and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
 - c. That the charter of the Al-Zaytoonah University Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved (Region-At-Large)
 - d. That the charter of the University of Manitoba (U of M) Student Branch, located in Winnipeg, MB, Canada, and sponsored by the Manitoba Chapter be approved. (Region XI)
 - e. That the charter of the VPKBIET Baramati Student Branch, located in Baramati, India, and sponsored by the Pune Chapter be approved. (Region-At-Large)
 - f. That the charter of the Sudan University of Science and Technology (SUST) Student Branch, located in Khartoum, Sudan, and sponsored by the Sudan Chapter be approved. (Region-At-Large)
 - g. That the charter of the Gateway Community College Student Branch, located in Phoenix, Arizona, and sponsored by the Central Arizona Chapter be approved. (Region X)
 - h. That the charter of the AlHussein Technical University (HTU) Student Branch, located in Amman, Jordan, and sponsored by the Jordan Chapter be approved. (RAL)
 - i. That the charter of the York University Student Branch, located in Toronto, ON, Canada, and sponsored by the Toronto Chapter be approved. (Region II)

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

It was moved by Ginger Scoggins and seconded

- (3) That the UK – London and Southeast Chapter and the UK – Midlands Chapter be united into a single Chapter and named ASHRAE UK to cover and represent the United Kingdom.

Background: Both UK Chapters were chartered in 2017 with the intent to bolster the creation of Region XIV (Europe). The Midlands Chapter has been strong since its creation. However, the London and Southeast Chapter has struggled, never holding regular meetings or formal elections. Multiple attempts by local, Regional, and Society leaders to support and strengthen the Chapter have not been successful.

Discussions and motions at recent Region XIV CRCs and a survey of UK members have indicated general support for combining the two UK Chapters. Doing so will provide a place for members to continue to be active within ASHRAE and to take advantage of the benefits of having a local structure. Furthermore, one UK Chapter will allow more efficient and effective use of resources. Regional and local leaders are committed to ensuring that the UK Chapter will represent, and provide even stronger support than before to, everyone in the constituent countries.

Region XIV leadership notes that quite a few existing, strong ASHRAE Chapters cover and represent an entire country and some Chapters do so for multiple countries. In this regard the requested change to the UK Chapter structure does not set a new precedent.

Existing Sections will not be affected, and new ones will be proposed as needed.

Fiscal Impact: No external expenses (\$350.00 for new Gavel, Banner, and Charter Certificate). Will require Staff time to make necessary changes to the database, website, documentation, etc.

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

7. MEMBERS COUNCIL REPORTING COMMITTEE REPORTS

A. Young Engineers in ASHRAE Committee Report (Attachment A)

The following was reported by Madison Schultz, Young Engineers in ASHRAE (YEA) Chair:

It was moved by Ron Gagnon and seconded

- (4) That starting FY 2023-24 all grassroots committee Chairs that report to Members Council replace their Board ExOs as voting members on Members Council. Board ExOs would change to non-voting members of the Members Council.

Background: In ongoing efforts by the Board and councils to streamline internal processes of Society, this would qualify as a valuable contribution. Chairs are already in attendance at Members Council to give updates. This motion would allow them to present their own motions and have a voice and vote regarding budgets that their committees must adhere to. The Committee Chairs could now present their own motions and backgrounds without relying on an intermediary who is not necessarily fully versed on the motions being presented. Board ExOs will remain valuable resources for grassroots committees and will remain as their liaisons to the Board. Empowering Chairs as voting members will enhance engagement with Members Council and help make Society more agile.

Fiscal Impact: None

MOTION 4 PASSED. (21-0-0, chair not voting)

YEA Information Items

1. Professional Development Subcommittee:

- i. Technical learning series
 - a. BEQ 101 Webinar
 1. Hosted by Doug Cochrane
 2. Date: March 1, 2023
 - b. Working to offer PDH credits for webinars in this series
- ii. YEA Individual Award of Excellence process
 - a. Want each subcommittee to review the award to see if there are ways to improve the current questions or ways to make it automated.
- iii. Automation for awards
 - a. IT is currently working on prototype for YEA Developing Leader award
- iv. Proposal for YEA event(s) at Technical conferences
 - a. Work with Personal Development subcommittee
 - b. **Action Item:** Alekhya will submit a proposal to YEA ExCom
- v. YEA TC involvement
 - a. Continue to find ways to increase YEA involvement
 - b. Promote YEA TC engagement via various social media platforms

2. Personal Development Subcommittee:

- a. YEA Webinars
 - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
 - ii. Upcoming webinars are being planned at this time.
- b. YEA Leadership Weekend Fall 2022
 - i. Was held November 4-6, 2022 in Vancouver, Canada this event was successful with 27 attendees and was facilitated by Ralph Kison
- c. Future YEA Leadership Weekends
 - i. Spring 2023 YLW 1.0 be held in Miami, FL March 17-19, 2023. Registration is now open. Program is sold out. Standby list is being generated.
 - ii. YLW 2.0 will be held in Montreal, Canada on April 21-23, 2023. Registration is now open.
- d. Conference Programs
 - i. ASHRAE Conference Crash Course - 9:00 AM Sunday 2/5
 1. Georgia World Congress Center A403
 - ii. Mentorship Workshop – 11:00 AM Tuesday 2/7

1. Georgia World Congress Center A407
 - e. Future YLW Planning
 - i. Switch YLW 2.0 between fall and spring
 1. Will need to review the budget to see if this is possible
 - ii. Consider better ways to serve South America
 - f. YEA Book Club
 - i. Discussing Give and Take by Adam Grant on January 25th at 8:00 AM PST
 - g. CRC Workshop Update
 - i. CRC PowerPoint will be updated by March 2023
 - h. Mentorship Motion Update
 - i. It was approved by Region X
 - ii. Currently with Members Council for review/approval
 - i. Ralph Kison Succession Planning
 - i. Need to start looking at replacement options for Ralph within the next five years.
 - ii. Look at other companies to present the Mentorship Workshop at the Winter Conferences.
3. Outreach Development Subcommittee:
- a. YLI 2022 Malaysia
 - i. Successful event with 16 attendees
 - ii. Challenges:
 1. Look at opening registration 5-6 months prior to the event to allow time for Visas to be obtained if needed.
 2. Registration cost was an issue
 - a. Look at what can be done around the registration cost for YLI like maybe offering a Developing Economies registration rate for some countries
 3. Make sure that attendees are aware of Regional sponsorships to attend YLI (Regions III, XIV, and RAL already do this)
 - b. YLI 2023
 - i. Planning to have a joint event with the Region XIV CRC in Galway, Ireland on August 11-13, 2023
 - ii. Tricia Evans will be the facilitator
 - iii. Looking into alternating the dates to start on Saturday instead of Friday
 - iv. Aiming to open registration late February-early March
 - c. Partner Organizations
 - i. AIA
 1. Carrie Anne is looking to attend their next meeting and report back to the committee
 - d. Social Media
 - i. Instagram
 1. Goal is 1000 followers by June 30th
 - a. Currently at 708 followers
 - e. CIBSE Report
 - i. Jake Lenahan replaced Munis Hammed effective the 2022-2023 SY as the CIBSE Liaison
 - ii. Working to make the transition and selection process of CIBSE liaisons better so there is not gap in communication.
 - iii. Working on getting CIBSE and ASHRAE more involved in each other's organizations' events
 - iv. CIBSE has an upcoming event in July 2023 in which the Sr. Vice Chair or the Chair maybe attending. More information to come.

B. Chapter Technology Transfer Committee Report (Attachment B)

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

It was moved by Scott Peach and seconded

- (5) That transportation be reimbursed for the entrant (or one designated design team member from the award application) of the Technology Award of Engineering Excellence to attend the Plenary session starting with the 2024 Technology Awards.

Background: CTTC's Technology Awards recognize ASHRAE members for outstanding projects, and the Award of Engineering Excellence (AEE) recognizes the winning project that best exemplifies the judging criteria. The AEE is the highest award among all Technology Awards, and is given at the judges' discretion and may not be awarded every year.

CTTC wants to promote and recognize Technology Award winners and they feel in-person recognition is warranted, with transportation provided by Society, for one member of the Award of Engineering Excellence design team. There are 17 other ASHRAE awards that include transportation reimbursement for the recipient. This motion will enable the AEE recipient to get recognition alongside the numerous other awards which offer a similar reimbursement.

Fiscal Impact: Approximately \$1,500 reimbursed per ASHRAE's Transportation Policy

MOTION 5 PASSED. (19-0-0, chair not voting)

CTTC Information Items

1. The CTTC committee strongly believes in decarbonizing its activities. A comprehensive plan is being developed and will be presented at the next Members Council meeting. In the meantime, CTTC established an ad hoc to focus on decarbonization efforts and ideas. Here are some current initiatives:
 - a. Start tracking flight miles for DLs at the Society level, and have chapters track flight miles for any other presenters
 - b. Update Dan Mills Chapter Programs Award Point Tally Form to include a decarbonization element
 - c. Update the CTTC CRC presentation to include decarbonization information
 - d. Survey DLs to determine willingness to travel and feedback on decarbonization efforts
2. We received 35 Technology Award entries for this year's Society-level competition (which is on-par with last year's entries and above previous years entries). The judging panel selected 24 projects for awards: one Engineering Excellence, eight first place, six second place, and nine honorable mention. The Engineering Excellence and first place winners were honored at the Plenary held on Saturday.
 - a. We received a request from PEAC to incorporate a decarbonization into the Technology Awards. Since the judging criteria already reviews energy efficiency for each category, we elected to give the judges the ability to recognize a winning entry with the "Exemplary Decarbonization Recognition" (similar to the Award of Engineering Excellence, which is given at the judges discretion to recognize an outstanding project).
3. The DL program has a total of 192 allocated visits available to chapters this Society year. It is up to the DL and Chapter if they wish to conduct a virtual or in-person visit. A total of 206 visits have been scheduled so far (111 allocated visits, 59 non-allocated visits, and 36 common pool visits).
 - a. Fourteen of the 70 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Netherlands, Singapore, Sri Lanka and the UK. DL presentations are available in ten languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Portuguese, and Spanish.
4. CTTC reviewed 26 DL nominations as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 86 DLs for the 2023-24 Society year. 24 new DLs will begin two-year terms on July 1, 2023 and seven current DLs will end their service as of June 30, 2023. 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.

C. Communications Committee Report (Attachment C)

The following was reported by Jessica Mangler, Communications Committee Chair:

Communications Information Items

1. Communications Committee reviewed results from a survey the committee sent to standing committee, PC, TC, GPC, MTG, SSPC members January 6. The survey gathered data on volunteer time commitments to identify how communication resources can be used to improve volunteer time efficiency. The survey was sent to 4,654 and received a 5.6% completion rate. The committee decided to re-open the survey and a link will be posted to the Communications Committee page of ashrae.org. ([Attachment A – Survey Results](#))

2. Methods such as using QR codes, using a push notification in ASHRAE 365, adding survey links to committee agendas, for increasing result rates of surveys were discussed. The committee also discussed sharing select survey results with specific committees so that other committees could analyze data related to their committee's scope/membership.
3. Communications Committee held its second hybrid Office Hours at the Atlanta Conference. The next Office Hours will take place April 11 on the topic using Loom for video creation. Recordings of past online office hours can be seen on the Communications Committee page of ashrae.org.
4. The *ASHRAE Virtual / Hybrid Meeting Guidance: Tips for Hosting a Successful Event* document will be updated to include Loom as a resource.
5. The *ASHRAE Content on YouTube* Guidance document will be revised for clarity at the request of Publications Committee.
6. Fifteen chapters and two Regions have requested the WordPress theme for chapter websites.
7. Thirteen chapters have requested the Wix template for chapter websites.
8. The Committee discussed items within the Communications category of PAOE and will suggest adding points for specifics revisions to Chapter websites (in alignment with the design intent of the Wix template or WordPress theme) as well as for sharing items on ASHRAE's decarbonization efforts on their social media channels.
9. Information sent to chapters and regions requesting the template or theme will be revised to provide additional information on optional enhancements and hosting. The committee will also define the scale of adding costs that Chapters will ensure if they choose to include optional enhancements.
10. The committee plans to contact those who have requested the template/theme to gain an understanding of usage and gather feedback on the templates and/or theme.

D. Conferences and Expositions Committee Report (Attachment D)

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

CEC Information Items

1. CEC approved the registration rates for the 2024 Winter (Chicago) and Annual (Indianapolis) Conferences as follows:

	Member	1st time Member	Non-Member	1st time Non-Member
Early Bird	\$ 755.00	\$ 730.00	\$ 1,010.00	\$ 985.00
Advance	\$ 780.00	\$ 755.00	\$ 1,035.00	\$ 1,010.00
Onsite	\$ 1,015.00	\$ 990.00	\$ 1,270.00	\$ 1,245.00
One Day	\$ 390.00		\$ 470.00	
Life Member/Speaker/BOD/PM/LeaDRs/CEC	\$ 195.00			
SBA/Student Member	\$ 25.00		\$ 55.00	
Spouses	\$ 60.00			
One Session – Onsite	\$ 75.00			
Virtual	\$ 470.00		\$ 520.00	
Virtual Reduced (Life Members/LeaDRs/PM)	\$ 115.00			
Virtual Company Package (3-5)	\$ 1,990.00			
Virtual Company Package (6-10)	\$ 3,750.00			
Virtual Company Package (11-20)	\$ 7,025.00			

The 2024 registration rates are \$10 higher than the rates proposed for the 2021 Winter Conference in Chicago, which was cancelled because of the pandemic.

2. CEC updated its MOP to include the addition of the subcommittee entitled "Event Sponsorship Subcommittee."
- 3.13 Ensure that ASHRAE conducts **green sustainable** meetings and expositions.
- 4.1 Organization:

4.1.1 The standing subcommittees of CEC are Executive Committee, Annual and Winter Conference Subcommittee, Operations Subcommittee, **and** Topical Conferences Subcommittee and Events Sponsorship Subcommittee. The CEC chair will appoint the subcommittees and any other ad hoc committees as needed.

4.2.5 The Events Sponsorship Subcommittee is responsible for raising sponsorship monies via peer-to-peer solicitations for the Society's Winter and Annual Conferences. The sponsorship monies will be used to lower the registration fees for the conferences and offset event expenses. There will be two ASHRAE staff co-liaisons for the Subcommittee.

3. The 2023 Winter Conference resumed scheduling eight concurrent sessions as was done pre-pandemic (six concurrent sessions were scheduled during the previous winter and annual conferences). The Winter Conference had a total of 109 sessions and events scheduled, comprised as follows: 72 seminars, 26 in-person Paper Sessions, 2 Virtual Paper Sessions, 4 Panel discussions, 2 Forums, 1 Debate and 2 Workshops. There were a total of 348 presentations, 93 papers and 17 live-streamed sessions. Registration for in-person attendance is slightly over 2300, which is about the same as the 2019 Winter Conference in Atlanta and up nearly 1,000 from the 2022 Winter Conference in Las Vegas. Virtual registrations are above 240 and committee-only registrations are over 700.
4. Topical Conferences Held Since July 2022
 - a. Sept. 14-16, 2022 – Building Performance Analysis Conference and SimBuild 2022, co-organized with IBPSA-USA, Chicago, Illinois. There were 315 registrants for the conference, including 44 virtual registrants, from 10 countries. The technical program had 3 concurrent tracks and 3 keynotes, 23 seminars, 4 panels, 1 debate and 12 paper sessions with a total of 103 speakers. 49 papers were presented. There were 9 sponsors, which generated \$33,800 in sponsorship revenue; the conference had a budget deficit of \$7,000.
 - b. Oct. 5-7, 2022 – International Building Decarbonization, co-organized with the Hellenic Chapter, Athens, Greece. This was ASHRAE's first conference on decarbonization and it was organized jointly by the ASHRAE Task Force for Building Decarbonization and the Hellenic Chapter. The chapter reported an attendance of 260 persons. The conference consisted of 4 keynote speeches, 6 Special Sessions, 2 panel forums, and numerous seminars in four different subject tracks. 37 papers were accepted and presented at the conference.
 - c. Oct. 20-21, 2022 – Fifth International Conference on Efficient Building Design, co-organized with the American University of Beirut and the Lebanon Chapter, Beirut, Lebanon. The conference reported that 221 attendees participated in the conference. (There were 340 registrants total, including 210 students.) There were registrants from 16 countries. There were 4 keynotes, 28 speakers, 4 panelists. 29 papers were presented. The conference was funded by The Munib and Angela Masri Institute for Energy and Natural Resources at the American University of Beirut.
 - d. Dec. 5-8, 2022 – Buildings XV, co-organized with Oak Ridge National Laboratory, Clearwater Beach, Florida. This was the second time ASHRAE organized this conference. 217 registrants attended the conference from 17 countries; 55% of the registrants were ASHRAE members. The conference featured a strong technical program with up to three concurrent sessions; there were 3 keynote presentations, 29 sessions and 83 conference papers. In addition, 7 pre- and post-conference workshops were presented. There were 5 conference sponsors totally \$23,500; the conference had a budget surplus of \$12,000.

Topical Conferences In-Process

- a. March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska
- b. May 11-12, 2023 – Third Developing Economies Conference, co-organized with the Mumbai Chapter, Mumbai, India
- c. September 11-13, 2023 – ASHRAE Building Performance Analysis Conference, Austin, Texas
- d. October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia. Co-organized with IFMA, AIA, APPA and BOMA.
- e. November 28-30, 2023 – Eighth International Conference on Energy Research and Development, Kuwait University City, Kuwait. Co-organized with Kuwait University.

Topical Conferences Proposed

- a. International Decarbonization Conference 2024
- b. Indoor Environment Quality 2025
- c. Buildings XVI 2025

5. Future Annual and Winter Conference Sites
 - a. Annual, June 24-28, 2023 – Tampa Bay
 - b. Winter, January 20-24, 2024 – Chicago
 - c. Annual, June 22-26, 2024 – Indianapolis
 - d. Winter, February 8-12, 2025 – Orlando
 - e. Annual, June 21-25, 2025 – Phoenix
 - f. Winter, January 31-February 4, 2026 – Las Vegas

E. Government Affairs Committee Report (Attachment E)

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

It was moved by Ken Fulk and seconded

(6) That Members Council recommend to the Board of Directors the following revisions to the Rules of the Board (Revisions to the Rules of the Board regarding PPIB Expiration Date):

1.300.004.2 Public Policy Issue Briefs

B. The Government Affairs Committee shall be responsible for archiving, publication and distribution of Public Policy Issue Briefs. GAC shall maintain the current list of approved PPIBs on the ASHRAE website, and shall review each PPIB on an annual basis, and determine whether to update or rescind the PPIB. Each version of a PPIB will contain a statement indicating when it was created or updated. it expires and shall not be longer than one year after approval. (22-02-02-15)

Background: Section 1.300.004.2 (B) of the Rules of the Board requires that each PPIB contain a statement when it expires which shall not be longer than one year after approval. This statement can be confusing to policy makers who are more interested in when the document was created to assess its relevance. To address this matter, GAC recommends adding the date on which the document was created or last updated. Adding that date will make the PPIBs more useful to policy makers, elected officials and their staff, as they will know that these documents were all recently created and updated, and thus up to date.

Fiscal Impact: NONE

MOTION 6 PASSED. (22-0-0, chair not voting)

NOTE: Motion was sent to SRC, any edits by SRC will be reflected in the most recent version of the ROB.

GAC Information Items

1. **Information Item 1. Government Outreach Events (GOE):** The GAC set a goal of 125 Government Outreach Events to be held during Society Year 2022-2023. The GAC has so far held 47 events and has 19 scheduled and planned. With the majority of the domestic outreach events typically occurring in the Spring when the legislatures are in session, the GAC is in a strong position to meet its goals.
2. **Information Item 2. Public Policy Issue Brief on Building Electrification:** The GAC approved a new Public Policy Issue Brief (PPIB) on Building Electrification. The PPIB was drafted by the GAC Policy and Programs Subcommittee and reviewed three times by a Tech Council designee, the Task Force for Building Decarbonization (TFBD). In addition, comments were received by ExCom and addressed by the TFBD. The GAC intends to develop a new PPIB on Wildfires and Indoor Environmental Health. Existing PPIBs are under review and will be updated (if needed) and approved this spring.
3. **Information Item 3. Change to Resource Manual Concerning International Outreach:** GAC approved changing its Resource Manual, "Section T: Financial Assistance for International Outreach Events," to give the RVC more time to develop a plan for transportation reimbursement for non-U.S. Chapters (\$2,000 per chapter) and to get written DRC approval of said plan, from September 30 to November 30. Extending the deadline will allow RVCs to submit more accurate annual budgets to support Government Outreach Events.

4. Information Item 4. Building Decarbonization: Decarbonization, including decarbonization of buildings, has increasingly been on legislative and policy agendas of government entities. Building electrification is one component that has been hotly debated. The GAC has provided resources through GOEs on building decarbonization, and it looks forward to incorporating references to additional resources the TFBD will be producing this spring. In addition, GAC plans to tailor presentations developed by the TFBD so that they are appropriate to government officials, rather than ASHRAE members.
5. Information Item 5. Opportunities for Collaboration and Further Engagement: Several guests attended the GAC meeting, including AIA, AHRI, BOMA, and UNEP, who provided productive reports concerning past and future collaboration opportunities for government advocacy and outreach. In addition, we had guests from inside ASHRAE, including CIS and EHC, committees with which the GAC can also coordinate and collaborate with on advocacy and outreach.

F. Honors & Awards Committee Report (Attachment F)

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

It was moved by Eileen Jensen and seconded

- (7) That Members Council approve the Eunice Newton Foote Decarbonization Award subject to review of the criteria with the first presentation occurring at the 2024 Annual Conference Plenary.

Background: Ginger Scoggin's President Elect Advisory Committee recommended to H&A the creation of an award given to a member who works to reduce carbon emissions in the built environment. This award was modeled after the existing Environmental Health Award with the application including both a point section and a written summary. Nominees would be reviewed by the H&A Committee until a permanent decarbonization committee is formed to oversee the award. The award deadline would be December 1 and presentation would occur at the Annual Conference Plenary. Presentation would be in the form of a plaque and reimbursement for transportation to the Annual Conference. As requested by PEAC, the award will be named after Eunice Foote who was the sounding alarm regarding global warming and rising earth temperatures before others were.

Fiscal Impact: \$1,500 per ASHRAE's Transportation Policy

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

It was moved by Eileen Jensen and seconded

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

3. Responsibilities / Duties

2. This committee shall recommend to ~~the BOD~~ Members Council the candidates for all honors and awards for contributions to the sciences and arts of heating, refrigeration, air conditioning and ventilation, or the closely allied fields.

5. Duties of Committee Members

3. Duties of the Staff Liaison shall include the following:

~~F. Sending ballots, write-ups and biographies to the Board of Directors 60 days prior to Society meetings on recommended award.~~

8. Operating Rules

9. The committee will report only affirmative actions taken on nominations or selections. Sponsors of nominations that are not recommended to ~~the Board~~ Members Council will be so notified by the H&A Committee staff liaison.

10. Recipients of awards and members eligible for advancement are not to be notified, or announcement made of such action, until Board Members Council approval has been received; recognition and presentation are to be made at the following Society conference.

12. Award nominees to be recommended to ~~the Board~~ Members Council for the Hall of Fame must have been unanimously approved by the Honors and Awards Committee. For all other award nominees, only one negative vote will be allowed on any award recipient to be recommended to ~~the Board of Directors~~ Members Council. Two or more negative votes by the H&A Committee will defeat a motion and that individual will not be recommended to ~~the Board~~ Members Council.

9. Standing Rules

8. All voting for honors and awards of the Society shall be strictly secret and held at meetings of the Board of Directors and Members Council, ~~and that the Honors and Awards Committee be instructed to place the necessary information for such voting before the Board at least two months prior to the applicable meeting.~~

14. Schedule

3. Nominations from the Honors and Awards Committee will be sent to ~~the Board of Directors sixty (60) days prior to the Annual or Winter Conference~~ Members Council. The nominees will be considered, and voted upon, by ~~the Board~~ Members Council at the Annual or Winter Conference.

16. Personal Honors

1. Honorary Member

B. Any notable person of preeminent professional distinction may be elected an Honorary Member. Election of an Honorary Member shall be by ~~the Board of Directors~~ Members Council. ~~C. In submitting candidates for Honorary Member to the Board for vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of each person nominated.~~

D. Nomination for Honorary Member shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

2. Fellow Grade

A. Requirements for eligibility for election to the grade of Fellow by ~~the Board of Directors~~ Members Council:

~~B. In submitting the names of candidates for Fellow grade to the Board for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of each person nominated.~~

C. Nominations for Fellow shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by ~~the Board~~ Members Council by secret ballot, and four or more negative votes by ~~the BOD~~ Members Council shall defeat the proposal.

3. Louise and Bill Holladay Distinguished Fellow Award

A. ~~The Board of Directors~~ Members Council approves the establishment of the "Louise and Bill Holladay Distinguished Fellow Award" to recognize a Fellow of the Society who continues preeminence in engineering or research.

~~B. The Honors and Awards Committee will submit the name of a candidate to the Board of Directors for approval. In addition to the biography, a statement of reason for the selection of the nominee should be included.~~

4. F. Paul Anderson Award

C. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to ~~the BOD~~ Members Council a candidate for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

~~D. In submitting the name of the candidate for the F. Paul Anderson Award to the BOD for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of the candidate nominated.~~

5. ASHRAE Award for Distinguished Public Service

~~B. In submitting the name of the candidate for the ASHRAE Award for Distinguished Public Service to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the candidate nominated.~~

C. Nomination for the ASHRAE Award for Distinguished Public Service shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by secret ballot of ~~the BOD~~ Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.

6. Andrew T. Boggs Service Award

~~E. In submitting the name of the candidate for the Andrew T. Boggs Service Award to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the nominee.~~

F. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to ~~the Board of Directors~~ Members Council a candidate for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council, and four or more negative votes shall cause the rejection of any proposed candidate.

7. ASHRAE Hall of Fame

C. Nominations for the ASHRAE Hall of Fame shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to ~~the Board of Directors~~ Members Council for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

8. ASHRAE Pioneers of the Industry

C. Nominations for the ASHRAE Pioneers of the Industry shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to ~~the Board of Directors~~ Members Council for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

Background: These updates reflect the recently approved motion to have all Personal Awards sent to Members Council for approval, as opposed to the BOD. These updates have already been approved for the ASHRAE Rules of the Board.

Fiscal Impact: None

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

It was moved by Eileen Jensen and seconded

(9) That the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately:

2.200 Board of Directors

2.200.010 The Board of Directors elects the following:

ASHRAE Hall of Fame	2 or more negative votes defeats
Honorary Member	2 or more negative votes defeats
F. Paul Anderson Award	2 or more negative votes defeats
Pioneers in the Industry	2 or more negative votes defeats
Fellow	4 or more negative votes defeats
Louise and Bill Holladay Distinguished Fellow Award	4 or more negative votes defeats
Andrew T. Boggs Service Award	4 or more negative votes defeats
ASHRAE Award for Distinguished Public Service	4 or more negative votes defeats

~~2.200.010.2 Society level awards as delineated in ROB 2.411.003.3 and 2.411.003.4.~~

2.200.010.3 Nominations submitted to the Board by a three-person BOD subcommittee appointed by the President.

2.200.010.3.1 Nominating committee, eight members and eight alternates (SBL 7.6)

2.200.010.3.2 Technology, Publishing and Education Councils

- 2.200.010.3.3 Standards Committee (SBL 7.9)
- 2.200.010.3.4 Research Administration Committee (SBL 7.7)
- 2.200.010.3.5 Technical Activities Committee (SBL 7.8)
- 2.200.010.3.6 Handbook Committee
- 2.200.010.4 Scholarship Trustees
- 2.200.010.5 ASHRAE Foundation Trustees
- ~~2.200.010.6 Other recipients of Society-level awards~~

Background: At the 2022 Annual Conference the BOD approved H&A's motion that all awards be submitted to Members Council for approval (which originated from a request by the Board Operational Streamlining Subcommittee). The previous motion addressed updates to ROB section 2.411.003.5 A.

Fiscal Impact: None

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

- **Award Nominations - Executive Session**

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

Honors & Awards Information Items

1. The Planning and Media Subcommittee collaborated to create a marketing plan to increase diversity award submissions for women and international members. They worked with ASHRAE Marketing to create social media posts in October and November 2022. See Attachment C for examples of this campaign profiling past women Fellow recipients, past international Fellow recipients and a past international Paul F. Anderson recipient. We plan on doing similar marketing efforts in the Spring for the May 1st award deadline and to increase H&A posting on social media by posting monthly to increase awareness and hopefully increase submittals.
2. Members Council and the BOD approved H&A's previous motion that all Personal Honors awards be approved by Members Council, as opposed to some awards going to the BOD for approval. This mean that H&A will have confirmation on award recipients during that same ASHRAE conference (as opposed to having to wait until the next conference for the BOD to approve). H&A plans on passing this time savings onto award nominees by making the following nomination deadline updates:

Award	Current Nomination Deadline	New Nomination Deadline	Conference Presentation
ASHRAE Award of Distinguished Public Service	December 1	May 1	Winter
ASHRAE Hall of Fame	December 1	May 1	Winter
ASHRAE Pioneers of the Industry	December 1	May 1	Winter
F. Paul Anderson Award	December 1	May 1	Winter
Fellow	December 1	May 1	Winter
Honorary Member	December 1	May 1	Winter
Andrew T. Boggs Service Award	May 1	December 1	Annual
Louise and Bill Holladay Distinguished Fellow Award	May 1	December 1	Annual
DSA & ESA	May 1	December 1	Annual

3. It was requested that H&A review the 10-year Full Member grade requirement for Fellow nominees and whether Full Member grade could be applied retroactively. After discussion, H&A unanimously agreed that the current membership requirement for Fellows should remain as-is as that retroactive application of Full Member grade should not be allowed. H&A will consult with Membership Promotion to review current grade advancement efforts and the feasibility of automating grade advancements.
4. In a desire to increase understanding of the requirements for Fellow applicants we will be reviewing our material to identify additional modifications to include and prepare a one-page summary to increase understanding.

5. An ad hoc committee was created to look at revamping the award plaques that are given to recipients and explore other recognition ideas. They will make recommendations by the 2023 Annual Conference

G. Membership Promotion Committee Report (Attachment G)

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

It was moved by Eileen Jensen and seconded

- (10) That ASHRAE Society/Staff advance Associate Members to Full Member Status when they achieve 12 years of Membership in ASHRAE.

Background: It has been determined that the Chapter MP Chair's time is better spent recruiting new members and organizing activities to retain members. As a time saver to Chapter MP Chairs, we propose these Society advance Associate Members automatically.

Fiscal Impact: Time/expense for IT and staff to identify and advance these members.

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

It was moved by Eileen Jensen and seconded

- (11) That in person International Centralized Training (ICT) be reestablished.

Background: The pandemic has prevented the Membership Promotion Committee from hosting in person International Centralized Training since 2019. In person Centralized Training was reinstated in 2022 with training occurring in Toronto, Canada. To better serve our international Membership Promotion Chairs and to provide them the same valuable training as our counterparts in North America we feel it is necessary to reinstate in person International Centralized Training

Fiscal Impact: The estimated budget allows for up to two MP Committee appointed trainers to travel internationally and participate in ICT. The intent is to host ICT in conjunction with a CRC or other international event.

- Airfare and hotel for MP Trainers
- Hotel Conference Room Food & A/V rental

Total Cost: \$19,000

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

It was moved by Eileen Jensen and seconded

- (12) To extend select ASHRAE Learning Institute courses internationally, to include SI units as well as ISO standards.

Background: One of the core values of ASHRAE is Training and Continuous Education and Development. Yet Most of the online courses (on demand or with trainer) and even the Instructor Led Courses are not even DUAL UNITS but IP mostly. In order to grow Internationally ASHRAE need to do not just a "hard" units conversion for their courses but also to make the applicable worldwide taking into account the latest International Standards of HVAC and Energy!

Due to the extent of effort required, it is assumed this will be a combination of volunteered and contracted effort.

The suggested courses to extend internationally are:

Latest Versions of:

- 1) Standard 90.1 (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=120>)
- 2) Standard 62.1 (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=109>)
- 3) Standard 189.1 (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=120>)

- 4) LEED Guidance (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=54>)
- 5) Sustainability!! especially now with Decarb task Force (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=104>)
- 6) Building Performance-Commissioning (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=96>)

and online courses or instructor led courses

- 7) Fundamentals of HVAC (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=98>)
- 8) System Essentials (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=102>)
- 9) Achieving ZERO ENERGY Building Design (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=125>)
- 10) Psychrometrics (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=66>)
- 11) AEDG Office (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=1>)
- 12) AEDG Retail (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=2>)
- 13) Components and Equipment (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=97>)
- 14) Hydronics (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=99>)

Fiscal Impact: The estimated fiscal impact includes:

- Staff time to translate training courses to SI
- TBD by ASHRAE Staff

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

It was moved by Eileen Jensen and seconded

- (13)** That ASHRAE provide the ASHRAE Handbook Online as an additional optional member benefit, in addition to the existing 3 options, for full dues paying members, which would allow web-based access to the four (4) current ASHRAE handbooks.

Background: The four ASHRAE handbooks are the foundation of ASHRAE technical research and resources and are widely used across all aspects of the industries covered by ASHRAE. Since inception, printed Handbooks have often been available to new engineers from senior, long-standing ASHRAE members. The early usage and availability of these ASHRAE handbooks has instilled a mutual benefit and loyalty to the ASHRAE society. The membership committee has received feedback that an increasing number of members prefer the online format for ease of access and document searchability. ASHRAE Handbook Online is a controllable format that ensures users are referencing only the current Handbooks and could fill the gap left with the lack of printed copies being available. While a first-year member would potentially get a “better” benefit, membership renewal is still required in order to maintain access

Fiscal Impact: Minimal fiscal impact offset by other existing member purchases.

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

Membership Promotion Information Items

- Implemented bulk member discount of 5 new members from a company get 10% off membership. Have only received 3 group discounts of 5 members each but will continue to advertise this option.
- Implemented new benefit to new Full Dues Paying Members to attend one conference for free within 2 years of joining. We had 131 new members take advantage of attending in Atlanta.
- With the upcoming dues increase, The MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Full Dues Paying members, not including delinquents, is up slightly over this time last year. Not as high as the previous year, but only about a 1,000 less.

Additional MP Information Items:

1. Retention:

As of Dec 31 st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2021	50,715	46,132	3,291	3,502	1,292
2022	52,606	47,405	3,543	4,408	1,658

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of Dec 31, 2022, there were a total of 3,040 (includes all new grades that were added) members participating.

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

2. Chapter Chair Training & Development:

- a) MP hosted an in person Centralized Training in Toronto with 42 registered. This was under the Annual Meeting contract, no standalone contract required for the first time. This was due to the uncertainty of travel/covid restrictions when discussed in January 2022.
- b) The Virtual Centralized Training was scheduled at a time convenient for Regions 13, 14 and At Large to ensure as many trained as possible. There was a total of 117 attendees from all regions.
- c) A Centralized Training is being planned in Tampa in conjunction with the Annual Meeting. Once again, we will be under the ASHRAE Annual Meeting contract.
- d) The MP Committee has requested funding for hosting an International Centralized Training to be held with either the 13, 14 or AL CRC.

3. Recruitment:

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

4. Member Communication:

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

H. RP Committee Report (Attachment H)

The following was reported by Matt Rowe, Research Promotion (RP) Committee Chair:

RP Information Items

- 1. The new RP giving form was rolled out in January. This form will decrease the amount of staff time dedicated to processing gifts and is an improved experience for donors. The RP Committee wishes to recognize the staff who worked on this form and made it possible to roll it out: Thank you to David Reeds and Shawn Hall of ASHRAE IT and Candice Richards of ASHRAE Accounting for their hard work on this project.
- 2. The RP Committee has established three subcommittees to work on the following topics:
 - a. Training
 - b. Marketing and Recognition
 - c. PAOE and RAC IssuesThe goal of these subcommittees is to streamline the processes of the RP Committee so the committee can be more effective at its regular meetings.
- 3. The RP Committee discussed the proposed attached 2022-2023 Centralized Training Plan (Attachment A). This schedule does not include 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.

I. Student Activities Committee Report (Attachment I)

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

Student Activities Information Items

1. Executive Committee
 - Review of all subcommittees were made.
 - The Chair reviewed the status of this year's MBOs – see [Attachment A](#).
 - Current PAOE points were discussed and recommendations for changes for SY23-24 were made – see [Attachment B](#)
2. Centralized Training
 - Live webinar session to be scheduled in June ahead of Annual Meeting
 - On-demand videos have been created by each subcommittee and uploaded to the website.
 - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
 - ASHRAE had one assignment in this year's accreditation cycle at New York Maritime College and Vinay Ananthachar was the PEV for his first visit.
 - The biggest change came from the Engineering Accreditation Commission (EAC) which voted to provisionally approve changes in program criteria to include diversity, equity, and inclusion explicitly in the program criteria.
 - ASHRAE is still not a cooperating society with ASME but ASME will assign our newest program evaluator (Dr. Nick Roberts from Utah State University) to an accreditation visit this fall. We are hopeful that ASME will continue this courtesy until we can be recognized as a cooperating society.
4. K-12/STEM Subcommittee
 - The subcommittee is developing a second children's book (K-6) with Danielle Passaglia with support from the Publications and Education Committee.
 - Various translations of the first book are being developed to focus on our DEI initiatives.
 - A 3D modeling competition for high school students was piloted in SY22-23 with prize money to come from the existing SA budget. There were four submissions reviewed by the subcommittee and the winners will be notified in March.
 - K-12/STEM marketing material is being reviewed and will be updated.
5. Post High Subcommittee
 - One nomination was reviewed for the SA Achievement Award but the subcommittee agreed that the individual did not merit the lifetime achievement award.
 - In-person Student Program on Saturday and Sunday of Winter Conference. See [Attachment C](#) for details.
 - Student Membership
 - The total number of student members as of Dec 31, 2022 was 6,066 with 4,408 active and 1,658 in grace (25% increase from Dec 2021)
 - Branches – Nine pending branches bringing the total to twelve new branches for SY22-23
6. Grants Subcommittee
 - 77 applications were reviewed and scored. 33 projects will be funded for SY23-24 for a total of \$158,000 and \$13,000 will be used to fund travel for the top two scoring teams to present at the 2024 Winter Conference in Chicago.
 - Plans to create new marketing material (videos and flyers) to promote the grants program to more schools
 - Received 39 applications for the Winter Conference travel grants funded by Life Members Club. Five \$1,000 grants were awarded.
7. Design Competition Subcommittee
 - The 2024 Design Competition location (Sao Paolo, Brazil) and building type (central public library) were finalized and the competition details will be added to the website in February.

- The ISBD competition has been renamed for 2023 to Setty Family Foundation Net Zero Energy Design with additional funding for travel and prize.
- The Building EQ Competition was piloted this year with nine submissions received. This collaboration with Building EQ committee allowed student groups to select a building to perform an energy audit, access the ASHRAE building EQ portal, and provide recommendations for improvements.

8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

a. Planning Subcommittee Report – Wright

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

Planning Subcommittee recommends to Members Council that this motion passes:

(14) That a new position be added to the CIQ for a TC Liaison to have access to run TC reports and to promote involvement in TCs from Chapter members.

Background: In response to MBO #1, the Planning Subcommittee believes that it would be helpful to have the role of TC Liaison. This promotes awareness of TCs and provides a means for communication between the TCs and the Chapter members

Fiscal Impact: None

MOTION 14 PASSED. (unanimous voice vote, chair not voting)

PLANNING SUBCOMMITTEE INFORMATION ITEMS:

1. **Region V Motion (Cleveland Chapter)** Needs-Based Fund

That Society setup a needs-based fund that supports up to 1 full CRC registration for each Chapter, at the annual CRC events. Preference would be provided to Chapters and Regions that promote the Society's Diversity, Equity and Inclusion goals. (in addition to the Society's current policy of reimbursement of transportation costs for local Chapters' Delegate, Alternate, and Committee Chairs)

Background: Local Chapters typically budget for the Chapter Delegate and Alternate to attend CRCs for registration, hotel and miscellaneous expenses not covered by Society. On occasion, the local chapters also budget for additional Committee Chairs to attend. However, most if not all local Chapters' budgets are limited. By sharing more of the CRC costs such as the full registration costs, Society would encourage increased participation from the Chapter throughout the CRC event, including the business meetings, networking sessions and workshops. Reference detailed fiscal impact (net-neutral), and non-monetary benefits, outlined below.

Fiscal Impact: Estimated expenses to Society

- Approx. \$300/Chapter. At a Society level, this could translate up to \$60,000/year (assuming 200 chapters)

(The Planning Subcommittee defeated this Motion 0-8-0, chair not voting)

The reasons for this vote:

- *The subcommittee liked the intent behind this motion but decided that it would be better to have Chapter assistance handled by the Regions on a case-by-case basis. Also, the significant financial impact would possibly need to be offset by increased member dues, which is undesirable.*

2. An ad hoc committee has been formed to recommend edits to the governing documents to be submitted to the Planning Subcommittee with sufficient time to review before submitting to Members Council at the Annual Conference
3. The Planning Subcommittee selected a candidate for the John F. James International Award; Honors and Awards will review at the Annual Conference

b. Region Operations Subcommittee - Craddock

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

Region Operations Subcommittee recommends to Members Council that this motion be defeated:

(15) Region XIV CRC Motion (Portugal Chapter) That the maximum number of years that a person can be Chapter Delegate and Chapter Alternate to be increased to 6 years from the current 2.

Background: ASHRAE Bylaws stipulate that no person shall occupy the same position for more than 3 years, with few exceptions, e.g., the Society President is limited to a one-year term. A notable exception is the position of Regional Delegate (and Region Alternate), where the limit is 6 years, as experience is considered to be a plus: a Delegate becomes more effective after his/hers two or three first years on that position.

Similarly, at Regional level, Chapters could take better advantage of the accumulated experience of certain individuals, rendering the Regional Caucus and Business meetings more effective and increasing their productivity. This would be especially useful for smaller Chapters where the number of persons available to take on leadership roles is scarce.

However, currently, the Manual for Chapter Operations, chapter 2.4 A states that

“The chapter selects a Delegate and an Alternate to serve on the Chapter Regional Committee” and 2.4 C, states that “No individual should serve for more than two consecutive years in either of these positions and not more than four consecutive years in both positions”.

So, Chapter Delegates and Alternates are quite limited in the time they can serve and, thus, when they are really familiar with the procedures, they must be replaced. The established limit is even shorter than the 3-year general limit in the ByLaws. This motion thus proposes to establish an equivalence between Regional and Chapter Delegates and Alternates in terms of the maximum duration that any individual person can occupy those positions.

Fiscal Impact: None

(The Region Operations Subcommittee defeated this motion by unanimous voice vote, chair not voting. Open for further discussion)

The reasons for this vote:

- *The Regional Nominating Alternate and Delegate have different requirements than being a Chapter delegate or alternate. Section 7.6 Nominating Committee of the Society Bylaws states: each of whom shall hold the grade of Full Member or higher in the Society. Each shall have been a Full Member in good standing in the Society for a period of at least five years at the time of selection.*
- *Chapter constitution and Bylaws states in section 5.9 The president may be re-elected to the same office for one additional consecutive term. If the president is re-elected for an additional consecutive term, the president-elect will also need to be re-elected in accordance with the election procedure set forth in Section V.*
- *If a smaller Chapter is having issues because of term limits, this situation may signal a deeper issue in the Chapter and the DRC may want to run a Chapter Health Assessment for it.*

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

REGION OPERATIONS INFORMATION ITEMS:

Region VII CRC Motion (Louisville Chapter) That Society create a new regional position called Regional Honors and Awards Chair

Background: ASHRAE award recipients exemplify the best in engineering, technology, and ASHRAE participation by continually bringing credit to the profession and the Society. Chapter H&A Chairs are not emphasized as a critical chair and not always filled. With an H&A RVC position, that person would ensure that Chapter Chairs would be filled and provide leadership as other RVC's currently do to recognize the dedicated ASHRAE Members who give freely of their time and expertise to fulfill the Society's mission. Being recognized by one's peers is a sign of real success.

Fiscal Impact: Utilize existing staff for development and implementation. Society travel reimbursement for their CRC participation. Would not require membership in Society H&A Committee (similar to Regional Historian). Fiscal impact would be \$7,000-\$10,000 per year

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

Reason for this vote:

- *The motion did not include a full fiscal impact, but we believe that the implementation would involve a cost to each Region and to Society.*
- *The Director and Regional Chair (DRC) is allowed to add positions in his or her Region without creating a new Regional Chair with reimbursement from Society.*

Region XII Motion (South Brazil Chapter) That Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2023.

Background: Chapter Communication Committees are strategic to chapter growth, membership promotion, and activities publicity. Many communication and social media channels are being created and have evolved in recent years. Topics for training that require annual updates include chapter web pages, social media accounts and profiles, and data storage restrictions. This annual training can help address the increasing complex challenges facing Chapter Communications Chairs, educate on ways to manage this committee, and share best practices to manage chapter communications. Transportation reimbursement for Chapter Communications Chairs to attend CRC training would address communication training issues.

Fiscal Impact: There are 200 ASHRAE chapters, considering an average transportation cost of US\$700 per communication chair, the total investment for the society is US\$140,000.00.

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

The reasons for this vote:

- *The Society's Communications Committee does all of their work with the Chapters and the Regions virtually. The Committee usually offers 6 to 8 virtual events per year for Chapters to attend or download.*
- *The Communications Committee does not have Regional Vice Chairs and so determining who would lead CRC training is unclear.*
- *The cost of implementing this motion is not worth the benefit, especially given the opportunities available through the Communications Committee.*
- *A similar motion was proposed in 2019 and was defeated for the same reasons.*

9. OLD BUSINESS

- A. BOD Streamlining Motion
- B. Status of Referrals from Members Council to Other Councils (Attachment A)
- C. Review of Action Items (Attachment B)
- D. Review of CRC Schedules (Attachment C)

10. ADJOURNMENT

Ginger Scoggins adjourned the Members Council Meeting at 11:45 a.m.

Attachments:

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

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council
From Meeting of February 4, 2023

Members Present	Members Absent	Guests	Staff
Madison Schultz, Chair	Kimberly Pierson, Region IV RVC	Mick Schwedler	Jeanette McCray, Staff Liaison
Branislav Cvijetinovic (Baki), Sr. Vice Chair	Eman Abu Taleb, Region-at-Large	Franco Datri	
Bruno Martinez, Jr. Vice Chair	Munis Hameed, CIBSE Liaison	Hailey Brennan	
Elizabeth Jedrlinic, Region I RVC	Farooq Mehboob, Coordinating Officer	Anuj Gupta	
Alekhya Kaianathbhatta, Region II RVC	Menatalla Mohamed, Member-at-Large	Amulya Surapaneni	
Carrie Anne Monplaisir, Region III RVC		Ana Amaral	
Paul Fernandez, Region V RVC		Ron Jarnagin	
Drew Samuels, Region VI RVC		Bryan Holcomb	
Robert C Hangen, Region VII RVC		Lionel Davis	
Marisa Rae Kamstra, Region VIII RVC		Jonathan Smith	
Marie VanderVliet, Region IX RVC		Steph Kunkel	
Elise Kiland, Region X RVC		Kellie Huff	
Cailin Noll, Region XI RVC		Jim Arnold	
Keiron Nanan, Region XII RVC		Katherine Kneeld	
Chak Mou Lam (Lukas), Region XIII RVC		Mariel Meegan	
Joshua Vasudevan, Region XIV RVC		Jacob Saxinger	
Jake Lenahan, CIBSE Liaison		Jason Alphonso	
Christopher Krieps, Members-at-Large		Kokzhen Law	
Ronald Gagnon, BOD Ex-O		Doug Cochrane	
		Zach Alderman	
		Samuel John Sundar	
		Dimitris Tseno	
		Abhi Khurana	
		Gregori Tayco	
		Jayson Buhsill	
		Nick Rosner	
		Zehui Hong	

Motions

Motion 1: YEA Committee moves that starting FY 2023-2024 all grassroots committee Chairs that report to Members Council replace their Board ExOs as voting member on Members Council. Board ExOs would change to non-voting members of the Members Council.

Background: In ongoing efforts by the Board and councils to streamline internal processes of Society, this would qualify as a valuable contribution. Chairs are already in attendance at Members Council to give updates. This motion would allow them to present their own motions and have a voice and vote regarding budgets that their committees must adhere to. The Committee Chairs could now present their own motions and backgrounds without relying on an intermediary who is not necessarily fully versed on the motions being presented. Board ExOs will remain valuable resources for grassroots committees and will remain as their

liaisons to the Board. Empowering Chairs as voting members will enhance engagement with Members Council and help make Society more agile.

Fiscal Impact:

None

Vote: 15-0-5, passed CNV

Summary of Activities

- YEA membership has decreased slightly to 9259 members.
- SmartStart transfers are up by 1.3% from this time last year.
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
- YEA continues to offer webinars for topics to help improve leadership, soft skills, social media etiquette, technical knowledge, and much 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 currently has 708 Instagram followers.
- YEA is continuing to reach out to TCs to help encourage more YEA involvement.
- In compliance with the MOP, YEA voted on their incoming Jr. Vice Chair for next society year in December. That candidates name has been passes along to staff.
- YEA maintains liaisons to the following committees: CEC, CTTC, GAC, H&A, MP, RP, SA, TCs, TEC, BeQ
- There are two Ad Hoc Committees this year: Update YEA MOP, Liaison with DE&I
- YEA Awards
 - Jake Kopocis received the YEA Inspirational Leader Award at the Plenary in Atlanta.
 - The YEA Developing Leader Award- nine recipients received this award at the YEA Hospitality Suite in Atlanta.
 - YEA Individual Award of Excellence- three recipients approved in Executive Session. Recommended recipients' information will be passed along to Honors and Awards. Recipients are anticipated to receive their awards at the 2023 Annual Conference in Tampa, FL.
- Upcoming YEA Events
 - YEA Webinar Tech Series will hold the BEQ 101 Webinar on March 1, 2023 at 11am. Registration now open.
 - Spring 2023 YEA Leadership Weekend (YLW) will be in Miami, FL on March 17-19, 2023. Registration will close on February 23, 2023.
 - YEA Leadership Weekend (YLW) 2.0 will be held on April 21-23, 2023 in Montreal, Canada. Registration now open until March 16, 2023
 - YEA Leadership International (YLI) will be held in Galway, Ireland on August 11-13, 2023. Registration will open soon. Due to budget limitations, the YEA Committee is unable to sponsor a sufficient number of attendees from the Committee to attend for training and succession planning purposes. An increase in budget to pre-pandemic level is likely to be requested.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment B are the 2022-2023 YEA MBOs

Attachment C are the 2023-2024 PAOE Recommendations

Attachment A

Information Items

1. Professional Development Subcommittee:
 - i. Technical learning series
 - a. BEQ 101 Webinar
 1. Hosted by Doug Cochrane
 2. Date: March 1, 2023
 - b. Working to offer PDH credits for webinars in this series
 - ii. YEA Individual Award of Excellence process
 - a. Want each subcommittee to review the award to see if there are ways to improve the current questions or ways to make it automated.
 - iii. Automation for awards
 - a. IT is currently working on prototype for YEA Developing Leader award
 - iv. Proposal for YEA event(s) at Technical conferences
 - a. Work with Personal Development subcommittee
 - b. **Action Item:** Alekhya will submit a proposal to YEA ExCom
 - v. YEA TC involvement
 - a. Continue to find ways to increase YEA involvement
 - b. Promote YEA TC engagement via various social media platforms
2. Personal Development Subcommittee:
 - a. YEA Webinars
 - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
 - ii. Upcoming webinars are being planned at this time.
 - b. YEA Leadership Weekend Fall 2022
 - i. Was held November 4-6, 2022 in Vancouver, Canada this event was successful with 27 attendees and was facilitated by Ralph Kison
 - c. Future YEA Leadership Weekends
 - i. Spring 2023 YLW 1.0 be held in Miami. FL March 17-19, 2023. Registration is now open. Program is sold out. Standby list is being generated.
 - ii. YLW 2.0 will be held in Montreal, Canada on April 21-23, 2023. Registration is now open.
 - d. Conference Programs
 - i. ASHRAE Conference Crash Course - 9:00 AM Sunday 2/5
 1. Georgia World Congress Center A403
 - ii. Mentorship Workshop – 11:00 AM Tuesday 2/7
 1. Georgia World Congress Center A407
 - e. Future YLW Planning
 - i. Switch YLW 2.0 between fall and spring
 1. Will need to review the budget to see if this is possible
 - ii. Consider better ways to serve South America
 - f. YEA Book Club
 - i. Discussing Give and Take by Adam Grant on January 25th at 8:00 AM PST
 - g. CRC Workshop Update
 - i. CRC PowerPoint will be updated by March 2023
 - h. Mentorship Motion Update
 - i. It was approved by Region X
 - ii. Currently with Members Council for review/approval
 - i. Ralph Kison Succession Planning
 - i. Need to start looking at replacement options for Ralph within the next five years.
 - ii. Look at other companies to present the Mentorship Workshop at the Winter Conferences.
3. Outreach Development Subcommittee:
 - a. YLI 2022 Malaysia

- i. Successful event with 16 attendees
- ii. Challenges:
 - 1. Look at opening registration 5-6 months prior to the event to allow time for Visas to be obtained if needed.
 - 2. Registration cost was an issue
 - a. Look at what can be done around the registration cost for YLI like maybe offering a Developing Economies registration rate for some countries
 - 3. Make sure that attendees are aware of Regional sponsorships to attend YLI (Regions III, XIV, and RAL already do this)
- b. YLI 2023
 - i. Planning to have a joint event with the Region XIV CRC in Galway, Ireland on August 11-13, 2023
 - ii. Tricia Evans will be the facilitator
 - iii. Looking into alternating the dates to start on Saturday instead of Friday
 - iv. Aiming to open registration late February-early March
- c. Partner Organizations
 - i. AIA
 - 1. Carrie Anne is looking to attend their next meeting and report back to the committee
- d. Social Media
 - i. Instagram
 - 1. Goal is 1000 followers by June 30th
 - a. Currently at 708 followers
- e. CIBSE Report
 - i. Jake Lenahan replaced Munis Hammed effective the 2022-2023 SY as the CIBSE Liaison
 - ii. Working to make the transition and selection process of CIBSE liaisons better so there is not gap in communication.
 - iii. Working on getting CIBSE and ASHRAE more involved in each other's organizations' events
 - iv. CIBSE has an upcoming event in July 2023 in which the Sr. Vice Chair or the Chair maybe attending. More information to come.

Attachment B

YEA MBOs 2022-2023

Item #	MBO	Assigned To	Date Due	Status	Comments
1	Increase YEA membership by 10% from 10,089 to 11,098	YEA Committee	6/30/2023	As of 1/1/2023: 9259	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (578 to 665)	Professional Development Subcommittee	6/30/2023	As of 1/30/2023: 571	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quarterly basis.
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2022 to 9/30/2022	As of 1/31/2023: 10 people	To encourage all YEA members to donate \$100, the committee wants to lead by example.
4	Chapter/Member Outreach	YEA Committee	6/30/2023	Ongoing	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quarterly cadence minimum. RVC's to confirm the cadence and format of communication with YCC's at the start of their term.
5	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	Received as of 1/30/23: Regions I, II, III, IV, VII, IX, X, XII, & XIV	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
6	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2023	Complete	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship. COF has requested an additional event for the Annual Conference.

7	Redevelop a plan for a Mentorship Program	Personal Development and Professional Development Subcommittee	5/15/2023	Ongoing	Begin developing architecture for Mentoring Program with associated committees (Board ExO, MP, SA, CIBSE, DRCs, Staff, etc.) - Winter Conference 2022. Create a Motion for the Annual Conference 2023.
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2023	Ongoing	Collaborate with three (3) allied industries. Invite each to at least 1 YEA/ASHRAE event withing the 2021-2022 Society Year. Define how ASHRAE can participate at local and society events if applicable or appropriate based on the MOU, in order for fully integrate into their groups. Continue to Identify new liaisons for the YEA Committee
9	Migrate Social Media to Outreach	YEA Committee	6/30/2023	Complete	All subcommittees to have Social Media liaison to Outreach who are training in process of submitting content. Social Media Liaisons are responsible for providing one social media post per month. Maintain Content Calendar.
10	Increase Social Media Followers	Outreach Subcommittee	6/30/2023	Goal: 1000 Currently at: 708 as of 1/11/2023	Increase Instagram followers by 200% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee content generation.
11	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2023	Ongoing	Make sure there is cross attendance between events once per year. Explore YLW 2.0 rotating internationally.

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

Attachment C

2023-2024 PAOE Recommendations

YOUNG ENGINEERS IN ASHRAE (YEA) CATEGORY		
MINIMUM: 350 POINTS		PAR: 900 POINTS
Presidential Initiatives:		
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 Presidential Initiatives Master List
Membership:		
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	200 points; (200 maximum)	For increasing YEA membership over the Society year by 5%
Technical Committees:		
YEA5	50 points; (300 points 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	100 points; (500 points 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	200 points; (no maximum)	For each YEA member who did a Technical presentation at a CRC, Winter, Annual or Topical Conference
Historical Activities:		
YEA8	25 points (50 points maximum)	For a local Chapter Historical activity performed by a YEA member
YEA Program Attendance:		
YEA9	200 points; (600 points maximum)	For each YEA member who attends in person or virtual YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0, Leadership U or LeaDRS program during the Society year
YEA10	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
YEA11	25 points; (200 points maximum)	For each YEA member who attends a YEA webinar sponsored by the Society YEA Committee
YEA12	100 points for nomination; (no maximum)	Applying for the YEA scholarship for the HVAC Design course https://www.ashrae.org/communities/young-engineers-in-ashrae-yea/yea-events-and-programs/yea-scholarship-for-hvac-design-essentials-training
YEA13	100 points; (300 points maximum)	YEA member attendance at in person or virtual HVAC Design course attendance (including applying for the YEA scholarship for the class)
YEA14	25 points; (200 points maximum)	YEA member attendance at virtual HVAC Design course (including applying for the YEA scholarship for the class)
Awards and Submission Activities:		
YEA15	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
Meetings, Presentations or Events:		
YEA16	50 points; (200 points maximum)	For each YEA event at chapter meeting or separate organized YEA event
YEA17	50 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.
YEA18	50 points; (100 points maximum)	Joint event with young professional or new professional affinity group within another society (i.e., CIBSE, YEN, AIA Emerging Professionals)
YEA19	50 points; (100 points maximum)	YCC presents on YEA programs similar to CRC workshop presentation at chapter event
YEA20	100 points (100 points maximum)	YEA hosted work placement or job fair to increase student retention
YEA21	250 points; (250 points maximum)	For an event hosted by the Chapter YEA Committee with Diversity, Equity, and inclusion awareness or training
YEA22	50 points; (50 points maximum)	20% of YEA Members at a single event
YEA23	150 points; (150 points maximum)	40% of YEA Members at a single event (Single event cannot count for both this PAOE and PAOE YEA23)
YEA24	300 points; (300 points maximum)	60% of YEA Members at a single event (Single event cannot count for both this PAOE and PAOE YEA23 and YEA24)
Chapter Operations and Activities:		
YEA25	50 points; (150 points maximum)	For each chapter officer or board of governors member who is a YEA member (BOG position must appear on CIQ)
YEA26	50 points; (150 points maximum)	For each YEA member assigned to a Chair position
YEA27	25 points; (100 points maximum)	For each YEA member assigned to a committee position to provide YEA ideas and participation
Student Activities:		
YEA28	25 points (200 points maximum)	For each YEA member involved with a Student Activity program or event
YEA29	50 points (100points maximum)	For each presentation about the Young Engineers in ASHRAE (YEA) or SmartStart program to student members
RVC Assigns/Enters the following points:		
YEA30	100 points; (100 points maximum)	For the incoming Chapter YEA committee chair or co-chair attending the YEA CRC workshop and participating at the CRC
YEA31	50 points; (50 points maximum)	For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair

All information in red are the proposed changes/additions to the YEA PAOE for 2023-2024 Society Year.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE (CTTC)

Report to Members Council
From Meetings of February 3 and 4, 2023

Members Present

Daniel Robert
Andrew Reilman
Daniel Redmond
Frank Rivera
Abhi Khurana
Matthew Archey
Christopher Adams
Arunabha Sau
Elizabeth Zakelj
Grant Page
Kenneth Shifflett
Abigail Brophy
Tyler Bradshaw
Janice Peterson
Thiago Corrêa Fonseca Portes
Sivakumar Gadam
Osama Atef Khayata
John Constantinide
Heric Holmes
Wei Sun

Members Absent

Mahroo Eftekhari

Guests

Franco D'Atri
Devin Abellon
Cheng Wee Leong
Chan Puay Siang Florence
Zehui Hong
Kevin Muldoon
Kishor Khankari
Joe Chow
KokZhen Law
Farhan Mehboob
Ashish Rakheja
Akshay Bhargava
Albert Sin
Larry Kouma
Katherine Neeld
Doug Cochrane
Anuj Gupta
Vicki Worden
Amlan Mukherjee
Corey Metzger
Dan Russel

Staff

Rhiannon Masterson
Anastasia Meadows

Motions

Motion 1: CTTC recommends to Members Council to reimburse transportation for the entrant (or one designated design team member from the award application) of the Technology Award of Engineering Excellence to attend the Plenary session starting with the 2024 Technology Awards.

Background: CTTC's Technology Awards recognize ASHRAE members for outstanding projects, and the Award of Engineering Excellence (AEE) recognizes the winning project that best exemplifies the judging criteria. The AEE is the highest award among all Technology Awards, and is given at the judges' discretion and may not be awarded every year.

CTTC wants to promote and recognize Technology Award winners and they feel in-person recognition is warranted, with transportation provided by Society, for one member of the Award of Engineering Excellence design team. There are 17 other ASHRAE awards that include transportation reimbursement for the recipient. This motion will enable the AEE recipient to get recognition alongside the numerous other awards which offer a similar reimbursement.

Fiscal Impact: Approximately \$1,500 reimbursed per ASHRAE's Transportation Policy

Information Items

1. The CTTC committee strongly believes in decarbonizing its activities. A comprehensive plan is being developed and will be presented at the next Members Council meeting. In the meantime, CTTC established an ad hoc to focus on decarbonization efforts and ideas. Here are some current initiatives:
 - a. Start tracking flight miles for DLs at the Society level, and have chapters track flight miles for any other presenters
 - b. Update Dan Mills Chapter Programs Award Point Tally Form to include a decarbonization element
 - c. Update the CTTC CRC presentation to include decarbonization information
 - d. Survey DLs to determine willingness to travel and feedback on decarbonization efforts
2. We received 35 Technology Award entries for this year's Society-level competition (which is on-par with last year's entries and above previous years entries). The judging panel selected 24 projects for awards: one Engineering Excellence, eight first place, six second place, and nine honorable mention. The Engineering Excellence and first place winners were honored at the Plenary held on Saturday.
 - a. We received a request from PEAC to incorporate a decarbonization into the Technology Awards. Since the judging criteria already reviews energy efficiency for each category, we elected to give the judges the ability to recognize a winning entry with the "Exemplary Decarbonization Recognition" (similar to the Award of Engineering Excellence, which is given at the judges discretion to recognize an outstanding project).
3. The DL program has a total of 192 allocated visits available to chapters this Society year. It is up to the DL and Chapter if they wish to conduct a virtual or in-person visit. A total of 206 visits have been scheduled so far (111 allocated visits, 59 non-allocated visits, and 36 common pool visits).
 - a. Fourteen of the 70 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Netherlands, Singapore, Sri Lanka and the UK. DL presentations are available in ten languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Portuguese, and Spanish.
4. CTTC reviewed 26 DL nominations as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 86 DLs for the 2023-24 Society year. 24 new DLs will begin two-year terms on July 1, 2023 and seven current DLs will end their service as of June 30, 2023. 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.

Attachment

Attachment A – Updated CTTC MBOs for 2022-23

Management by Objectives (MBOs)

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

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

the target of having 50% or more of DLs present.					pandemic. This event allows CTTC members and DLs to get together to socialize and discuss ideas for the DL program.
8. Increase submissions for the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award (at least one submission from each Region for Mills and three submissions for Siller).	Incomplete	November 2022	Member Services Subcommittee, RVCs	4	Interest for these awards is declining. CTTC will review the submittal form and required points. RVCs will play an active role in seeking out qualified candidates.

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

COMMUNICATIONS COMMITTEE

Report to Members Council
From Meeting of February 4, 2023

Attendance

Members Present

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

Members Absent

Ginger Scoggins, CO

Guests

Mark Miller
Tom Pollard
Lynndy Ruddell
Kelly Stuart Williams
Zehui Hong
Franco D'Atri
Larry Smith
Anoop Peediyakkan
Jeanette Hay
Gerardo Alfonso
Osama Khayata
Larry Speilvogel

Staff

Joslyn Ratcliff
Ally Jordan
Jacob Carson

Motions

No motions to bring forward to the Council.

Information Items

1. Communications Committee reviewed results from a survey the committee sent to standing committee, PC, TC, GPC, MTG, SSPC members January 6. The survey gathered data on volunteer time commitments to identify how communication resources can be used to improve volunteer time efficiency. The survey was sent to 4,654 and received a 5.6% completion rate. The committee decided to re-open the survey and a link will be posted to the Communications Committee page of ashrae.org.
([Attachment A – Survey Results](#))
2. Methods such as using QR codes, using a push notification in ASHRAE 365, adding survey links to committee agendas, for increasing result rates of surveys were discussed. The committee also discussed sharing select survey results with specific committees so that other committees could analyze data related to their committee's scope/membership.
3. Communications Committee held its second hybrid Office Hours at the Atlanta Conference. The next Office Hours will take place April 11 on the topic using Loom for video creation. Recordings of past online office hours can be seen on the Communications Committee page of ashrae.org.
4. The *ASHRAE Virtual / Hybrid Meeting Guidance: Tips for Hosting a Successful Event* document will be updated to include Loom as a resource.
5. The *ASHRAE Content on YouTube* Guidance document will be revised for clarity at the request of Publications Committee.

6. Fifteen chapters and two Regions have requested the WordPress theme for chapter websites.
7. Thirteen chapters have requested the Wix template for chapter websites.
8. The Committee discussed items within the Communications category of PAOE and will suggest adding points for specifics revisions to Chapter websites (in alignment with the design intent of the Wix template or WordPress theme) as well as for sharing items on ASHRAE's decarbonization efforts on their social media channels.
9. Information sent to chapters and regions requesting the template or theme will be revised to provide additional information on optional enhancements and hosting. The committee will also define the scale of adding costs that Chapters will ensure if they choose to include optional enhancements.
10. The committee plans to contact those who have requested the template/theme to gain an understanding of usage and gather feedback on the templates and/or theme.

MBO Update

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

Attachments

[Attachment A](#) (Survey Results)

Respectfully Submitted,

Jessica Mangler
2022-2023 Communications Committee Chair
February 5, 2023

JM:jr



Communications Committee

Communications Committee: Volunteer Time Survey Results

January 2023



Communications Committee

About this survey

As part of their 2022-2023 MBOs, Communications Committee sent a survey to Standing Committee Members, TCs, GPCs, TRGs, MTCs, etc. to seek feedback on how volunteer time commitments are communicated and to gather data on if the expected/ communicated commitment aligns with the actual commitments.

The survey was delivered to 4,654 inboxes January 2023.
262 responses were received.



Communications Committee

Committees Represented

Standards Committee (includes subcommittees)	4%
Nominating Committee	4%
SSPC 189.1	3%
SSPC 90.1	3%
Conferences and Expositions Committee	3%
Other	2%
Membership Promotion Committee	2%
SSPC 90.4	2%
Chapter Technology Transfer Committee	2%
Government Affairs Committee	2%
Technical Activities Committee	2%
SSPC 100	2%
TC 7.3 - Operation, Maintenance and Cost Management	2%
TC 9.9 - Mission Critical Facilities, Data Centers, Technology Spaces and Electronic Equipment	2%
Board Diversity, Equity, and Inclusion (DEI) Advisory Subcommittee	1%
College of Fellows	1%
Handbook Committee	1%
Planning Committee	1%
Student Activities Committee	1%
SPC 220	1%
SSPC 170	1%

153 committees are represented in the results.

Most of these 153 make up 1% or less of the results.

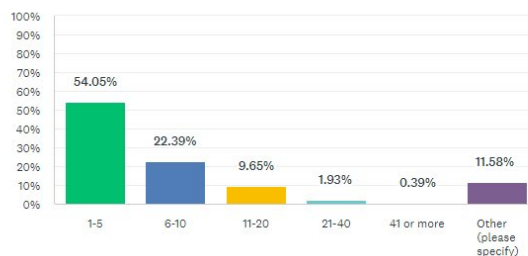
The most popular responses are shown in the chart.

Full details are posted to Communications Committee's Basecamp project.



Communications Committee

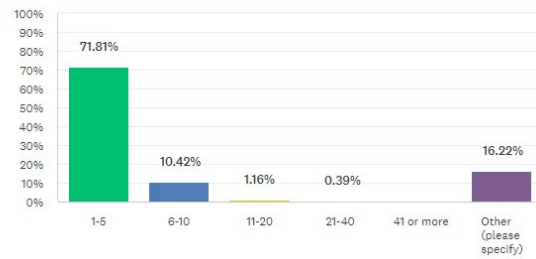
How many hours do you spend each month on your committee assignments?





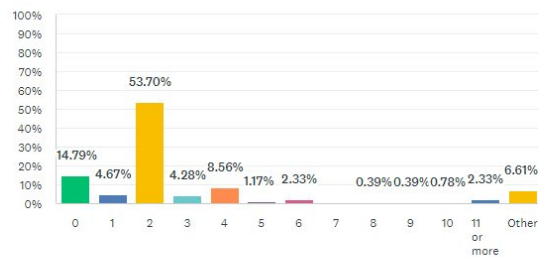
Communications Committee

How many hours do you spend in committee meetings each month?



Communications Committee

How many in-person committee meetings do you have each year?





Communications Committee

How much time do you spend traveling to in-person meetings?

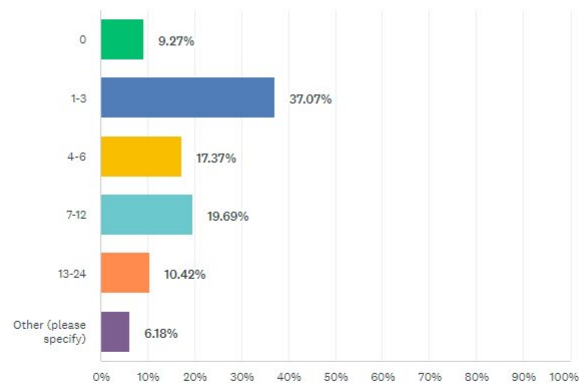
Respondents had different and personal responses.

Full details are posted to Communications Committee's Basecamp project.



Communications Committee

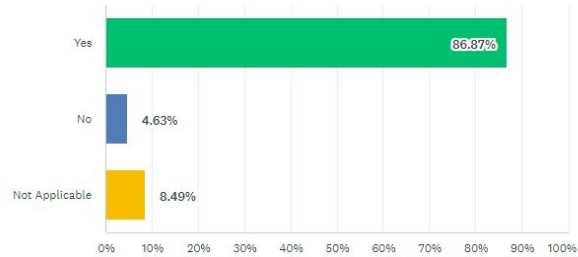
How many virtual committee meetings do you have each year?





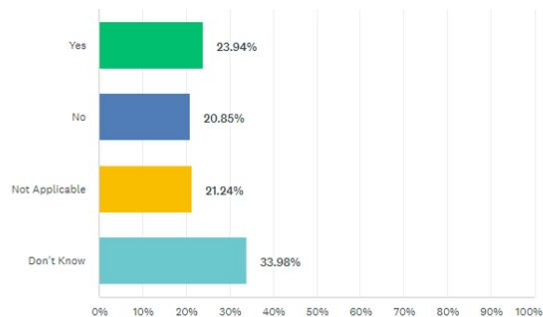
Communications Committee

Are you able to complete your assigned tasks?



Communications Committee

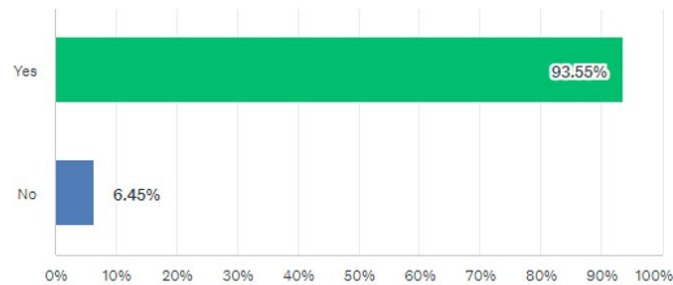
Do you know if your committee's job description, posted online at ashrae.org, includes an expectation of volunteer time?





Communications Committee

If so, does it align with the actual number of hours you put in for this committee?



Communications Committee

Do you have any suggestions for ways ASHRAE Communications Committee could help with volunteer time within your committee?

Over 100 responses were received and can be viewed in Excel via the Communications Committee Basecamp project.

Do you have any suggestions for ways ASHRAE Communications Committee could help with volunteer time within your committee?

Open-Ended Response

I'm not sure that Communications has much to do with what TEC is doing, at least my subcommittee. My main problem is that I'm overextended between local ASHRAE Chapter commitments and Society-level commitments.

More communication through Basecamp.

Clear expectations and links and things in one place.

The survey only included one committee and there's also working group work as well.

this SSPC makes use of Basecamp for document storage, which is useful for some types of documents; it would be more productive for development of committee drafts (creating new addenda to the standard) if the SSPC was making use of a tool that allowed multiple users to simultaneously edit the same document (not using the document download/upload approach used by Basecamp, which can lead to different copies of the document that later need to merge changes); the authoring portal used for ASHRAE Handbooks seems like a better option, but not clear if that tool is available to a GPC/SPC/SSPC

refresh the job description for StdC (last updated 2010) to reflect current trends for meetings (e.g. SPLS liaison time required to attend more frequent GPC/SPC/SSPC meetings due to use of virtual meeting tools)

Email opportunities to committee chair

Encourage more members to "actively" volunteer for SPCs

Not yet

Nope

Much of our work is Publications, but Engineers are not Writers. Professional editing of drafts for grammar, punctuation and convoluted wording prior to our review would save a lot of time, even if the Editor is not a technical expert. Could also note where more clarity is required, and where different writers have covered the same subject so those things could be corrected before everyone else spends time reviewing and re-reviewing.

No. Not much that could be changed, except more people with the right expertise involved.

no

no

none

Advertising for standards committee members should be more transparent. Time with SC, the subcommittees, Technology Council and their subcommittees, ExCom possibly, Staff, etc.

Continue to see a disproportionate number of young ASHRAE members joining versus those older members who are retiring. ASHRAE should investigate why.

Need to overcome employers perception that having volunteers participate is not beneficial to the firm.

Concern that the amount of time expected of a volunteer is not transparent. Also, employers do object to the amount of time an employee must commit to an SSPC versus when weighed against the benefits a volunteer may have being a voting member.

Need to focus on finding volunteers who have time to put into the SSPC work load. Currently many of the SSPC members who perform the work are the same, a.k.a. no new blood because of employers not willing to allow time (e.g., issue of billable hours) or potential volunteers lack of interest in putting in time. because they see no personal benefit.

It might be helpful if communication committee made it clearer that attendance at the semi-annual in person (or virtual) meetings as well as interim meetings is essential for voting members. I appreciate volunteers may be in short supply, but our committee sometimes cannot even establish a quorum at these meetings due to other ASHRAE commitments by voting members

Tools to have better awareness of the different time zones for all committee members

Suggest some best practices to the committee to optimise the usage of time

No. We meet virtually every 3 weeks + at the Winter and Annual Meetings (but these are accessible virtually). The meetings are efficient and productive.

Your website could be improved to be more easily navigated. Centralize all the things we could need/have access to.

Nothing to declare

Make registration and roster maintenance more streamlined and accessible. There have been a few instances where this information does not seem to be readily available, or outdated committee rosters are used, which causes inefficiencies and/or wasted effort.

None at this time.

None at this time.

We discuss presentations for the conferences, but I, at least, do not have enough knowledge on finding speakers to fill the slots.

A better platform for collaborative writing than basecamp, which requires you to download the file in order to even view it. No way to have more than one person editing a live document like you can with google docs. Standards committee uses an ftp site which is easier than basecamp for lots of files but it is one-direction for version control and security.

Yes, I feel it requires more planning, at least for me as newcomer.

I would just like to emphasize that virtual meetings are no substitute for in-person meetings. The interaction and productivity in virtual meetings is very poor and does not yield results. This also pertains to volunteer training. Most volunteers log in to the training but are mostly multi tasking from their workplace or residence and hence the trainings are not at all effective.

No

EC can help us with support in publications, organization of an online portal for storage and dissemination of student activities. In addition to an environment to make activities already carried out available to new members through a portal with login and password.

I think the hardest thing to do is maintain momentum and when progress grinds to a halt committee members become disinterested and progress becomes even slower. Please consider mechanisms, both carrot and stick, for keeping the committees moving. I've had to remove several committee members over the years for a total lack of attendance and responsiveness.

None

Continue with virtual meeting options. Better yet, save all the carbon from air and ground travel and hold all meetings online.

Make in-person meetings into hybrid meetings with large screen and committee-wide speaker system; like the current system dealing with slides that can be viewed by all committee members.

Yes empowerment

none

none

none

none

no

The Chapter Notes newsletter used to be split into sections for volunteers and general membership. This was a great help in knowing what should be included in our chapter newsletter without having to sift through it myself.

Meetings need to have a very specific agenda and allow discussion but with limitations. Several commenters just drone on and on.

For more awareness

Maintain and encourage virtual meetings

Maintain and encourage virtual meetings

Maintain and encourage virtual meetings

Encourage maintaining and encouraging virtual meetings

Not at this time.

Not at this time.

Based on current requirements of the CEC at the conferences probably not a way for Communications to assist.

Weekend committee preferred

No, thanks

ASHRAE should have detailed descriptions of each committee position and the expected work and assignment from the volunteer.

No.

Nil

Yes. Please provide some clear guidelines or task lists for expectations for roles within committees (for example, chair, secretary, handbook subcommittee chair, etc.); if these already exist somewhere, please make it easy to find on the website.

Not sure what the ASHRAE Communications Committee does and how they have an impact on the volunteer time and tasks within my committee

I don't know how or where a committee would post expected commitments. Perhaps

Communications could send that info out to chairs/VC.

I don't know what the communications committee does. Communications seem fine to me.

no

1. Would have liked financial assistance for self-funded people like myself. 2. Some computer tools, like the voting system, are a little buggy.

less in person, more virtual central location for meeting minutes/notes, including subcommittees & work groups

For people serving on multiple committees, the virtual meetings become numerous and it seems most are for 90 minutes. We end up meeting much more than we did f2f and I'm not sure we are getting more done.

Create a way to respond in one survey for multiple committee participation

No

No

No

No

No

No

No

ASHRAE staff is actually very expert in supporting us and help minimize the time our volunteer efforts require. Mark Weber is great.

Timely calls for papers should be required for all programs. This would require coordination among TC, Programs and Communications. It might involve creation of list-serves as well or other effective modes of outreach. Call for papers and call for reviewers might be combined/coordinated. Effort should be made to engage/encourage wider diversity of members and potential members. No, everything is fine.

suggestions provided with a response for another committee
suggestions provided with a response for another committee
suggestions provided with a response for another committee

The ability to conduct meetings online has been a real plus for productivity (less time spent in airports). The change to WebEx software was not a plus from my perspective -- it takes MUCH longer to boot-up and connect (typically 5 minutes) than alternatives (like Zoom), which is wasted time for each meeting. Basecamp and Sharepoint are very useful communication and production tools. Online balloting is likewise very beneficial. Keep looking for productivity enhancing tools like these. I believe many TCs could reduce their in-person meeting schedule to once per year, and host all subcommittee meetings virtually. This would improve participation, reduce meeting space requirements, improve speed of delivery of tasks, reduce time that individuals need to be at meeting, and reduce travel. Many of these have real cost and climate impacts.

Do not have suggestions at this time
no

Just streamlining meeting organization I suppose, such as A/V setup for in-person. You guys do a pretty good job helping us out already though. Thanks!

If subcommittee's agenda doesn't really justify a meeting, it should be cancelled and rescheduled before the subcommittee meeting begins.

The caucus at each year's CRC requires staff assistance with voting. Developing/acquiring software so that CRC's don't need staff involvement would free up staff time and could also be useful for other business at chapter or CRC level where voting is required.

Who is involved in what should be available on the profile page of each member and members should have access to each other profile page in a TC

I'm not convinced that Basecamp improves communications and efficiency but am not sure what to suggest.

Ensuring that those elected to manage the Ctte, actually carry out their tasks and ensure that meetings are organised in a timely manner and also engage to ensure that VM's & NVM's are operating in a Ctte that is deemed to be a safe area and that members comply with the ASHRAE Code of Conduct

Expand and improve automation of administrative processes (e.g. membership management, minutes management, standards-related voting, etc.). Some of these processes have been automated and that is very helpful. However, more could be done and/or improved. Replace BaseCamp with a service that is a better match to ASHRAE's use cases. Examples of bad fits are: lack of automatic connection of committee membership to group lists; segmentation of group membership (e.g. voting, non-voting, interested party); controlling file access based on group member segment; controlling messages based on group member segment; ability to override group member opt-out for important messages; and on-line document collaboration (ala Google Docs). And probably more. BaseCamp is better than nothing, but it is not good.

Email notification remains best with follow up for specifics via Basecamp. I would like to assist more and be more involved, but my wife's disability limits my availability and travel is not practical.

Not likely. Our committee is pretty hostile.

currently, we have to type in our email and name to register for the invite for each working group committee. I am in the WG.... isn't there a way to eliminate this admin step and just send me the invite? Other admin steps should be streamlined too.

So long as Zoom or equivalent is made readily available, without a bunch of hoops to jump through, we should be good. Most meetings are hour long blocks, so that would make sense in most cases.

Training and clarity on use of Basecamp for Chair and subcommittee members. Should not be optional. This can be the mechanism to provide the debilitating lack of continuity year-to-year.

It would be helpful if the ASHRAE website was updated with the latest information.

ensure ethics and conflict of interest statements are communicated, understood and enforced. 62.1 has a big problem with conflict with several members.

We should use the time we are together at ASHRAE Conferences as much as possible. The idea of having remote meetings for everything is increasing the time dedicated to ASHRAE.

I feel that the Communications Committee has done a good job keeping me informed.

none

Better communicate the amount of time required for the committee before someone is nominated and has accepted the position.

Use virtual meetings as much as possible.

Use more virtual meetings

Some potential volunteers find the TC meetings too long to obtain any result, example a Standard revision. If this process is shorter the efficiency could be better. After long period of time, without work with the topic, you need to re-thinking again and again. Some revisions schedules to finish after 5 or 6 years after started.

Use more virtual meetings for small groups

I think cttc is doing a great job balancing virtual and in person meetings to save volunteer time. Hybrid conference meetings are less effective at times, but it does save on volunteer time. Travel to chapters is challenging with my work commitments, and the use of virtual visits has helped.

Improve staff response time and quality of staff work.

Attachment B

ASHRAE Communications Committee

MBOs for Society Year 2022-2023

Chair: Jessica Mangler Date: 2022-06-19

Last Revised: February 4, 2023

MBO #	Objective	Notes / Suggestions	Fiscal Impact	Responsibility	Status
1	In alignment with ASHRAE's Strategic Plan & Initiative #3 (Organizational Streamlining), identify how can communication resources be used to improve volunteer time efficiency.	<ul style="list-style-type: none"> Discuss with ASHRAE Staff, what processes have worked well with managing time & minimizing back & forth communications. Create tools that eliminate redundancy & minimize volunteers listening to repeat information. Examine if/how volunteer times are being tracked. For example, the CC's Reference Manual states that each member's time commitment is 5-10 hours per month. Is this accurate? If not, why? Do other committee's Reference Manuals outline time commitment expectations? Discuss methods for enforcing time management during meetings (meeting start and end times). Be an example and track committee member's time. Determine format to track time. Determine methods for how ASHRAE can better manage volunteer expectations with communication tools. 	None	Communications Committee. Daniel Bourque, Thursten Simonsen, Kinga Hydras, Nikos Giannitsanos	Survey sent Jan. 6, results posted to Basecamp. Committee to review results to see if it's possible to create a deliverable based on the results. Committee would also like to share results with the appropriate groups.
2	In alignment with ASHRAE's Strategic Plan & Initiative #4 (Improve Chapter Engagement, Capacity, and Support), identify how communication resources be used to increase Chapter member recruitment and retention.	<ul style="list-style-type: none"> Use CC's social media channels for promoting others. Determine if/how Society's social media channels (which have a greater reach) can join in on this effort. Focus on finding processes that are already working well, rather than focusing on what's not working. Don't expect volunteers to "re-invent the wheel". Support Chapter recruitment and retention by encouraging an environment of supporting others, rather than self-promotion. Directly reach out to Chapters/members with successful processes & offer "kudos". Nominations & awards are nice but can be time-consuming processes that create competition & only highlight one entity. 	None	Communications Committee. Nikos Giannitsanos, Eleazar Rivera, Niss Feiner	In progress. The "ASHRAE Families" social campaign was discussed; several individuals reached out directly asking about membership as a result of the campaign. Looking into possible "shout outs" at chapter meetings.
3	Determine optimal methods for improving volunteer productivity, collaboration, and coordination in virtual, hybrid, and in-person formats.	<ul style="list-style-type: none"> Determine what types of meeting formats are the most productive (i.e. regularly scheduled "do the work" meetings in lieu of one person working by themselves). Determine best methods for collaborating & coordinating with ASHRAE members across global time zones. Identify ways to encourage in-person attendance for different types of meetings. Determine which type of meetings should be in-person only vs. virtual only so that overall meeting attendance & collaboration is optimized. 	None	Communications Committee. Anuj Gupta, Kinga Hydras, Niss Feiner	In progress. Loom to be added to hybrid meeting guidance.

4	Evaluate the success of Communications Committee's Office Hours & determine how to increase outreach.	<ul style="list-style-type: none"> Immediately following Annual Meeting (Toronto), create schedule & theme of Office Hours for upcoming Society Year. Determine if any committee resources need a dedicated Office Hours session to be scheduled. How can Office Hours be scheduled "by request" to better accommodate attendee's schedules & demands? Create booking system? Work with ASHRAE Staff to review how recordings are being promoted and study view count data. Set goal for increasing view count. 	None	Communications Committee. Thursten Simonsen, Daniel Bourque	Next office hours are on Loom and ASHRAE 365.
5	Maintain committee resources (this should be an ongoing MBO for each Society Year).	<ul style="list-style-type: none"> Review committee's purpose/responsibilities & confirm committee resources are within scope. Ensure at least one committee member is a "subject matter expert" for each type of committee resource. Track committee's progress & revise existing committee resources with newly developed tools. Edit existing committee resources to eliminate outdated information. Committee resources include guideline documents, training workshops, social media/website templates, etc. 	None	Communications Committee. Jessica Mangler, Daniel Bourque	YouTube Guidance document and Hybrid meetings document to be revised.
6	Improve Committee's Succession Planning.	<ul style="list-style-type: none"> What "big ideas" did we have but didn't implement? Create "future ideas/goals" list for future committee members. Identify ASHRAE members who are passionate about communication skills that may be nominated to committee in future. Encourage existing committee members to seek nominations for future committee members. Set quota? 	None	Communications Committee. Anuj Gupta and Jessica Mangler	Appointment terms are posted to Basecamp. All committee members will look out for any potential future committee members while at the Winter Conference.

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of February 4, 2023

Members Present

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

Members Absent

Ahmed Abdelsalam
Gary Debes
Lina Maged Hashem
Ehab Mamdouh
Rafi Karim
Alekhya Kaianathbhatta
Erik Sanchez

Guests

Doug Cochrane
Dan Rogers
Kevin Summers
Sumayyah Theron
Kevin Brown

Staff

Haley Booker-Lauridson
Tony Giometti

Motions

None.

Information Items

1. CEC approved the registration rates for the 2024 Winter (Chicago) and Annual (Phoenix) Conferences as follows:

Member Early Bird	\$	755.00
First Time Member Early Bird	\$	730.00
Non Member Early Bird	\$	1,010.00
First Time Non Member Early Bird	\$	985.00
Life Member/Speaker/BOD/PM/LeadDRs/CEC	\$	195.00
Member Advance	\$	780.00
First Time Member Advance	\$	755.00
Non Member Advance	\$	1,035.00
First Time Non Member Advance	\$	1,010.00
Member Onsite	\$	1,015.00
First Time Member Onsite	\$	990.00
Non Member Onsite	\$	1,270.00
First Time Non Member Onsite	\$	1,245.00
One Day Member	\$	390.00
One Day Non Member	\$	470.00
SBA/Student Member	\$	25.00
Student Non Member	\$	55.00
Spouses	\$	60.00
One Session Onsite	\$	75.00

Virtual Member	\$	470.00
Virtual Non Member	\$	520.00
Virtual Reduced	\$	115.00
Virtual Company Package (3-5)	\$	1,990.00
Virtual Company Package (6-10)	\$	3,750.00
Virtual Company Package (11-20)	\$	7,025.00

The 2024 registration rates are \$10 higher than the rates proposed for the 2021 Winter Conference in Chicago, which was cancelled because of the pandemic.

2. CEC updated its MOP to include the addition of the subcommittee entitled “Event Sponsorship Subcommittee.”
3. The 2023 Winter Conference resumed scheduling eight concurrent sessions as was done pre-pandemic (six concurrent sessions were scheduled during the previous winter and annual conferences). The Winter Conference had a total of 109 sessions and events scheduled, comprised as follows: 72 seminars, 26 in-person Paper Sessions, 2 Virtual Paper Sessions, 4 Panel discussions, 2 Forums, 1 Debate and 2 Workshops. There were a total of 348 presentations, 93 papers and 17 live-streamed sessions. Registration for in-person attendance is slightly over 2300, which is about the same as the 2019 Winter Conference in Atlanta and up nearly 1,000 from the 2022 Winter Conference in Las Vegas. Virtual registrations are above 240 and committee-only registrations are over 700.
4. Topical Conferences Held Since July 2022
 - a. Sept. 14-16, 2022 – Building Performance Analysis Conference and SimBuild 2022, co-organized with IBPSA-USA, Chicago, Illinois. There were 315 registrants for the conference, including 44 virtual registrants, from 10 countries. The technical program had 3 concurrent tracks and 3 keynotes, 23 seminars, 4 panels, 1 debate and 12 paper sessions with a total of 103 speakers. 49 papers were presented. There were 9 sponsors, which generated \$33,800 in sponsorship revenue; the conference had a budget deficit of \$7,000.
 - b. Oct. 5 -7, 2022 – International Building Decarbonization, co-organized with the Hellenic Chapter, Athens, Greece. This was ASHRAE’s first conference on decarbonization and it was organized jointly by the ASHRAE Task Force for Building Decarbonization and the Hellenic Chapter. The chapter reported an attendance of 260 persons. The conference consisted of 4 keynote speeches, 6 Special Sessions, 2 panel forums, and numerous seminars in four different subject tracks. 37 papers were accepted and presented at the conference.
 - c. Oct. 20-21, 2022 – Fifth International Conference on Efficient Building Design, co-organized with the American University of Beirut and the Lebanon Chapter, Beirut, Lebanon. The conference reported that 221 attendees participated in the conference. (There were 340 registrants total, including 210 students.) There were registrants from 16 countries. There were 4 keynotes, 28 speakers, 4 panelists. 29 papers were presented. The conference was funded by The Munib and Angela Masri Institute for Energy and Natural Resources at the American University of Beirut.
 - d. Dec. 5-8, 2022 – Buildings XV, co-organized with Oak Ridge National Laboratory, Clearwater Beach, Florida. This was the second time ASHRAE organized this conference. 217 registrants attended the conference from 17 countries; 55% of the registrants were ASHRAE members. The conference featured a strong technical program with up to three concurrent sessions; there were 3 keynote presentations, 29 sessions and 83 conference papers. In addition, 7 pre- and post-conference workshops were presented. There were 5 conference sponsors totally \$23,500; the conference had a budget surplus of \$12,000.

Topical Conferences In-Process

- a. March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska
- b. May 11-12, 2023 – Third Developing Economies Conference, co-organized with the Mumbai Chapter, Mumbai, India
- c. September 11-13, 2023 – ASHRAE Building Performance Analysis Conference, Austin, Texas
- d. October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia. Co-organized with IFMA, AIA, APPA and BOMA.
- e. November 28-30, 2023 – Eighth International Conference on Energy Research and Development, Kuwait University City, Kuwait. Co-organized with Kuwait University.

Topical Conferences Proposed

- a. International Decarbonization Conference 2024
- b. Indoor Environment Quality 2025
- c. Buildings XVI 2025

5. Future Annual and Winter Conference Sites

- a. Annual, June 24-28, 2023 – Tampa Bay
- b. Winter, January 20-24, 2024 – Chicago
- c. Annual, June 22-26, 2024 – Indianapolis
- d. Winter, February 8-12, 2025 – Orlando
- e. Annual, June 21-25, 2025 – Phoenix
- f. Winter, January 31-February 4, 2026 – Las Vegas

MBO Update

Attachments

Attachment A CEC MOP

Attachment B (CEC MBOs for 2022-2023)

Respectfully submitted,

Christine Reinders-Caron, Chair
Conferences and Expositions Committee



Conferences and Expositions Committee

Manual of Procedures

Revised January 31, 2023
Approved by Conferences and Expositions Committee: February 4, 2023
Approved by Members Council: February 4, 2020

FOREWORD

The Conferences and Expositions Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council. The complete scope and objectives are included in the Board-Approved Rules. This Manual of Procedures is a supplement to the Conferences and Expositions Committee Rules of the Board and is intended to describe the procedures to be followed by the officers and members of the committee and its subcommittees to accomplish the committee's purposes. Appendices are part of the MOP and therefore require approval by the reporting body. (97-07-03-16)

Conferences and Expositions Committee - Manual of Procedures

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Conferences and Expositions Committee - Manual of Procedures

SECTION 1 – PURPOSE

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

SECTION 2 – ESTABLISHMENT

The Conferences and Expositions Committee (CEC) is a Standing Committee of the Society and operates under the direction of the Members Council.

SECTION 3 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITIES

3.1 The Conferences and Expositions Committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective meeting experiences with balanced technical and business/professional content. The committee shall prepare technical presentations and expositions that expand on ASHRAE's position as leader in the HVAC&R industry, provide technology transfer of new innovations in the HVAC&R industry.

The Conferences and Expositions Committee (CEC) is responsible for planning and executing all conferences produced by ASHRAE.

The Conferences and Expositions Committee recommends to Members Council registration fees for Winter and Annual Meetings according to ROB 2.104.015 and ROB 3.100.

3.2 The Conferences and Expositions Committee shall oversee the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. It shall seek technical content for conferences through internal ASHRAE sources and external sources, schedule content delivery, facilitate technical and commercialism review of materials, and study the suitability of locations for the Winter and Annual Meetings.

3.3 CEC shall seek to continuously improve the conference experience for all attendees, and, on a case-by-case conference, conduct sponsored market research targeted to determine the needs of all prospective attendees.

3.4 CEC shall approve and execute program-based budget to ensure fiscal viability of all ASHRAE conferences and expositions.

3.5 In communication/cooperation with the ASHRAE Executive Committee, set policy regarding ASHRAE conferences by continually reviewing, recommending changes to, and interpreting the Guidelines for ASHRAE Conferences.

3.6 Establish and maintain guidelines for use of ASHRAE Carolyn and Damon Gowan Training Room.

3.7 Select hotel for Winter and Annual Meetings and select site for Annual Meetings.

3.8 Execute policies developed by CEC and the Joint Exposition Policy Committee relating to expositions, both in North America and internationally.

3.9 Serve as the cognizant committee for ASHRAE in the AHR Expo.

3.10 Establish guidelines for ASHRAE participation in joint conferences with other organizations and members of the Associate Society Alliance.

- 3.11 Develop rules and structure for operation of international conferences and expositions consistent with ASHRAE policies.
- 3.12 Develop and execute marketing research and event marketing plans for ASHRAE conferences.
- 3.13 Ensure that ASHRAE conducts sustainable meetings and expositions.
- 3.14 Recommend policy regarding joint meeting endorsements at the Society, Regional and Chapter levels.
- 3.15 Recommend policy regarding commercial sponsorship of meetings, sessions and expositions.
- 3.16 Specific guidelines and duties are described in the CEC Reference Manual which is updated by the CEC on a continuing basis.

SECTION 4 – CONFERENCES AND EXPOSITIONS COMMITTEE SUBCOMMITTEES

4.1 Organization:

- 4.1.1 The standing subcommittees of CEC are Executive Committee, Annual and Winter Conference Subcommittee, Operations Subcommittee, Topical Conferences Subcommittee and Events Sponsorship Subcommittee. The CEC chair will appoint the subcommittees and any other ad hoc committees as needed.
- 4.1.2 The Executive Committee shall consist of the CEC chair, vice-chair, Subcommittee chairs, past and future Conference Chairs, and the ASHRAE staff liaison (non-voting member).
- 4.1.3 The CEC works with the Joint Exposition Policy Committee to conduct the Winter Conference and exposition. The Joint Exposition Policy Committee is responsible for making policy decisions that guide the International Exposition Company's planning and execution of the International Air-Conditioning, Heating, Refrigerating Exposition. The Joint Exposition Policy Committee also is responsible for selecting the time and place for the ASHRAE Winter Conference.

4.2 Responsibilities:

- 4.2.1 The Executive Committee is responsible for setting policy for the Society's conferences, oversight of the committee's subcommittees and all other activities related to fiscal, technical content, planning and execution of ASHRAE's annual, winter and topical conferences.
- 4.2.2 The Annual and Winter Conference Subcommittee is responsible for the development of tracks, soliciting, selecting and scheduling technical program sessions and for the onsite presentation of the technical program. This subcommittee recommends policies and procedures for the solicitation, review, presentation and publication of papers for conferences. The subcommittee develops and maintains an evaluation system for program sessions and speakers.
- 4.2.3 The Topical Conferences Subcommittee is responsible for identifying conference topics and locations based on market research that meets the needs of the membership as well as responding to requests to organize topical conferences from chapters, other organizations, etc. It also recommends to CEC the formation of Conference Steering Committees to administer specific topical conferences.
- 4.2.4 The Operations Subcommittee is responsible for writing and maintaining the CEC's manuals and guidelines that describe the policies and procedures for conducting Society conferences and other assigned projects as needed.
- 4.2.5 The Events Sponsorship Subcommittee is responsible for raising sponsorship monies via peer-to-peer solicitations for the Society's Winter and Annual Conferences. The sponsorship monies will be used to lower the registration fees for the conferences and offset event expenses.

There will be two ASHRAE staff co-liaisons for the Subcommittee.

SECTION 5 – CEC CHAIR

The CEC chair is responsible for overall operations of the committee and serves as a non-voting member of the Joint Exposition Policy Committee.

SECTION 6 – CEC VICE-CHAIR

The CEC vice-chair shall assume the duties and responsibilities of the chair in his/her absence as well as other duties assigned by the chair. This position serves as a non-voting member of the Joint Exposition Policy Committee. The CEC vice-chair serves as the chair of the Operations Subcommittee.

SECTION 7 – CEC STAFF LIAISON

The staff liaison serves as secretary of the CEC and is responsible for administrative functions of the committee and other staff support.

SECTION 8 – BOARD OF DIRECTORS MEMBER

8.1 The Board of Directors member, assigned as ex-officio to the CEC, shall have responsibilities as follows:

8.1.1 Attend the meetings of the CEC to gain first-hand knowledge of committee activities.

8.1.2 Inform the committee of Board of Directors and Members Council decisions and activities that have an effect on the CEC operations.

8.1.3 Present motions to Members Council on behalf of the Conferences and Expositions Committee and support the committee viewpoint in ensuing discussions.

8.1.4 Identify and communicate strategic issues on which the CEC can provide support and information to help support their achievement.

SECTION 9 – LIAISON TO TECHNICAL ACTIVITIES COMMITTEE

One of the CEC voting members shall be a liaison member to the Technical Activities Committee.

SECTION 10 – MEMBERSHIP

The members of this committee are as follows:

- Twenty-six (26) voting members, including a chair and a vice chair.
- Board ex-officio and coordinating officer are non-voting members.

SECTION 11 – MENTORING PROGRAM (ROB 100-128-003)

During the final meeting of the fiscal year, the CEC chair shall appoint an incumbent to be the mentor for an incoming member. A mentor shall be appointed for each new member.

SECTION 12 – CONTINUOUS STRATEGIC PLANNING PROCESS

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum, the committee shall submit a report to the council at a time determined by the Planning

Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

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

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

GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
From Meeting of February 3, 2023
~ Winter Conference Atlanta, Georgia ~

ATTENDANCE

Members Present

Darryl Boyce-Chair
Robert Hoadley-Vice
Chair*
Bassel Anbari
Cindy Callaway
Christopher Phelan
Tim Wentz
Mike Wolf*
Meghan McNulty
Nanette Lockwood
Artorius Reyes
Michael Genin*
RJ Hartman
Weston Hockaday
Louis Van Belle
Beth Tomlinson*
Jessica Gardner
Damon McClure*
Peter Koneck-Wilwerding
Tracey Jumper*
Daryl Collerman
Tim Theriault
Albert Sin
George Pantelidis
Ahmed Bolbol
Sonya Pouncy
Ken Fulk
Dennis Knight

Members Absent

None

Guests

Sarah Dodge, AIA
Doug Tucker, Mitsubishi
Ron Gagnon, DRC Region II
Adrianne Mitani, OVC GAC
Chair
Darryl Deangers, Ebreon
Peter Luttik Emerson
Mariel Meegan, Gala
Engineering
Lionel Davis
Arturo Thur De Koos, Fujitsu
Donald Weekes, EHC
Andy Persily, NIST
Ron Jarnagin
Farooq Mehboob, ASHRAE
President
Jonathan Smith
Doug Cochrane, GAC
Liaison to Building EQ
Emily Toto, ASHRAE
Madison Schultz, ASHRAE
Julia Timberman
Larry Kouma, Johnson
Controls
Samantha Slater, AHRI
Don Davis, BOMA
Chad Smith
Kishor Khankari
Steve Comstock, UNEP

Staff

Alice Yates
Emily Porcari
Matt Young
Jacob Karson
Andrew Barberi *

*Indicates Remote Participation

Motions

Motion 1 (Revisions to the Rules of the Board regarding PPIB Expiration Date): GAC recommends that Members Council recommend to the Board of Directors the following revisions to the Rules of the Board:

1.300.004.2 Public Policy Issue Briefs

- B. The Government Affairs Committee shall be responsible for archiving, publication and distribution of Public Policy Issue Briefs. GAC shall maintain the current list of approved PPIBs on the ASHRAE website, and shall review each PPIB on an annual basis, and determine whether to update or rescind the PPIB. Each version of a PPIB will contain a statement indicating when it was created or updated. it expires and shall not be longer than one year after approval. (22-02-02-15)

Background: Section 1.300.004.2 (B) of the Rules of the Board requires that each PPIB contain a statement when it expires which shall not be longer than one year after approval. This statement can be confusing to policy makers who are more interested in when the document was created to assess its relevance. To address this matter, GAC recommends adding the date on which the document was created or last updated. Adding that date will make the PPIBs more useful to policy makers, elected officials and their staff, as they will know that these documents were all recently created and updated, and thus up to date.

Fiscal Impact: NONE

Information Items

1. Information Item 1. Government Outreach Events (GOE): The GAC set a goal of 125 Government Outreach Events to be held during Society Year 2022-2023. The GAC has so far held 47 events and has 19 scheduled and planned. With the majority of the domestic outreach events typically occurring in the Spring when the legislatures are in session, the GAC is in a strong position to meet its goals.
2. Information Item 2. Public Policy Issue Brief on Building Electrification: The GAC approved a new Public Policy Issue Brief (PPIB) on Building Electrification. The PPIB was drafted by the GAC Policy and Programs Subcommittee and reviewed three times by a Tech Council designee, the Task Force for Building Decarbonization (TFBD). In addition, comments were received by ExCom and addressed by the TFBD. The GAC intends to develop a new PPIB on Wildfires and Indoor Environmental Health. Existing PPIBs are under review and will be updated (if needed) and approved this spring.
3. Information Item 3. Change to Resource Manual Concerning International Outreach: GAC approved changing its Resource Manual, "Section T: Financial Assistance for International Outreach Events," to give the RVC more time to develop a plan for transportation reimbursement for non-U.S. Chapters (\$2,000 per chapter) and to get written DRC approval of said plan, from September 30 to November 30. Extending

the deadline will allow RVCs to submit more accurate annual budgets to support Government Outreach Events.

4. Information Item 4. Building Decarbonization: Decarbonization, including decarbonization of buildings, has increasingly been on legislative and policy agendas of government entities. Building electrification is one component that has been hotly debated. The GAC has provided resources through GOEs on building decarbonization, and it looks forward to incorporating references to additional resources the TFBD will be producing this spring. In addition, GAC plans to tailor presentations developed by the TFBD so that they are appropriate to government officials, rather than ASHRAE members.
5. Information Item 5. Opportunities for Collaboration and Further Engagement: Several guests attended the GAC meeting, including AIA, AHRI, BOMA, and UNEP, who provided productive reports concerning past and future collaboration opportunities for government advocacy and outreach. In addition, we had guests from inside ASHRAE, including CIS and EHC, committees with which the GAC can also coordinate and collaborate with on advocacy and outreach.

MBO Update

MBO	Subcommittee Assigned	Metric(s)	Status
1. Increase the participation of ASHRAE members in Government Outreach Events and other advocacy opportunities by hosting promotional GAC meetings, webinars, and other events to non-GAC ASHRAE members to increase awareness about the GAC.	Member Mobilization	<p>Host 4 “Office Hour” events (including a specific one for international participants).</p> <p>Create an internal Office Hour Best Practices document to summarize the lessons we’ve learned, for the benefit of future iterations of GAC.</p> <p>Create a DL presentation on the benefits of Government outreach for ASHRAE members.</p>	<p>One “Office Hours” session has been held to date, one is scheduled for February 24, and the others will be scheduled throughout the rest of the Society Year.</p> <p>DL presentation is being developed; subcommittee members are making revisions and additions prior to the next MMSC meeting.</p> <p>Office Hours “Best Practices” document has been created for review by the Subcommittee members.</p>
2. Increase effectiveness of volunteer members through formalizing the GAC member mentorship program through small groups.	Executive Subcommittee	<p>Mentorship program is included in Resource Manual.</p> <p>Mentor assignments made by July 30.</p> <p>Each mentor reaches out to their mentees 4 times per year.</p>	<p>Email distributed to Mentors inquiring about their interaction with their mentees; Boyce was included on the meetings scheduled by one of the mentors. The other mentors have been asked to provide an update at the Winter Meeting.</p>
3. Build the foundation of a consistent global government engagement program by planning and identifying country- or region-specific events attended by government officials for the purpose of outreach and advocacy.	Global Affairs	<p>Each global RVC identifies at least two events per region that are held annually.</p> <p>Each RVC works with the global chapter chairs to facilitate 5 GOEs per Region.</p> <p>Each global RVC works with the global chapter chairs to identify the schedule for revision of</p>	<p>A survey was sent to GASC members to submit ideas for GOEs that satisfy this MBO.</p> <p>Global GOEs held this SY will be evaluated to assess whether they should be recommended as recurring events.</p>

MBO	Subcommittee Assigned	Metric(s)	Status
		Energy Codes/Building Codes of the country/state and key officials involved.	
4. Decarbonization: establish clear lines of communication between the GAC and the TFBD.	Policy & Programs	GAC member is identified as liaison to the TFBD.	Darryl Boyce reached out to the TFBD about serving as the liaison Darryl has NOT yet received a response from the TFBD. Darryl plans to attend the meeting of the Task Force at the Winter Meeting.
5. Work with International Standards Task Force to facilitate sharing of information to avoid duplication of efforts, including through the tracking and adoption of ASHRAE standards and guidelines around the world.	Global Affairs	Long-term coordination structure defined. RVC works with the global chapter chairs to facilitate 4 outreach events per region, which are related to adoption of ASHRAE Standards.	Determining how the relationship and communications with ISTF should involve the full GAC or focus its engagement with GASC.
6.Establish a GAC Advisory Board made up of senior staff from various government bodies; this group would advise ASHRAE on what technical resources they need.	Policy & Programs	Advisory Board meets 4 times in the Society Year.	Advisory Board members identified (11 members). Held a meeting with the Advisory Board on December 5 th , 2022; a second meeting is scheduled for March 6 th , 2022.
7.Improve the effectiveness of the Government Affairs Website	Communication s Coordinator, in cooperation with PPSC and MMSC	Implement recommendations made from the GAC website survey in SY21-22.	Communications Coordinator discussed recommendations with Marketing staff in December; priorities have been identified, which will be implemented before the end of the Society Year

MBO	Subcommittee Assigned	Metric(s)	Status
8. Review and revise the RVC reporting requirements for the Winter and Annual meetings.	Member Mobilization	Streamlined RVC reporting form is developed	<p>Subcommittee members are reviewing the reporting form and will have any proposed changes for consideration at the next Subcommittee meeting.</p> <p>Checking with DRCs and RMCRs to determine whether/how these are used at the Regional level.</p>

Attachment A: GAC Recommendations for PAOE points

GAC recommends a change to GA15. It is currently worded as:

“For chapter submitting local issues identified with goals and report(s) to RVC”

Recommend revising as follows:

“For chapter submitting local issues related to ASHRAE and/or decarbonization, identified with goals and report(s) to RVC”

HONORS AND AWARDS COMMITTEE
Report to Members Council
From Meetings of February 5 and 6, 2023

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Isabelle Lavoie		Kristen Cetin	Rhiannon Masterson
Nicolas Lemire			Anastasia Meadows
Mohammad Al Tassi			
Adam Davis			
Maged Fouad Hashem			
Karine Leblanc			
Ben Leppard			
Thomas Phoenix			
Daniel Rogers			
Mohammad Sajid			
Alyse Faloconer			
Wei Sun			

Motions

Motion 1: The Honors & Awards Committee recommends to Members Council to approve the Eunice Newton Foote Decarbonization Award subject to review of the criteria with the first presentation occurring at the 2024 Annual Conference Plenary.

Background: Ginger Scoggin's President Elect Advisory Committee recommended to H&A the creation of an award given to a member who works to reduce carbon emissions in the built environment. This award was modeled after the existing Environmental Health Award with the application including both a point section and a written summary. Nominees would be reviewed by the H&A Committee until a permanent decarbonization committee is formed to oversee the award. The award deadline would be December 1 and presentation would occur at the Annual Conference Plenary. Presentation would be in the form of a plaque and reimbursement for transportation to the Annual Conference. As requested by PEAC, the award will be named after Eunice Foote who was the sounding alarm regarding global warming and rising earth temperatures before others were.

Fiscal Impact: \$1,500 per ASHRAE's Transportation Policy

Motion 2: The Honors & Awards Committee recommends to Members Council that the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately:

3. Responsibilities / Duties

2. This committee shall recommend to ~~the BOD~~ Members Council the candidates for all honors and awards for contributions to the sciences and arts of heating, refrigeration, air conditioning and ventilation, or the closely allied fields.

5. Duties of Committee Members

3. Duties of the Staff Liaison shall include the following:

~~F. Sending ballots, write-ups and biographies to the Board of Directors 60 days prior to Society meetings on recommended award.~~

8. Operating Rules

9. The committee will report only affirmative actions taken on nominations or selections. Sponsors of nominations that are not recommended to ~~the Board~~ Members Council will be so notified by the H&A Committee staff liaison.
10. Recipients of awards and members eligible for advancement are not to be notified, or announcement made of such action, until ~~Board~~ Members Council approval has been received; recognition and presentation are to be made at the following Society conference.
12. Award nominees to be recommended to ~~the Board~~ Members Council for the Hall of Fame must have been unanimously approved by the Honors and Awards Committee. For all other award nominees, only one negative vote will be allowed on any award recipient to be recommended to ~~the Board of Directors~~ Members Council. Two or more negative votes by the H&A Committee will defeat a motion and that individual will not be recommended to ~~the Board~~ Members Council.

9. Standing Rules

8. All voting for honors and awards of the Society shall be strictly secret and held at meetings of the Board of Directors and Members Council, ~~and that the Honors and Awards Committee be instructed to place the necessary information for such voting before the Board at least two months prior to the applicable meeting.~~

14. Schedule

3. Nominations from the Honors and Awards Committee will be sent to ~~the Board of Directors sixty (60) days prior to the Annual or Winter Conference~~ Members Council. The nominees will be considered, and voted upon, by ~~the Board~~ Members Council at the Annual or Winter Conference.

16. Personal Honors

1. Honorary Member

- B. Any notable person of preeminent professional distinction may be elected an Honorary Member. Election of an Honorary Member shall be by ~~the Board of Directors~~ Members Council.
- ~~C. In submitting candidates for Honorary Member to the Board for vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of each person nominated.~~
- D. Nomination for Honorary Member shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

2. Fellow Grade

- A. Requirements for eligibility for election to the grade of Fellow by ~~the Board of Directors~~ Members Council:
- ~~B. In submitting the names of candidates for Fellow grade to the Board for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of each person nominated.~~
- C. Nominations for Fellow shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by the Board Members Council by secret ballot, and four or more negative votes by ~~the BOD~~ Members Council shall defeat the proposal.

3. Louise and Bill Holladay Distinguished Fellow Award

- A. ~~The Board of Directors~~ Members Council approves the establishment of the "Louise and Bill Holladay Distinguished Fellow Award" to recognize a Fellow of the Society who continues preeminence in engineering or research.
- ~~B. The Honors and Awards Committee will submit the name of a candidate to the Board of Directors for approval. In addition to the biography, a statement of reason for the selection of the nominee should be included.~~

4. F. Paul Anderson Award

C. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to ~~the BOD~~ Members Council a candidate for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

~~D. In submitting the name of the candidate for the F. Paul Anderson Award to the BOD for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of the candidate nominated.~~

5. ASHRAE Award for Distinguished Public Service

~~B. In submitting the name of the candidate for the ASHRAE Award for Distinguished Public Service to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the candidate nominated.~~

C. Nomination for the ASHRAE Award for Distinguished Public Service shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by secret ballot of ~~the BOD~~ Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.

6. Andrew T. Boggs Service Award

~~E. In submitting the name of the candidate for the Andrew T. Boggs Service Award to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the nominee.~~

F. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to ~~the Board of Directors~~ Members Council a candidate for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council, and four or more negative votes shall cause the rejection of any proposed candidate.

7. ASHRAE Hall of Fame

C. Nominations for the ASHRAE Hall of Fame shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to ~~the Board of Directors~~ Members Council for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

8. ASHRAE Pioneers of the Industry

C. Nominations for the ASHRAE Pioneers of the Industry shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to ~~the Board of Directors~~ Members Council for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

Background: These updates reflect the recently approved motion to have all Personal Awards sent to Members Council for approval, as opposed to the BOD. These updates have already been approved for the ASHRAE Rules of the Board.

Fiscal Impact: None

Motion 3: The Honors & Awards Committee recommends to Members Council that the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately:

2.200 Board of Directors

2.200.010 The Board of Directors elects the following:

ASHRAE Hall of Fame	2 or more negative votes defeats
Honorary Member	2 or more negative votes defeats
F. Paul Anderson Award	2 or more negative votes defeats
Pioneers in the Industry	2 or more negative votes defeats
Fellow	4 or more negative votes defeats
Louise and Bill Holladay Distinguished Fellow Award	4 or more negative votes defeats
Andrew T. Boggs Service Award	4 or more negative votes defeats
ASHRAE Award for Distinguished Public Service	4 or more negative votes defeats

~~2.200.010.2 Society level awards as delineated in ROB 2.411.003.3 and 2.411.003.4.~~

2.200.010.3 Nominations submitted to the Board by a three-person BOD subcommittee appointed by the President.

2.200.010.3.1 Nominating committee, eight members and eight alternates (SBL 7.6)

2.200.010.3.2 Technology, Publishing and Education Councils

2.200.010.3.3 Standards Committee (SBL 7.9)

2.200.010.3.4 Research Administration Committee (SBL 7.7)

2.200.010.3.5 Technical Activities Committee (SBL 7.8)

2.200.010.3.6 Handbook Committee

2.200.010.4 Scholarship Trustees

2.200.010.5 ASHRAE Foundation Trustees

~~2.200.010.6 Other recipients of Society level awards~~

Background: At the 2022 Annual Conference the BOD approved H&A's motion that all awards be submitted to Members Council for approval (which originated from a request by the Board Operational Streamlining Subcommittee). The previous motion addressed updates to ROB section 2.411.003.5 A.

Fiscal Impact: None

Motion 4: Award Nominations - Executive Session

Information Items

1. The Planning and Media Subcommittee collaborated to create a marketing plan to increase diversity award submissions for women and international members. They worked with ASHRAE Marketing to create social media posts in October and November 2022. See Attachment C for examples of this campaign profiling past women Fellow recipients, past international Fellow recipients and a past international Paul F. Anderson recipient. We plan on doing similar marketing efforts in the Spring for the May 1st award deadline and to increase H&A posting on social media by posting monthly to increase awareness and hopefully increase submittals.
2. Members Council and the BOD approved H&A's previous motion that all Personal Honors awards be approved by Members Council, as opposed to some awards going to the BOD for approval. This mean that H&A will have confirmation on award recipients during that same ASHRAE conference (as opposed to having to wait until the next conference for the BOD to approve). H&A plans on passing this time savings onto award nominees by making the following nomination deadline updates:

Award	Current Nomination Deadline	New Nomination Deadline	Conference Presentation
ASHRAE Award of Distinguished Public Service	December 1	May 1	Winter
ASHRAE Hall of Fame	December 1	May 1	Winter
ASHRAE Pioneers of the Industry	December 1	May 1	Winter

F. Paul Anderson Award	December 1	May 1	Winter
Fellow	December 1	May 1	Winter
Honorary Member	December 1	May 1	Winter
Andrew T. Boggs Service Award	May 1	December 1	Annual
Louise and Bill Holladay Distinguished Fellow Award	May 1	December 1	Annual
DSA & ESA	May 1	December 1	Annual

3. It was requested that H&A review the 10-year Full Member grade requirement for Fellow nominees and whether Full Member grade could be applied retroactively. After discussion, H&A unanimously agreed that the current membership requirement for Fellows should remain as-is as that retroactive application of Full Member grade should not be allowed. H&A will consult with Membership Promotion to review current grade advancement efforts and the feasibility of automating grade advancements.
4. In a desire to increase understanding of the requirements for Fellow applicants we will be reviewing our material to identify additional modifications to include and prepare a one-page summary to increase understanding.
5. An ad hoc committee was created to look at revamping the award plaques that are given to recipients and explore other recognition ideas. They will make recommendations by the 2023 Annual Conference.

Attachments

Attachment A – H&A MBO Updates

Attachment B – Fall 2022 H&A marketing efforts

Attachment C – Executive Session

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of Saturday, February 4, 2023, Atlanta, GA

Members

Genevieve Lussier, Chair
Daniel Chudecke, 1st Vice Chair
Jason Urso, 2nd Vice Chair
Louise McKenzie, Consultant
Chonghui Liu
Frank Mesicik
Robert Druga
Timothy Cannon ***Absent***
Akshay Bhargava
Fiona McCarthy
Stephen Grant
Ron McCarty

Members

Estaban Baccini
Nicolas Rosner
Sam Hui ***Absent***
Alkis Triantafyllopoulos
Nitin Naik

Board ExO

Eileen Jensen

Staff

Daniel Gurley, Staff Liaison
Anne Wilson, Staff Liaison

Guest

Robin Bryant	Steve Sill
Jonathan Smith	Danny Boonshvayg
Bryan Holcomb	Mariel Meegan
Mark Miller	George Pantelidis
Devin Abellon	Krishnan V
Jason Alphonso	Diana Georgarakou
Dan Russell	
Nikolas Nibolopoulos	
Chrysostomos Boures	
Dimitris Charalambopoulos	
George Pantelidis	
Anji Gupta	
Doug Fick	
Costas Balaras	
Julia Timmermann	

Motion Number: 1

Moved By: Membership Promotion Committee

That ASHRAE Society/Staff advance Associate Members to Full Member Status when they achieve 12 years of Membership in ASHRAE.

Background:

It has been determined that the Chapter MP Chair's time is better spent recruiting new members and organizing activities to retain members. As a time saver to Chapter MP Chairs, we propose these Society advance Associate Members automatically.

Fiscal Impact:

Time/expense for IT and staff to identify and advance these members.

Vote:

14, 0, 1, 2 absent, CNV, Motion Passed

Motion Number: 2

Moved By: Membership Promotion Committee

Reestablish in person International Centralized Training (ICT).

Background:

The pandemic has prevented the Membership Promotion Committee from hosting in person International Centralized Training since 2019. In person Centralized Training was reinstated in 2022 with training occurring in Toronto, Canada. To better serve our international Membership Promotion Chairs and to provide them the same valuable training as our counterparts in North America we feel it is necessary to reinstate in person International Centralized Training.

Fiscal Impact:

The estimated budget allows for up to two MP Committee appointed trainers to travel internationally and participate in ICT. The intent is to host ICT in conjunction with a CRC or other international event.

- Airfare and hotel for MP Trainers
- Hotel Conference Room Food & A/V rental

Total Cost: \$19,000

Vote: 15, 0, 0, 2 absent, CNV, Motion Passed

Motion Number: 3

Moved by: Membership Promotion Committee

To extend select ASHRAE Learning Institute courses internationally, to include SI units as well as ISO standards.

Background:

One of the core values of ASHRAE is Training and Continuous Education and Development. Yet Most of the online courses (on demand or with trainer) and even the Instructor Led Courses are not even DUAL UNITS but IP mostly. In order to grow Internationally ASHRAE need to do not just a “hard” units conversion for their courses but also to make the applicable worldwide taking into account the latest International Standards of HVAC and Energy!

Due to the extent of effort required, it is assumed this will be a combination of volunteered and contracted effort.

The suggested courses to extend internationally are:

Latest Versions of:

- 1) Standard 90.1 (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=120>)
- 2) Standard 62.1 (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=109>)
- 3) Standard 189.1 (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=120>)
- 4) LEED Guidance (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=54>)
- 5) Sustainability!! especially now with Decarb task Force (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=104>)
- 6) Building Performance-Commissioning (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=96>)

and online courses or instructor led courses

- 7) Fundamentals of HVAC (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=98>)
- 8) System Essentials (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=102>)
- 9) Achieving ZERO ENERGY Building Design (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=125>)
- 10) Psychrometrics (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=66>)
- 11) AEDG Office (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=1>)
- 12) AEDG Retail (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=2>)
- 13) Components and Equipment (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=97>)
- 14) Hydronics (<https://myelearning.ashrae.org/local/catalog/view/product.php?productid=99>)

Fiscal Impact:

The estimated fiscal impact includes:

- Staff time to translate training courses to SI
- TBD by ASHRAE Staff

Vote: 11, 0, 2, 3 absent, CNV, Motion Passed

Motion Number: 4

Moved by: Membership Promotion Committee

ASHRAE to provide the ASHRAE Handbook Online as an additional optional member benefit, in addition to the existing 3 options, for full dues paying members, which would allow web-based access to the four (4) current ASHRAE handbooks.

Background:

The four ASHRAE handbooks are the foundation of ASHRAE technical research and resources and are widely used across all aspects of the industries covered by ASHRAE. Since inception, printed Handbooks have often been available to new engineers from senior, long-standing ASHRAE members. The early usage and availability of these ASHRAE handbooks has instilled a mutual benefit and loyalty to the ASHRAE society.

The membership committee has received feedback that an increasing number of members prefer the online format for ease of access and document searchability.

ASHRAE Handbook Online is a controllable format that ensures users are referencing only the current Handbooks and could fill the gap left with the lack of printed copies being available.

While a first-year member would potentially get a “better” benefit, membership renewal is still required in order to maintain access

Fiscal Impact:

Minimal fiscal impact offset by other existing member purchases.

Vote: 15, 0, 0, 2 absent, CNV

Referred Motions:

Chapter	Motion	MP Comments	MP Outcome	MP Vote
Toronto Chapter - CRC Motion 4	That ASHRAE Society should create API's (Application Programming Interface) / web services or another electronic means to allow chapters to automatically update their membership lists (to keep track of chapter dues paid on the society website vs chapter website/active members). The API should also allow chapters to push updates to the society database of which members pay chapter dues, so there is consistent data on chapter membership / participation. Chapters would allow area assigned members to be registered chapter members based on society level membership grades, with the option of each grade having different chapter dues (student could have no chapter dues and still be chapter members).	Like the intent, but too technical to be commented on by us. Should be referred to IT and Staff for analysis and guidance.	Passed	12-2-1, 2 absent, CNV
Toronto Chapter - CRC Motion 12	That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.	Like the intent, but refer to staff to create digital options to provide to those chapters that want a digital version of the award.	Failed	1,14,0, 2 absent, CNV
North Alabama Chapter - CRC Motion 11	That Society develop a Special Membership Program for Government Employees. The purchase of a full registration for the ASHRAE Winter or Summer Conference would also include an ASHRAE membership for one year.	Liked the intent, referred to Recruitment Subcommittee to work on the wording and rewrite to send forward to Members Council at a future date.	Failed	3,11,1, 2 absent, CNV
Southern California Chapter - CRC Motion 2	That effective July 1, 2023, members who have met the Full Member requirements be allowed to retroactively advance in order to meet Societal and Regional-level requirements.	Providing a similar motion to Members Council.	Failed	0,15,0,2 absent, CNV
Kuwait Chapter - CRC Motion 2	Chapter Membership Promotion Chair should be reimbursed for CRC travel if the chair was not able to attend the centralised training. Effective from Next training session / next society year (2023-2024)	CRC is not a substitute for CT	Failed	0,15,0,2 absent CNV
Pune Chapter - CRC Motion 9	That ASHRAE extend the newly introduced benefits for Full Members and Associate Members of developed economies to the Full members and Associate members in Developing Economies where they would be able to select one of the following – eLearning Course OR ASHRAE Standard OR pdf Version of recent ASHRAE HANDBOOK.		Passed	15,0,0, 2 absent, CNV
Pune Chapter - CRC Motion 10	That ASHRAE extend corporate discount and benefits to developing economy new members.		Passed	15,0,0, 2 absent, CNV
Pune Chapter - CRC Motion 11	That Advancement to retired Membership Grade in case a member develops permanent disability and has to retire early. In case a member is in good standing for 10yrs and later develops a permanent disability due to critical illness or any medical issue and has to discontinue or quit or retire from the profession early than the retirement age, then on medical grounds after furnishing a medical certificate and undertaking that he/ she has retired early may be allowed to take the ASHRAE membership in the Retired members category.	MP Chapter Chair should call/contact MP RVC to discuss with ASHRAE Staff for a solution. This does not seem to be a large issue, handle on a case by case basis by staff.	Failed	0,15,0, 2 absent, CNV

Information Items to report to Members Council:

- Implemented bulk member discount of 5 new members from a company get 10% off membership. Have only received 3 group discounts of 5 members each but will continue to advertise this option.
- Implemented new benefit to new Full Dues Paying Members to attend one conference for free within 2 years of joining. We had 131 new members take advantage of attending in Atlanta.
- With the upcoming dues increase, The MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Full Dues Paying members, not including delinquents, is up slightly over this time last year. Not as high as the previous year, but only about a 1,000 less.

Additional Information Items:

1. Retention:

As of Dec 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2021	50,715	46,132	3,291	3,502	1,292
2022	52,606	47,405	3,543	4,408	1,658

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of Dec 31, 2022, there were a total of 3,040 (includes all new grades that were added) members participating.

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

2. Chapter Chair Training & Development:

- MP hosted an in person Centralized Training in Toronto with 42 registered. This was under the Annual Meeting contract, no standalone contract required for the first time. This was due to the uncertainty of travel/covid restrictions when discussed in January 2022.
- The Virtual Centralized Training was scheduled at a time convenient for Regions 13, 14 and At Large to ensure as many trained as possible. There was a total of 117 attendees from all regions.
- A Centralized Training is being planned in Tampa in conjunction with the Annual Meeting. Once again, we will be under the ASHRAE Annual Meeting contract.
- The MP Committee has requested funding for hosting an International Centralized Training to be held with either the 13, 14 or AL CRC.

3. Recruitment:

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

4. Member Communication:

- Changing name to Communications/DEI
- Working with the BOD Diversity and Inclusion group.
- Develop talking points for DRCs and regional leaders to provide thoughts and ideas for them to share with their chapters and how those chairs can start.
- Hosted a successful Women in ASHRAE breakfast with over 250 attendees.
- Researching new program to provide 10-minute talks to regional/chapter leaders to ensure programs are inclusive for all.

MBO Update

Description		Who	Due	Status	ASHRAE Strategic Planning
1					
Increase retention of transitioning student to YEA members to 6.5%	1.27%	MP R&R, SA, YEA	AC 2023		D3, S3 & S4
Maintain annual retention rate above 90%	87%	MP R&R, Staff	AC 2023	Ongoing	D3, S3.1
Set specific net growth goals for each region and chapter	2% set goal	MP Leadership, RVCs, Staff	Aug 2022	Complete	D3, S3 & S4
Monitor growth against goal quarterly for each region and chapter	Emails sent	MP Leadership, RVCs, Staff	Quarterly	Ongoing	D3, S3 & S4
Increase international growth by 2% of previous year	10.00%	MP Leadership, RVCs, Staff, BOD	AC 2023		D3, S3 & S4
Maintain North American membership growth of at least 1% through greater visibility with industry leaders & companies.	1.20%	MP Leadership, RVCs, Staff, BOD	AC 2023	ongoing	D3, S3 & S4
Increase full dues paying members by 1,500 over last year.	136	MP Leadership, RVCs, Staff, BOD	AC 2023	ongoing	D3, S3 & S4
2					
Expand Training to equip MP chairs to meet net growth target					
Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention		MP T&D, Staff	AC 2023	Compete	D3, S3 & S4
Plan Centralized Training in June 2023		MP Leadership, T&D, Staff	2/1/2023	ongoing	D3, S3 & S4
Train 75 MP Chairs in June 2023		MP Leadership, T&D, Staff	6/1/2023	ongoing	D3, S3 & S4
Plan International Centralized Training			June 2023	ongoing	
Maintain MP chairs at a level of 90% or above	94%	MP R&R, RVC's	AC 2023		D3, S3 & S4

RP Committee
Report to Members Council
From Meeting of February 4, 2023

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
<u>Matt Rowe, Chair</u>	Daniel Coakley, XIV	*Devendra Kulkarni	Julia Mumford
<u>Aakash Patel, 1st VC</u>	Ginger Scoggins, CO	Lambros Doulos	Megan Gotzmer
<u>Les Pereira, 2nd VC</u>		Bill Murphy	
<u>Heather Schopplein, 3rd VC</u>		Mark Miller	
<u>Haley Goslinga, 4th VC</u>		Bryan Holcomb	
<u>Andy Manos, I</u>		Cheng Wee Leong	
<u>Ibrahim Semhat, II</u>		Lionel Davis II	
<u>Laura Petrillo-Groh, III</u>		Farhan Mehboob	
<u>Brian Justice, Region IV</u>			
<u>Devin Snowberger, V</u>			
<u>*John Rieke, VI</u>			
<u>Jennings Davis, VII</u>			
<u>Chris Dolan, VIII</u>			
<u>*Dahl Carmichael, IX</u>			
<u>Kevin Baldwin, X</u>			
<u>John Farley, XI</u>			
<u>Javier Korenko, XII</u>			
<u>*Chea Swei Keong, XIII</u>			
<u>Adeeba Mehboob, RAL</u>			
<u>Kishor Khankari, BOD Ex-O</u>			
<u>*Guy Perreault, ARC Rep</u>			

*(attended virtually)

Motions

None.

Information Items

1. The new RP giving form was rolled out in January. This form will decrease the amount of staff time dedicated to processing gifts and is an improved experience for donors. The RP Committee wishes to recognize the staff who worked on this form and made it possible to roll it out: Thank you to David Reeds and Shawn Hall of ASHRAE IT and Candice Richards of ASHRAE Accounting for their hard work on this project.
2. The RP Committee has established three subcommittees to work on the following topics:
 - a. Training
 - b. Marketing and Recognition
 - c. PAOE and RAC IssuesThe goal of these subcommittees is to streamline the processes of the RP Committee so the committee can be more effective at its regular meetings.
3. The RP Committee discussed the proposed attached 2022-2023 Centralized Training Plan (Attachment A). This schedule does not include 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. Goal: \$2,450,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
RVC: Andy Manos - Regional Full Circle			-5.3%		
I	\$60,500	\$63,858		\$207,000	29.2%
RVC: Ibrahim Semhat			150.1%		
II	\$45,627	\$18,243		\$177,000	25.8%
RVC: Laura Petrillo-Groh			-30.3%		
III	\$59,095	\$84,736		\$200,000	29.5%
RVC: Brian Justice			149.6%		
IV	\$99,874	\$40,012		\$186,000	53.7%
RVC: Devin Snowberger			22.0%		
V	\$62,397	\$51,163		\$140,000	44.6%
RVC: John Rieke - Regional Full Circle			37.6%		
VI	\$55,613	\$40,426		\$165,000	33.7%
RVC: Jennings Davis - Regional Full Circle			0.2%		
VII	\$38,791	\$38,711		\$141,900	27.3%
RVC: Chris Dolan			57.1%		
VIII	\$158,148	\$100,643		\$407,000	38.9%
RVC: Dahl Carmichael			9.0%		
IX	\$46,777	\$42,908		\$260,000	18.0%
RVC: Kevin Baldwin			14.5%		
X	\$64,234	\$56,120		\$195,000	32.9%
RVC: John Farley			31.3%		
XI	\$57,706	\$43,954		\$160,000	36.1%
RVC: Javier Korenko			19.5%		
XII	\$36,988	\$30,956		\$134,000	27.6%
RVC: Swei Keong Chea - Regional Full Circle			0.7%		
XIII	\$20,908	\$20,770		\$48,000	43.6%
RVC: Daniel Coakley			-24.7%		
XIV	\$557	\$740		\$5,501	10.1%
RVC: Adeeba Mehboob			17.6%		
RAL	\$19,560	\$16,633		\$28,000	69.9%
TOTALS:	\$826,774	\$649,871	27.2%	\$2,450,000	33.7%
				(Campaign Goal)	

MBO Update
Attachment B

Attachments

Attachment A: Centralized Training schedule
Attachment B: MBO Update

Respectfully submitted,

Matt C. Rowe
2022-23 RP Chair

Student Activities Report to Members Council
From Student Activities Committee Meeting
February 3, 2023
Atlanta, GA, USA

Members Present

Mai Anh Dao, Chair
Kellie Huff, Vice-Chair
Ashley Keller, Reg I
Elizabeth Primeau, Reg II
Andy Hobson, Reg III
Adam Parker, Reg IV
Bob Snow, Reg V
Kevin Summers, Reg VI
Jackie Hay, Reg VIII
Shaun Nienhueser, Reg IX
Omar Rojas, Reg X
Tracy McKeon, Reg XI
Walter Lenzi, Reg XII
Fu-Jen Wang, Reg XIII
Yashkumar Shukla, RAL
Dennis O'Neal, ABET BOD

Members Absent

Nancy McBee, Reg VII
Aleksandar Andjelkovic, Reg XIV

Guests

Marcus Dibattista
Max Meyhoefer
Jonathan Smith
Russell Marcks
Julia Pellegrini
Samuel Taylor
Lionel Davis
Mariel Meegan
Julia Timberman

Staff

Katie Thomson

Information Items

1. Executive Committee
 - Review of all subcommittees were made.
 - The Chair reviewed the status of this year's MBOs – see [Attachment A](#).
 - Current PAOE points were discussed and recommendations for changes for SY23-24 were made – see [Attachment B](#)
2. Centralized Training
 - Live webinar session to be scheduled in June ahead of Annual Meeting
 - On-demand videos have been created by each subcommittee and uploaded to the website.
 - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
 - ASHRAE had one assignment in this year's accreditation cycle at New York Maritime College and Vinay Ananthachar was the PEV for his first visit.
 - The biggest change came from the Engineering Accreditation Commission (EAC) which voted to provisionally approve changes in program criteria to include diversity, equity, and inclusion explicitly in the program criteria.
 - ASHRAE is still not a cooperating society with ASME but ASME will assign our newest program evaluator (Dr. Nick Roberts from Utah State University) to an accreditation visit this fall. We are hopeful that ASME will continue this courtesy until we can be recognized as a cooperating society.
4. K-12/STEM Subcommittee
 - The subcommittee is developing a second children's book (K-6) with Danielle Passaglia with support from the Publications and Education Committee.
 - Various translations of the first book are being developed to focus on our DEI initiatives.
 - A 3D modeling competition for high school students was piloted in SY22-23 with prize money to come from the existing SA budget. There were four submissions reviewed by the subcommittee and the winners will be notified in March.
 - K-12/STEM marketing material is being reviewed and will be updated.
5. Post High Subcommittee
 - One nomination was reviewed for the SA Achievement Award but the subcommittee agreed that the individual did not merit the lifetime achievement award.
 - In-person Student Program on Saturday and Sunday of Winter Conference. See [Attachment C](#) for details.
 - Student Membership
 - The total number of student members as of Dec 31, 2022 was 6,066 with 4,408 active and 1,658 in grace (25% increase from Dec 2021)
 - Branches – Nine pending branches bringing the total to twelve new branches for SY22-23

Region	Student Branch	School	Chapter	Location
RAL	NFC Faisalabad Student Branch	NFC Institute of Engineering and Fertilizer Research	Faisalabad	Faisalabad, Punjab, Pakistan
RAL	Federal University of Technology Minna Student Branch	Federal University of Technology Minna	ASHRAE Nigeria	Minna City, Nigeria
RAL	Al-Zaytoonah University Student Branch	Al Zaytoonah University of Jordan	Jordan	Amman, Jordan
XI	University of Manitoba (U of M) Student Branch	University of Manitoba	Manitoba	Winnipeg, Canada
RAL	VPKBIET Baramati Student Branch	Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering and Technology, Baramati	Pune	Baramati, India
RAL	Sudan University of Science and Technology (SUST) Student Branch	Sudan University of Science and Technology	Sudan	Khartoum, Sudan
X	Gateway Community College Student Branch	Gateway Community College	Central Arizona	Phoenix, AZ
RAL	AlHussein Technical University (HTU) Student Branch	AlHussein Technical University	Jordan	Amman, Jordan
II	York University Student Branch	York University	Toronto	Toronto, Canada

6. Grants Subcommittee

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

7. Design Competition Subcommittee

- The 2024 Design Competition location (Sao Paolo, Brazil) and building type (central public library) were finalized and the competition details will be added to the website in February.
- The ISBD competition has been renamed for 2023 to Setty Family Foundation Net Zero Energy Design with additional funding for travel and prize.
- The Building EQ Competition was piloted this year with nine submissions received. This collaboration with Building EQ committee allowed student groups to select a building to perform an energy audit, access the ASHRAE building EQ portal, and provide recommendations for improvements.

Attachment A: MBO Update

2022-23 Student Activities Committee MBO's

Mai Anh Dao, Chair

	Who	Description	Completion % /Date
General	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.		
	Each RVC	RVCs Create MBOs for SY2022-2023	In progress
	Each RVC	Attend at least 90% of the subcommittee meetings	In progress
	Each RVC	Share challenges and successes between Regions	In progress
	Each RVC	Improve and revise Centralized Training Videos	In progress
	Each RVC	100% attendance at winter and annual meeting	In Progress
	Each RVC	Increase number of Scholarship applications	In progress
	Each RVC	Have fun!	In progress
Post high SubCommittee	Provide equity within our programs to engage post high students in HVAC related careers - create awareness, provide opportunities, and receive feedback.		
		Create / host 2 virtual congress sessions / round table sessions	50%
		Improve student branch status reporting to greater than 80% and review reports	In progress
		Review and revise the student program - Atlanta	In progress
		Update SBA Award to address timing, application process, and criteria issues	Completed
		Plan Atlanta Student Conference	In progress
		Marketing for student branch revitalization	In progress
		Host 4 virtual student DLs	75%
K-12 Stem Subcommittee	Provide a culture of equity for students to engage K-12 students toward Engineering, with a focus on HVAC related field.		
		Evaluate how we can promote diversity and inclusion in our K-12/STEM efforts	In progress
		Receive at least three applications for each: § Youth Outreach Award § Student Activities Achievement Award	Not complete
		Develop 2nd children's book	In progress
	Each RVC	Increase the STEM Leadership award to one per region.	In progress
		Develop an HVAC specific Stem kit	In progress

		3D modelling comp. Submission from multiple region	100%
Grants Subcommittee	To increase student's interest and awareness in HVAC, make connections with industry with the aim to attract students into HVAC.		
		Update showcase flyers and send until deadline	100%
		Receive one applicant from each ASHRAE Region	100%
	Each RVC	Promote the travel grant - get at least one applicant per region	100%
		Review the selection process for the Travel Grants	100%
		Send out a survey to all applicants, and potential applicants to determine if the program creates any disadvantages.	In progress
		Should we rename this to Applications subcommittee	Tabled indefinitely
		Inform Chapter Chairs about undergraduate and trade school grant eligibility	In progress
		Increase grants application to 70	Completed - 77
		Complete development of Travel Grant	Completed
		Evaluate how grants can serve more diverse programs that support this industry.	In progress
		Promote and acquire five applications submitted by trade school	In progress
Design Competition	Provide an environment of equity in the competition, and engage all members.		
		Review and update the judging guidelines (to be shared with the students)	In progress
		Evaluate how we can promote diversity and inclusion in our competition offering	In progress
		Evaluate the general judging process for more transparency	In progress
		Create a judging process for BEQ competition	In progress

Attachment B: PAOE Recommendations

ADD

SA5.5 - 50 points; (300 points maximum) – For each ASHRAE 3D Highschool Modeling Competition entered

SA6.18 – 10 points; (50 points maximum) – For promoting undergraduate equipment grants to Student Branch Advisors and/or Student through email, social media or in person

AMEND

SA6.2 – ~~50~~ 10 points; (~~no~~ 100 maximum): For each current student member that renews their ASHRAE student membership

Change 50 points to 10 points; change no maximum to (100 points maximum)

SA6.5 – 50 points; (300 points maximum): For each ASHRAE Student Design Competition, **BEQ, AEC, Student Paper** entered

Add: BEQ, AEC, Student Paper

SA6.7 – 25 points; (25 points maximum): For promoting Society or Regional level scholarships to Student Branch Advisors and/or Student through email, social media **or in person**

Add: **or in person**

MOVE AND AMEND

SA~~5.3~~ – ~~25~~ 100 bonus points: If all chapter officers + K12 STEM Champion (or SA chair) participate (this qualifies for the K-/STEM leadership award)

Move SA5.3 to SA9.4

Change 25 points to 100 points

Attachment C: 2023 Winter Conference Student Program

<https://www.ashrae.org/conferences/2023-winter-conference-atlanta/2023-student-program>



2023 ASHRAE
WINTER CONFERENCE

STUDENT PROGRAM



#myashrae

Find more information visit [ashrae.org/2022winter](https://www.ashrae.org/2022winter)

**PLANNING SUBCOMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETING OF FEBRUARY 4, 2023**

Members Present

Buzz Wright-Chair
Scott Peach
Joe Sanders
Charles Bertuch
Danny Castellan
Julia Timberman
Devin Abellon
Ronald Gagnon
Eileen Jensen

Members Absent

Heather P Gullledge
Wei Sun

Guests

Rob Craddock
Tulia Rios
Chad Smith
Ioan Dobosi
Zehui Hong
Eduardo Maldonado
Dan Russell

Staff

Tammy Catchings
Joyce Abrams

1. MOTIONS:

Motion 1: That a new position be added to the CIQ for a TC Liaison to have access to run TC reports and to promote involvement in TCs from Chapter members.

Background: In response to MBO #1, the Planning Subcommittee believes that it would be helpful to have the role of TC Liaison. This promotes awareness of TCs and provides a means for communication between the TCs and the Chapter members

Fiscal Impact: None

2. MBOs (MBOs will be reported under #8 on the Members Council agenda.)

MBO #1 Develop method to increase transparency to the membership on the work of Technical Committees and how to connect grassroots to TCs.

- Remind TCs to update information (including meeting agendas and minutes) about their TC on the ASHRAE website
- Ask DLs to include a slide about TCs that are relevant to their presentation topic when they present at chapter meetings
- Add new TC Liaison position to CIQ who would have access to run TC reports and would be tasked with promoting involvement in TCs by chapter members
 - Give PAOE points to chapters for that have a TC Liaison and are actively encouraging interaction between TCs and Chapter members (would like PAOE Subcommittee's input)

MBO #4 Develop thoughts on how to streamline the work of Member's Council to make it faster, leaner and more agile.

- Update the Members Council MOP and ROM to clearly define the role of RMCR including direct and regular communication between them and each of their respective RVCs (the Planning Subcommittee is currently working on these updates and will have recommendations by the Annual Conference)

MBO #5 Develop ways to expand leadership and financial training offerings for Regions and Chapters.

ATTACHMENT J

- Encourage Regions to host regular “virtual office hours” for their chapter leaders to participate in (similar to the DRC forum)

3. Open MBO from 2021-22

MBO 2 – Planning Subcommittee

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)

4. Members Council Budget Overview (Attachment 7.1a)
5. Southern California proposed Constitution and Bylaws changes

INFORMATION ITEMS:

1. **Region V Motion (Cleveland Chapter) Needs-Based Fund**

That Society setup a needs-based fund that supports up to 1 full CRC registration for each Chapter, at the annual CRC events. Preference would be provided to Chapters and Regions that promote the Society’s Diversity, Equity and Inclusion goals. (in addition to the Society’s current policy of reimbursement of transportation costs for local Chapters’ Delegate, Alternate, and Committee Chairs)

Background: Local Chapters typically budget for the Chapter Delegate and Alternate to attend CRCs for registration, hotel and miscellaneous expenses not covered by Society. On occasion, the local chapters also budget for additional Committee Chairs to attend. However, most if not all local Chapters’ budgets are limited. By sharing more of the CRC costs such as the full registration costs, Society would encourage increased participation from the Chapter throughout the CRC event, including the business meetings, networking sessions and workshops. Reference detailed fiscal impact (net-neutral), and non-monetary benefits, outlined below.

Fiscal Impact: Estimated expenses to Society

- Approx. \$300/Chapter. At a Society level, this could translate up to \$60,000/year (assuming 200 chapters)

(The Planning Subcommittee defeated this Motion 0-8-0, chair not voting)

The reasons for this vote:

- *The subcommittee liked the intent behind this motion but decided that it would be better to have Chapter assistance handled by the Regions on a case-by-case basis. Also, the significant financial impact would possibly need to be offset by increased member dues, which is undesirable.*
2. An ad hoc committee has been formed to recommend edits to the governing documents to be submitted to the Planning Subcommittee with sufficient time to review before submitting to Members Council at the Annual Conference
 3. The Planning Subcommittee selected a candidate for the John F. James International Award; Honors and Awards will review at the Annual Conference

**REGION OPERATIONS SUBCOMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETING OF FEBRUARY 5, 2023**

Members Present

Rob Craddock, Chair
Jonathan Smith
Ioan Dobosi
Sherry Abbott-Adkins
Bassel Anbari
Ching Loon Ong
Tulia Rios
Maggie Moninski
Ken Fulk
Kishor Khankari

Members Absent**Guests**

Eileen Jensen
Aakash Patel
Dan Russell
Berry Dillard
Jayson Bursill

Staff

Tammy Catchings
Joyce Abrams

1. MOTIONS:**MOTION 1:**

Region Operations Subcommittee recommends to Members Council that this motion be defeated:

Region XIV CRC Motion (Portugal Chapter) That the maximum number of years that a person can be Chapter Delegate and Chapter Alternate to be increased to 6 years from the current 2.

Background: ASHRAE Bylaws stipulate that no person shall occupy the same position for more than 3 years, with few exceptions, e.g., the Society President is limited to a one-year term. A notable exception is the position of Regional Delegate (and Region Alternate), where the limit is 6 years, as experience is considered to be a plus: a Delegate becomes more effective after his/hers two or three first years on that position.

Similarly, at Regional level, Chapters could take better advantage of the accumulated experience of certain individuals, rendering the Regional Caucus and Business meetings more effective and increasing their productivity. This would be especially useful for smaller Chapters where the number of persons available to take on leadership roles is scarce.

However, currently, the Manual for Chapter Operations, chapter 2.4 A states that

“The chapter selects a Delegate and an Alternate to serve on the Chapter Regional Committee” and 2.4 C, states that “No individual should serve for more than two consecutive years in either of these positions and not more than four consecutive years in both positions”.

So, Chapter Delegates and Alternates are quite limited in the time they can serve and, thus, when they are really familiar with the procedures, they must be replaced. The established limit is even shorter than the 3-year general limit in the ByLaws. This motion thus proposes to establish an equivalence between Regional and Chapter Delegates and Alternates in terms of the maximum duration that any individual person can occupy those positions.

Fiscal Impact: None

(The Region Operations Subcommittee defeated this motion by unanimous voice vote, chair not voting. Open for further discussion)

ATTACHMENT K

The reasons for this vote:

- *The Regional Nominating Alternate and Delegate have different requirements than being a Chapter delegate or alternate. Section 7.6 Nominating Committee of the Society Bylaws states:
each of whom shall hold the grade of Full Member or higher in the Society. Each shall have been a Full Member in good standing in the Society for a period of at least five years at the time of selection.*
- *Chapter constitution and Bylaws states in section 5.9
The president may be re-elected to the same office for one additional consecutive term. If the president is re-elected for an additional consecutive term, the president-elect will also need to be re-elected in accordance with the election procedure set forth in Section V.*
- *If a smaller Chapter is having issues because of term limits, this situation may signal a deeper issue in the Chapter and the DRC may want to run a Chapter Health Assessment for it.*

2. MBOs (MBOs will be reported under #8 on the Members Council agenda.)

MBO #2 Develop and Conduct a program of virtual joint chapter meetings focusing on the critical issues of the day between North American ASHRAE Chapters and Chapters outside of North America.

- Refer to CTTC to create program

MBO #3 Create a program to connect chapter members from around the world

- Refer to Membership Promotion and YEA to collaborate on the creation of the program

MBO #6 ASHRAE has great plans for products and services relating to decarbonization of the built environment. How can this effort that is occurring at Society level be communicated to the ASHRAE membership? How can we empower our members to be the best trained ambassadors for promoting decarbonization.

- See Attachment 7.2a for final recommendations
- See Attachment 7.2b for Marketing information

INFORMATION ITEMS:

Region VII CRC Motion (Louisville Chapter) That Society create a new regional position called Regional Honors and Awards Chair

Background: ASHRAE award recipients exemplify the best in engineering, technology, and ASHRAE participation by continually bringing credit to the profession and the Society. Chapter H&A Chairs are not emphasized as a critical chair and not always filled. With an H&A RVC position, that person would ensure that Chapter Chairs would be filled and provide leadership as other RVC's currently do to recognize the dedicated ASHRAE Members who give freely of their time and expertise to fulfill the Society's mission. Being recognized by one's peers is a sign of real success.

Fiscal Impact: Utilize existing staff for development and implementation. Society travel reimbursement for their CRC participation. Would not require membership in Society H&A Committee (similar to Regional Historian). Fiscal impact would be \$7,000-\$10,000 per year

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

ATTACHMENT K

Reason for this vote:

- *The motion did not include a full fiscal impact, but we believe that the implementation would involve a cost to each Region and to Society.*
- *The Director and Regional Chair (DRC) is allowed to add positions in his or her Region without creating a new Regional Chair with reimbursement from Society.*

Region XII Motion (South Brazil Chapter) That Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2023.

Background: Chapter Communication Committees are strategic to chapter growth, membership promotion, and activities publicity. Many communication and social media channels are being created and have evolved in recent years. Topics for training that require annual updates include chapter web pages, social media accounts and profiles, and data storage restrictions. This annual training can help address the increasing complex challenges facing Chapter Communications Chairs, educate on ways to manage this committee, and share best practices to manage chapter communications. Transportation reimbursement for Chapter Communications Chairs to attend CRC training would address communication training issues.

Fiscal Impact: There are 200 ASHRAE chapters, considering an average transportation cost of US\$700 per communication chair, the total investment for the society is US\$140,000.00.

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

The reasons for this vote:

- The Society's Communications Committee does all of their work with the Chapters and the Regions virtually. The Committee usually offers 6 to 8 virtual events per year for Chapters to attend or download.
- The Communications Committee does not have Regional Vice Chairs and so determining who would lead CRC training is unclear.
- The cost of implementing this motion is not worth the benefit, especially given the opportunities available through the Communications Committee.
- A similar motion was proposed in 2019 and was defeated for the same reasons.

Status of CRC Motion Review Process

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)

2022 Fall CRC Motions				
REG	CRC Motion #	Chapter	Motion	Status
I	1	New York Chapter	That the name of the ASHRAE New York Chapter be changed to “New York City” Chapter to be completed in time for the 2023-2024 society year. Mbrs Coun Vote: Unanimous voice, CNV Motion Passed	Added to Mbrs Coun Fall 2022 Agenda for vote (Abrams; Catchings) Complete
II	2	Montreal Chapter	That Society provide “Directors and Officers Liability Insurance” for Chapters Officers, by June 2023 and renews coverage annually	Assign to ASHRAE Staff (Wright, C)
II	3	Montreal Chapter	That Society offer a bulk discount to chapters at the merchandise store.	Assign to ASHRAE Staff (Gupta)
II	4	Montreal Chapter	That Society to offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and French is recognized as an official language.	Assign to ASHRAE Staff (Owen)/PEC; likely to be part of larger discussion related to translations
II	5	Toronto Chapter	That ASHRAE Society should create API's (Application Programming Interface) / web services or another electronic means to allow chapters to automatically update their membership lists (to keep track of chapter dues paid on the society website vs chapter website/active members). The API should also allow chapters to push updates to the society database of which members pay chapter dues, so there is consistent data on chapter membership / participation. Chapters would allow area assigned members to be registered chapter members based on society level membership grades, with the option of each grade having different chapter dues (student could have no chapter dues and still be chapter members).	Assign to MP/Staff Liaison (Gurley); need to understand what Chapter is requesting
II	6	Montreal Chapter	That Society offers support to chapters for building and maintaining chapters websites through “pre-negotiated” agreements and discounts with national suppliers.	Assign to ASHRAE Staff (Ratcliff)
II	7	Halifax Chapter	That Society increase the PAOE points YEA16 for each YEA event at chapter meetings or separate organized YEA event to 100 points, and YEA17 for each YEA activity outside of chapter meetings that include a technical component to 100.	Assign to Mbrs Coun PAOE Subcommittee
II	8	Halifax Chapter	That Society allow purchase of carbon offset for all transportation costs.	Assign to Scope 3 Subgroup
II	9	Montreal Chapter	That Society make available to chapters a liquid low risk investment vehicle that enables them to park/invest money in good years to hedge for bad years.	Assign to Finance Committee

Status of CRC Motion Review Process

2022 Fall CRC Motions				
REG	CRC Motion #	Chapter	Motion	Status
II	10	Halifax Chapter	That Society pay for a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications. Staff Comments: Society does not provide this service for US or other Chapters. Staff will refer Chapters that ask about the process to other Canadian Chapters who have successfully incorporated. The fiscal impact could be considerable.	Assign to ASHRAE Staff (Abrams; Catchings)
II	11	Toronto Chapter	That physical award ribbons and banners distributed at CRC be replaced by digitized versions, so they can be included on Chapter websites and electronic displays.	Assign to MP, H&A, and RP Committees
VII	12	Nashville Chapter	That the membership benefit to change from the handbook PDF to handbook online.	Assign to ASHRAE Staff (Owen)
VII	13	Tennessee Valley Chapter	That (Conferences and Expositions) include a hotel option that has significantly lower per night cost for winter and annual conferences than the Headquarters hotel	Assign to Conference Services (McHan)
VII	14	Louisville Chapter	That Society create a new regional position called Regional Honors and Awards Chair	Assign to Mbrs Coun Region Operations Subcommittee
VII	15	North Alabama Chapter	That Society develop a Special Membership Program for Government Employees. The purchase of a full registration for the ASHRAE Winter or Summer Conference would also include an ASHRAE membership for one year.	Assign to ASHRAE Staff (Gurley); this program may already be in place
VII	16	West Virginia Chapter	That Society provide an annual accounting report by the end of July each year to each Chapter President and RP Chair of Foundation Accounts (Endowments, Scholarships, etc.) that are associated with their chapter.	Assign to ASHRAE Staff (RP)
X	17	San Jose Chapter	That during ASHRAE Society Year 2022-2023, a method be established and implemented to provide the ability for ASHRAE members seeking mentorship to discover mentors via an online database with other ASHRAE members willing to be mentors by matching certain criteria indicated by both the mentee and the mentor via online application forms.	Assign to College of Fellows; Life Members Club/Staff Liaison (Gotzmer) and YEA/Staff Liaison (McCray)
X	18	Southern California Chapter	That effective July 1, 2023, members who have met the Full Member requirements be allowed to retroactively advance in order to meet Societal and Regional-level requirements.	Assign to ASHRAE Staff (Gurley)

Status of CRC Motion Review Process

2022 Fall CRC Motions

REG	CRC Motion #	Chapter	Motion	Status
XII	19	Brasil Chapter	That the insertion of one new score in the PAOE, which would be complementary, related to female participation in the Chapter CIQ. 50 points would be added per female member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.	Assign to Mbrs Coun PAOE Subcommittee
XII	20	Central Florida	That the following PAOE Points be awarded starting in Society Year 2023-2024. 1. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in the annual voting (max 500 points). 2. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in each society issued survey of the members (max 500 points).	Assign to Mbrs Coun PAOE Subcommittee
XII	21	Central Florida	That the Student Activities Committee change PAOE item SA6.13 to exclude Student Branch Advisor participation, clarify post-high school activity to not overlap with other SA PAOE items, and create a 200 maximum point threshold, effective July 1, 2023.	Assign to Mbrs Coun PAOE Subcommittee
XII	22	Central Florida	That the ASHRAE member bio details pertaining to internship employment status be automatically populated for PAOE item SA6.17 starting July 1, 2023. Staff Comments: This information is entered by the member and so there's not a good way to verify the status. To make this request work, internships would have to be programmed as a separate category. Given the long list of improvements to the PAOE system already underway, in addition to other system improvements to support ASHRAE members, this item would be low on the priority list for the IT department, for such a small number of people affected.	Assign to ASHRAE Staff (Catchings; Wright, P)
XII	23	Central Florida	That Student Activities Committee update the Manual for Student Branch Operations to include best practices and guidelines for organizing travel packages for Student Branch Members to attend the ASHRAE Winter Conference starting July 1, 2023.	Assign to Student Activities Committee/ Staff Liaison (Thomson)
XII	24	Central Florida	That chapter PAOE items should be seen only by that chapter's members, except for regional officers, effective July 1, 2023. Staff Comments: Currently, only Regional and Chapter Officers have access to the CIQ. Chapter Officers have access only to their Chapters.	Assign to ASHRAE Staff (Catchings; Wright, P)
XII	25	Colombia	That Distinguished Lecturer terms of service be added to the ASHRAE Member Bio under Section 5a, starting July 1, 2023.	Assign to CTTC DL Committee
XII	26	South Brazil	That the YEA Committee set PAOE item YEA12 to have each YEA scholarship applicant be worth 25 points with a 200 maximum point threshold, effective July 1, 2023.	Assign to YEA Committee

Status of CRC Motion Review Process

2022 Fall CRC Motions				
REG	CRC Motion #	Chapter	Motion	Status
XII	27	South Brazil Chapter	That the Student Activities Committee makes Student Member attendance at the ASHRAE Winter Conference Student Program from international chapters worth 50 points for each student, effective July 1, 2023.	Assign to Student Activities Committee
XII	28	South Brazil Chapter	That Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2023.	Assign to Mbrs Coun Region Operations Subcommittee
XII	29	Southwest Florida Chapter	That the Honors and Awards Committee change the Chapter Service Award according to the attached revised Chapter Service Award Point Tally Form, effective July 1, 2023.	Assign to H&A Committee
XII	30	Southwest Florida Chapter	That the Honors and Awards Committee change the Regional Award of Merit according to the attached revised Regional Award of Merit Point Tally Form, effective July 1, 2023.	Assign to H&A Committee
XIII	31	Philippines Chapter	That the membership rates (all membership grades) be reduced back to prior, pre-pandemic rates for developing economies for Society Fiscal Year 2023-2024.	Assign to Finance Committee
XIV	32	Cyprus Chapter	That Society increase the DL allocations to Region XIV from 8 to 12 in 2023-24	Assign to ASHRAE Staff (Masterson; Meadows)
XIV	33	Hellenic Chapter	That each member be able to choose the options on how ASHRAE, the Region and the Chapter can make contact.	Assign to ASHRAE Staff (Unrein; Kline)
XIV	34	Hellenic Chapter	That ASHRAE limit a member's data available for download by chapter and regional officers, to those necessary.	Assign to ASHRAE Staff (Unrein; Kline)
XIV	35	Hellenic Chapter	According to existing European laws (GDPR), a Member must be notified of the current controller and processor of his personal data.	Assign to ASHRAE Staff (Unrein; Kline)
XIV	36	Hellenic Chapter	That a member should be able to choose if the personal data can be available on a Regional or Chapter level.	Assign to ASHRAE Staff (Unrein; Kline)
XIV	37	Hellenic Chapter	That ASHRAE hosting for Region XIV websites must be within the European Union, and ASHRAE must implement this directive according to existing European laws (GDPR).	Assign to ASHRAE Staff (Unrein; Kline)
XIV	38	Hellenic Chapter	That ASHRAE must examine the ways of storing all data of the E.U. citizens within the European Union borders.	Assign to ASHRAE Staff (Unrein; Kline)

Status of CRC Motion Review Process

2022 Fall CRC Motions				
REG	CRC Motion #	Chapter	Motion	Status
XIV	39	Hellenic Chapter	That ASHRAE must take into account that Region XIV – EU Regional members and chapters cannot be added to a larger district as this contradicts EU laws. BOD restructuring was not approved at Fall BOD Meeting	Assign to Mbrs Coun or responsible body determining Districts *if* BOD restructured Complete
XIV	40	Hellenic Chapter	That ASHRAE, in order to avoid future legal problems, must fully comply with GDPR rules as soon as possible.	Assign to ASHRAE Staff (Unrein; Kline)
XIV	41	Hellenic Chapter	That ASHRAE, in collaboration and with the assistance of Region XIV, re-establish the Brussels office, manned with ASHRAE staff.	Assign to ExCom
XIV	42	Hellenic Chapter	That the DRC recognizes and acknowledges the consensus of the Chapters in the Region regarding any position concerning restructuring of ASHRAE's Regions or Board of Directors, and will voice in accordance with this consensus at any proposed actions that may come before the Board of Directors	Assign to ASHRAE Staff (Littleton)
XIV	43	Portugal Chapter	That the maximum number of years that a person can be Chapter Delegate and Chapter Alternate to be increased to 6 years from the current 2.	Assign to Mbrs Coun Region Operations Subcommittee
XIV	44	Portugal Chapter	That ASHRAE stops sending monthly ASHRAE Journal paper versions for each one of its members all around the world.	Assign to ASHRAE Staff (Owen; Martin)
XIV	45	UK London Chapter	That ASHRAE restrict access to Chapter CIQs to read only for Regional Officers and make changes traceable Staff Comments: Currently, Regional and Chapter Officers can add information to the Chapter parts of the CIQ. Only Staff can make changes to the CIQ after information is entered and does so only when requested by a Regional or Chapter Officer. The DRC has final say on whether a change should be made. Changes are now traceable.	Assign to ASHRAE Staff (Abrams; Catchings)
XIV	46	UK Midlands Chapter	That ASHRAE provide Continuing Professional Development (CPD) certified technical events	(specific to the UK) Assign to ASHRAE Staff (Owen; Murray)
RAL	47	Bangladesh Chapter	That membership fee for developing economy countries be lowered to USD 140, with effect from 01 Nov 2022.	
RAL	48	Kuwait Chapter	Chapter Membership Promotion Chair should be reimbursed for CRC travel if the chair was not able to attend the centralised training. Effective from Next training session / next society year (2023-2024)	

Status of CRC Motion Review Process

2022 Fall CRC Motions				
REG	CRC Motion #	Chapter	Motion	Status
RAL	49	Lebanese Chapter	That Society dues be lowered for Developing Economies according to their GDP's or GDP per Capita. Lower Middle Income and Lower Income: GDP per Capita less than \$4250, Member dues \$60; Upper Middle Income: GDP per Capita less than \$13200, Member dues \$120	
RAL	50	Lebanese Chapter	That cost of ASHRAE Standards for Young Engineers be reduced by 50% for YEA members for ASHRAE Standards (Soft Copy); especially for engineers who are not part of a big organization (over 100 employees)	
RAL	51	Lebanese Chapter	That cost of ASHRAE Standards updates for Engineers be reduced by 50% for repeat ASHRAE Members for Standards (Soft Copy); especially for members who bought previous edition at full price and are not part of a big Organization (over 100 employees)	
RAL	52	Mumbai Chapter	That serving on RAL ad-hoc committees as a Member should qualify for 0.5 points per Committee per year on the Points tally sheet for Regional Award of Merit under category of "other Regional positions". Chair of Ad-Hoc Committees should qualify for 1 point per year.	Assign to Mbrs Coun Region Operations Subcommittee
RAL	53	Mumbai Chapter	That Membership of RAL ad-hoc committees need to be duly recorded in the individuals ASHRAE Bio in section 5b by Society. Staff Comments: Because these are regional positions, Society doesn't have authority over or responsibility for them. Society doesn't receive this information from the regions, each of which has its own unique structure. This type of information can be included in the member-entered data on their bio.	
RAL	54	Mumbai Chapter	That GAC Committee consider instituting an award at each Region for an individual member for Outstanding Work in Government Affairs in their respective Regions. The award to be instituted from Society Year 23-24, to be presented at the respective CRCs.	
RAL	55	Pune Chapter	That ASHRAE extend the newly introduced benefits for Full Members and Associate Members of developed economies to the Full members and Associate members in Developing Economies where they would be able to select one of the following – eLearning Course OR ASHRAE Standard OR pdf Version of recent ASHRAE Handbook.	
RAL	56	Pune Chapter	That ASHRAE extend corporate discount and benefits to developing economy new members.	

Status of CRC Motion Review Process

2022 Fall CRC Motions

REG	CRC Motion #	Chapter	Motion	Status
RAL	57	Pune Chapter	That Advancement to retired Membership Grade in case a member develops permanent disability and has to retire early. In case a member is in good standing for 10yrs and later develops a permanent disability due to critical illness or any medical issue and has to discontinue or quit or retire from the profession early than the retirement age, then on medical grounds after furnishing a medical certificate and undertaking that he/ she has retired early may be allowed to take the ASHRAE membership in the Retired members category.	

2022 Spring CRC Motions

REG	CRC Motion #	Chapter	Motion	Status
VI	1	Illinois Chapter	That ASHRAE Society automatically initiate the upgrade from Associate grade to Member grade based upon the Associate updating their ASHRAE Biography information.	Assign to ASHRAE Staff (Gurley)
VI	2	Illinois Chapter	That without disclosing privileged conversation, the RVC nominees be notified of their selection (or not) after CRC	Assign to Nominating Committee
VI	3	Illinois Chapter (same as CRC Motion 7)	That ASHRAE should establish an ongoing Membership demographic and compensation survey. (The charge to and work of the Membership Development Task Group has been subsumed within the BOD's Strategic Business Development Subcommittee. Dunstan Macauley chaired the Task Group and now Chairs the Subcommittee.)	Assign to the Board's Strategic Business Development Subcommittee to consider for value of membership
VI	4	Minnesota Chapter	That ASHRAE establish daily or real-time updating of chapter level RP fundraising totals in a form that individual chapters can easily link to for automatic fundraising total updates on websites using StarChapter by July 1, 2023. Staff Comments (Mumford): Staff is working on a thermometer that will be updated automatically and can be added to any web pages, emails and newsletters. Staff will have it done by the Winter Meeting	Assign to ASHRAE Staff (Mumford) to take the lead and speak with IT, (Ratcliff) or other relevant staff

2022 Spring CRC Motions

REG	CRC Motion #	Chapter	Motion	Status
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Status of CRC Motion Review Process

VI	5	Minnesota Chapter	<p>That chapter research promotion goals be relative to the area assigned members at the beginning of the fiscal year.</p> <p>RP Committee Vote: 0-16-0, CNV Motion Failed</p> <p>Response: <i>The RP Committee understands that Area Assigned Members (AAM) is a valuable data point in creating a chapter's research promotion goal and should always be considered when chapter goals are established. However, there are too many situations where using solely the AAM data point would be too cumbersome for a chapter. RP recommends that each chapter RP Chair communicates with their RVC and DRC around goal setting and use AAM as a data point in addition to other factors. Goal setting is a collaborative process within the Region and should not be limited to such narrow criteria. Constant communication, discussion, feedback, and analysis of past years data should all be taken to account when setting a chapter's goal each year.</i></p>	<p>Assign to Julia Mumford/RP Committee</p> <p>Complete</p>
VI	6	St. Louis Chapter	<p>That ASHRAE abandon the current online form used to collect credit card information for RP donations and replace it with a secure third-party payment processing service by the start of FY 2023.</p>	<p>Assign to ASHRAE Staff (Wright, C)</p>
VIII	7	Dallas Chapter	<p>That ASHRAE should establish an ongoing Membership demographic and compensation survey.</p> <p>(same as CRC Motion 3)</p>	<p>See CRC Motion 3.</p>
VIII	8	Monterrey Chapter	<p>That the term "Delinquent Members" be revised for our members who have outstanding dues payments to "Past Dues Members."</p> <p>MP Committee Vote: 0-12-0, 3 absent, CNV Motion Failed</p> <p>Response: <i>Marketing items can be changed internally by staff to remove this particular phase and replace with past due or member not in good standing.</i></p>	<p>Assign to Daniel Gurley/MP Committee</p>
XI	9	Regina Chapter	<p>That Section 4.2, Election, of the ASHRAE Bylaws be revised as shown below:</p> <p>Section 4.2 Election. Except as set forth in Section 4.3 and Article V, all elected members of the Board shall be elected at the annual meetings of the Society for terms of three years, or until their successors have been elected and installed. Not less than one nor more than four three members of the Board shall be from any one region at the time of nomination. If the membership of the Board of Directors is changed, the Board of Directors may, at the time of such change, vary initial terms of office in order to have a uniform number of directors elected each year.</p>	<p>Assign to ExCom</p>

2022 Spring CRC Motions				
REG	CRC Motion #	Chapter	Motion	Status

Status of CRC Motion Review Process

XI	10	Regina Chapter	<p>That ASHRAE apply to the Canadian Standards Council of Canada for accreditation as a Standard Development Organization.</p> <p>Staff Comments (Reiniche): <i>This has been investigated in the past and the cost was too high. There was also a complicating factor in a need to have an office in Canada which ASHRAE does not currently have at the moment. We have participated in the involvement of Standards being developed in Canada. The SCC rules for development seem to be the exact same as ANSI. There are fees for being an accredited SDO. Standards Staff could gather additional information and request that Standards reconsider this. It would likely be better to wait until Finance finishes developing its program evaluation criteria before asking to spend additional money on this program.</i></p>	Assign to Stephanie Reiniche
XI	11	Regina Chapter	<p>That ASHRAE use members of the society to translate its Standards into other languages for its members to use.</p> <p>Staff Comments (Reiniche): <i>The ISI task force provided feedback on translations of Standards into other languages to the Board ExCom. While they agreed that it should be done there needs to be a priority of standards as well. ASHRAE does use members to translate Standards but it's not clear who to ask on the website. Examples can be found here: https://www.ashrae.org/technical-resources/translated-publications</i></p>	Assign to Pub Ed Council/Staff Liaison (Owen) to work with Tech Council/Staff Liaison (Reiniche) to discuss whether to consider this motion in the context of the existing investigation of ISI Task Force
XI	12	Manitoba Chapter	<p>That ASHRAE impose a modest increase on annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a no- or low-cost benefit of Society membership).</p> <p>Staff comments (Owen): <i>This motion was presented as information to members of Publishing and Education Council in its meeting of June 28, 2022, to solicit their feedback. It is the sense of the council that any change in the member benefit options should be considered in light of the whole set of benefit options and evaluated from the perspective of serving the membership and with regard to possible unintended consequences of such a change.</i></p> <p><i>Although Pub Ed Council does not establish member benefit options, we can provide information regarding the history of Handbook Online and the fiscal impact of the motion.</i></p> <p><i>Access to Handbook Online has never been a regular member benefit option, though a free one-year subscription is given to all first-year members. For other than first-year members, it has been a purchase option only at membership renewal, originally for \$33/year and now for \$49/year. The opportunity to subscribe at this very deep discount was tied to membership renewal to encourage those renewals. The sense of the council is that more needs to be done to ensure members are aware of this discounted purchase option at membership renewal. (Note that this past year, because of the missed updates to the 2021 Fundamentals Handbook, all members were given free access to Handbook Online until July 1, 2022.)</i></p> <p><i>Providing Handbook Online as a free benefit to all or some grades of members has a direct development and hosting cost of \$25k to \$30k each year and approximately \$60k/year in lost revenue from member subscriptions. For the motion, these impacts would be divided among the number of dues-paying members. At end May 2022 there were 33,230 members paying the full \$230 dues. To recover the estimated \$85k to \$90k total cost/loss would require an increase in dues of approximately \$3.00 for those members (above any planned increases). The increase would be less if spread among more member grades.</i></p>	
2022 Spring CRC Motions				
REG	CRC Motion #	Chapter	Motion	Status

Status of CRC Motion Review Process

			<p><i>NOTE: No request of which I am aware for number of subscribers came to me or my office, but we are happy to provide this information. Historically, of the total approximately 15,000 annual subscribers, about 98% are members; however, nonmember subscriptions provide about 40-48% of the revenue.</i></p>	
XI	13	Oregon Chapter	<p>That ASHRAE Society provide point of sale, and banking resources that prevent chapter financial transactions being tied to individual social security numbers and affect chapter officers' individual income tax return.</p> <p>Staff Comments (Grant): All ASHRAE Chapters in the US have an IRS tax ID number also known as their EIN (Employer Identification Number). Chapters should use their tax ID number instead of a chapter officer's social security number for point-of-sale transactions. Chapters use their tax ID number when filing the e-Postcard as a 501(c)3 so they should be aware they have a tax ID number. Also, the chapter's bank should have the chapter's tax ID number on file.</p>	
XI	14	Oregon Chapter	<p>That ASHRAE Society provide climate design conditions that reflect recent climate change trends with the Climate Design Information for acceptable use in system sizing and design. These design conditions shall take into consideration predicted trends for the next 16 years to accommodate many system lifespans, and four (4) ASHRAE Handbook fundamentals publications. These conditions shall be updated with each ASHRAE Handbook Fundamentals publication henceforth.</p> <p>Staff Comments (Reiniche): A research proposal should be submitted to TC 4.2 to gather the necessary data to submit for inclusion in either the Handbook or to update standards. The cost for the average research project is \$142,000 for a term of approximately 20 months.</p>	

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New York Chapter

That the name of the ASHRAE New York Chapter be changed to "New York Chapter"

W York City" Chapter to be completed in time for the 2023-24 Society year.

ACTION ITEMS**2022 MEMBERS COUNCIL FALL MEETING (9/30 – 10/1/2022)**

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
1		MP Committee/ MP Staff Liaison	2/2023	Ongoing	MP to create small group to work with Fundraising/RP on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta
2		Staff (Abrams)	2/2023	Complete	Staff to send email to reporting committees requesting an appointed representative to assist with MBO #6
3		Staff/ Staff Liaisons	2/2023	Complete	Staff to compile list of items needing Board approval (get items from staff liaisons)
4		Marketing Staff	2/2023	Complete	Update Acronym Guide; add revision date to document

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

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

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

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
8	17	Staff	06/2022	Ongoing	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures. Status: This will be included in the new MOP template format that all councils and committees will be using from the SRC.

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

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

Fall 2023	Host Chapter/ Location	Dates	CRC General Chair
Region I	Connecticut Hartford, CT	August 17-19	Jason Urso (#8085671)
		TARGET: August 3rd Week	
Region II	London (Canada) London, ON, CAN	August 25-27	Robert (Tom) Pollard (#5071430) Ibrahim Semhat (#8091179)
		TARGET: August 4th Week	
Region III	Baltimore Baltimore, MD	August 10-12	Walter (Brad) Watkins, Jr. (#8158186)
		TARGET: August 3rd Week	
Region IV	Triangle Wilmington, NC	August 10-12	Chris Y Norwood (#5189101) James K Lee (#5202906)
		TARGET: August 2nd Week	
Region V	Akron/Canton Akron/Canton	July 27-29	Conor P Eckhardt (#8320807)
		TARGET: July 4th Week	
Region VII	Louisville Louisville, KY	July 27-29	Kevin Muldoon (#8191111)
		TARGET: July 5th Week	
Region IX	Rocky Mountain Denver, CO	August 3-5	Rachel Romero (#8178230)
		TARGET: August 1st Week	
Region X	Northern Nevada Reno, NV	August 18-20	Cameron McGifford (#8432684)
		TARGET: August 3rd Week	
Region XII	ASHRAE Caricom Trinidad	August 9-12	Ian C Weekes (#8239147)
		TARGET: August 2nd Week	
Region XIII	Taiwan Taichung, TWN	August 18-19	Ming-shan Jeng (#8229907)
		TARGET: August 4th Week	
Region XIV	Ireland Galway, IRL	August 11-13	
		TARGET:	
RAL			
		TARGET: September 3rd Week	

Spring 2024	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Cedar Valley Cedar Rapids, IA	April 11-13	Ryan P Collins (#8380973)
		TARGET: May 1st Week	
Region VIII	Dallas Dallas, TX	TBD	Pamela L Duffy (#8105502)
		TARGET: April 4th Week	
Region XI	Inland Empire Spokane, WA	May 9-11	David Reames (#5133465)
		TARGET: May 2nd Week	

Fall 2024	Host Chapter/ Location	Dates	CRC General Chair
Region I	Rhode Island Providence, RI		Joseph Hoey (#5098683)
		TARGET: August 3rd Week	
Region II	Toronto Toronto, ON, CAN		
		TARGET: August 4th Week	
Region III	Lehigh Valley Bethlehem, PA	August 15-17	Gary C Debes (#172414)
		TARGET: August 3rd Week	
Region IV	Atlanta Atlanta, GA		
		TARGET: August 2nd Week	
Region V	Cincinnati Cincinnati, OH		
		TARGET: July 4th Week	
Region VII	Memphis Memphis, TN	July 25-27	
		TARGET: July 5th Week	
Region IX	Ozarks Springfield, MO		
		TARGET: August 1st Week	
Region X	Central Arizona Phoenix, AZ		Kellie R Huff (#8121635)
		TARGET: August 3rd Week	
Region XII	Brasil Sao Paulo, BRA		Walter Lenzi (#8114224)
		TARGET: August 2nd Week	
Region XIII	Macao Macao, CHN		Seng Fat (Alfred) Wong (#8293408)
		TARGET: August 4th Week	
Region XIV	Israeli Jerusalem, ISR	September 15-16	
		TARGET:	
RAL			
		TARGET: September 3rd Week	

Spring 2025	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Iowa Des Moines, IA		
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	
Region XI	Oregon Portland, OR		
		TARGET: May 2nd Week	

Fall 2025	Host Chapter/ Location	Dates	CRC General Chair
Region I	Northeast		TBD
		TARGET: August 3rd Week	
Region II			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV			
		TARGET: August 2nd Week	
Region V	Columbus Columbus, OH		Robert Edward Snow, III (#8266947)
		TARGET: July 4th Week	
Region VII	Birmingham Birmingham, AL	July 25-27	
		TARGET: July 5th Week	
Region IX	El Paso		
		TARGET: August 1st Week	
Region X	Golden Gate San Francisco, CA		
		TARGET: August 3rd Week	
Region XII	Ecuador		Guillermo Soriano (#8281595)
		TARGET: August 2nd Week	
Region XIII			
		TARGET: August 4th Week	
Region XIV	Portugal Lisbon, PRT		
		TARGET:	
RAL			
		TARGET: September 3rd Week	

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

Spring 2027 British Columbia
Vancouver, BC, CAN

Fall 2026 Region V
Fall 2027 Cleveland
Fall 2028 Central Indiana
Fall 2029 Detroit
Evansville