



# MEMBERS COUNCIL MINUTES

Fall Meeting – October 28, 2024

These minutes have been approved by Members Council  
on February 11, 2025.

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## PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That the name of the ASHRAE Granite State Chapter be renamed to the New Hampshire Chapter effective immediately
3	6	That consent motions a. through p. as shown below be approved: <ul style="list-style-type: none"> <li>a. That the charter of the University of Wisconsin Milwaukee Student Branch, located in Milwaukee, WI, and sponsored by the Wisconsin Chapter be approved. (Region VI)</li> <li>b. That the charter of the Simon Fraser University Student Branch, located in Burnaby, British Columbia, CAN, and sponsored by the British Columbia Chapter be approved. (Region XI)</li> <li>c. That the charter of the INACAP Sede Santiago Sur Student Branch, located in Santiago, CHL, and sponsored by the Chile Chapter be approved. (Region XII)</li> <li>d. That the charter of the Politeknik Ungku Omar Student Branch, located in Ipoh, Perak, MYS, and sponsored by the Malaysia Chapter be approved. (Region XIII)</li> <li>e. That the charter of the SEGi University Student Branch, located in Petaling Jaya, MYS, and sponsored by the Malaysia Chapter be approved. (Region XIII)</li> <li>f. That the charter of the Batangas State University Student Branch, located in Batangas City, PHL, and sponsored by the Philippines Chapter be approved. (Region XIII)</li> <li>g. That the charter of the DLSUD Student Branch, located in Dasmariñas, Cavite, PHL, and sponsored by the Philippines Chapter be approved. (Region XIII)</li> <li>h. That the charter of the KNUST Student Branch, located in Kaohsiung, TWN, and sponsored by the Taiwan Chapter be approved. (Region XIII)</li> <li>i. That the charter of the ACET Student Branch, located in Nagpur, Maharashtra, IND, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)</li> <li>j. That the charter of the PCE Nagpur Student Branch, located in Nagpur, Maharashtra, IND, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)</li> <li>k. That the charter of the MMDU Student Branch, located in Mullana, Haryana, IND, and sponsored by the Chandigarh Chapter be approved. (Region XV)</li> <li>l. That the charter of the KCG Tech Student Branch, located in Chennai, Tamil Nadu, IND, and sponsored by the Chennai Chapter be approved. (Region XV)</li> <li>m. That the charter of the CST Bhutan Student Branch, located in Phuntsholing, Bhutan, IND, and sponsored by the India Chapter be approved. (Region XV)</li> <li>n. That the charter of the N.K. Orchid College of Engineering &amp; Technology, Solapur Student Branch, located in Solapur, Maharashtra, IND, and sponsored by the Pune Chapter be approved. (Region XV)</li> <li>o. That the charter of the Aayojan School of Architecture Student Branch, located in Jaipur, Rajasthan, IND, and sponsored by the Rajasthan Chapter be approved. (Region XV)</li> <li>p. That the charter of the King Khalid University Student Branch, located in Abha, SAU, and sponsored by the Saudi Arabia Chapter be approved. (Region-At-Large)</li> </ul>
4	7	That the countries of Afghanistan, Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Turkmenistan, and Uzbekistan be changed from Region XIV and Region XV to Region-At-Large effect.
5	7	That the following update to the Members Council Manual of Procedures section 9.2.2 and 9.2.3 to read: <p style="color: red;">"9.2.2. Appoint Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), <u>and the Region Operations Manual, including all appendices. One manual should be reviewed each year and recommended changes sent to Members Council at the Annual Conference. This allows each of these manuals to be reviewed every three years.</u> annually following the fall and spring CRCs</p> <p style="color: red;">9.2.3. <u>Review and update and the Regions Operations Manual, including all appendices.</u></p>

MO#	PG#	PRINCIPAL MOTIONS (continued)
6A	8	<p>That a new "Qualifications" section be added to Section 6 "Region Members Council Representative (RMCR) Responsibilities" of the Members Council Manual of Procedures. The proposed new section reads:</p> <p><b>6.3 QUALIFICATIONS</b></p> <p>6.3.1 <u>Must be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.</u></p> <p>6.3.2 <u>Should have previously served as Chapter President and/or Regional Vice Chair.</u></p> <p>6.3.3 <u>Must be able and willing to travel and devote considerable time to Society.</u></p> <p>6.3.4 <u>Must be able to fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.</u></p> <p>6.3.5 <u>Should be willing and able to also serve as the Assistant Regional Chair (ARC) as well as the RMCR.</u></p> <p>6.3.6 <u>Must coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.</u></p>
8A	10	The Florida West Coast Chapter recommends to Society to revise the Chapter Service Award/Distinguished Service Award/Exceptional Service Award point tally forms to include <u>1/4 a</u> point <u>value</u> given for each year as a section President beginning July 1, 2025."
9A	10	The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section: <u>Host Chapter Section Representative 1/2 point/year</u> <u>Section President 1 point/year</u>
10	11	That Appendix D, Section 1, Paragraph E of the Region Operations Manual be amended to read: "The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader(s) shadow (LeaDRS) to attend the Winter and <u>or</u> Annual meetings ( <u>one two trips per meeting year</u> )."

## ACTION ITEMS

### Fall Meeting F24 - Action Items

AI#	PG#	Action Item	Duty	Due Date	Status
1	7	Make an official note for the appointments process that GAC would prefer that the council representative be made of someone who has three years on the council (i.e. a new RMCR of Members Council starting their 3-year term)	McQuade, Seymour	2/2025	Open
2	9	Administrative updates to MOP, MCO, ROM, and CRC manuals	Staff	2/2025	

**MINUTES**  
**MEMBERS COUNCIL FALL MEETING**  
**October 28, 2024**

**MEMBERS PRESENT:** Bill McQuade, Chair  
Sarah Maston, Vice Chair

**VOTING MEMBERS PRESENT:**

Ibrahim M Semhat, RMCR REG II	Daniel C Russell, RMCR REG IX	Daniel J Redmond, CTTC Chair
Matthew Archey, RMCR REG III	<a href="#">Buzz Wright, Alt REG X</a>	Sheila Hayter, GAC Chair
Heather Platt-Gulledge, RMCR REG IV	Ching Loon Ong, RMCR REG XIII	Thomas H Phoenix, H&A Chair
Julia Timberman, RMCR REG V	Eduardo Maldonado, RMCR REG XIV	Jason R Urso, MP Chair
Maggie Moninski, RMCR REG VI/CEC	<a href="#">Nitin Naik, Alt, REG XV</a>	Lester J Pereira, RP Chair
Carrie R Kelty, RMCR REG VII	Adeeba S Mebhoob, RMCR RAL	Shaun Nienhueser, SA Chair
Keith H Reihl, RMCR REG VIII	Daniel Bourque, COMMS Chair	Bruno C Martinez, YEA Chair

**NON-VOTING MEMBERS PRESENT:**

James A Arnold	Bryan M Holcomb	Scott B Peach
Mahroo Eftekhari	Cheng Wee Leong	

**GUESTS PRESENT:**

Bassel Anbari	Meghan McNulty
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**STAFF PRESENT:**

Tammy Catchings	Jeanette McCray	Stephanie Reiniche
Tony Giometti	Julia Mumford	Lizzy Seymour
Vanita Gupta	Mark Owen	Katie Thomson
Daniel Gurley	Kirstin Pilot	Leigh Walker
Jeff Littleton	Emily Porcari	Patricia Wright
Rhiannon Masterson	Joslyn Ratcliff	Alice Yates

**1. CALL TO ORDER**

The Annual Meeting of Members Council was called to order by Bill McQuade, Chair, on Monday, October 28, 2024 at 9:00 am via Webex.

**2. ASHRAE VALUE STATEMENT**

*In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*

*Code of Ethics - <https://www.ashrae.org/about/governance/code-of-ethics>*

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

*Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>*

**3. ROLL CALL**

Those in attendance are included in the list above.

**4. REVIEW OF AGENDA**

No changes

**5. APPROVAL OF DRAFT MINUTES**

It was moved by Bill McQuade and seconded

**(1) MOTION:** That the draft minutes from the June 25, 2024 Annual Meeting of Members Council be approved.

**MOTION 1 PASSED. (19-0-1, chair not voting)**

## 6. MOTIONS FOR CHARTERS

It was moved by Jason Urso and seconded by Keith Reihl

**(2) MOTION:** That the name of the ASHRAE Granite State Chapter be renamed to the New Hampshire Chapter effective immediately.

**Background:** Historically we have been called the Granite State Chapter and have covered the entire state of New Hampshire; but in recent years prospective members, students, and members alike are not completely sure what areas this chapter covers. Changing the name to New Hampshire Chapter will put us in line with other chapters in the region that are using specific area-based names. It will also make it clear to new members what chapter of ASHRAE they are joining or are a part of. Having a name more reflective of our area will help with local branding and inclusion in our state.

**Fiscal Impact:** Staff time to change references to the chapter on the Society website and other non-legal documents, such as the Manual for Chapter Operations.

Staff Impact: Minimal

### MOTION 2 PASSED. (20-0-0, chair not voting)

It was moved by Shaun Nienhueser and seconded by Heather Gulledge

**(3) MOTION:** That the following consent motions a. through p. shown below be approved.

- a. That the charter of the University of Wisconsin Milwaukee Student Branch, located in Milwaukee, Wisconsin, and sponsored by the Wisconsin Chapter be approved. (Region VI)
- b. That the charter of the Simon Fraser University Student Branch, located in Burnaby, British Columbia, Canada, and sponsored by the British Columbia Chapter be approved. (Region XI)
- c. That the charter of the INACAP Sede Santiago Sur Student Branch, located in Santiago, CHL, and sponsored by the Chile Chapter be approved. (Region XII)
- d. That the charter of the Politeknik Ungku Omar Student Branch, located in Ipoh, Perak, Malaysia, and sponsored by the Malaysia Chapter be approved. (Region XIII)
- e. That the charter of the SEGi University Student Branch, located in Petaling Jaya, Malaysia, and sponsored by the Malaysia Chapter be approved. (Region XIII)
- f. That the charter of the Batangas State University Student Branch, located in Batangas City, Philippines, and sponsored by the Philippines Chapter be approved. (Region XIII)
- g. That the charter of the DLSUD Student Branch, located in Dasmariñas, Cavite, Philippines, and sponsored by the Philippines Chapter be approved. (Region XIII)
- h. That the charter of the KNUST Student Branch, located in Kaohsiung, Taiwan, and sponsored by the Taiwan Chapter be approved. (Region XIII)
- i. That the charter of the ACET Student Branch, located in Nagpur, Maharashtra, India, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)
- j. That the charter of the PCE Nagpur Student Branch, located in Nagpur, Maharashtra, India, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)
- k. That the charter of the MMDU Student Branch, located in Mullana, Haryana, India, and sponsored by the Chandigarh Chapter be approved. (Region XV)
- l. That the charter of the KCG Tech Student Branch, located in Chennai, Tamil Nadu, India, and sponsored by the Chennai Chapter be approved. (Region XV)
- m. That the charter of the CST Bhutan Student Branch, located in Phuntsholing, Bhutan, India, and sponsored by the India Chapter be approved. (Region XV)
- n. That the charter of the N.K. Orchid College of Engineering & Technology, Solapur Student Branch, located in Solapur, Maharashtra, India, and sponsored by the Pune Chapter be approved. (Region XV)
- o. That the charter of the Aayojan School of Architecture Student Branch, located in Jaipur, Rajasthan, India, and sponsored by the Rajasthan Chapter be approved. (Region XV)
- p. That the charter of the King Khalid University Student Branch, located in Abha, Saudi Arabia, and sponsored by the Saudi Arabia Chapter be approved. (Region-At-Large)

### MOTION 3 PASSED. (20-0-0, chair not voting)

## 7. NEW BUSINESS

- a. Change of Boundaries: Region XIV, XV, and RAL (Attachment A)

It was moved by Mahroo Eftekhari and seconded by Adeeba Mehboob

**(4) MOTION:** That the countries of Afghanistan, Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Turkmenistan, and Uzbekistan be changed from Region XIV and Region XV to Region-At-Large effective immediately.

**Background:** These countries adjoin RAL and their demographics and linkages are to Asia. There are significant Turkic origin populations in these countries as well as trade and other linkages. Regions XIV & XV do not see them as a part of Europe or European in nature or part of Region XV. RAL is well-positioned to drive membership in these countries.

RAL, Region XIV and Region XV leadership agreed to RAL's request to move these countries to RAL. This change will better serve ASHRAE and its members in these countries.

Fiscal Impact:

Staff Impact:

**MOTION 4 PASSED. (20-0-0, chair not voting)**

- b. Revisions from Committees to sections of the MCO (Attachment B)
- c. Hardship Cases
- d. Appointment of Ad Hoc to investigate creating a DEI Grassroots Committee
  - Louise McKenzie, Chair; Scott Peach, Mahroo Eftekhari, Dan Redman, Ibrahim Semhat
- e. John F. James Award (executive session)
- f. GAC Council Representative
  - i. Keith Reihl to continue as Members Council representative to GAC

**AI 1** Make an official note for the appointments process that GAC would prefer that the council representative be made of someone who has three years on the council (i.e. a new RMCR of Members Council starting their 3-year term)

## 8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

- a. [Planning Subcommittee Report](#) (Attachment C); The following was reported by Tulia Rios, Planning Subcommittee Chair.

It was moved by Tulia Rios and seconded

**(5) MOTION:** Planning Subcommittee recommends to Members Council that the following update to the Members Council Manual of Procedures section 9.2.2 and 9.2.3 be approved to read:

~~“9.2.2. Appoint Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual, including all appendices. One manual should be reviewed each year and recommended changes sent to Members Council at the Annual Conference. This allows each of these manuals to be reviewed every three years. annually following the fall and spring CRCs~~

~~9.2.3. Review and update and the Regions Operations Manual, including all appendices.~~

**Background:** The Members Council Region Operations subcommittee recommended to the Members Council Planning Subcommittee to revise this section of the Council's Manual of Procedures (MOP). The Region Operations Subcommittee appoints a Manuals Subcommittee to review all three manuals that the Council owns each year: CRC Manual, Manual of Chapter Operations and the Region Operations Manual. Each manual is over 100 pages. The Region Operations Subcommittee felt like reviewing these three manuals every year was too daunting for a task and suggested that one manual gets reviewed each year in depth so that all manuals are reviewed on a three-year cycle.

Administrative changes to all three manuals will be continued to be made by Staff three times a year (after every Members Council meeting) to include any policy changes the Council approves.

**Fiscal Impact:** None.

**Staff Impact:** Minimal to prepare the subcommittee's recommended revisions of the manuals in subcommittee reports to Members Council.

#### **MOTION 5 PASSED. (20-0-0, chair not voting)**

It was moved by Ibrahim Semhat and seconded by Dan Bourque

**(6) MOTION:** Planning Subcommittee recommends to Members Council to approve a new "Qualifications" section to Section 6 "Region Members Council Representative (RMCR) Responsibilities" of the Members Council Manual of Procedures. The proposed new section reads:

##### **6.3 QUALIFICATIONS**

- 6.3.1 Shall be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- 6.3.7 Should have previously served as Chapter President and/or Regional Vice Chair.
- 6.3.8 Should be able and willing to travel and devote considerable time to Society.
- 6.3.9 May fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.
- 6.3.10 May also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- 6.3.11 Shall coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

**Background:** It was recently brought to staff's attention that the qualifications for RMCR were not listed in any official manual or document. The only location that specified the qualifications of the RMCR role were informally listed in the Delegate and Alternate packets that were sent to Delegates and Alternates in preparation for the CRC. Region Activities and Nominating staff liaisons discussed this issue and suggested the Members Council Manual of Procedures as the most appropriate official place to list RMCR qualifications. The subcommittee agrees that the qualifications for RMCRs should be added to the Members Council MOP and recommends that the Council approves this addition.

**Fiscal Impact:** None.

**Staff Impact:** Staff time to update the Manual of Procedures and post on ashrae.org.

#### **MOTION 6 WAS AMENDED**

It was moved by Matt Archey and seconded by Eduardo Maldonado

**(6A) MOTION:** Planning Subcommittee recommends to Members Council to approve a new "Qualifications" section to Section 6 "Region Members Council Representative (RMCR) Responsibilities" of the Members Council Manual of Procedures. The proposed new section reads:

##### **6.3 QUALIFICATIONS**

- 6.3.1 Shall Must be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- 6.3.12 Should have previously served as Chapter President and/or Regional Vice Chair.
- 6.3.13 Should Must be able and willing to travel and devote considerable time to Society.
- 6.3.14 May Must be able to fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.
- 6.3.15 May Should be willing and able to also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- 6.3.16 Shall Must coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

#### **MOTION 6A (TO AMEND) PASSED. (22-0-0, chair not voting)**

**(6A) MOTION:** Planning Subcommittee recommends to Members Council to approve a new "Qualifications" section to Section 6 "Region Members Council Representative (RMCR)

Responsibilities" of the Members Council Manual of Procedures. The proposed new section reads:

### **6.3 QUALIFICATIONS**

- 6.3.1 Must be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- 6.3.17 Should have previously served as Chapter President and/or Regional Vice Chair.
- 6.3.18 Must be able and willing to travel and devote considerable time to Society.
- 6.3.19 Must be able to fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.
- 6.3.20 Should be willing and able to also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- 6.3.21 Must coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

### **AMENDED MOTION 6A PASSED. (22-0-0, chair not voting)**

**AI 2** Staff to make administrative updates to MOP, MCO, ROM, and CRC manuals

#### **Planning Subcommittee Information Items:**

1. The Planning Subcommittee assigned members to liaison with the reporting committees to solicit feedback for the 2025-2028 draft strategic plan to support Society's Planning Committee (PLC) and to support reporting committees in their MBOs to review their programs, budget and expenses and make recommendations to the Planning Subcommittee by the Winter Conference. The members were assigned the following reporting committees:
  - a. Eduardo Maldonado – MP
  - b. Colin Laisure-Pool - GAC
  - c. Adeeba S W Mehboob - YEA
  - d. Ibrahim M Semhat - RP
  - e. Jeffery D Hurd - Communications
  - f. Buzz Wright - SAC
  - g. Wei Sun - CTTC & H&A
  - h. Cheng Wee Leong – CEC
2. Julia Keen, former Chair of PEC, joined the October 22 Planning Subcommittee meeting and provided an overview of how PEC restructured their Council for more efficient and effective workflow. The Planning Subcommittee plans to use her overview as guidance to address MBO #3 to do a similar exercise for Members Council by the 2025 Annual Conference. Eduardo Maldonado, Adeeba Mehboob, Buzz Wright, and Wei Sun will work on this exercise.
3. Trent Hunt, chair of Society Planning Committee (PLC), joined the October 22 Planning Subcommittee meeting to ask that a new item be added to the roles and responsibilities of RMCRs as spelled out in the Members Council MOP. He asked that the MC Planning Subcommittee adds section 6.1.13 to the RMCR's Responsibilities as follows: "Champion the Society Strategic Plan at the regional and chapter level by helping RVC's and chapters align their operational plans and MBOs more closely with those of society." The subcommittee had many questions and comments and is planning to meet again soon to address.

#### **b. Region Operations Subcommittee Report (Attachment D)**

The following was reported by Julia Timberman, Region Operations Subcommittee Chair

It was moved by Julia Timberman and seconded by Keith Reihl

**(7) MOTION:** Region Operations Subcommittee recommends to Members Council to revise the Regional Award of Merit tally form be revised to remove "Chapter Delegate" and "Chapter Alternate" positions from Section C "Regional/Society Activity" and be added under Section A "Chapter Points" and clarify that Section A has a max of 2 points per year.

**Background:** Last SY, there were several members who applied for the Regional Award of Service

who only had points for Section C “Regional/Society Activity” for serving multiple years as a CRC Delegate and CRC Alternate. Staff identified Chapter Delegate and Chapter Alternate as a chapter position listed in the CIQ, not a regional position, and wouldn’t count toward regional service listed in Section C, if that was the only regional service identified in that section. Staff received complains and therefor asked the Region Operations Subcommittee for guidance. The Region Operations Subcommittee recommend that Chapter Delegate and Chapter Alternate positions be recognized to Section A “Chapter Points” and clarify that there is a max of 2 points per year in Section A.

**Fiscal Impact:** None.

**Staff Impact:** Minimal to revise and update the Regional Award of Merit Tally Form to [ashrae.org](http://ashrae.org) and the Appendix 2E in the MCO.

#### **MOTION 7A (TO POSTPONE) PASSED (21-0-0, chair not voting)**

It was moved by Julia Timberman and seconded by Eduardo Maldonado

**(8) MOTION:** Region Operations Subcommittee recommends to Members Council that Region XII (Florida West Coast) Motion 24-12-5 be amended to read:

**Fall 2024 CRC Motion, Region XII Florida West Coast Chapter – Motion 24-12-5 (August 9, 2024):** The Florida West Coast Chapter recommends to Society to revise the Chapter Service Award/Distinguished Service Award/Exceptional Service Award point tally forms to include ~~4~~ <sup>a</sup> point value given for each year as a section President beginning July 1, 2025.

**Background:** This will allow for the Region Operations Subcommittee to recommend the point value for the Chapter Service Award and for Honors & Awards Committee to recommend the point value for the DSA and ESA Award.

**Fiscal Impact:** None.

**Staff Impact:** None.

#### **MOTION 8A (TO AMEND) PASSED. (21-0-0, chair not voting)**

It was moved by Julia Timberman and seconded by Maggie Moninski

**(9) MOTION:** The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section:

CHAPTER OFFICERS <sup>1</sup> :	POINTS/YEAR	TOTAL
President	3/yr	
President Elect or Vice President	2/yr	
Other Officers	1/yr	
Board of Governors Member	½/yr	
Section Representative	1/yr	
<b>Section President</b>	<b>1/2/yr</b>	

**Background:** The Region Operations Subcommittee felt like “Section Representative” should be further clarified by restating “Section Representative” as “Host Chapter Section Representative” and adding a new line item for Section President valued at  $\frac{1}{2}$  point per year to go along with the intent of referred Motion 24-12-5.

**Fiscal Impact:** None.

**Staff Impact:** Minimal to update and post the Chapter Service Award Point Tally Form on [ashrae.org](http://ashrae.org) and in Appendix 2F of the MCO.

#### **MOTION 9 WAS AMENDED**

It was moved by Buzz Wright and seconded by Eduardo Maldonado

**(9A) MOTION:** The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section:

CHAPTER OFFICERS <sup>1</sup> :	POINTS/YEAR	TOTAL
President	3/yr	
President Elect or Vice President	2/yr	
Other Officers	1/yr	
Board of Governors Member	½/yr	
<u>Host Chapter</u> Section Representative	<u>4 ½</u> yr	
<u>Section President</u>	<u>1yr</u>	

#### MOTION 9A (TO AMEND) PASSED. (21-0-0, chair not voting)

**(9A) MOTION:** The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section:

CHAPTER OFFICERS <sup>1</sup> :	POINTS/YEAR	TOTAL
President	3/yr	
President Elect or Vice President	2/yr	
Other Officers	1/yr	
Board of Governors Member	½/yr	
<u>Host Chapter</u> Section Representative	<u>½</u> yr	
<u>Section President</u>	<u>1yr</u>	

#### AMENDED MOTION 9A PASSED. (21-0-0, chair not voting)

**(10) MOTION:** Region Operations Subcommittee recommends to Members Council that Region IV (Southern Piedmont) Motion 24-4-3 be approved.

##### **Motion 24-4-3, Region IV Southern Piedmont Chapter – (August 10, 2024):**

To amend Appendix D, Section 1, Paragraph E of the Region Operations Manual to read "The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader(s) shadow (LeaDRS) to attend the Winter and or Annual meetings (one two trips per meeting year).

#### MOTION 10 PASSED. (21-0-0, chair not voting)

**(11) MOTION:** Region Operations Subcommittee recommends to Members Council that Region III (Baltimore Chapter) Motion 23-3-3 be approved.

##### **Fall 2023 CRC Motion, Region III Baltimore Chapter – Motion 23-3-3 (August 11, 2023):**

Society create digital badges giving Regions the option to convert Chapter awards traditionally given at CRCs to a digital format.

**Background:** Staff piloted a digital award program will Region III this past fall. Region III had great feedback which Staff has incorporated into the current plan. Staff has also presented an overview of the plan at the September and October DRC/RCMR Forum and asked for feedback during those forums and through email. All feedback received thus far has been positive. Staff can show a brief presentation to review with the Council before final vote.

#### MOTION 11 WAS AMENDED

It was moved by Buzz Wright and seconded by Adeeba Mehboob

##### **Fall 2023 CRC Motion, Region III Baltimore Chapter – Motion 23-3-3 (August 11, 2023):**

Society create digital badges giving Regions the option to convert Chapter awards traditionally given at CRCs to a digital format.

#### MOTION 11A (TO AMEND) PASSED. (21-0-0, chair not voting)

**Fall 2023 CRC Motion, Region III Baltimore Chapter – Motion 23-3-3 (August 11, 2023):**

Society create digital badges to convert Chapter awards traditionally given at CRCs to a digital format.

**MOTION 11A DEFEATED. (10-11-1, chair voting)****Region Operations Subcommittee Information**

1. The Subcommittee will ask for RMCRs to perform a chapter health assessment for all of the chapters in their region using the updated Appendix 11G and excel calculation tool. The Chapter Health Assessments should be completed by the RMCRs by 11/25.
  2. Members of the Region Operations Subcommittee will be reaching out to MP, SA, and RP to solicit feedback about Centralized Training specifically related to content, delivery method and best practices. The subcommittee will also be reaching out to CTTC and Communications for similar feedback IF those bodies decided to have Centralized Training in the future.
  3. The Manuals Subcommittee will be focusing on reviewing the CRC Manual this Society year and will make recommendations to the Council for policy and administrative changes. One suggested addition would be to add a new section to establish and standard script and process for a Regional Officer Installation like MCO Appendix 11D for Chapter Officer Installation.
- c. [PAOE Subcommittee Report](#) (Attachment E)

The following was reported by Ching Loon Ong, PAOE Subcommittee Chair.

**PAOE Subcommittee Information Items**

1. PAOE Ad Hoc Assignments

The following PAOE ad hoc appointments were made. The grassroots committees will present their PAOE recommendations for 2025-26 during the winter conference in Orlando.

Category	PAOE ad hoc	PAOE ad hoc
<b>Chapter Operations:</b>	Maggie Moninski	Eduardo Maldonado
<b>Chapter Technology Transfer:</b>	Heric Holmes	Matt Archey
<b>Communications:</b>	Thurston Simonsen	Mahroo Eftekhari
<b>Government Affairs:</b>	Meghan McNulty	Keith Reihl
<b>History:</b>	Heather Platt Guldedge	Maggie Moninski
<b>Membership Promotion:</b>	Louise McKenzie	Eduardo Maldonado
<b>Research Promotion:</b>	Haley Goslinga	Mahroo Eftekhari
<b>Student Activities:</b>	Robert Snow	Mahroo Eftekhari
<b>Young Engineers in ASHRAE:</b>	Elise Kiland	Meghan McNulty

2. Total Chapters that reached PAOE for 2023-24

**Minimum:** 71 Chapters

**PAR:** 57 Chapters

**Missed:** 72 Chapters

Region	Minimum	PAR	Missed	Region	Minimum	PAR	Missed
I	7	3	5	IX	2	5	6
II	2	7	0	X	6	2	6
III	5	1	5	XI	6	1	4
IV	3	2	2	XII	6	9	1
V	4	2	6	XIII	1	7	2
VI	5	0	6	XIV	3	0	6
VII	8	3	3	XV	2	6	4
VIII	5	4	6	RAL	6	5	10

## 9. MEMBERS COUNCIL MBO UPDATES

### [2024-25 Members Council MBO Tracking Spreadsheet](#)

Quarterly MBO Check in meeting dates; 10:00 am – 11:00 am ET:

September 16, 2024	<b>December 3, 2024</b>	March 25, 2025	June 3, 2025
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## 10. OLD BUSINESS

### 9.1 Status of Referred Motions from Members Council

CRC Motions Database <https://crcmotion.ashrae.org/>

### 9.2 Review of Carryover Action Items

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	DU <sup>E</sup>	STATUS
<b>2024 MEMBERS COUNCIL ANNUAL MEETING (6/25/2024)</b>					
1	24	Make appointments for DEI ad hoc by the Fall Members Council Meeting.	Staff/Bill/Sarah	2/2025	Complete
<b>2024 MEMBERS COUNCIL WINTER MEETING (1/23/2024)</b>					
1	12	Refer Motion 18A to Development for comment	Staff	6/2024	Complete
2	12	Create DEI Ad Hoc	MC		Complete
3	13	Get membership roster and send to staff to apply for hardship case	RMCR/DRC		Complete
6	21	Create Ad Hoc to establish DEI Category for DEI. Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong	PAOE Subcommittee		
<b>2023 MEMBERS COUNCIL ANNUAL MEETING (6/27/2023)</b>					
2	5	All committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	1/2024	Complete
6	27	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	12/2023	Complete
<b>2022 MEMBERS COUNCIL FALL MEETING (9/30 – 10/1/2022)</b>					
1	4	MP to create small group to work with RP/ Fundraising on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta	MP Committee/ MP Staff Liaison	2/2023	Open
<b>2022 MEMBERS COUNCIL ANNUAL MEETING (6/28/2022)</b>					
2	12	CEC to make sure all chapters know about hosting opportunities for Annual Conference	CEC		Complete
8	20	Staff to update CRC Manual	Staff	1/2023	Complete
<b>2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022)</b>					
8	17	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures.  <b>Status:</b> This will be updated in the Region Operations Manual, Manual of Chapter Operations and CRC Manual by January 2024	Staff	06/2022	Complete

### 9.3 Review of CRC Schedules (Attachment F)

## 11. NEXT MEETING

Tuesday, February 11, 2025; 8:15 am – 12:00 pm | Hilton Orlando, Orlando, Florida

## 12. ADJOURNMENT

Meeting adjourned at 12:24 pm

September 9, 2024

Mr. Dennis Knight  
ASHRAE President

Subject: ADJUSTMENT OF REGIONAL BOUNDARIES RAL & XIV

Dear Mr. President,

RAL and Region XIV have discussed and mutually agreed to request you, direct staff, to make changes to regional boundaries as shown in the attached region maps.

At present, the following countries are part of Region XIV;

Georgia  
Armenia  
Azerbaijan  
Tajikistan  
Uzbekistan  
Turkmenistan  
Kazakhstan  
Kyrgyzstan  
Afghanistan  
Russia  
Afghanistan

These countries adjoin RAL and their demographics and linkages are to Asia. There are significant Turkic origin populations in these countries as well as trade and other linkages. Regions XIV & XV do not see them as a part of Europe or European in nature or part of Region XV. RAL is well-positioned to drive membership in these countries.

RAL, Region XIV and Region XV leadership agreed to RAL's request to move these countries to RAL.

This change will better serve ASHRAE and its members in these countries.

Since this is a mutual agreement, we believe direct action is appropriate.

Kind regards,

M. Eftekhar

MAHROO EFTEKHARI  
DRC Region XIV



Bassel Anbari  
DRC- RAL



Richie Mital  
DRC Region XV



Region Boundaries – XIV/XV/RAL

Region XIV – Other

AKROTIN and DHEKELIA	ESTONIA	LIECHTENSTEIN	SAN MARINO
ALBANIA	FRANCE	LITHUANIA	SERBIA
ANDORRA	GEORGIA	LUXEMBOURG	SLOVAKIA
ARMENIA	GERMANY	MACEDONIA	SLOVENIA
AUSTRIA	GIBRALTAR	MALTA	SWITZERLAND
AZERBAIJAN	GUERNSEY	MAYOTTE	TAJIKISTAN
BELARUS	HUNGARY	MOLDOVA REPUBLIC	TURKMENISTAN
BELGIUM	ITALY	MONACO	UKRAINE
BOSNIA & HERZEGOVINA	JERSEY	MONTENEGRO	UZBEKISTAN
BOUVENT ISLAND	KAZAKHSTAN	NETHERLANDS	VATICAN CITY
BULGARIA	KOSOVO	POLAND	
CROATIA	KYRGYZSTAN	RUSSIAN FED.	
CZECH REPUBLIC	LATVIA	ST. PIERRE & MIQUELON	

Region XV – Other

AFGHANISTAN	BHUTAN	MALDIVES	NEPAL
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Region-At-Large – Other

AFGHANISTAN	EQUATORIAL GUINEA	MALI	SWAZILAND
ALGERIA	ERITREA	MARTINIQUE	SYRIA
ANGOLA	ETHIOPIA	MAURITANIA	SYRIAN ARAB REPUBLIC
ARMENIA	GABON	MAURITIUS	TAJIKISTAN
AZERBAIJAN	GAMBIA	MOROCCO	TANZANIA
BENIN	GEOGRAPHY	MOZAMBIQUE	TOGO
BOTSWANA	GUINEA	NAMIBIA	TUNISIA
BURKINA FASO	GUINEA-BISSAU	NIGER	TURKMENISTAN
BURUNDI	IRAN	PALESTINE	UGANDA
CAMEROON	IRAQ	REUNION	UZBEKISTAN
CAPE VERDE	KAZAKHSTAN	RUSSIA	WEST BANK AND GAZA
CEN. AFRICAN REPUBLIC	KENYA	RWANDA	WESTERN SAHARA
CHAD	KYRGYZSTAN	SAO TOME and PRINCIPE	YEMEN
COMOROS	LESOTHO	SENEGAL	ZAIRE
CONGO	LIBERIA	SEYCHELLES	ZAMBIA
COTE DE IVOIRE	LIBYAN ARAB JAMAHIRIYA	SIERRA LEONE	ZIMBABWE
DIEGO GARCIA	MADAGASCAR	SOMALIA	
DJIBOUTI	MALAWI	SOMALILAND	

## MANUAL OF CHAPTER OPERATIONS

### Updates to Section 1

- **1.1.2 Selecting Chapter Committee Chairs**
  - The selected Chapter Committee Chair must be a member of Society in good standing and shall have the grade of Associate Member or higher. YEA Chapter Chairs may be a member of Society in good standing and shall have the grade of Affiliate Member or higher.

### Updates to Section 2

- 2.5 Government Affairs Committee
  - TBD
- **2.6 Student Activities Committee**
  - A. Chair's Responsibilities
    - i. Attend the virtual Centralized Training and/or SAC Workshop at the CRC
  - B. Committee's Responsibilities
    - v. Provide information on present and future industry manpower needs at both faculty and student levels, by means of counseling, programs, group discussion, etc.
    - xi. Enter Student Activities PAOE points throughout the year, as activities occur. Provide to the RVC PAOE
- **2.7 Chapter Technology Transfer Committee**
  - E. Providing assistance to the Chapter Communications/Website Committee to promote programs Publicity Committee in contacting local news media and chapter publications and offering to provide necessary information and material
  - F. Providing assistance to the Chapter Historian in maintaining a history of the chapter's programs technical and energy activities
- **Appendix 2C: Organizing the Chapter Technology Transfer Committee's Work**
  - 2. Secure speakers and schedule technical sessions.
    - c. Develop and maintain an active local speakers list "Speakers Bureau"
    - d. Make use of Society's Distinguished Lecturer Program; information can be found at <https://www.ashrae.org/communities/chapters/distinguished-lecturers> <https://www.ashrae.org/society-groups/committees/chapter-technology-transfer-committee>
    - 5. Obtain an outline of the talk to be presented and a short speaker bio thumbnail sketch of the speaker's background
    - 6. Make arrangements for the speaker's arrival and his or her their introduction to officers before the meeting and act as his or her their host throughout the meeting
    - 10. Distribute and collect Electronically distribute the Chapter Evaluation Form
    - 11. After each meeting, write the speaker, expressing appreciation for his or her their time and effort
    - 13. Coordinate with other chapters or the Regional Vice Chair of CTTC to enable outside speakers to participate in consecutive multiple meetings
- **2.8 Finance Committee**
  - No Changes
- **2.9 Historical Committee and/or Chapter Historian**
  - A. Requesting Chapter Historians to interview presidential and long-time members to provide be it in writing or on audio tape memories of industry history and its progress for inclusion in records, at the CRC and/or on the chapter's website
- **2.10 Honors and Awards Committee**
  - C. Making recommendations Submitting nominations for chapter, regional and Society-level awards, including ASHRAE Fellow and Honorary Full Member Membership grades
  - E. Submitting nominations for Society level awards
  - Chapters should keep in mind that awards that are approved at a Winter Meeting Conference are presented at the following Annual Meeting Conference and awards approved at an Annual Meeting Conference are presented at the next following Winter Meeting Conference.

- **2.11 Membership Promotion Committee**
  - The Membership Promotion Committee is appointed by the President-Elect and is comprised of a Chair, one Co-chair and a sufficient number of the chapter's area-assigned members to ensure that the committee's work can be done without placing an unnecessarily heavy burden on one or two individuals. Usually, the Co-chair is expected to become the next year's Chair.
  - G. Organizing and executing membership drives, including encouraging participation from local consulting firms by utilizing resources found at <https://www.ashrae.org/membership/member-benefits/membership-promotion-resources> (a sample local employer participation letter is provided in Appendix 2G)
  - Appendix 2H provides ideas for achieving Society goals for membership growth.
- **2.12 Nominating Committee and Election Procedure**
  - B. Obtaining the written consent of each member nominated.
    - Appendix 2I outlines typical Nominating Committee procedures and Appendix 2J provides a sample CRC nominations worksheet.
  - **2.4 Chapters Regional Conference**
    - The delegate and alternate take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the delegate and alternate take office at the CRC and serve until the next spring CRC. In the event of disability, death or resignation, a replacement may be made by the chapter's BOG, or as provided in the chapter bylaws.
    - The chapter delegate or alternate to the Chapters Regional Conference represents the chapter at the CRC and provide direct feedback to the region and society level from the grassroots members reports to the chapter and BOG at the first chapter meeting after the CRC, and at any other time when requested. They shall also maintain liaison between the chapter and the DRC, as well as other chapters.
    - At CRC they:
      - Report on the past year's chapter operations
      - Receive feedback from other chapters and the region
      - Brings forward chapter motions on changes to how society operates
      - Puts forward nominees and vote for recommendations for regional and society positions (Appendix 2J provides a sample CRC nominations worksheet)
    - After CRC they report to the chapter and BOG at the first chapter meeting after the CRC, and at any other time when requested. They shall also maintain liaison between the chapter and the DRC, as well as other chapters.
- **2.13 Newsletter Editor**
  - No Changes
- **2.14 Chapter Webmaster**
  - 7. Working with Chapter Newsletter Editor to assist with electronic distribution of the Chapter's Newsletter, including posting both current and past issues on the Chapter's website and via Social media if there is no Social Media Chair.
- **2.17 Research Promotion Committee**
  - The Research Promotion Committee Chair is appointed by the President-Elect. The Chair appoints a Vice-Chair Co-Chair and a committee. The number of committee members depends upon the expected work load and the number of chapter members willing to do the committee's work.
- **2.19 Young Engineers in ASHRAE (YEA) Committee**
  - No Changes
- **2.20 Communications Committee**
  - 4. Working with Chapter Newsletter Editor, Webmaster, Social Media and Communications Co-Chair. In the absence of the other positions, these roles can be filled by the Chair.
- **2.23 Chapter Social Media**
  - The Social Media Chair will maintain and post content to Chapter social media account(s) including but not limited to Facebook, Twitter, Instagram, and LinkedIn. The Social Media Chair will create and implement a social media strategy in accordance with Chapter goals, Society policies, and Communications Committee best practices and will track social media progress on a regular basis.
- **Appendix 2B: Transportation Reimbursement Policy for Chapters**
  - Section 1 Chapter Transportation Reimbursement Policy for Regional Planning Meetings
    - A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region\* to plan their upcoming year's activities for the Chapter Regional Conference (CRC) General Chair.

**\*Regions may hold their RPM outside of their region at a Society Annual Conference if space is available. Refer to the Region Operations Manual, Section 1 Paragraph E Regional Planning Meeting (RPM) for more information.**

## **Updates to Section 3**

- Membership
  - **3.3 Application for Membership**  
Application for membership can be paper form or online. ~~Membership applications exist for different member types. All Application~~ forms are available on the Society website ([www.ashrae.org](http://www.ashrae.org)).
  - **3.4 Admission and Grading**  
Applicants must supply all required data when submitting an application for membership. ~~Staff assigns~~ ~~T~~the appropriate membership grade ~~is~~ based on both the applicant's wish and their qualifications based on Society bylaws.
  - **3.5 Remittances**  
When submitting an application for membership, the applicant must include payment by check, credit card or money order in U.S. or Canadian currency. ~~If for any reason the applicant is not elected, the monies will be returned.~~
  - **3.6 New Members**  
When a new member joins Society, headquarters staff notifies the chapter's Membership Promotion Chair of the new member's assigned (or selected) chapter, ~~providing the individual's name, location and contact information~~. If Society collects chapter dues, staff informs the chapter officers of whether the chapter dues have been received. The Chapter Membership Promotion Committee should contact the new member, welcoming him or her to ASHRAE and provide information about upcoming chapter meetings and other events. While Chapter dues are optional, the MP Chair should encourage and remind members to pay chapter dues if not paid.
  - **3.7 Reinstatement of Membership**  
A former member who has resigned or who has allowed his or her membership to lapse may apply for reinstatement in the grade to which he/she formerly was assigned. The applicant can choose to either:
    - Pay dues for the current year, thereby once again becoming a member effective as of that date
    - Pay dues for all years between the date of lapse and the current year, thereby retaining the original membership date; back dues will be charged in the amount of the current rate for that membership grade
    - [Student members cannot be reinstated and must rejoin.](#)
  - **3.8 Advancement to Higher Grade**  
To advance from Student to Associate, members can participate in the SmartStart Student Transfer program, which can be found online at ~~the Student Zone and YEA pages~~ [www.ashrae.org](http://www.ashrae.org).
  - **3.10 Chapter Membership Requirement**  
~~Certain~~ ~~G~~ ~~chapters~~ ~~officers~~ are able to run membership reports in real time, including a delinquency and cancellation report, to stay abreast of members they should be contacting. Headquarters staff can provide assistance. Chapter dues may be levied in amounts approved by the chapter membership. Delinquency in chapter dues may prevent a member from voting in a chapter or holding chapter office, but will not affect standing as a member of Society.
  - **3.12 Retiree Member Grade**  
Retiree Members receive monthly ASHRAE *Journals* and *Insights* newsletters and a significant discount on annual dues. The annual ~~volume of the Handbook~~ [complimentary benefit selection](#) is not a benefit.
  - **3.16 Dues Program for Developing Economies**  
The discounted dues per year includes ~~digital electronic-only~~ access to ASHRAE Journal and ~~selection of a complimentary annual benefit, High Performance Buildings newsletter, ASHRAE Insights newsletter, a choice of one annual member benefit: ASHRAE Handbook-PDF, a free ASHRAE Standard or Guideline PDF, or an eLearning Course. They also receive member discounts for ASHRAE publications, standards, courses, and conference registrations and access to the Technology Portal.~~ Members in developing economy countries can choose to pay full membership dues ~~and receive full benefits.~~
  - **Appendix 3A: Membership Processing and Annual Benefits**  
**STEPS IN MEMBERSHIP PROCESSING**
    - Completed application is received at Headquarters with appropriate membership dues
    - Applications are reviewed [electronically or entered by staff](#) daily
    - [Election notice Confirmations are](#) sent to applicant [upon successful joining weekly](#)

## MEMBERSHIP PRIVILEGES/BENEFITS

- Member benefits vary by membership grade. Benefits for each grade can be found at [www.ashrae.org/join](http://www.ashrae.org/join)
- All except Affiliate grade and Student grade eligible to vote on Society matters
- All Society members except Retirees, Affiliates, Student Branch Advisors and Students entitled to ~~receive annual issues of the Handbook Series~~ select one of the complimentary annual benefits

## IF CURRENT DUES ARE UNPAID

- 3 months after anniversary due date: Not eligible to vote and Journal/Insights discontinued for students
- 6 months after anniversary due date: No Journal/Insights
- 6 months after anniversary due date: Considered no longer an active member in good standing and membership is cancelled

- **Appendix 3B: Suggestions for Recruiting and Retaining New Members**

The following suggestions may help a chapter recruit and retain new members.

- A. Develop a program in which the chapter assigns an existing member to provide guidance for a potential new member in order to:
  1. Introduce the ~~candidate~~ new member to the chapter membership
  2. Provide information on chapter activities and meeting times
  - ~~3. Arrange transportation~~
  4. ~~3.~~ Encourage involvement in chapter programs
  5. ~~4.~~ Keep the chapter informed on the ~~candidate's~~ new member's progress
- B. Invite and encourage graduating students to become ASHRAE members; communicate the SmartStart program to graduating students
- C. Ensure that the name of the ~~candidate~~ new member is added to the chapter mailing list immediately upon receipt of application
- D. Ensure that the ~~candidate~~ new member has received meeting notices
- E. Set up an installation procedure for inducting new chapter members; consider presenting ~~the~~ an ASHRAE pin and certificate of membership at a meeting and welcome them
- F. Publicize new members on chapter website, and in chapter e-newsletter, and introduce them at Chapter meetings
- G. Encourage new members to join Chapter committees to keep him or her engaged in the chapter
- H. Ensure that each new member's name is added to the chapter roster mailing list
- I. Encourage members to update their membership bio, including alternate contact information

## Updates to Section 4

- **Finances**

- 4.6.1 Chapter Event Insurance
  - Any other activities or events are not covered by ASHRAE's General Liability policy. This includes racing, skiing, firearms, fishing, boating (motorized or non-motorized), mechanical bulls, contact sports, jet skiing, go-kart racing and other activities. Contact Society for ASHRAE's current list of activities not covered.

## Updates to Section 6: Chapter Publications

- **6.1 General**

- H. A copy of each publication shall be ~~mailed, faxed or emailed~~ made available via print or electronic means to the DRC, the chapter President and the Director of Member Services at Headquarters.

- **6.2 Chapter eNewsletter**

- ~~The editor and assistant editor typically volunteer for these positions because they enjoy this type of creative work. Appendix 6A~~ provides guidance for writing and distributing chapter eNewsletters.

- **Appendix 6A: Guidance for Chapter eNewsletters**

- II. Content

- Information from Society headquarters that may be of interest, signing up for newsletters from Society can be a good source of information to include. A list of newsletters sent from Society can be seen at <https://www.ashrae.org/newsletters>.

- IV. Circulation

- Distributing the eNewsletter is the final task and should not be taken lightly. Having a sign-up form on your website will help increase circulation to interested individuals who may not be mentioned here.

- The standard for sending batch e-mails is to include all addresses in the Blind Courtesy Copy (bcc) field. By using the bcc function, each recipient does not see other recipients' email addresses, which is courteous and helps protect chapter members' privacy. In addition, using the bcc function helps keep members from receiving vendor messages and spam. When sending the eNewsletter, use a service and not your personal account. Many commercial solutions are available to send mass emails at varying cost points. Using one of these services instead of your personal or work account through Outlook or Gmail is key to getting your message delivered. The solution you choose is up to you and will depend on what may already be established within your chapter or region and what your budget is.

#### V. Who to Contact for Help

If you have any questions or need any additional information, [ASHRAE Communications Committee maintains documentation on Best Practices for Chapter Newsletters](#). Visit <https://www.ashrae.org/communications> to review these Best Practices, contact Society's Public Relations staff at [publicrelations@ashrae.org](mailto:publicrelations@ashrae.org).

### Updates to Section 7: Records and Report

#### 7.3 Membership Records

The chapter should ensure that the following information for each member is kept up-to-date [by reminding members to update their online profiles at www.ashrae.org](#):

- A. Name
- B. Business address and telephone number
- C. Home address and telephone number
- D. Preferred mailing address and telephone number
- E. E-mail addresses
- F. Business position
- G. Grade of membership and date of attainment
- H. Activity in chapter, such as serving as an officer or on a committee
- I. Activity on Society committees
- J. Record of attendance at chapter meetings and events

#### 7.4 Maintaining Electronic Files

The chapter should maintain electronic files of important documents and correspondence. Certain paper documents, such as old meeting minutes and receipts, may be scanned and retained electronically for future reference.

Examples of materials that should be maintained electronically include:

- A. Membership Lists
  - 1. New Members  
[Copies of letters of transmittal covering forwarding of applications to Headquarters; also correspondence pertaining to processing or grading of applicants](#)
  - 2. Membership  
[Correspondence pertaining to any member of the chapter subsequent to his or her election](#)
  - 3. Delinquents  
[Correspondence regarding delinquent members](#)
  - 4. Attendance Records  
[The attendance report for each meeting](#)

#### 7.6 Correspondence Sent to Chapters from Headquarters

- D. To Membership Promotion Chapter Chair
  - 1. Chapter change reports (accessed via ASHRAE website)
  - 2. Chapter delinquency report (accessed via ASHRAE website)
  - 3. Chapter rosters ([upon request accessed via ASHRAE website](#))
  - 4. Student transfer listing (annually)
  - 5. [Chapter code to access the chapter's membership data via the ASHRAE Members Only Section of the homepage. \(See Section 7.6.G., Chapter Reports, Steps for Accessing Chapter Reports\)](#)
  - 6. [5. Elections \(on the ASHRAE website\)](#)
  - 7. [6. Application acknowledgement \(on the ASHRAE website\)](#)
  - 8. [cc: Advancement letters](#)
  - 9. [cc: Letters accompanying returned application](#)
  - 10. [7. cc: Honors and Awards turn down letters](#)

#### 7.7 Chapter Reports

[Certain C](#)hapter officers can access and run the following online database chapter reports from Society's website:

## Steps for Accessing Chapter Data Reports

To access chapter data reports ~~requires a chapter log in and password, which are available from Headquarters staff.~~

- a. From the ASHRAE homepage, enter your email address and password.
- b. Under the Society Groups Communities tab, select Chapter Reports, PAOE, CIQs.
- c. Select Run Reports (~~located on the left side of screen~~).
- d. Select your chapter's link.
- e. ~~On the screen below is a list of your chapter members, above the list and next to your chapter's name is the link to select to "Run Chapter Reports."~~
- f. ~~e.~~ Select the appropriate link of the report to run, then enter the begin and end dates of your choice.
- g. ~~f.~~ After the report runs, select the link to "Return to Chapter Reports" and repeat the process above in ~~f. e.~~ for each report ~~except the master list Excel report. For the master list report, after the report runs, choose Select All, copy and paste into an Excel file, then save the report on your computer.~~

## CRC MANUAL

### Updates to Appendix DH

- **II Transportation Reimbursement Policy for Regional Planning Meetings**

- o A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region\* to plan their upcoming year's activities for the Chapter Regional Conference (CRC) General Chair.

~~\*Regions may hold their RPM outside of their region at a Society Annual Conference if space is available. Refer to the Region Operations Manual, Section 1 Paragraph E Regional Planning Meeting (RPM) for more information.~~

## REGION OPERATIONS MANUAL

### Updates to Section 1

- **E. Regional Planning Meeting (RPM)**

- o The Regional Planning Meeting is called by the Director and Regional Chair (DRC) for the purpose of planning the year's activities, and for setting goals and developing a regional MBO plan. All regional officers are expected to attend the meeting. Additional regional and chapter members, such as past chair and past vice-chair, Society officers residing within the Region and chapter presidents may be invited to attend at the discretion of the DRC. (See Appendix D for the RPM Transportation Policy). ~~Regions may hold their RPM at the Annual Conference instead of in their Region, as long as space and hotel room nights are available at the Annual Conference venue. Regions must notify ASHRAE Staff (meetings@ashrae.org) one year in advance of their intent to host their RPM at an upcoming Annual Conference. All expenses will be the responsibility of the Region.~~

- **Appendix D**

- o **II Transportation Reimbursement Policy for Regional Planning Meetings**

A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region\* to plan their upcoming year's activities for the Chapter Regional Conference (CRC) General Chair.

~~\*Regions may hold their RPM outside of their region at a Society Annual Conference if space is available. Refer to the Region Operations Manual, Section 1 Paragraph E Regional Planning Meeting (RPM) for more information.~~

**Planning Subcommittee**  
Report to Members Council  
From Meeting of September 20, 2024, and October 22, 2024

**Members:**

Tulia Rios  
Eduardo Maldonado  
Colin Laisure-Pool  
Adeeba S W Mehboub  
Ibrahim M Semhat  
Jeffery D Hurd

Buzz Wright

Wei Sun  
Cheng Wee Leong

**Staff:**  
Lizzy Seymour  
Tammy Catchings  
Kierra Weaver

**Guests:**

Trent Hunt  
Julia Keen

**Motions**

**Motion 1: Planning Subcommittee recommends to Members Council to approve the following update to the Members Council Manual of Procedures section 9.2.2 and 9.2.3 to read:**

“9.2.2. Appoint Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual, including all appendices. One manual should be reviewed each year and recommended changes sent to Members Council at the Annual Conference. This allows each of these manuals to be reviewed every three years, annually following the fall and spring CRCs  
9.2.3. Review and update and the Regions Operations Manual, including all appendices.

**Background:** The Members Council Region Operations subcommittee recommended to the Members Council Planning Subcommittee to revise this section of the Council’s Manual of Procedures (MOP). The Region Operations Subcommittee appoints a Manuals Subcommittee to review all three manuals that the Council owns each year: CRC Manual, Manual of Chapter Operations and the Region Operations Manual. Each manual is over 100 pages. The Region Operations Subcommittee felt like reviewing these three manuals every year was too daunting for a task and suggested that one manual gets reviewed each year in depth so that all manuals are reviewed on a three-year cycle.

Administrative changes to all three manuals will be continued to be made by Staff three times a year (after every Members Council meeting) to include any policy changes the Council approves.

**Fiscal Impact:** None.

**Staff Impact:** Minimal to prepare the subcommittee’s recommended revisions of the manuals in subcommittee reports to Members Council.

**Subcommittee Vote:** 6-0-0, 2 absent, CNV.

**Motion 2: Planning Subcommittee recommends to Members Council to approve a new “Qualifications” section to Section 6 “Region Members Council Representative (RMCR) Responsibilities” of the Members Council Manual of Procedures. The proposed new section reads:**

**6.3 QUALIFICATIONS**

- 6.3.1 Shall be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- 6.3.2 Should have previously served as Chapter President and/or Regional Vice Chair.
- 6.3.3 Should be able and willing to travel and devote considerable time to Society.
- 6.3.4 May fill in for the DRC at a Board of Directors’ meeting in the event the DRC is unable to attend.

- 6.3.5 May also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- 6.3.6 Shall coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

**Background:** It was recently brought to staff's attention that the qualifications for RMCR were not listed in any official manual or document. The only location that specified the qualifications of the RMCR role were informally listed in the Delegate and Alternate packets that were sent to Delegates and Alternates in preparation for the CRC. Region Activities and Nominating staff liaisons discussed this issue and suggested the Members Council Manual of Procedures as the most appropriate official place to list RMCR qualifications. The subcommittee agrees that the qualifications for RMCRs should be added to the Members Council MOP and recommends that the Council approves this addition.

**Fiscal Impact:** None.

**Staff Impact:** Staff time to update the Manual of Procedures and post on ashrae.org.

**Subcommittee Vote:** 5-0-1, 2 absent, CNV.

#### **Status of Referred Motions**

None.

#### **Information Items**

1. The Planning Subcommittee assigned members to liaison with the reporting committees to solicit feedback for the 2025-2028 draft strategic plan to support Society's Planning Committee (PLC) and to support reporting committees in their MBOs to review their programs, budget and expenses and make recommendations to the Planning Subcommittee by the Winter Conference. The members were assigned the following reporting committees:
  - a. Eduardo Maldonado – MP
  - b. Colin Lasure-Pool - GAC
  - c. Adeeba S W Mehboob - YEA
  - d. Ibrahim M Semhat - RP
  - e. Jeffery D Hurd - Communications
  - f. Buzz Wright - SAC
  - g. Wei Sun - CTTC & H&A
  - h. Cheng Wee Leong – CEC
2. Julia Keen, former Chair of PEC, joined the October 22 Planning Subcommittee meeting and provided an overview of how PEC restructured their Council for more efficient and effective workflow. The Planning Subcommittee plans to use her overview as guidance to address MBO #3 to do a similar exercise for Members Council by the 2025 Annual Conference. Eduardo Maldonado, Adeeba Mehboob, Buzz Wright, and Wei Sun will work on this exercise.
3. Trent Hunt, chair of Society Planning Committee (PLC), joined the October 22 Planning Subcommittee meeting to ask that a new item be added to the roles and responsibilities of RMCRs as spelled out in the Members Council MOP. He asked that the MC Planning Subcommittee adds section 6.1.13 to the RMCR's Responsibilities as follows: "Champion the Society Strategic Plan at the regional and chapter level by helping RVC's and chapters align their operational plans and MBOs more closely with those of society." The subcommittee had many questions and comments and is planning to meet again soon to address.

#### **MBO Update**

Please use the master MBO Tracking spreadsheet in Basecamp to list your updates (link below)

[Members Council > Docs & Files > 2024-25 Society Year > MBOs > 2024-25 Members Council MBOs Master Tracking](#)

#### **Attachments**

None.

## REGION OPERATIONS SUBCOMMITTEE

Report to Members Council

From Meeting of Monday, October 28 at 9:00 am ET

### Members:

Julia Timberman, Chair  
Keith Reihl  
Carrie Kelty  
Dan Russell  
Aakash Patel  
Jim Arnold

### Bryan Holcomb

Deanna Jean Adkison  
Scott Peach  
**Guests:**  
Bill McQuade  
Sarah Maston

### Staff:

Lizzy Seymour  
Tammy Catchings  
Pacia Williamson

### Motions

**Motion 1:** Region Operations Subcommittee recommends to Members Council to revise the Regional Award of Merit tally form be revised to remove “Chapter Delegate” and “Chapter Alternate” positions from Section C “Regional/Society Activity” and be added under Section A “Chapter Points” and clarify that Section A has a max of 2 points per year.

A. CHAPTER POINTS	POINTS/YEAR	TOTAL
<b>President</b>	<b>2/yr</b>	
<b>Vice-President (or President Elect)</b>	<b>1/yr</b>	
<b>Secretary</b>	<b>1/2/yr</b>	
<b>Treasurer</b>	<b>1/2/yr</b>	
<b>Chapter Chair:</b>		
Membership Promotion, Student Activities, Research Promotion, Chapter Technology Transfer, Government Affairs, Programs, Refrigeration, Communications, YEA and Historical	1/2/yr	
<b>Chapter Board of Governors</b>	<b>1/2/yr</b>	
<b>Seminar Chair or Instructor</b>	<b>1/yr</b>	
<b>Newsletter Editor</b>	<b>1/2/yr</b>	
<b>Chapter Webmaster</b>	<b>1/2/yr</b>	
<b>Other Chapter Position</b>	<b>1/4/yr</b>	
<b>Section Representative</b>	<b>1/yr</b>	
<b>Student Branch Advisor</b>	<b>1/yr</b>	
<b>CRC Delegate</b>	<b>1/yr</b>	_____
<b>CRC Alternate</b>	<b>1/2/yr</b>	_____
<b>(Max 2 <u>points</u> per year)</b>		

### C. REGIONAL/SOCIETY ACTIVITY

Regional Chair	2/yr	
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Region Representative	Members Council	1/yr	
Assistant Regional Chair		1/2/yr	
DAL involved in Region (CRC, Regional Planning, etc.)		1/2/yr	
CRC Delegate		1/yr	—
CRC Alternate		1/2/yr	—

**Background:** Last SY, there were several members who applied for the Regional Award of Service who only had points for Section C “Regional/Society Activity” for serving multiple years as a CRC Delegate and CRC Alternate. Staff identified Chapter Delegate and Chapter Alternate as a chapter position listed in the CIQ, not a regional position, and wouldn’t count toward regional service listed in Section C, if that was the only regional service identified in that section. Staff received complains and therefor asked the Region Operations Subcommittee for guidance. The Region Operations Subcommittee recommend that Chapter Delegate and Chapter Alternate positions be recognized to Section A “Chapter Points” and clarify that there is a max of 2 points per year in Section A.

**Fiscal Impact:** None.

**Staff Impact:** Minimal to revise and update the Regional Award of Merit Tally Form to [ashrae.org](http://ashrae.org) and the Appendix 2E in the MCO.

**Subcommittee Vote:** 6-0-0, 2 absent, CNV. Motion passed.

#### **Status of Referred Motions**

**MOTION 2: Fall 2024 CRC Motion, Region XII Florida West Coast Chapter – Motion 24-12-5 (August 9, 2024):** The Florida West Coast Chapter recommends to Society to revise the Chapter Service Award/Distinguished Service Award/Exceptional Service Award point tally forms to include 1/4 point given for each year as a section President beginning July 1, 2025.

**CRC Vote:** 13-1-2 CNV.

**Region Operations Subcommittee recommendation to Members Council to amend the referred motion to read** “The Florida West Coast Chapter recommends to Society to revise the Chapter Service Award/Distinguished Service Award/Exceptional Service Award point tally forms to include ~~1/4 a point~~ value given for each year as a section President beginning July 1, 2025.”

**Background:** This will allow for the Region Operations Subcommittee to recommend the point value for the Chapter Service Award and for Honors & Awards Committee to recommend the point value for the DSA and ESA Award.

**Fiscal Impact:** None.

**Staff Impact:** None.

**Region Operations Subcommittee Vote:** 6-0-0, 2 absent. CNV.

**MOTION 3: The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section:**

CHAPTER OFFICERS <sup>1</sup> :	POINTS/YEAR	TOTAL
President	3/yr	

<b>President Elect or Vice President</b>	<b>2/yr</b>	
<b>Other Officers</b>	<b>1/yr</b>	
<b>Board of Governors Member</b>	<b>½/yr</b>	
<b><u>Host Chapter</u> Section Representative</b>	<b>1/yr</b>	
<b>Section President</b>	<b>1/2/yr</b>	

**Background:** The Region Operations Subcommittee felt like “Section Representative” should be further clarified by restating “Section Representative” as “Host Chapter Section Representative” and adding a new line item for Section President valued at ½ point per year to go along with the intent of referred Motion 24-12-5.

**Fiscal Impact:** None.

**Staff Impact:** Minimal to update and post the Chapter Service Award Point Tally Form on ashrae.org and in Appendix 2F of the MCO.

**Region Operations Subcommittee Vote:** 6-0-0, 2 absent. CNV. Motion Passed.

**MOTION 4: Fall 2024 CRC Motion, Region XII Brazil Chapter – Motion 24-12-9 (August 9, 2024):** Brazil Chapter recommends to Region XII to not schedule the Region XII Chapter Regional Conference (CRC) on the second week of August because of Father’s Day in Brazil, starting with the 2025 Region XII CRC.

CRC Vote: 15-0-1 CNV. Motion Passed.

**Region Operations Subcommittee referred this motion to the Manuals Subcommittee to recommend a revision to Appendix AE of the CRC Manual to Members Council to clarify the process to coordinate future CRC dates with Staff.**

**Subcommittee Vote:** 6-0-0, 2 absent, CNV. Motion to refer passed.

**MOTION 5: Fall 2024 CRC Motion, Region IV Southern Piedmont Chapter – Motion 24-4-3 (August 10, 2024):** To amend Appendix D, Section 1, Paragraph E of the Region Operations Manual to read "The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader(s) shadow (LeaDRS) to attend the Winter and or Annual meetings (one two trips per meeting year).

CRC Vote: 7-0-0 CNV. Motion Passed.

**Region Operations Subcommittee recommends to Members Council to approve this motion.**

**Background:** The subcommittee agreed that this revision has no fiscal impact and clarifies that the DRC has the authority to have two total LeaDRS shadow him or her per year – either two at one conference or one at each of the Winter and Annual Conferences. This will allow for LeaDRS to choose which Conference they would like to attend (Winter vs Annual) and potentially travel with another LeaDRS within their region if both LeaDRS attend the same Conference.

**Subcommittee Vote:** 6-0-0, 2 absent. CNV. Motion to recommend passed.

**MOTION 6: Fall 2024 CRC Motion, Region XIV Nordic Chapter – Motion 24-14-2 (September 22, 2024):** Amend the Manual of Chapter Operations (MCO), Section 11.1, to allow for an option for a viable Section to become a Chapter without the mandatory 2-year waiting period, by adding the following alternative way, consisting of four simultaneous conditions:

- a. The Section must meet all the requirements for the formation of a new chapter, including the minimum of active Associate and Full Members.

- b. The existing Section must prepare a complete 3-year succession plan, identifying all the officers and the BOG for the first 3 years of chapter operation, consisting of grassroots chairs ready, willing and committed to serve as volunteers to the new chapter.
- c. The Section must present a summary activity report for the period since its creation until when the request to become a Chapter is submitted.
- d. The Section must present an Action Plan for the first year of chapter operation, and draft plans for the following two years.

**Region Operations Subcommittee referred this motion to the Manuals Subcommittee to review and provide a recommendation to the subcommittee and to Members Council.**

**Subcommittee Vote:** 6-0-0, 2 absent. CNV. Motion to recommend passed.

**MOTION 7: Fall 2024 CRC Motion, Region IX Nebraska Chapter – Motion 24-9-3 (August 2, 2024):** Move to edit the following documents to read as follows:

Manual for Chapter Operations Section 3.7 to read

“A former member who has resigned or who has allowed his or her membership to lapse may apply for reinstatement in the grade to which he/she formerly was assigned. The applicant can choose to either:

- Pay dues for the current year, thereby once again becoming a member effective as of that date.
- Pay dues for the current year and partial dues for all years between the date of lapse and the current year, thereby becoming a member effective as of that date and re-instating his or her former volunteer-ism and awards from before the lapse in membership; back dues will be charged at 10% of the amount of the current rate for that membership grade and lapsed years will not be credited to the member.]
- Pay dues for all years between the date of lapse and the current year, thereby retaining the original membership date and being credited for formerly lapsed years of membership; back dues will be charged in the amount of the current rate for that membership grade.”

ASHRAE Bylaws, Article II, Section 2.20 Reinstatement to read:

“A member who has resigned or who has been dropped from membership may be reinstated by one of the following 1) payment of the same fees charged a new member, 2) payment of the current years membership fee and a portion of years of lapsed membership dues accrued based on the current membership dues rate to retain former years of volunteerism, or 3) may be reinstated as of the original date of membership if the member pays all years of lapsed membership dues accrued based on the current membership dues rate.”

**Region Operations Subcommittee postponed this motion and assigned Dan Russell an action item to recommend an amendment to this motion based on the staff SOP provided and information gathered since the CRC related to this motion. The recommended amendment will come to the Subcommittee and then to Members Council.**

**Subcommittee Vote:** 6-0-0, 2 absent. CNV. Motion to recommend passed.

**MOTION 8: Fall 2023 CRC Motion, Region III Baltimore Chapter – Motion 23-3-3 (August 11, 2023):** Society create digital badges giving Regions the option to convert Chapter awards traditionally given at CRCs to a digital format.

**Region Operations Subcommittee recommends to Members Council to approve this motion.**

**Background:** Staff piloted a digital award program with Region III this past fall. Region III had great feedback which Staff has incorporated into the current plan. Staff has also presented an overview of the plan at the September and October DRC/RCMR Forum and asked for feedback during those forums and through email. All feedback received thus far has been positive. Staff can show a brief presentation to review with the Council before final vote.

**Fiscal Impact:** Net savings. Tammy to add in more info here.

**Staff Impact:** Neutral. Staff will spend approximately the same amount of time sending instructions and digital files/awards to the Regions as they would have if they were printing and shipping physical awards.

**Subcommittee Vote:** 5-0-1, 2 absent. CNV. Motion to recommend passed.

Motion 9: **Spring 2024 CRC Motion, Region XI Oregon Chapter – Motion 24-11-4 (May 11, 2024):** To give the CRC chair of the host chapter the authority to coordinate the CRC weekend with ASHRAE Society Staff to avoid Society conflicts, common graduation weekends, as well as Canadian, U.S., and common holidays including but not limited to: Easter, Good Friday, Victoria Day, Mother's Day and Memorial day; so long as the CRC weekend falls within 4 weeks of May 1st (before or after).

**Region Operations Subcommittee referred this motion to the Manuals Subcommittee to recommend a revision to Appendix AE of the CRC Manual to Members Council to clarify the process to coordinate future CRC dates with Staff.**

**Subcommittee Vote:** 6-0-0, 2 absent. CNV. Motion to recommend passed.

### **Information Items**

1. The Subcommittee will ask for RMCRs to perform a chapter health assessment for all of the chapters in their region using the updated Appendix 11G and excel calculation tool. The Chapter Health Assessments should be completed by the RMCRs by 11/25.
2. Members of the Region Operations Subcommittee will be reaching out to MP, SA, and RP to solicit feedback about Centralized Training specifically related to content, delivery method and best practices. The subcommittee will also be reaching out to CTTC and Communications for similar feedback IF those bodies decided to have Centralized Training in the future.
3. The Manuals Subcommittee will be focusing on reviewing the CRC Manual this Society year and will make recommendations to the Council for policy and administrative changes. One suggested addition would be to add a new section to establish and standard script and process for a Regional Officer Installation like MCO Appendix 11D for Chapter Officer Installation.

### **MBO Update**

Please use the master MBO Tracking spreadsheet in Basecamp to list your updates (link below)

[Members Council > Docs & Files > 2024-25 Society Year > MBOs > 2024-2025 Members Council MBOs Master Tracking](#)

### **Attachments**

Attachment A Regional Award of Merit Point Tally Form

Attachment B Chapter Service Award Point Tally Form

**PAOE SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETINGS OF AUGUST 7, SEPTEMBER 4, & OCTOBER 8**

<u>August 7, 2024</u>		<u>September 4, 2024</u>		<u>October 8, 2024</u>	
<b>Mbrs Present</b>	<b>Mbrs Absent</b>	<b>Mbrs Present</b>	<b>Mbrs Absent</b>	<b>Mbrs Present</b>	<b>Mbrs Absent</b>
Ching Ong, Chair Heather Gulledge Keith Reihl Eduardo Maldonado Matthew Archey Maggie Moninski Mahroo Eftekhari Thursten Simonsen Meghan McNulty Louise McKenzie	Haley Goslinga Robert Snow Elise Kiland Heric Holmes  <b>Staff</b> Tammy Catchings Lizzy Seymour	Ching Ong, Chair Heather Gulledge Eduardo Maldonado Robert Snow Maggie Moninski Mahroo Eftekhari Thursten Simonsen Elise Kiland Louise McKenzie	Keith Reihl Matthew Archey Heric Holmes Meghan McNulty Haley Goslinga  <b>Staff</b> Tammy Catchings Lizzy Seymour	Ching Ong, Chair Heather Gulledge Keith Reihl Louise McKenzie Maggie Moninski Thursten Simonsen  <b>Guests Present</b> Julia Keen	Eduardo Maldonado Matthew Archey Heric Holmes Meghan McNulty Robert Snow Mahroo Eftekhari Elise Kiland Haley Goslinga  <b>Staff</b> Tammy Catchings Lizzy Seymour Pacia Wright

**Information Items:**

**1. PAOE Ad Hoc Assignments**

The following PAOE ad hoc appointments were made. The grassroots committees will present their PAOE recommendations for 2025-26 during the winter conference in Orlando.

<b>Category</b>	<b>PAOE ad hoc</b>	<b>PAOE ad hoc</b>
<b>Chapter Operations:</b>	Maggie Moninski	Eduardo Maldonado
<b>Chapter Technology Transfer:</b>	Heric Holmes	Matt Archey
<b>Communications:</b>	Thurston Simonsen	Mahroo Eftekhari
<b>Government Affairs:</b>	Meghan McNulty	Keith Reihl
<b>History:</b>	Heather Platt Gulledge	Maggie Moninski
<b>Membership Promotion:</b>	Louise McKenzie	Eduardo Maldonado
<b>Research Promotion:</b>	Haley Goslinga	Mahroo Eftekhari
<b>Student Activities:</b>	Robert Snow	Mahroo Eftekhari
<b>Young Engineers in ASHRAE:</b>	Elise Kiland	Meghan McNulty

**2. Referred Motions**

**Motion passed by BOD (23-June-2024)**

That effective July 1, 2025, or sooner if possible, entering PAOE points for items that are currently restricted to be entered only by Regional Leaders be changed so that both Regional Leaders and the chapter Committee Chairs can enter the points. (waiting for IT to give update)

**Region XII, Brazil Chapter (Mo. # 22-12-1):** Request for 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.

Amended Motion: Request for the insertion of one new score in the PAOE, which would be complementary, related to ~~female DEI~~ participation in the Chapter CIQ. 50 points would be added per ~~female DEI~~ member on the Chapter CIQ. This change should be for the Society Year 2024-2025, starting on July 1, 2024. Amended (PAOE Subcommittee 9/26/2023)

**Background:** The insertion suggestion would be within the item: Chapter Operations/Presidential Initiatives, right after Item C01, which addresses the topic of Sexual Harassment Prevention Training. However, leaving it up to the Society to define the best place, within the PAOE, for the insertion of this score. According to

United Nations Sustainable Development Goals No 5 – Gender Equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous and sustainable world. Following the UN SDG Target 5.5 to have a more sustainable world, it is necessary to ensure the full and effective participation of women and equal opportunities for leadership at all levels of decision-making in political, economic and public life. In addition to the UN SDG Target 5C, it aims to adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels. ASHRAE has developed actions to advise and engage the Board of Directors by the BOD DEI Subcommittee, however we understand that a direct incentive action in the Chapters, motivating the grassroots, could be done through the PAOE, meeting and enhancing the actions that come being implemented by this committee, providing greater engagement of its members.

**Fiscal Impact:** Typical for staff programming  
**CRC Vote:** 14-0-1 CNV

**Staff Impact:** Typical for staff programming

**Update/Official Response:** [From 2023-2024 PAOE Subcommittee] PAOE Subcommittee agrees with the intent of the motion but is further exploring way to include other underrepresented members in the next round of PAOE (2025-2026).

**Motion 24-4-004 (Region IV; South Carolina)**

That ASHRAE Society dedicate and outline the PAOE points & structure for Chapter Sustainability Chairs.

**Background:** The current PAOE structure does not have many opportunities available as it pertains to sustainability projects. Sustainability has and will continue to be a focal point for ASHRAE's future endeavors. If we are to truly care about advancing our efforts towards sustainability, it stands to reason that we create a clear and well-defined points structure for Sustainability Chairs, similar to other committee chairs.

**Fiscal Impact:** TBD

**Staff Impact:** TBD

**Update/Official Response:** No update

**Motion 23-6-5 (Region VI; Minnesota Chapter)**

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

**Background:** Currently, DEI points are distributed amongst other categories. With the importance of DEI and growing ASHRAE's membership base, having DEI as its own separate category gives it the visibility and importance to advance a truly diverse society.

**Fiscal Impact:** None

**Staff Impact:** left blank

**Update/Official Response:** No update

**3. Total Chapters that reached PAOE for 2023-24**

**Minimum:** 71 Chapters

**PAR:** 57 Chapters

**Missed:** 72 Chapters

Region	Minimum	PAR	Missed	Region	Minimum	PAR	Missed
I	7	3	5	IX	2	5	6
II	2	7	0	X	6	2	6
III	5	1	5	XI	6	1	4
IV	3	2	2	XII	6	9	1
V	4	2	6	XIII	1	7	2
VI	5	0	6	XIV	3	0	6
VII	8	3	3	XV	2	6	4
VIII	5	4	6	RAL	6	5	10

#### 4. Ad Hoc Progress Reports

- a. Chapter Operations – Maggie/Eduardo
  - i.
- b. Chapter Technology Transfer – Heric/Matt
  - i. absent
- c. Communications – Thurston/Mahroo
  - i. Line items to be updated; stronger ideas to promote presidential theme, websites, social media. Underserved categories
- d. Government Affairs – Meghan/Keith
  - i. Working
- e. History – Heather/Maggie
  - i. Edits to points
- f. Membership Promotion – Louise/Eduardo
  - i. Working with Daniel/Jeanette
- g. Research Promotion - Haley/Mahroo
  - i. absent
- h. Student Activities – Robert/Mahroo
  - i. absent
- i. Young Engineers in ASHRAE – Elise/Meghan
  - i. absent

#### 5. Review of MBOs

[2024-25 Members Council MBO Tracking Spreadsheet](#)

MBO #	
<b>MBO #7</b>	<b>The Members Council PAOE Subcommittee to make a critical review of the purpose and wording of current non-presidential themed PAOE categories for the purpose of making requirements more easily understood and completed, by end of Q2.</b>
	<ul style="list-style-type: none"><li>• The subcommittee has assigned members to evaluate each PAOE category and propose recommendations to simplify, streamline, and automate (as much as possible) the PAOE program to provide a more efficient, updated and easy to manage program for Chapters.</li></ul>

Fall 2025	Host Chapter/ Location	Dates	CRC General Chair
Region I	New York City		
	New York, NY	TARGET: August 3rd Week	
Region II	Hamilton	August 22-24	David W Rasmussen (#2002304)
	Hamilton, ON, CAN	TARGET: August 4th Week	
Region III	Richmond	August 21-23	Andrew Steven Hobson (#8227565) Kevin Dofflemyer (#8210548)
	Richmond, VA	TARGET: August 3rd Week	
Region IV	North Piedmont	August 14-16/21-23	Thomas Phoenix (#2002776) Chuck Gulledge (#2053287)
	Greensboro, NC	TARGET: August 2nd Week	
Region V	Columbus	July 24-26	Robert Edward Snow, III (#8266947)
	Columbus, OH	TARGET: July 4th Week	
Region VII	Birmingham	July 25-27	Chris Gray Greg Hamaker
	Birmingham, AL	TARGET: July 5th Week	
Region IX	El Paso	August 21-25	Berenice Saucedo (#8468455) Joint w/Region X (Golden Gate-host)
	El Paso, TX	TARGET: August 1st Week	
Region X	Golden Gate	August 21-25	Brian Chacon #8262229/Juliana Velez Joint w/Region IX #
	San Francisco, CA	TARGET: August 3rd Week	
Region XII	Ecuador		Santiago Garcia (#8281595)
	Guayaquil, ECU	TARGET: August 2nd Week	
Region XIII	Korea	August 15-16	Jae-Han Lim (#8122123)
	Suwon, KOR	TARGET: August 4th Week	
Region XIV	Portugal		
	Lisbon, PRT	TARGET: September 2nd Week	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2026	Host Chapter/ Location	Dates	General Chair
Region VI	St. Louis		
	St. Louis, MO	TARGET: May 1st Week	
Region VIII	Arkansas	April 23-25	Kim Koch Allie Brown
	Little Rock, AR	TARGET: April 4th Week	
Region XI	Region XI	August 21-23/Aug 14-16	Greg Fluter #
	Joint w/Region X (Fall 2026)	TARGET: May 2nd Week	

Fall 2026	Host Chapter/ Location	Dates	CRC General Chair
Region I	Boston Boston, MA	TARGET: August 3rd Week	Daniel Boudreau
Region II	NB/PEI Moncton, NB, CAN	August 21-24 TARGET: August 4th Week	
Region III		TARGET: August 3rd Week	
Region IV	South Carolina Columbia, SC	TARGET: August 2nd Week	
Region V	Cleveland Cleveland, OH	July 23-25 TARGET: July 4th Week	
Region VII	Bluegrass Lexington, KY	July 22-24 TARGET: July 5th Week	
Region IX	Nebraska Omaha, NE	July 30-Aug 1/Aug 6-8 TARGET: August 1st Week	
Region X	Hawaii Honolulu, HI	August 21-23/Aug 14-16 TARGET: August 3rd Week	
Region XII	Jacksonville Jacksonville, FL		Ben Wilder (#8366321)
Region XIII	Philippines Pampanga Clark	August 14-15 TARGET: August 4th Week	Edwin Raganit
Region XIV	Israeli Jerulalem, ISR		
Region XV		TARGET: September 2nd Week	
RAL		TARGET: September 3rd Week	
		TARGET: September 3rd Week	

Spring 2027	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Madison Madison, WI		
		TARGET: May 1st Week	
Region VIII	West Texas Lubbock, TX		
		TARGET: April 4th Week	
Region XI	Manitoba Winnipeg, MB, CAN		
		TARGET: May 2nd Week	

Fall 2027	Host Chapter/ Location	Dates	CRC General Chair
Region I	Twin Tiers Owego, NY	August 12-14 TARGET: August 3rd Week	Kyle Nedlik #8238799
Region II	Montreal Montreal, PQ, CAN	August 20-23 TARGET: August 4th Week	
Region III			
Region IV	Southern Piedmont Charlotte, NC		
Region V	Central Indiana Indianapolis, IN		
Region VII		TARGET: July 4th Week TARGET: July 5th Week	
Region IX	Big Sky Billings, MT		Andrew Morgan #
Region X	Southern Nevada Las Vegas, NV	TBD TARGET: August 3rd Week	
Region XII	Gold Coast Ft. Lauderdale, FL		
Region XIII	Thailand Bangkok, THA	TARGET: August 2nd Week TARGET: August 4th Week	
Region XIV	Danube Timisoara, ROM		
Region XV		TARGET: August 4th Week TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2028	Host Chapter/ Location	Dates	CRC General Chair
Region VI			
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	
Region XI	British Columbia Vancouver, BC, CAN		
		TARGET: May 2nd Week	

Fall 2028	Host Chapter/ Location	Dates	CRC General Chair
Region I			
		TARGET: August 3rd Week	
Region II			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV	Greenville Greenville, SC		
		TARGET: August 2nd Week	
Region V			
		TARGET: July 4th Week	
Region VII			
		TARGET: July 5th Week	
Region IX			
		TARGET: August 1st Week	
Region X			
		TARGET: August 3rd Week	
Region XII			
		TARGET: August 2nd Week	
Region XIII			
		TARGET: August 4th Week	
Region XIV			
		TARGET:	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2029	Host Chapter/ Location	Dates	CRC General Chair
Region VI			
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	
Region XI			
		TARGET: May 2nd Week	

<b>Fall 2025</b>	<b>CRC General Chair</b>	
<b>Region I</b>		
<b>Region II</b>	David W Rasmussen (#2002304)	tigerdave60@yahoo.ca
<b>Region III</b>	Andrew Steven Hobson (#8227565) Kevin Dofflemyer (#8210548)	ahobson@hobbsassociates.com kevin.p.dofflemyer@jci.com
<b>Region IV</b>	Thomas Phoenix (#2002776) Chuck Gulledge (#2053287)	tphoenix@tphoenixconsulting.com GulledgeChuck@gmail.com
<b>Region V</b>	Robert Edward Snow, III (#8266947)	bobsnow32@gmail.com
<b>Region VII</b>	Chris Gray (#8099205) Greg Hamaker (#2051342)	christopher.m.gray.pe@gmail.com ghamaker@adcoboiiler.com
<b>Region IX</b>	Berenice Saucedo (#8468455) <i>Joint w/Region X (Golden Gate-host)</i>	berenice.saucedo@trane.com
<b>Region X</b>	Brian Chacon #8262229/Juliana Velez <i>Joint w/Region IX</i> #8255655	bchacon@ascenthvac.com juliana.velez@measurabl.com
<b>Region XII</b>	Santiago Garcia (#8281595)	santiago.garcia@blueair.com.ec
<b>Region XIII</b>	Jae-Han Lim (#8122123)	limit0@ewha.ac.kr
<b>Region XIV</b>		
<b>Region XV</b>		
<b>RAL</b>		

<b>Spring 2026</b>	<b>General Chair</b>	
<b>Region VI</b>		
<b>Region VIII</b>	Kimberly C Koch (#8020724) Allie M Brown-Zakrzewski (#8454332)	kkoch@insightpllc.com allie@araiflow.com
<b>Region XI</b>	Greg Fluter (#5055417)	g.fluter@mac-eng.ca

<b>Fall 2026</b>	<b>CRC General Chair</b>	
<b>Region I</b>		
<b>Region II</b>	Daniel A Boudreau (#7980032)	dboudreau@mcw.com
<b>Region III</b>		
<b>Region IV</b>		
<b>Region V</b>		
<b>Region VII</b>	David M Rose (#8299940) Grant Page (#8011882)	david.rose@bigassfans.com grant.page@gmail.com
<b>Region IX</b>		
<b>Region X</b>	Joshua M McDonough (#8316624) <i>Joint w/Region XI (Spring 2026)</i>	joshua.mcdonough@wsp.com
<b>Region XII</b>	Benjamin A Wilder (#8366321)	ben.wilder@ashraejax.com
<b>Region XIII</b>	Edwin Diga Raganit (#8225239)	edraganit@dccd.com
<b>Region XIV</b>		
<b>Region XV</b>		
<b>RAL</b>		

<b>Spring 2027</b>	<b>CRC General Chair</b>	
<b>Region VI</b>		
<b>Region VIII</b>		
<b>Region XI</b>		

<b>Fall 2027</b>	<b>CRC General Chair</b>	
<b>Region I</b>	Kyle Nedlik #8238799	kyle.nedlik@stantec.com
<b>Region II</b>		
<b>Region III</b>		
<b>Region IV</b>		
<b>Region V</b>		
<b>Region VII</b>		
<b>Region IX</b>	Andrew Morgan (#8360562)	amorgan@energy-1.net
<b>Region X</b>	TBD	
<b>Region XII</b>		
<b>Region XIII</b>		
<b>Region XIV</b>		
<b>Region XV</b>		
<b>RAL</b>		

<b>Spring 2028</b>	<b>CRC General Chair</b>	
<b>Region VI</b>		
<b>Region VIII</b>		
<b>Region XI</b>		

<b>Fall 2028</b>	<b>CRC General Chair</b>	
Region I		
Region II		
Region III		
Region IV		
Region V		
Region VII		
Region IX		
Region X		
Region XII		
Region XIII		
Region XIV		
Region XV		
RAL		

<b>Spring 2029</b>	<b>CRC General Chair</b>	
Region VI		
Region VIII		
Region XI		

<b>Host Chapter/ Location</b>	<b>Dates</b>
New York City	
New York, NY	TARGET: August 3rd Week
Hamilton	August 22-24
Hamilton, ON, CAN	TARGET: August 4th Week
Richmond	August 21-23
Richmond, VA	TARGET: August 3rd Week
North Piedmont	August 14-16/21-23
Greensboro, NC	TARGET: August 2nd Week
Columbus	July 24-26
Columbus, OH	TARGET: July 4th Week
Birmingham	July 25-27
Birmingham, AL	TARGET: July 5th Week
El Paso	August 21-25
El Paso, TX	TARGET: August 1st Week
Golden Gate	August 21-25
San Francisco, CA	TARGET: August 3rd Week
Ecuador	
Guayaquil, ECU	TARGET: August 2nd Week
Korea	August 15-16
Suwon, KOR	TARGET: August 4th Week
Portugal	
Lisbon, PRT	TARGET: September 2nd Week
	TARGET: September 3rd Week
	TARGET: September 3rd Week

<b>Host Chapter/ Location</b>	<b>Dates</b>
St. Louis	
St. Louis, MO	TARGET: May 1st Week
Arkansas	April 23-25
Little Rock, AR	TARGET: April 4th Week
Region XI	August 21-23/Aug 14-16
Joint w/Region X (Fall 2026)	TARGET: May 2nd Week

<b>Host Chapter/ Location</b>	<b>Dates</b>
Boston	
Boston, MA	TARGET: August 3rd Week
NB/PEI	August 21-24
Moncton, NB, CAN	TARGET: August 4th Week
	TARGET: August 3rd Week
South Carolina	
Columbia, SC	TARGET: August 2nd Week
Cleveland	July 23-25
Cleveland, OH	TARGET: July 4th Week
Bluegrass	July 22-24
Lexington, KY	TARGET: July 5th Week
Nebraska	July 30-Aug 1/Aug 6-8
Omaha, NE	TARGET: August 1st Week
Hawaii	August 21-23/Aug 14-16
Honolulu, HI	TARGET: August 3rd Week
Jacksonville	
Jacksonville, FL	TARGET: August 2nd Week
Philippines	August 14-15
Pampanga Clark	TARGET: August 4th Week
Israeli	
Jerulalem, ISR	TARGET: September 2nd Week
	TARGET: September 3rd Week
	TARGET: September 3rd Week

<b>Host Chapter/ Location</b>	<b>Dates</b>
Madison	
Madison, WI	TARGET: May 1st Week
West Texas	
Lubbock, TX	TARGET: April 4th Week
Manitoba	
Winnipeg, MB, CAN	TARGET: May 2nd Week

<b>Host Chapter/ Location</b>	<b>Dates</b>
Twin Tiers Owego, NY	August 12-14 TARGET: August 3rd Week
Montreal Montreal, PQ, CAN	August 20-23 TARGET: August 4th Week
	TARGET: August 3rd Week
Southern Piedmont Charlotte, NC	TARGET: August 2nd Week
Central Indiana Indianapolis, IN	TARGET: July 4th Week
	TARGET: July 5th Week
Big Sky Billings, MT	TARGET: August 1st Week
Southern Nevada Las Vegas, NV	TBD TARGET: August 3rd Week
Gold Coast Ft. Lauderdale, FL	TARGET: August 2nd Week
Thailand Bangkok, THA	TARGET: August 4th Week
Danube Timisoara, ROM	TARGET:
	TARGET: September 3rd Week
	TARGET: September 3rd Week

<b>Host Chapter/ Location</b>	<b>Dates</b>
	TARGET: May 1st Week
	TARGET: April 4th Week
British Columbia Vancouver, BC, CAN	TARGET: May 2nd Week

<b>Host Chapter/ Location</b>	<b>Dates</b>
	TARGET: August 3rd Week
	TARGET: August 4th Week
	TARGET: August 3rd Week
Greenville Greenville, SC	TARGET: August 2nd Week
	TARGET: July 4th Week
	TARGET: July 5th Week
	TARGET: August 1st Week
	TARGET: August 3rd Week
	TARGET: August 2nd Week
	TARGET: August 4th Week
	TARGET:
	TARGET: September 3rd Week
	TARGET: September 3rd Week

<b>Host Chapter/ Location</b>	<b>Dates</b>
	TARGET: May 1st Week
	TARGET: April 4th Week
	TARGET: May 2nd Week