



MEMBERS COUNCIL

MINUTES

Annual Conference – June 24, 2025

NOTE: These draft minutes were approved by Members Council on October 16, 2025.

TABLE OF CONTENTS	PAGE(S)
Principal Motions	3 - 4
Action Items (Annual Meeting).....	4
Call to Order.....	5
Code of Ethics Commitment	5
Review of Agenda.....	5
Approval of Draft Minutes	6
Chapter, Section and Student Branch Charters.....	6-7
Members Council Subcommittee Reports	
Planning Subcommittee Report	9
Region Operations Subcommittee Report	9 - 10
Members Council Standing Committee Reports	
Chapter Technology Transfer Committee Report	10
Communications Committee Report	10 - 11
Conferences and Expositions Committee Report	11 - 12
Government Affairs Committee Report	12
Honors and Awards Committee Report	12 - 13
Membership Promotion Committee Report	13
RP Committee Report	13
Student Activities Committee Report	14 - 15
Young Engineers in ASHRAE Committee Report	15
College of Fellows	16
Life Members Club	16
Status of Motion Review Process	16
Review of Carryover Action Items.....	16
Review of CRC Schedules.....	16
Adjournment.....	17
Attachments:	
Planning Subcommittee Report	Attachment A
Region Operations Subcommittee Report	Attachment B
Chapter Technology Transfer Committee Report	Attachment C
Communications Committee Report	Attachment D
Conferences and Expositions Committee Report	Attachment E
Government Affairs Committee Report	Attachment F
Honors and Awards Committee Report	Attachment G
Membership Promotion Committee Report.....	Attachment H
RP Committee Report.....	Attachment I
Student Activities Committee Report	Attachment J
Young Engineers in ASHRAE Committee Report.....	Attachment K
College of Fellows Report	Attachment L
Life Members Club Report	Attachment M
Review of CRC Schedules	Attachment N

PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That the Italy Chapter, sponsored by Region XIV, whose headquarters will be Milan, Italy, whose geographic area of activity will be Italy be approved.
3	6	Region III recommends to Members Council that the Johnstown Chapter, located in Johnstown, Pennsylvania, be dissolved and that the remaining members of the chapter be transferred to the Pittsburgh Chapter prior to the next Society fiscal year.
4	6	That the following Section charters in consent motions a. through c. shown below be approved:
		a. That the charter of the Mauritius Section , sponsored by the Region-At-Large, whose headquarters will be Port Louis, whose geographic area of activity will be Mauritius be approved (RAL)
		b. That the charter of the Northern Emirates Section , sponsored by the ASHRAE Falcon Chapter, whose headquarters will be Sharjah, UAE, whose geographic area of activity will be the Emirates of Sharjah, Ajman, Ras Al-khaimah, Umm Al Quwain, and Fujairah be approved (RAL)
		c. That the charter of the Yas Section , sponsored by the ASHRAE Falcon Chapter, whose headquarters will be Abu Dhabi, UAE, whose geographic area of activity will be Emirates of Abu Dhabi be approved (RAL)
5	7	That the following consent motions a. through h. shown below be approved.
		a. That the charter of the ASHRAE UMN Student Branch, (University of Minnesota – Twin Cities), located in Minneapolis, MN, and sponsored by the Minnesota Chapter be approved. (Region VI)
		b. That the charter of the ASHRAE UNACAR Student Branch, (Universidad Autonoma del Carmen), located in Campeche, Carmen, Mexico, and sponsored by the Mexico City Chapter be approved. (Region VIII)
		c. That the charter of the ASHRAE Guyana Student Branch, (University of Guyana), located in Georgetown, Demerara-Mahaica, and sponsored by the ASHRAE Caricom Chapter be approved. (Region XII)
		d. That the charter of the ASHRAE UTA Student Branch, (Universidad Tecnica de Ambato), located in Tungurahua, Ecuador, and sponsored by the Ecuador Chapter be approved. (Region XII)
		e. That the charter of the Brunel Student Branch, (Brunel University of London), located in London, England, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
		f. That the charter of the ETH Zurich Student Branch, (Albert Einstein University), located in Zurich, Switzerland, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
		g. That the charter of the Exeter University Student Branch, (University of Exeter), located in Penryn, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
		h. That the charter of the Leeds Beckett Student Branch, (Leeds Beckett University-Headingley Campus), located in Leeds, West Yorkshire, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
		i. That the charter of the Liverpool Student Branch, (Liverpool John Moores University), located in Liverpool, England, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
		j. That the charter of the UNIWA Student Branch, (University of Western Attica), located in Egaleo, Athens, and sponsored by the Hellenic Chapter be approved. (Region XIV)
		k. That the charter of the Universidad de Málaga Student Branch, (Universidad de Málaga), located in Málaga, Spain, and sponsored by the Spain Chapter be approved. (Region XIV)
		l. That the charter of the ASHRAE GEC Student Branch, (Goa College of Engineering), located in Ponda, Goa, India, and sponsored by the ASHRA Mumbai Chapter be approved. (Region XV)
		m. That the charter of the NIT Kurukshetra Student Branch, (National Institute of Technology Kurukshetra), located in Kurukshetra, Haryana, India, and sponsored by the India Chapter be approved. (Region XV)
		n. That the charter of the ASHRAE AUS Student Branch, (American University of Sharjah), located in Sharjah, United Arab Emirates, and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)
		o. That the charter of the Karganda Student Branch, (Abylka Saginov Karganda Technical University), located in Karganda, Kazakhstan, and sponsored by the Turkish Chapter be approved. (Region-At-Large)
		p. That the charter of the University of Ibadan Student Branch, (University of Ibadan), located in Ibadan, Oyo, Nigeria, and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
7	8	That effective SY26-27, all future Region XI Chapters Regional Conferences (CRCs) be held in the Fall.

MO#	PG#	PRINCIPAL MOTIONS (continued)
8	9	Planning SubC recommends to Members Council that effective July 1, 2025, Chapters be given the option to have their dues be mandatory for all ASHRAE members assigned to their chapter, including Life Members.
10	9	The Planning SubC recommends to Members Council that effective July 1, 2025, the leadRS participants at the Annual & Winter Conferences pay the same registration package price and receive the same package included social event tickets as BOD members.
13	9	Region Ops SubC recommends to Members Council that the following consent motions a. through c. be approved to accept the Manual Subcommittee's suggested updates: a) That the Industry Roundtable Session section be added to the CRC Manual. b) That Appendix BH be added to the CRC Manual: c) That the Industry Roundtable guidance be referenced in the Region Ops Manual (DRC Manual)
14	9	The Region Ops SubC recommends to Members Council that the following motion be approved to accept the suggested MCO manual updates.
15	10	The Region Ops SubC recommends to Members Council that Finance Committee provides annual virtual training to Regional Treasurers.
17	10	CTTC recommends to Members Council to increase the budget by \$50,000 for the DL program, effective July 1, 2025.
19	10	Communications Committee recommends to Members Council to approve editorial changes to 1.201.010 ASHRAE Policy and Procedure for Format, Activity, and Content of Websites for ASHRAE Groups.
20	10	Communications Committee recommends to Members Council that Motion 24-7-1 be approved Motion 24-7-1 (Region VII: Bluegrass Chapter) Communication Committee to provide virtual training to Chapter Communication Committee Chairs.
24	12	The Government Affairs Committee recommends Members Council approve the following revisions to the GAC Manual of Procedures (MOP).
26	15	Young Engineers in ASHRAE recommends to Members Council that the proposed changes to the YEA MOP to include the new Presidential Initiative Subcommittee be accepted.

ACTION ITEMS

Phoenix A25 - Action Items

AI#	PG#	Action Item	Duty	Due Date	Status
1	8	Have ExCom discussion for path forward with Historical Committee (Motion #6)	Bill McQuade		Open
2	10	Finance Committee, in coordination with ASHRAE Staff, be assigned an action item to identify, define, calculate and report on key financial metrics related to Society's cost of supporting ASHRAE Members, Chapters and Regions. Key metrics shall be reported on an annual basis and included in financial reports delivered to the Board of Directors at the Annual Meeting.	Ashish/Staff		Open
3	17	Staff to work with Bill and Sarah to make appointments for this DEI ad hoc by the Fall Members Council Meeting.	Staff/Bill/Sarah		Complete

MINUTES

MEMBERS COUNCIL ANNUAL MEETING

JUNE 24, 2025

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

VOTING MEMBERS PRESENT:

Deanna Jean Adkison, RMCR REG I	Daniel C Russell, RMCR REG IX	Daniel Bourque, COMMS Chair
Ibrahim M Semhat, RMCR REG II (virtual)	Colin E Laisure-Pool, RMCR REG X	Daniel J Redmond, CTTC Chair
Matthew Archey, RMCR REG III	Jeffery Hurd, RMCR REG XI	Sheila Hayter, GAC Chair
Heather Platt-Gulledge, RMCR REG IV	Tulia I Rios, RMCR REG XII	Thomas H Phoenix, H&A Chair
Julia Timberman, RMCR REG V	Ching Loon Ong, RMCR REG XIII	Jason R Urso, MP Chair
Maggie Moninski, RMCR REG VI/CEC	Eduardo Maldonado, RMCR REG XIV	Lester J Pereira, RP Chair
Carrie R Kely, RMCR REG VII	Aakash A Patel, REG XV	Shaun Nienhueser, SA Chair
Keith H Reihl, RMCR REG VIII	Adeeba S Mebhoob, RMCR RAL	Bruno C Martinez, YEA Chair

NON-VOTING MEMBERS PRESENT:

James A Arnold	Cheng Wee Leong	Wei Sun
Mahroo Eftekhari	Luke C H Leung	Buzz Wright
Bryan M Holcomb	Scott B Peach	

GUESTS PRESENT:

Sherry Abbott-Adkins	Rob Druga	Matthew Martinez	Drew Samuels
Faruque Ahmed	Steven Emmerich	Louise McKenzie	Chad Smith
Jonathan Alo	Haley Goslinga	Farooq Mehboob	Bob Snow
Bassel Anbari	Christopher Hofland	Christine Miner	Dinara Teleuova
Yan Cheung	Muhammad Khan	Richie Mittal	Edward Tsui
Dan Chudecke	Elise Kiland	Nisha Nair	Juliana Velez
Rob Craddock	Seth Kunkel	Juanjo Ortellado	Elizabeth Zakelj
Tommaso Dallavalle	Sergey Laktionov	Liz Primeau	
Andrey Demyanov	Genevieve Lussier	Matthew Rowe	

STAFF PRESENT:

Tammy Catchings	Jeff Littleton	Kirstin Pilot	Leigh Lain Walker
Megan Goztmer	Rhiannon Masterson	Joslyn Ratcliff	Pacia Wright Williamson
Daniel Gurley	Jeanette McCray	Lizzy Seymour (virtual)	Anne Wilson
	Julia Mumford		Alice Yates

1. CALL TO ORDER

The Annual Meeting of Members Council was called to order by Bill McQuade, Chair, Tuesday, June 24, 2025 at 8:00 am in White River E, JW Marriott, Phoenix, Arizona.

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 - [Code of Ethics](#) | **Core Values** - [Core-Values](#) | **Diversity Statement** - [DEI Statement](#)

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 February 11, 2025 Winter Meeting of Members Council be approved.**

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

6. MOTIONS FOR CHARTERS

It was moved by Bill McQuade and seconded

- (2) **MOTION: That the Italy Chapter (227), sponsored by Region XIV, whose headquarters will be Rome, Italy, whose geographic area of activity will be Italy be approved.**

Background: The proposed Chapter has been in Section status since 2023 (Italy Section) and has a 3-year strategic plan to strengthen chapter activities. A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 57 such members signed the petition for the proposed Italy Chapter. The DRC of Region XIV and the Steering Committee Chair signed off on the petition to form the Italy Chapter.

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

It was moved by Bill McQuade and seconded

- (3) **MOTION: That the Johnstown Chapter, located in Johnstown, Pennsylvania, sponsored by Region III, be dissolved and that the remaining members of the chapter be transferred to the Pittsburgh Chapter.**

Background: For the past 5 years, the Johnstown Chapter has struggled to maintain the minimum leadership requirements indicated in the Manual for Chapter Operations (MCO) and its Chapter Constitution and Bylaws (CB&L). Due to the limited employers in the area, Johnstown Chapter cannot find members that are willing to accept the responsibility of maintaining the chapter requirements. With 60 Area Assigned Members (AAM), the same few members have rotated through the Chapter's Board of Governor positions many times and are burnt out. The chapter has made multiple attempts asking membership for volunteers and have received no additional help over the past 5 years.

A final plea for help was sent along with a vote to dissolve the Chapter voluntarily. Only receiving a total 14 votes (Twelve, 12, votes Yes to dissolve; Two, 2, votes not to dissolve and Zero, 0, votes abstaining). Per MCO 11.10 for a chapter to voluntarily dissolve, a vote of at least sixty (60%) of the chapter members would be required. Unfortunately, the 60% was not obtained (36 votes required) and no additional volunteers for positions.

Johnstown Chapter with Director and Regional Chair (DRC) have no choice but to request the Chapter be dissolved.

Staff Impact: Staff time to transfer members and update chapter listing.

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

It was moved by Bill McQuade and seconded

- (4) **MOTION: That the following Section charters in consent motions a. through c. shown below be approved:**

- a. That the charter of the Mauritius Section, sponsored by the Region-At-Large, whose headquarters will be Port Louis, whose geographic area of activity will be Mauritius be approved (Region-At-Large)
- b. That the charter of the Northern Emirates Section, sponsored by the ASHRAE Falcon Chapter, whose headquarters will be Sharjah, UAE, whose geographic area of activity will be the Emirates of Sharjah, Ajman, Ras Al-khaimah, Umm Al Quwain, and Fujairah be approved (Region-At-Large)
- c. That the charter of the Yas Section, sponsored by the ASHRAE Falcon Chapter, whose headquarters will be Abu Dhabi, UAE, whose geographic area of activity will be Emirates of Abu Dhabi be approved (Region-At-Large)

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

It was moved by Bill McQuade and seconded

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

- a. That the charter of the ASHRAE UMN Student Branch, (University of Minnesota – Twin Cities), located in Minneapolis, MN, and sponsored by the Minnesota Chapter be approved. (Region VI)
- b. That the charter of the ASHRAE UNACAR Student Branch, (Universidad Autonoma del Carmen), located in Campeche, Carmen, Mexico, and sponsored by the Mexico City Chapter be approved. (Region VIII)
- c. That the charter of the ASHRAE Guyana Student Branch, (University of Guyana), located in Georgetown, Demerara-Mahaica, and sponsored by the ASHRAE Caricom Chapter be approved. (Region XII)
- d. That the charter of the ASHRAE UTA Student Branch, (Universidad Tecnica de Ambato), located in Tungurahua, Ecuador, and sponsored by the Ecuador Chapter be approved. (Region XII)
- e. That the charter of the Brunel Student Branch, (Brunel University of London), located in London, England, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
- f. That the charter of the ETH Zurich Student Branch, (Albert Einstein University), located in Zurich, Switzerland, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
- g. That the charter of the Exeter University Student Branch, (University of Exeter), located in Penryn, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
- h. That the charter of the Leeds Beckett Student Branch, (Leeds Beckett University-Headingley Campus), located in Leeds, West Yorkshire, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
- i. That the charter of the Liverpool Student Branch, (Liverpool John Moores University), located in Liverpool, England, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
- j. That the charter of the UNIWA Student Branch, (University of Western Attica), located in Egaleo, Athens, and sponsored by the Hellenic Chapter be approved. (Region XIV)
- k. That the charter of the Universidad de Málaga Student Branch, (Universidad de Málaga), located in Málaga, Spain, and sponsored by the Spain Chapter be approved. (Region XIV)
- l. That the charter of the ASHRAE GEC Student Branch, (Goa College of Engineering), located in Ponda, Goa, India, and sponsored by the ASHRA Mumbai Chapter be approved. (Region XV)
- m. That the charter of the NIT Kurukshetra Student Branch, (National Institute of Technology Kurukshetra), located in Kurukshetra, Haryana, India, and sponsored by the India Chapter be approved. (Region XV)
- n. That the charter of the ASHRAE AUS Student Branch, (American University of Sharjah), located in Sharjah, United Arab Emirates, and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)
- o. That the charter of the Karganda Student Branch, (Abylka Saginov Karganda Technical University), located in Karganda, Kazakhstan, and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- p. That the charter of the University of Ibadan Student Branch, (University of Ibadan), located in Ibadan, Oyo, Nigeria, and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)

MOTION 5 PASSED. (unanimous voice vote, chair not voting)

It was moved by Bill McQuade and seconded

(6) MOTION: That the Historical Committee be moved from the Publishing and Education Council to Members Council (Region XI, Regina Chapter 25-11-1) Motion referred to Members Council for recommendation to the Board

Background: The historical Committee is currently under Publishing and Education Council and the committee sponsors, encourages and conducts research into the history of heating, ventilation, air conditioning and refrigeration; encourages authorship and publication of historical articles locates, identifies and determines location for display or availability of items of historical significance; and encourages regional and chapter historians to gather historical information and artifacts. If this committee was under Members Council, the committee would also focus on the grassroots side of Society. There is a vast divide between the work and objectives of the Historical Committee and the expectations of the Regional and Chapter Historians, to the point that replies to Regional and Chapter inquiries of the Historical Committee are delayed or go completely unanswered. Further, this

disconnect between the Historical Committee and the grassroots (e.g. Regions and Chapters) is made publicly obvious by the resources on the Society Historical Committee's webpage being so old and out of date. In at least one case, the PowerPoint presentation is so outdated as to have the previous ASHRAE logo from nearly a decade ago still on it. Grassroots involvement in this committee would keep the Historical Committee much more in tune and in contact with the Grassroots and would likely result in a better historical archive and more participation in the Gold Ribbon and Lou Flagg awards programs. This would in turn incentive Chapters to appoint active Chapter Historians.

Fiscal Impact: None

CRC Vote: 11-0-0 CNV

Staff Impact: Change in roles for staff members and possibly adding extra time at the Annual and Winter Conferences.

MOTION 6 DEFEATED. (2-19-1, chair not voting)

AI1 Bill to have discussion with ExCom for path forward

It was moved by Bill McQuade and seconded by Matt Archey

(7) MOTION: That effective SY26-27, all future Region XI Chapters Regional Conferences (CRCs) be held in the Fall. (Region XI, Oregon Chapter 25-11-5) Motion referred to Members Council for recommendation to the Board

Background: Region XI is one of only three regions (Regions VI, VIII, XI) that still hold CRCs in the Spring. All other regions schedule their CRCs in the Fall (July-October). There are several advantages to shifting to a Fall CRC:

1. Because the Society Year runs from July-June, with typical chapter operations kicking off in September, holding a CRC in July/August allows chapters to more effectively plan their upcoming year. They are more likely to have their CIQs completed so the right volunteers can take advantage of CRC training workshops. They have the benefit of being able to plan with a finalized PAOE Newsletter in place. Spring CRCs force chapters to shift their focus to the future while still in the midst of their current year.
2. Holding a Fall CRC alleviates some of the confusion regarding end-of-year awards. Most awards given at the CRC (ex. Research Promotion, Membership Promotion, PAOE, etc.) reflect the results of the prior year (SY23-24 for the 2025 CRCs), while other awards project results for a year that is still in progress. Having a Fall CRC provides more consistency and increases the likelihood that awards recipients are actually in attendance to accept their awards.
3. Holding a Fall CRC alleviates some of the challenges regarding caucus. Spring caucuses hold discussions and make recommendations for positions that are not appointed until nearly a year later. For example, the 2025 Spring CRCs will be making recommendations for SY26-27. The extended time between CRC and the start of their terms can make it difficult for volunteers to plan and commit for future service.
4. Timing: The 2026 Region XI CRC is already scheduled as a joint CRC with Region X in the Fall (August 2026), with a plan to revert to Spring in 2027. This means that the SY25-26 chapter and regional leaders will not attend a CRC, but the SY26-27 chapter and regional leaders will have to attend two CRCs within eight months of each other. While the former issue cannot be resolved, the latter can be avoided by permanently moving to a Fall schedule.
5. While scheduling a CRC in the July/August timeframe may be a challenge given the current regional CRC target dates, summer vacations, school starts, etc., it would eliminate the consistent issue of having the Region XI CRC held on Mother's Day weekend.
6. The timing of Spring CRCs can add complexity to discussions held at the Society level (ex. Members Council, Nominating Committee, Society Rules Committee, etc.). Special considerations have to be made for Spring CRC regions. There is also a staff impact to this. Note: this issue would only be alleviated if all three regions (VI, VIII, XI) moved to Fall.

A common objection to moving all CRCs to Fall has been the travel burden placed on the Senior and Junior Officers. Because there are only three Senior Officers (President, President-Elect, Treasurer), only three CRC's can be held concurrently. Members Council/Staff would coordinate CRC target dates to ensure that only three CRCs are held at one time. If any region opts to schedule their CRC outside of their assigned target dates, they may not have a Senior Officer in attendance.

Per the current CRC Manual Appendix AE, the only prohibited weeks would be the third or fourth weeks of August, as there are already three regions targeted for those weeks.

Fiscal Impact: None

CRC Vote: 10-1-0 CNV

Staff Impact: Minimal – minor adjustments to CRC Manual/ROB to shift Region XI from Spring to Fall.

MOTION 7 PASSED. (24-0-1, chair not voting)

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

a. Planning Subcommittee Report (see full report in Attachment A of these minutes)

The following was reported by Tulia Rios, Planning Subcommittee Chair.

- (8) MOTION: That effective July 1, 2025, Chapters be given the option to have their dues be mandatory for all ASHRAE members assigned to their chapter, including Life Members.**

MOTION 8 PASSED. (13-11-0, chair not voting)

- (9) MOTION: That effective July 1, 2025, Board Ex-Officios (ExOs) who serve on Members Council be granted voting member status.**

MOTION 9 DEFEATED. (0-22-0, chair not voting)

- (10) MOTION: That effective July 1, 2025, the leadRS participants at the Annual & Winter Conferences pay the same registration package price and receive the same package included social event tickets as BOD members.**

MOTION 10 PASSED. (16-8-0, chair not voting)

b. Region Operations Subcommittee Report (see full report in Attachment B of these minutes)

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

- (11) MOTION: Region Operations Subcommittee recommends to Members Council that referred Motion 25-8-1 be defeated**

Motion 25-8-1 (Region VIII, Houston Chapter)

That ASHRAE make chapter dues mandatory instead of optional as they are currently.

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

- (12) MOTION: Region Operations Subcommittee recommends to Members Council that Motion 25-8-2A be approved**

Motion 25-8-2A (Region VIII, Monterrey Chapter)

That an option be provided for regional assessments to be collected by ASHRAE Society at the time of membership renewal and collection of chapter dues and remit payment to each region in the same way they currently manage chapter assessments.

Motion 25-8-2 (Region VIII, Monterrey Chapter)

That ASHRAE HQ collect region assessment at the time of membership renewal and collection of chapter dues and remit payment to each region in the same way they currently manage chapter assessments.

MOTION 12 DEFEATED. (4-16-0, chair not voting)

- (13) MOTION: Region Operations Subcommittee recommends to Members Council that the following consent motions a. through c. be approved to accept the Manual Subcommittee's suggested updates:**

- a. That the Industry Roundtable Session section be added to the CRC Manual.**
- b. That Appendix BH be added to the CRC Manual:**
- c. That the Industry Roundtable guidance be referenced in the Region Ops Manual (DRC Manual)**

MOTION 13 PASSED. (24-0-0, chair not voting)

- (14) MOTION: The Region Operations Subcommittee recommends to Members Council that the following motion be approved to accept the suggested MCO manual updates:**

1.1 Selecting Chapter Officers

The selected Chapter Officer must be a member of Society in good standing and shall have the grade of Affiliate Member or higher. The Chapter President, President Elect, Treasurer, Delegate and Alternate must be a member of Society in good standing and have the grade of Associate Member or higher.

MOTION 14 PASSED. (24-0-0, chair not voting)

- (15) The Region Operations Subcommittee recommends to Members Council that Finance Committee provides annual virtual training to Regional Treasurers.

MOTION 15 PASSED. (24-0-0, chair not voting)

- (16) **MOTION:** The Region Operations Subcommittee recommends to Members Council that the Finance Committee, in coordination with ASHRAE Staff, be assigned an action item to identify, define, calculate and report on key financial metrics related to Society's cost of supporting ASHRAE Members, Chapters and Regions. Key metrics shall be reported on an annual basis and included in financial reports delivered to the Board of Directors at the Annual Meeting.

MOTION 16 WITHDRAWN. Make action item instead of motion

- AI2** Identify, define, calculate, and report on key financial metrics related to Society's cost of supporting ASHRAE Members, Chapters, and Regions.

8. MEMBERS COUNCIL REPORTING COMMITTEE REPORTS

8.1 Chapter Technology Transfer (CTTC) Committee Report (see full report in Attachment C of these minutes)

The following was reported by Daniel J Redmond, CTTC Chair:

- (17) **MOTION:** CTTC recommends to Members Council to increase the budget by \$50,000 for the DL program, effective July 1, 2025.

MOTION 17 PASSED. (23-0-0, chair not voting)

CTTC Information Items

1. Distinguished Lecturer (DL) Program:
 - a. For the 2024-2025 Society Year, our DL Program had 187 allocated visits and 211 non-allocated visits, for a total of 398 DL visits.
 - b. In addition to the digital DL Participation Form that was implemented last year, the new digital DL Speaker Evaluation Form will go live July 1, 2025. Next we will focus on digitizing the DL Summary Report form.
 - c. CTTC has approved a roster of 95 DLs for the upcoming 2025-2026 Society Year. Nine new DLs will begin two-year terms on July 1, 2025 and five current DLs will end their service as of June 30, 2024.
2. Completed a CTTC RVC transition document to assist with onboarding of incoming RVCs.
3. DL Mixer at Annual Conference
4. We will produce two Tech Hours tied to Bill's Presidential Theme:
 - a. IEQ – Codes, Impact on People, and Considerations (IAQ, Thermal Comfort, Lighting, Acoustics)
 - b. Water and Its Impact on Occupant Health

8.2 Communications Committee Report (see full report in Attachment D of these minutes)

The following was reported by Daniel Bourque, Communications Committee Chair:

- (18) **MOTION:** Communications Committee recommends to Members Council that ASHRAE permit the use of AI-assisted notetakers and meeting recordings for the purpose of accurate recordkeeping and increased volunteer efficiency during Society, Regional, or Chapter-level meetings, except:

MOTION 18 DEFEATED. (2-22-0, chair not voting)

- (19) **MOTION:** Communications Committee recommends to Members Council to approve editorial changes to 1.201.010 ASHRAE Policy and Procedure for Format, Activity, and Content of Websites for ASHRAE Groups.

MOTION 19 PASSED. (24-0-0, chair not voting)

- (20) **MOTION:** Communications Committee recommends to Members Council that Motion 24-7-1 be approved

[Motion 24-7-1 \(Region VII; Bluegrass Chapter\)](#)

Communication Committee to provide virtual training to Chapter Communication Committee Chairs.

MOTION 20 PASSED. (23-0-1, chair not voting)

(21) MOTION: Communications Committee recommends to Members Council that Motion 24-RAL-1 be approved

[Motion 24-RAL-1 \(Region-At-Large; ASHRAE Falcon Chapter\)](#)

Designate the Communications as a Grassroots Committee and grant the same standing, privileges, and responsibilities as other Grassroots Committees and make Communications Committee a grassroots committee.

MOTION 21 DEFEATED. (1-23-1, chair not voting)

Communications Information Items

1. Communications Committee discussed information from liaison meetings with other committees (TAC, CTTC, and MP).
2. The Committee held an open Office Hour and discussed questions brought to the Committee on tracking meeting attendance digitally and AI notetaking solutions, keeping ASHRAE's current AI policy in mind.
3. The Committee discussed a recent upgrade to Basecamp which allows for more storage and more options at a lower annual cost. This upgrade requires individuals to have ASHRAE listed as their Company/Organization in order to add/remove people. Notice will be sent to the TCs and a note included in the Chapter Notes newsletter about the change.
4. The Committee discussed its role in AI and its historical charge to study and bring to ASHRAE digital solutions that have the best interest of ASHRAE members, its intellectual property and its evolution (such as creating a roadmap for the ASHRAE website in the 1990s and ASHRAExchange and Basecamp in the 2010s.)

[8.3 Conferences and Expositions \(CEC\) Committee Report \(see full report in Attachment E of these minutes\)](#)

The following was reported by Maggie Moninski, CEC Chair:

(22) MOTION: CEC recommends to Members Council that Motion 24-15-1 be defeated

[Motion 24-15-1 \(Region XV; India Chapter\):](#)

ASHRAE implement a standardized procedure for monitoring and reporting Indoor Air Quality (IAQ) across all ASHRAE-operated facilities and events. This procedure will ensure that IAQ is consistently monitored and reported to maintain a healthy and productive environment for all members and attendees.

MOTION 22 TO DEFEAT PASSED. (25-0-0, chair not voting)

(23) MOTION: CEC recommends to Members Council that Motion 24-2-6 be defeated

[Motion 24-2-6 \(Region II; Ottawa Valley Chapter\):](#)

That ASHRAE Conference and Transactions paper authors web-exposed credentials should be adjusted in ASHRAE documentation such that tools such as Google Scholar can scrape them without dropping authors and/or morphing credentials as part of the name. This will require registration with the National Library Archiving Services.

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

CEC Information Items

1. The 2025 Annual Conference had a total of 111 sessions and events scheduled, comprised as follows: 72 Seminars, 22 Paper Sessions, 3 Virtual Paper Sessions, 7 Panel discussions, 2 Forums, 1 Debate and 4 Workshops. There was a total of 348 presentations, 91 papers and 17 live-stream sessions. As of June 21, registration for in-person attendance is 1185, A total of \$79,300 in sponsorship was raised for the conference.
2. The April 24-25, 2026– 4th Developing Economies Conference in Delhi, India was approved as a society level topical conference.
3. CEC voted and passed a motion to remove technical papers as an option for future conferences. Current technical papers in review will complete review and no further technical papers will be accepted for review.
19-0-0 CV

4. CEC passed a motion requiring paper session chairs to chair a minimum of two sessions per conference to qualify for the reduced conference rate. 18-0-0 CNV
5. CEC has formed an ad hoc to review a new program type focused on case studies. The goal is to launch the new program type for the 2027 Winter Conference in Chicago.
6. CEC passed a motion requiring that Winter and Annual Conference presenters must use the ASHRAE PPT template for the 2026 Annual Conference onwards and are strongly recommended to use it for 2026 Winter. 19-0-0 CV

8.4 Government Affairs (GAC) Committee Report (see full report in Attachment F of these minutes)

The following was reported by Sheila Hayter, GAC Chair:

(24) MOTION: The Government Affairs Committee recommends Members Council approve the following revisions to the GAC Manual of Procedures (MOP).

MOTION 24 PASSED. (23-0-0, chair not voting)

GAC Information Items

1. Information Item 1. Government Outreach Events (GOE): The GAC set a goal of 100 Government Outreach Events to be held during Society Year 2023-2024. As of June 13, a total of **153** Government Outreach Events have been reported as being conducted in the 24-25 Society Year. These GOEs comprise **426 discrete meetings** involving **375 ASHRAE members** and **638 government officials** and their staff. **These numbers are likely to increase even more** as we review and verify the GOE reports received through June 30. A year in review video of this Society Year's Government Outreach Events can be seen [at this link here](#).
2. Information Item 2. Public Policy Priorities (PPPs): The GAC approved by voice vote the attached PPPs for SY25-26 (Attachment B). Per the Rules of the Board (2.402.003.3), these PPPs were also submitted to ExCom and to the Board of Directors for approval. On June 21, ExCom unanimously approved the PPPs. On June 22, the Board of Directors approved the PPPs.
3. Information Item 3. Public Policy Issue Briefs: The GAC unanimously approved revisions to 11 existing PPIBs listed below. These PPIBs were submitted to Tech Council, and GAC addressed their comments; no substantive changes were made. The updated PPIBs will be posted online by July 1.
 - a. Building Decarbonization
 - b. Building Energy Benchmarking, Assessments, and Performance Targets
 - c. Climate Change and the Built Environment
 - d. Consensus Standards: Expert Solutions to Meet Global Needs
 - e. Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems
 - f. Indoor Air Quality
 - g. Refrigerants and Their Responsible Use
 - h. Resiliency in the Built Environment
 - i. STEM Education and HVAC&R Workforce Development
 - j. Indoor Carbon Dioxide, Ventilation and Indoor Air Quality
 - k. Wildfire Smoke from Wildfires and Prescribed Burns: Implications for Indoor Environmental Health
4. Information Item 4. Changes to the GAC Resource Manual: The GAC approved by voice vote the following changes to its Resource Manual:
 - a. Added a new timeline to guide the PPSC's process for re-affirming, revising, or sunseting existing PPIBs.
5. Added a requirement that all GAC meetings – including subcommittee meetings – at the Annual and Winter Conferences should be made available through a virtual option.

8.5 Honors and Awards (H&A) Committee Report (**Part 1**) (see full report in Attachment G of these minutes)

The following was reported by Thomas Phoenix, H&A Chair:

H&A Information Items

1. H&A voted on recipients for the following awards, which will be presented during Executive Session:

- a. ASHRAE Award for Distinguished Public Service
- b. F. Paul Anderson Award
- c. Fellow
- d. ASHRAE Hall of Fame
- e. Pass-Through Awards

8.6 Membership Promotion (MP) Committee Report (see full report in Attachment H of these minutes)

The following was reported by Jason Urso, MP Chair:

MP Information Items:

1. New full dues paying members have the option to attend one conference for free within 2 years of joining. The number of members who took advantage of this includes:
 - a. 348 members for the 2025 Winter Conference in Orlando.
 - b. 53 members for the 2025 Summer Conference in Phoenix.
 - c. Additional analysis on comp registrations for the 2023 Annual Tampa, 2024 Winter Chicago, and 2024 Annual Indy includes:
 - i. Of the **483** comp registrants, only **84** cancelled their membership.
2. As part of MP's diversity and inclusion initiatives, our committee is spearheading two Member Resource Groups (MRGs). The intent is to allow members with common backgrounds and interests to network in a safe space.
 - a. New Members MRG
 - b. Professionals with Young Families MRG
 - c. MRGs met on Sunday, June 22, 2025.
3. Our committee participated in the Membership Models Ad Hoc committee to simplify ASHRAE membership. Should the new model pass, our committee is prepared to support the new model.
4. The MP Committee hosted a successful MP Centralized Training in Pheonix to prepare incoming Chapter MP Chairs, with over 70 attendees.
5. Virtual Centralized Training is scheduled for September 12, 2025. The training will be recorded and uploaded on MP's training website.

8.7 RP Committee Report (see full report in Attachment I of these minutes)

The following was reported by Les Pereira, RP Chair:

RP Information Items

1. After discussion with RP ExCom and RP Staff, committee has decided to raise the goal ~2% overall for the upcoming campaign year, bringing the total campaign goal to **\$2,720,000**.

2025-26 Goals

Region I	\$238,000	Region IX	\$291,000
Region II	\$203,000	Region X	\$230,000
Region III	\$218,000	Region XI	\$183,000
Region IV	\$215,000	Region XII	\$151,000
Region V	\$163,000	Region XIII	\$ 55,000
Region VI	\$178,000	Region XIV	\$ 6,500
Region VII	\$160,000	Region XV	\$ 15,000
Region VIII	\$395,000	RAL	\$ 18,500

Total \$2,720,000

2. 2024-25 Goal: \$2,680,000
3. Centralized Training Schedule

Dates:

Regions VIII, IX, X, XI
Denver, CO
September 14-15, 2025

Regions I, II, III, IV, V, VI, VII, XII
Atlanta, GA
September 21-22, 2025

8.8 Student Activities (SAC) Committee Report (see full report in Attachment J of these minutes)

The following was reported by Shaun Nienhueser, SAC Chair:

- (25) Student Activities Committee recommends to Members Council that referred Motion 24-4-1 be defeated.

Motion 24-4-1 (Region IV Triangle Chapter):

Remove the activity cap for PAOE Criteria SA6.13 which reads “For each post high school activity in which one or more chapter members participates, excluding student branch advisor participation” receive 25 points per activity with a Cap of 200 points.

MOTION 25 TO DEFEAT PASSED. (22-1-0, chair not voting)

SAC Information Items

1. Executive Committee
 - Reviews of all subcommittees were made.
 - The Chair reviewed the status of this year’s MBOs
 - MBO’s updates have been provided in the MBO tracking sheet.
 - Discussed the Members Council Streamlining Proposal
2. Centralized Training
 - Virtual session is scheduled for July 9th, after the 2025 Annual Meeting.
 - Virtual session to include interactive review of the Student Activities material as well as breakout sessions with participants reviewing topics in small groups with RVCs.
 - On-demand videos have been created by each subcommittee and uploaded to the website.
 - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
 - N.K. Anand will be the new ABET Delegate and Chair effective October 2025.
 - Eckhard Groll will serve as the alternate ABET Delegate
 - ASHRAE approved ABET’s updates to the AAES program criteria for Environmental Engineering
 - Dennis is working with ABET staff to give ASHRAE liaison access to assign PEVs to various programs.
 - ASHRAE PEV and recruitment updates
4. Grants Subcommittee
 - The undergraduate Program Equipment Grant applications form and scoring rubric are currently being updated for the SY25-26.
 - Discussed ways to more effectively and timely review the large amounts of applications including getting help from other subcommittees.
 - Funding has been requested from Life Members Club to continue the travel grants program in SY25-26.
5. Post High Subcommittee
 - Eight nominations were reviewed for the SBA of the Year award and a winner was selected
 - The subcommittee has begun planning for the in-person Student Program on Saturday and Sunday of Winter Conference in Las Vegas.
 - Still have a significant number of delinquent Student Branch Reports. Future MBO on improving the number of Student Branch Reports being completed.
 - Completed 3 Virtual DL presentations
 - Student Membership
 - The total number of student members as of May 31, 2025 was 6,286 with 4,661 active and 1,625 in grace (6.6% increase for active students from May 2024)
 - Branches – Fifteen pending branches bringing the total to 16 new branches for SY25-26
6. K-12/STEM Subcommittee
 - The subcommittee is working on updating the High School Design Competition for the SY25-26.
 - Five chapters have been submitted to receive the K-12/STEM Leadership Award for SY24-25. Making a late push to identify Chapters that have completed the requirements for the K-12/STEM Leadership Award but yet to submit the required single page form.
7. Design Competition Subcommittee

- 68 Design Competition projects were submitted this year
 - HVAC Design Calculations- 21
 - HVAC System Selection- 15
 - Setty Family Foundation Net Zero Energy Design- 15
 - Setty Family Foundation Applied Engineered Challenge- 7
 - Building EQ- 10
- 37 Design Competition submissions were judged at Society Level with three rising star nominations. The Winners of each category were selected on June 20th and will be notified in early August.
- The 2026 Design Competition location (Denver, Colorado) and building type were finalized and the competition details will be added to the website by July 15th.

8.9 Young Engineers in ASHRAE (YEA) Committee Report (see full report in Attachment K of these minutes)

The following was reported by Bruno C Martinez, YEA Chair:

(26) MOTION: Young Engineers in ASHRAE recommends to Members Council that the proposed changes to the YEA MOP to include the new Presidential Initiative Subcommittee be accepted.

MOTION 26 PASSED. (23-0-0, chair not voting)

YEA Information Items

- YEA has held three successful events since the Winter Conference
 - Spring YLW 1.0 was held March 14-16, 2025 in Louisville, KY
 - 2025 YLW 2.0 was held May 30- June 1, 2025 in Charleston, SC
 - YEA Hosted a webinar with ASHRAE VP Devin Abellon on DEI in 2025: Redefining Inclusion for a New Generation that was very well attended.
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
 - Mohammed Murtaza, RAL, ASHRAE Falcon Chapter
 - Kaustubh Deepak Wani, Region XV, Pune Chapter
 - Bin Lin, Region XIII, Macao Chapter
 - Steven Gerazounis, Region I, Long Island Chapter
- YEA Decarb Challenge Fund Ad Hoc will now be known as the Presidential Initiative starting July 1, 2025 and the YEA committee will have a newly appointed position of Presidential Initiative Coordinator, that will be in charge of overseeing and implementing this Initiative going forward.
- YEA has updated and approved changes to the YEA MOP to include the new Presidential Initiative Coordinator Position and a new Presidential Initiative subcommittee
- YEA has two ASHRAE Connect participants shadowing YEA Committee members as well as TC members at the 2025 Annual Conference.
- YEA continues to promote the YEA Endowment Fund to help fund YLW scholarships to YEA members that would cover their travel and registration fees. The goal is \$30k
- YEA has the opportunity to continue the Scholarship programs for YLW and YLI funded by Life Members Club which are currently open now for the YLWs and YLIs happening in the 25-26 society year.
- YEA Awards
 - YEA Individual Award of Excellence was awarded to three recipients at the 2025 Annual Conference Plenary in Phoenix, AZ.
 - Aaron Besseling, Personal Development, Region II, Hamilton Chapter
 - Jayson Bursill, Professional Development, Region II, Ottawa Valley Chapter
 - Akshay Bhargava, Outreach Development, Region V, Central Indiana Chapter
- Upcoming YEA Events and Award Deadlines
 - Fall 2025 YEA Leadership Weekend 1.0 (YLW) will be held in Seattle, WA on November 7-9, 2025. Registration will open by the end of July 2025.
- YEA Leadership International (YLI) 2025 will be held in Chandigarh, India on October 10-12, 2025. Registration is open until August 22, 2025.

8.10 College of Fellows (COF) Report (Attachment L)

COF Information Items

Current Contributions

Campaign	Total Giving	# of Donors	% of Fellows	Average Gift
2024-25 YTD	\$5,455	42	7.6%	\$133.05
2023-24 YTD	\$6,506.01	48	8.9%	\$128.85
2023-24 Final	\$7,071	53	11.7%	\$135.98

1. The Fellows have awarded three students a \$1,000 travel grant to attend this conference and provided mentors for each student.

8.11 Life Members Club (LMC) Report (Attachment M)

LMC Information Items

Current Contributions

Campaign	Total Giving	# of Donors	# of LMs	Percentage Giving	Average Gift	# of \$100+ Gifts
2023-24 YTD	\$50,046	543	7,463	7.2%	\$92.34	295
2024-25 YTD	\$46,124	501	7,679	5.7%	\$92.25	277

* Totals as of 6/21/2025

1. The LMC support the E.K. Campbell award, ASHRAE Research Grant-in-Aid program, YEA, and five student travel awards (attending this conference). They review additional funding requests each meeting.
2. The LMC will host a luncheon for the Life Members Tuesday and hear from Don Brandt about the history of Phoenix.

9. MEMBERS COUNCIL MBO UPDATES

2024-25 Members Council MBO Tracking Spreadsheet

10. OLD BUSINESS

10.1 Status of Motion Review Process

<https://crcmotion.ashrae.org/>

10.2 Review of Carryover Action Items

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	DUE	STATUS
2024 MEMBERS COUNCIL FALL MEETING (10/28/2024)					
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)	McQuade, Seymour	2/2025	Complete
2024 MEMBERS COUNCIL WINTER MEETING (1/23/2024)					
AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	DUE	STATUS
6	21	Create Ad Hoc to establish DEI Category for PAOE. Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong	PAOE Subcommittee	6/2024	Open

10.3 Review of CRC Schedules (Attachment N)

11. OTHER BUSINESS

DEI Ad Hoc (Members Council to investigate creating a DEI grassroots committee)

- This was an action item from the Chicago Members Council meeting. MP put forth a motion to make DEI a grassroots committee. The Council approved an amended motion to appoint an ad hoc committee to investigate creating a DEI grassroots committee.

AI3: Staff to work with Bill and Sarah to make appointments for this ad hoc by the Fall Members Council Meeting.

12. NEW BUSINESS

12.1 2025-26 Members Council Subcommittee Appointments

Planning		Region Operations		PAOE	
Chair:	Colin Laisure-Pool	Chair:	Carrie Kelty	Chair:	Eduardo Maldonado
Daniel Russell		Keith Reihl		Aakash A Patel	
Adeeba S W Mehboob		Jeffery D Hurd		Deanna Jean Adkison	
Matthew Archey		Ibrahim M Semhat		Elizabeth M Zakej	
Christopher A Adams		Vorasen Leewattanakit		Scott Peach (DRC/ExO YEA)	
Keiron D Nanan		Jack J Kibort		Rob Craddock (DRC/GAC ExO)	
Bassel Anbari (DRC/CEC ExO)		Sherry Abbott-Adkins (DRC/H&A ExO)			
Carrie Brown (DAL/COMM ExO)		Genevieve Lussier (DRC/MP ExO)		COM Rep:	Jeanette Hay
Mahroo Eftekhari (DRC/RP ExO)		Buzz Wright (DRC/ExO SAC)		CTTC Rep:	Abhi Khurana
				GAC Rep:	Mick Schwedler
				MPC Rep:	Rob Druga
				RPC Rep:	Andrew E Manos
				SAC Rep:	Omar Rojas
				YEA Rep:	Elizabeth Jedrlinic

12.2 2024-25 Members Council Draft MBOs

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

12.3 Members Council 2025 Fall Meeting

TBD

13. CONTINUED BUSINESS

13.1 Honors & Awards Committee – (Part 2)

- Executive Session (Members Council 2024-25 voting members only)

14. NEXT MEETING

Fall Members Council Meeting (tba)

15. ADJOURNMENT

Meeting adjourned at 12:00 pm

Planning Subcommittee
Report to Members Council
 From Meetings of March 20, April 25, May 23, June 5, and June 21, 2025

March 20, 2025	April 25, 2025	May 23, 2025	June 5, 2025	June 21, 2025
Members Present:	Members Present:	Members Present:		Members Present:
Tulia Rios - Chair	Tulia Rios - Chair	Tulia Rios - Chair	Tulia Rios - Chair	Tulia Rios - Chair
Eduardo Maldonado	Cheng Wee Leong	Eduardo Maldonado	Eduardo Maldonado	Eduardo Maldonado
Colin Laisure-Pool	Colin Laisure-Pool	Colin Laisure-Pool	Colin Laisure-Pool	Colin Laisure-Pool
Ibrahim M Semhat	Jeffery D Hurd	Ibrahim M Semhat	Ibrahim M Semhat	Ibrahim M Semhat (virtual)
Jeffery D Hurd	Buzz Wright	Buzz Wright	Jeffery D Hurd	Jeffery D Hurd
Buzz Wright	Adeeba S W Mehboob	Adeeba S W Mehboob	Buzz Wright	Buzz Wright
Wei Sun			Adeeba S W Mehboob	Wei Sun
			Cheng Wee Leong	Adeeba S W Mehboob
				Cheng Wee Leong
Members Absent:	Members Absent:	Members Absent:	Members Absent:	Members Absent:
Adeeba S W Mehboob	Eduardo Maldonado	Jeffery D Hurd	Wei Sun	
Cheng Wee Leong	Wei Sun	Wei Sun		
	Ibrahim M Semhat	Cheng Wee Leong		
Staff:	Staff:	Staff:	Staff:	Staff:
Tammy Catchings	Tammy Catchings	Tammy Catchings	Tammy Catchings	Tammy Catchings
Lizzy Seymour	Rhiannon Masterson	Rhiannon Masterson	Pacia Williamson	
Guests:	Guests:	Guests:	Guests:	Guests:
	Charles Bertuch		Kristen Cetin	Chris Adams
			Adam Davis	Matt Archey
			Sheila Hayter	Rob Craddock
			Heric Holmes	Carrie Keltly
			Bruno Martinez	Alex Larsen
			Louise McKenzie	Voraseen Leewattanakit
			Meghan McNulty	Bill McQuade
			Shaun Nienheuser	Tom Phoenix
			Les Pereira	
			Thomas Phoenix	

Motions

MOTION 1: The Planning Subcommittee recommends to Members Council that effective July 1, 2025, Chapters be given the option to have their dues be mandatory for all ASHRAE members assigned to their chapter, including Life Members.

Background: Currently, Chapter Dues are optional, with payment pre-selected during membership renewal and new member registration. Many members opt out of paying these dues, negatively impacting their local Chapters – especially those with high numbers of Area Assigned Members (AAM). Since some Regions assess Regional Dues based on AAM, the financial strain on Chapters is further amplified. All ASHRAE members benefit from their Chapter's efforts. Therefore, a consistent funding structure should be utilized to support local volunteers and ensure Chapter sustainability.

Fiscal Impact: An estimated one-time cost of \$500 to update website coding and membership renewal forms.

Staff Impact: None anticipated.

Subcommittee Vote: 6-0-0 (3 absent); cnv

STAFF NOTE: A similar motion was referred to the Region Operations Subcommittee and the Finance Committee. The Region Operations Subcommittee is recommending that the similar motion below be defeated; 0-4-0 cnv. Region Ops preferred the wording of the Planning motion. See note from the Finance Committee.

Motion 25-8-1 (Region VIII, Houston Chapter)

That ASHRAE make chapter dues mandatory instead of optional as they are currently.

FINANCE COMMITTEE NOTE: Finance Committee reviewed and discussed a referral motion from the Houston Chapter, Region VIII recommending to make chapter dues mandatory instead of optional. Currently, ASHRAE chapter dues are optional and the Chapter feels this revenue would be useful to offset the cost of Chapter meetings. Finance Committee voted to defeat this motion (Motion 0-6-0-1, CNV) and recommends this motion not be referred to the Board of Directors as this would be burdensome and unfair to members that aren't active and could contribute to members not renewing their Society membership.

MOTION 2: The Planning Subcommittee recommends to Members Council that effective July 1, 2025, Board Ex-Officios (ExOs) who serve on Members Council be granted voting member status.

Background: In previous years, Board ExOs were voting members of Members Council, while Committee Chairs were not. However, at the Atlanta Winter Conference in February 2023, Members Council approved a motion to remove voting status from Board ExOs and grant it to Committee Chairs instead. This current motion aims to reinstate Board ExOs as voting members, while also maintaining Committee Chairs' voting status.

- Board ExOs likely have more experience volunteering with ASHRAE.
- Board ExOs are likely to have more diverse experience within the organization.
- Board ExOs will not feel so compelled to take up valuable time during Members Council meetings to state whether they are “for” or “against” a motion.
- As Board Members, ExOs already tend to vote for the good of Society, not just their Region.
- The overall makeup of Members Council would include votes representing Regions (RMCRs), Committees (Committee Chairs), and Society as a whole (Board ExOs).
- For Society Year 2024-2025, this would have resulted in a more-even spread of regional representation. Note though that this may not always be the case.
- This more closely aligns with the members with voting rights on the other two Councils.

The following table is provided for reference and applies to Society Year 2024/2025 (the values will change year-to-year):

Region	Current voting rights	Proposed voting rights
1	3 (11%)	3 (9%)
2	3 (11%)	3 (9%)
3	2 (7%)	2 (6%)
4	2 (7%)	3 (9%)
5	1 (4%)	3 (9%)
6	2 (7%)	3 (9%)
7	1 (4%)	2 (6%)
8	1 (4%)	1 (3%)
9	3 (11%)	3 (9%)
10	1 (4%)	2 (6%)
11	2 (7%)	2 (6%)
12	2 (7%)	2 (6%)
13	1 (4%)	2 (6%)
14	1 (4%)	2 (6%)
15	1 (4%)	1 (3%)
RAL	1 (4%)	1 (3%)
Max Represented	3.70%	2.86%
Min Represented	11.11%	8.57%
Difference	7.41%	5.71%

Also provided for reference is the motion that came from the YEA Committee, and was passed at the Atlanta Winter Conference in February 2023:

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

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

Fiscal Impact: None

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

Fiscal Impact: None.

Staff Impact: None.

Subcommittee Vote: 6-0-0 (3 absent); cnv

MOTION 3: The Planning Subcommittee recommends to Members Council that effective July 1, 2025, the leadRS participants at the Annual & Winter Conferences pay the same registration package price and receive the same package included social event tickets as BOD members.

Background: The LeadRS participants pay the same registration price as BOD members but do not receive the social event tickets that they are expected to attend with the DRC that they are shadowing.

Fiscal Impact: \$5,760 maximum

Staff Impact: \$0

Subcommittee Vote: 8-0-0 cnv

Restructuring Proposal

MBO #3 (presentation)

Members Council Restructuring Survey Results

Status of Referred Motions

None

Information Items

MBO Update

Updates have been listed on the master MBO Tracking spreadsheet in Basecamp (link below)

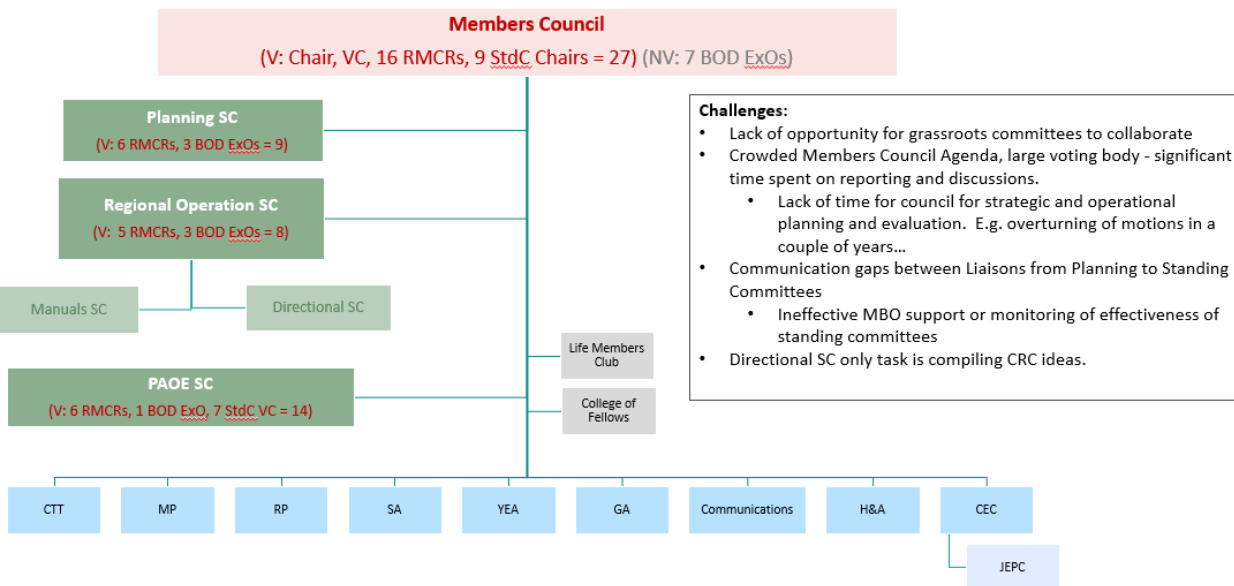
[2024-25 Members Council MBOs Master Tracking](#)

- a. MBO #1 Through Q1, **each standing committee** in Members Council will provide guidance for the 2025-2028 Strategic Plan in the form of feedback on draft versions of the plan and relative to their areas of focus. This feedback will be compiled by the **Members Council Planning Subcommittee** and forwarded to the Society Planning Committee. **COMPLETE**
- b. MBO #3 With the support of the ExO members of the Council, the **Members Council Planning Subcommittee** will perform a streamlining analysis of Members Council standing committees (Similar to what was done in the recent past for Pub Ed Council) and provide recommendations by the end of Q4, 2024-2025. **COMPLETE**
- c. MBO #6 The **Members Council Planning Subcommittee** will prepare a 2-year fiscal plan, including the succeeding year's annual budget for the council and its committees for recommendation to the finance committee by the end of Q3. All committees will use the project evaluation tools created by the Finance Committee to aid in prioritization. (Annual Goal) **COMPLETE**

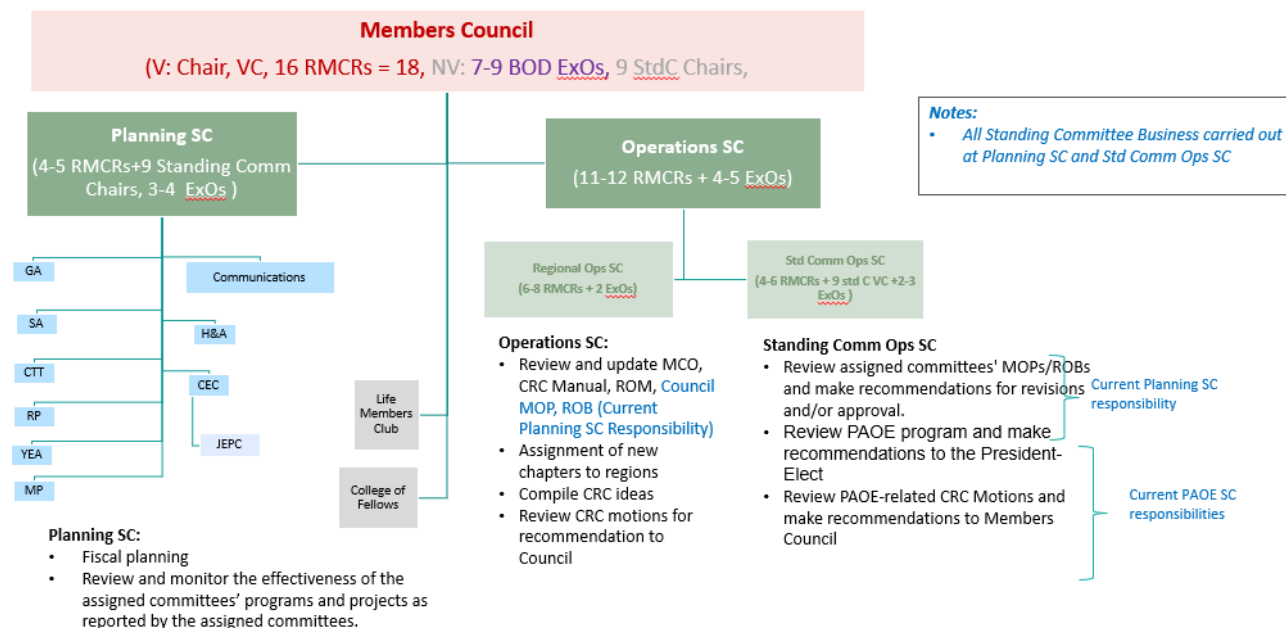
Attachments

Attachment 7a1 – Restructuring Proposal Options

Existing Members Council Structure

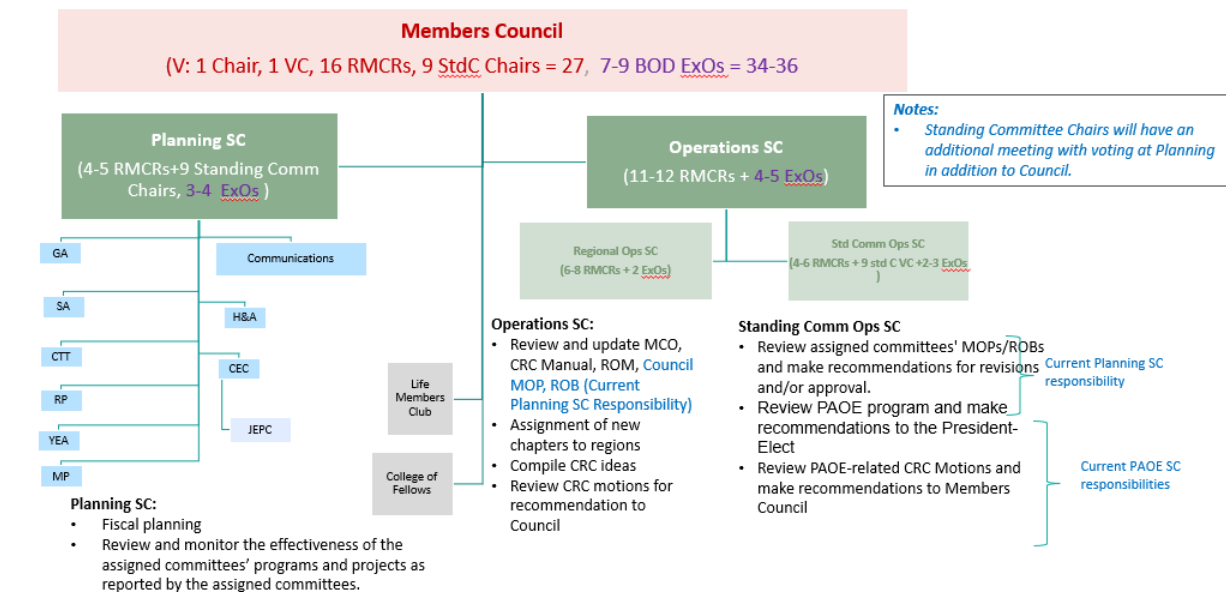


Proposed Members Council Streamlined Structure - 1

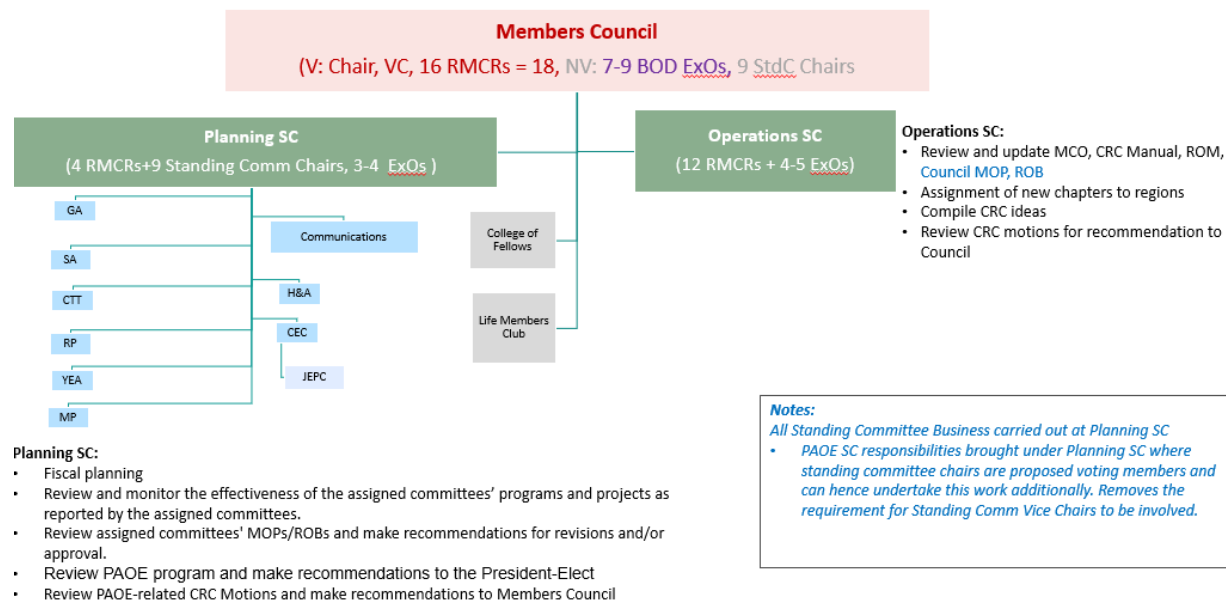


Proposed Members Council Streamlined Structure – 1a

(Std Comm Chairs V at MC, ExO V Members at MC (not SC?))



Proposed Members Council Streamlined Structure - 2



Region Operations Subcommittee
Report to Members Council
 From Meetings of March 26, 2025, April 17, 2025, and June 22, 2025

March 26, 2025	April 17, 2025	June 22, 2025
Members Present:	Members Present:	Members Present:
Julia Timberman, Chair Dan Russell Deanna Adkison Scott Peach Jim Arnold Aakash Patel	Julia Timberman, Chair Keith Reihl Aakash Patel Jim Arnold	Julia Timberman, Chair Keith Reihl Carrie Kelty Dan Russell Aakash Patel
Members Absent:	Members Absent:	Members Absent:
Keith Reihl Bryan Holcomb	Dan Russell Deanna Adkison Scott Peach Bryan Holcomb Carrie Kelty	Deanna Adkison Scott Peach Jim Arnold Bryan Holcomb
Staff:	Staff:	Staff:
Lizzy Seymour Tammy Catchings Pacia Williamson	Tammy Catchings Daniel Gurley Rhiannon Masterson	Tammy Catchings Lizzy Seymour (virtual)
Guests:	Guests:	Guests:
	Dan Chudecke Bob Snow Daniel Redmond Tom Phoenix Jason Urso Bruno Martinez	Genevieve Lussier Sherry Abbott-Adkins Jack Kibort Rob Craddock Liz Zakelj Adeeba Mehboob Eduardo Maldonado Buzz Wright Alex Larsen Matt Archey Brandon Sheiner Sarah Maston Vorasen Leewattanakit Daniel Redman Evans Mutua Charles Bertuch Dan Pettway Chris Gray

Motions

MOTION 1: Region Operations Subcommittee recommends to Members Council that Motion 25-8-1 be defeated (YES vote defeats motion)

Motion 25-8-1 (Region VIII, Houston Chapter)

That ASHRAE make chapter dues mandatory instead of optional as they are currently.

Background: At the present time ASHRAE chapter dues are optional and not mandatory as you can elect not to pay chapter dues when you renew your ASHRAE membership. Chapters lose out on revenue from active ASHRAE members that may show up to chapter meetings. This revenue is often used to offset the cost of the event to the member.

Fiscal Impact: This will help chapters offset meeting and event costs with active members. Currently an ASHRAE member can elect not to pay chapter dues and still show up to chapter events.

Staff Impact: Should be minimal impact on staff, and primarily an IT issue. Staff already updates chapter dues annually as chapters set their dues.

Subcommittee Vote: 0-4-0 CNV

FINANCE COMMITTEE NOTE: Finance Committee reviewed and discussed a referral motion from the Houston Chapter, Region VIII recommending to make chapter dues mandatory instead of optional. Currently, ASHRAE chapter dues are optional and the Chapter feels this revenue would be useful to offset the cost of Chapter meetings. Finance Committee voted to defeat this motion (Motion 0-6-0-1, CNV) and recommends this motion not be referred to the Board of Directors as this would be burdensome and unfair to members that aren't active and could contribute to members not renewing their

Society membership.

STAFF NOTE: This motion is similar to one that has already been brought to the Planning Subcommittee and voted on. (The Planning Subcommittee is recommending that the similar motion below be approved; 6-0-0)

Motion 1: The Planning Subcommittee recommends to Members Council that effective July 1, 2025, Chapters be given the option to have their dues be mandatory for all ASHRAE members assigned to their chapter, including Life Members.

MOTION 2: Region Operations Subcommittee recommends to Members Council that Motion 25-8-2A be approved

Motion 25-8-2A (Region VIII, Monterrey Chapter)

That an option be provided for regional assessments to be collected by ASHRAE Society at the time of membership renewal and collection of chapter dues and remit payment to each region in the same way they currently manage chapter assessments.

Motion 25-8-2 (Region VIII, Monterrey Chapter)

That ASHRAE HQ collect region assessment at the time of membership renewal and collection of chapter dues and remit payment to each region in the same way they currently manage chapter assessments.

Background: At the present time ASHRAE regional dues are collected by each region thru invoicing. In Region 8 transferring dues across international borders can be challenging. In addition, this takes quite a bit of ASHRAE Volunteer time to prepare the invoices and collect the dues. With increasing fraud the collection of dues presents a fiduciary liability potential. For chapters without chapter dues, a minimum chapter due would be created equal to the regional dues per member assessment. For example, in Region 8 the regional assessment is currently \$8 per member which would be collected when members renew their ASHRAE memberships.

Fiscal Impact: Chapter dues are already collected by ASHRAE and sent to chapters monthly. This motion will take the regional portion of chapter dues and send it directly to the region, most of the time electronically. This may require a little more time for ASHRAE each month to distribute to each region but should be minimal.

Staff Impact: Should be minimal impact on staff, and primarily an IT issue.

Subcommittee Vote: 3-1-0 CNV

FINANCE COMMITTEE NOTE: Finance Committee reviewed and discussed a referral motion from the Monterrey Chapter, Region VIII, recommending that ASHRAE HQ collect regional assessments at the time of membership renewal. Currently, ASHRAE Regions who decide to charge a regional assessment to each member in their Region must invoice the chapters and collect on their own. Finance Committee voted to defeat this motion (Motion 0-6-0-1, CNV) as this shifts the burden of regional assessment from the chapter to the members and each region has their own decision process annually on how much and if to collect.

MOTION 3: Region Operations Subcommittee recommends to Members Council that the following consent motions a. through c. be approved to accept the Manual Subcommittee's suggested updates:

- a. That the Industry Roundtable Session section be added to the CRC Manual.

Industry Roundtable Session

The ASHRAE Industry Roundtable is an ASHRAE Senior Leadership led discussion with industry leaders to gain feedback on the value of ASHRAE's existing products, services, membership, and gaps in the market. These roundtables are intended to be held annually, preferably at the CRC, but could be hosted during a Presidential visit or other ASHRAE event. The Industry Roundtable should be coordinated by the Region's Director and Regional Chair (DRC) with support from the host chapter. The intent of this session is to receive feedback from senior industry leaders on ASHRAE's products and services. The attendance of this session should include 5-10 industry representatives, the DRC, visiting officers, and ASHRAE staff. (See Appendix BH)

- b. That Appendix BH be added to the CRC Manual:

Appendix BH: Industry Roundtable Guidance (Attachment 7b1)

- c. That the Industry Roundtable guidance be referenced in the Region Operations Manual (DRC Manual)

Responsibilities

A. Regional Responsibilities

The DRC should:

- Ask the chapter officers, including the Board of Governors, if they would like "thank you" letters sent to their employers by Society
- Ensure the Chapter Presidents fully understand the Presidential Award of Excellence (PAOE) program, as well as the objectives of the Society

- Attend a CRC in another Region, if possible
- Hold a yearly Regional Planning Meeting
- Ensure Manual for Chapter Operations is understood by the Chapter Officers
- Assign chapter visits to Regional Officers and the DRC must visit each Chapter in the Region at least once during the three year term
- Establish regional committees
- Participate in charter ceremonies for new Chapters, Sections and Student Branches
- Analyze need for new Chapters, Sections and Student Branches
- Appoint a Region Historian, Region Treasurer, Region Webmaster, Newsletter Editor and other regional positions as required
- Determine eligibility and approve transportation reimbursement for CRCs, chapter visits and regional planning meetings
- Notify the Society President-Elect by the June meeting each year of any chapter visit requests
- Develop and maintain a Region Best Practices Plan and share with the Region Executive Committee and Chapters
- Coordinate Regional CRC motions and other regional issues with Region Members Council Representative (RMCR) such that the RMCR can represent the Region in deliberations of the council
- Plan an Industry Roundtable Session; can be planned alongside the CRC, Presidential Chapter visits, Regional Planning meetings and other ASHRAE events (See Appendix BH in the CRC Manual)

Background: The Manual Subcommittee reviewed the Roundtable Reports Review Committee's (R3C) recommendations that some guidance about logistics planning for Industry Roundtable sessions be added to the CRC Manual and perhaps even referencing it briefly in the Region Operations Manual. Some ideas from R3C included:

- A section be added to the CRC Manual to address logistics planning and roles and responsibilities for Roundtables planned at CRCs
- Appendices added to include a sample invitation, notes format, and anything else you may believe might be helpful for host chapters/regions
- A brief mention in the Region Operations Manual that Industry Roundtables can be planned alongside Presidential Chapter Visits, Regional Planning Meetings and other type of ASHRAE events and to reference the CRC Manual for logistical planning support.

Fiscal Impact: None

Staff Impact: Minimal; staff time to update CRC Manual

Subcommittee Vote: 4-0-0 CNV

MOTION 4: The Region Operations Subcommittee recommends to Members Council that the following motion be approved to accept the suggested MCO manual updates:

1.1 Selecting Chapter Officers

The selected Chapter Officer must be a member of Society in good standing and shall have the grade of Affiliate Member or higher. The Chapter President, President Elect, Treasurer, Delegate and Alternate must be a member of Society in good standing and have the grade of Associate Member or higher.

Background: Members Council approved a motion from MP to allow Affiliate grade members to hold officer and/or chair positions at the chapter level

MOTION 21: To allow Affiliate members to hold an officer and/or chair position at the Chapter level, with the exception of the President, President Elect, and Treasurer. (Motion from MP; approved by Members Council W2025 ORL)

Fiscal Impact: None

Staff Impact: Minimal; staff time to update CRC Manual

Subcommittee Vote: 4-0-0 CNV

MOTION 5: The Region Operations Subcommittee recommends to Members Council that Finance Committee provides annual virtual training to Regional Treasurers.

Background: The Finance Committee to provide tax requirements, audit recommendations, & budget formulation to maintain the non-profit status and fiscal viability of ASHRAE Society. The following manuals should be adjusted to support this modification:

Region Operations Manual:

- Prepare and conduct a CRC workshop; a minimum of 1.5 hours should be allotted for the training workshop at the CRC.

- Provide materials to local chapters on tax requirements to keep non-profit status of ASHRAE Society

CRC Manual: under Finance/Treasurer

- Appendix DA to be updated to include tax status of each chapter.

Manual for Chapter Operations:

- No change to these roles as it includes Tax Filing, Audit, Budget, etc.

Fiscal Impact: \$3,000/Annually

Staff Impact: staff time to update manuals

Subcommittee Vote: 5-0-0 CV

MOTION 6: The Region Operations Subcommittee recommends to Members Council that the Finance Committee, in coordination with ASHRAE Staff, be assigned an action item to identify, define, calculate and report on key financial metrics related to Society's cost of supporting ASHRAE Members, Chapters and Regions. Key metrics shall be reported on an annual basis and included in financial reports delivered to the Board of Directors at the Annual Meeting.

Background: As an established Society looking to expand further in a variety of ways, it would be helpful for the Society's members and leaders to understand the marginal costs of growing the society in these ways. For example, when evaluating a new membership model, changes to dues rates, chartering new chapters or regions, understanding these costs will help the decision-makers greatly in understanding the financial impact of those decisions. Furthermore, these types of metrics help provide the dues paying members more transparency on how their Dues are being spent.

For clarity, the term "marginal cost" in the motion is intended convey the incremental cost burden the society bears upon the addition of new members, regions, chapters, sections or student branches above and beyond the cost burden already being realized by the Society prior to such addition(s).

Key metrics shall include, but not be limited, to the following:

- Average Marginal Cost of adding one New Member to Society (AMCM)
- Average Marginal Cost of chartering one new Region (AMCR)
- Average Marginal Cost of chartering one new Chapter (AMCC)
- Average Marginal Cost of chartering one new Section (AMCS)
- Average Marginal Cost of chartering one new Student Branch (AMCSB)
- Average Allocated Transportation reimbursements for Chapter Leaders per Chapter
- Average Actual Transportation reimbursements for Chapter Leaders per Chapter
- Average Allocated Transportation reimbursements for Regional Leaders per Region
- Average Actual Transportation reimbursements for Regional Leaders per Region
- Staff Capacity (# of members current staff levels can accommodate without needing to hire additional staff)
- Staff Utilization Rate (% of Staff Capacity the society membership is currently at)

Fiscal Impact:

Staff Impact:

Subcommittee Vote: 4-0-0 CNV

Information Items

1. Each region performed a Chapter Health Assessment (CHA) for each of their chapters as requested by the Region Operations Subcommittee. The following chapters were marked as "weak" or "failing" or had less than 40 members. The RMCRs for these regions are on the Members Council agenda to give their report in Phoenix (A2025).

Chapter Health Information for Failing and Weak Chapters					
Region	Chapter	Q1 Mbr Total	Q2 Mbr Total	CHA Score	Chapter Health Rating
I	NEW HAMPSHIRE	152	149	53	Weak Chapter
III	JOHNSTOWN	60	56	26	Failing Chapter
III	ROANOKE	137	143	50	Weak Chapter
RAL	LIBYA	0	0	0	Failing Chapter
RAL	SOUTH AFRICA	101	98	3	Failing Chapter
RAL	ALEXANDRIA	11	17	46	Weak Chapter
Chapter Health Information for Chapters with >40 Members and Normal or Struggling Status					
Region	Chapter	Q1 Mbr Total	Q2 Mbr Total	CHA Score	Chapter Health Rating
VIII	GUADALAJARA	40	35	98	Struggling Chapter
XIV	CYPRUS	29	28	102	Normal Chapter
RAL	FAISALABAD	20	21	105	Normal Chapter
RAL	SUDAN	4	27	80	Struggling Chapter
RAL	OMAN	28	28	90	Struggling Chapter
RAL	PYRAMIDS	26	28	135	Normal Chapter

MBO Updates

Updates have been listed on the master MBO Tracking spreadsheet in Basecamp (link below)

[2024-25 Members Council MBOs Master Tracking](#)

- i. **MBO #2:** Based on the review of the composition and structure of the regions performed in 2023-2024, the Regional Operations Subcommittee shall provide recommendations for realignment, consolidation, or expansion at the chapter or regional level, by the Winter Meeting 2025. **IN PROCESS/ONGOING**
- ii. **MBO #4:** The Members Council **Regional Operations Subcommittee** will work with the RMCRs to analyze and develop a standardized process for recording and benchmarking Chapter-level data and performance metrics by Q4. **ONGOING**
- iii. **MBO #5:** The Members Council Regional Operations Subcommittee will reevaluate our past approach to “Society to Chapter” training methods and determine the most effective way to deliver centralized RP, MP, SA and Treasurer training virtually, by end of Q2(budget requirement). This should also include succession planning and methods to “coach” new officers/chairs in each chapter on the duties of their position/role and how best to accomplish at the regional and chapter level. Any additional training materials needed will be completed by the end of Q3 (or before the first spring CRC.) **IN PROCESS/ONGOING**

Attachments

Attachment B1 - Appendix BH: Industry Roundtable Guidance

ASHRAE INDUSTRY ROUNDTABLE

Overview and Guidance Document

Updated: March 2025

OVERVIEW: The ASHRAE Industry Roundtable is an ASHRAE-Senior-Leadership-led discussion with industry leaders to gain feedback on the value of ASHRAE's existing products, services, membership, and gaps in the market. These roundtables are intended to be held annually, preferably at the CRC, but could be hosted during a Presidential visit or other ASHRAE event. The Industry Roundtable should be coordinated by the Region's Director and Regional Chair (DRC) with support from the host chapter.

Goals: The desired outcome of the roundtable is direct feedback from senior industry leaders on ASHRAE's products and services as well as membership opportunities that can be used as guidance to ASHRAE's three Councils:

- Key resources used from ASHRAE
- Key resources used from outside ASHRAE
- Tools/Resources you need but don't currently have
- Feedback on our current/future resource access methods (e.g. individual purchase vs. subscription)
- Employee membership benefits that are important employers

Coordination: The DRC is responsible for coordinating the event. Components of the coordination should be delegated to the ARC, RMCR, local host chapter champion, etc. However, the DRC is responsible for ensuring the meeting is coordinated and attendees are confirmed.

Attendance: In order for candid feedback to flow openly, the attendance should be invitation-only and controlled to those who are absolutely necessary. The target size of the group should be 5-10 industry representatives, the DRC, visiting officers and ASHRAE staff.

Appropriate attendees include:

- 5-10 local representatives of MEP engineering firms from the Region
- Additional local industry leaders
- ASHRAE Senior Leadership
- ASHRAE VPs
- DRC
- ASHRAE Staff

Invitees: Invitees should include engineering leaders from organizations within the ASHRAE Region that oversee the engineering process and development of engineering teams. While the exact role is difficult to define, this could include Principal Engineers, Partners, Engineering Directors, Chief Technology Officers, Engineering Department Head, etc., from regional companies. The intent is for these representatives to have an understanding of the operations side of their business along with the personnel development needs/responsibilities. Manufacturers, Contractors, Educators, and Government officials and/or policy makers may also be considered as invited guests while keeping in mind the size of the group.

GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCE

Once invitees are identified and approved by the DRC, invitations will go out from the DRC (see sample invitation in Appendix A). The invitation could also go out from a well-known member of the region with name recognition (such as a Presidential Member) to optimize the rate of acceptance. A list of 3-4 suggested topics or questions (see list below) should be circulated with the invitation so that attendees can come prepared for discussion.

Meeting Logistics: The meeting will be conducted by one of the officers in attendance.

- Target length should be 1.5 hours
- If being held in conjunction with the CRC, it should be held at the same site. The exact time is at the discretion of the DRC, and should be coordinated with the CRC event schedule to avoid overlap with key functions.
- If the roundtable is being held during a Presidential Visit or other ASHRAE event, please ensure a private space is selected with minimal distractions.
- Attendance of the ASHRAE Staff/Leadership and attendees should be taken into account when organizing (i.e. Saturday wouldn't be ideal for invitees, and CRC attendees from ASHRAE should be given time to arrive if held before the CRC officially starts)
- The DRC/Host Chapter is responsible for securing a room for the meeting and should be included as part of the meeting room requirements during the initial CRC venue search
- The room should be arranged in a square or circle to ensure everyone can easily see and hear everyone else
- A note-taker should be identified and appointed before the meeting (should be someone who understands ASHRAE business from a high level, such as the DRC or Staff representative).
- The note-taker should upload their notes in the [Industry Roundtable Reports](#) folder located in the Board of Directors basecamp or sent to the Director of Member Services, [Lizzy Seymour](#). See Appendix B for sample notes format.
- Staff is responsible for compiling, summarizing, analyzing notes from all the Industry Roundtables into one report for the Roundtable Reports Review Committee (R3C). The R3C will review the report and send relevant information to each Council, the Planning Committee (PLC) and the Executive Committee (ExCom).

Preparatory Material: The agenda should be emailed to attendees ahead of time along with the discussion topics.

Budget: Reimbursement dollars from Society are not available. If a Roundtable incurs an expense such as food and beverage or rental of a meeting room, the region is responsible for that expense.

Roundtable Discussion Questions: Each roundtable should focus on 3-4 questions from the suggestions below based on relevance to the local attendance.

Strategic Questions:

1. What is the most critical issue affecting our industry? What is keeping you up at night?
2. How can ASHRAE do a better job of supporting you, your company, your company's employees, and the HVAC&R industry in general?
3. What else should ASHRAE be paying attention to that we have not discussed?

GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCE

Actionable Questions:

1. What is your greatest training (or retraining) challenge related to the industry? What gaps in knowledge or technology exist in our industry that ASHRAE can help fill?
2. What kind of HVAC related training or certification program should ASHRAE bring to your Country/Region.
3. Do you support your employees' ASHRAE membership? If so, which ASHRAE member benefits are the most important to you and your employees? If not, why?
4. What value does ASHRAE membership bring to you and/or your employees?
5. Which are the three/four ASHRAE standards or guidelines currently being used in your Country/Region.
6. Which are the three/four ASHRAE standards/guidelines that you recommend for local adaptation for its wider usage in your Country/Region.

Future Adaptation:

R3C will review the summary feedback compiled by staff from the Industry Roundtables annually to determine how the delivery and feedback process should change to ensure we are receiving the most relevant feedback on our products and services. R3C will share this feedback with the Councils, PLC and ExCom.

Appendix A

Sample Industry Roundtable Invitation

To: Invited Guests

From: DRC or Local ASHRAE Leader (Presidential Member, Regional Leader, etc)

Subject: You're Invited to the ASHRAE Industry Roundtable

Email:

Dear [Invitee Name]:

The [CHAPTER NAME] Chapter of ASHRAE is hosting the Chapters Regional Conference (CRC) [OR OTHER EVENT] in [CITY] this year which occurs [DATE-DATE].

Over the last several years, the ASHRAE Board of Directors and Officers have committed to setting aside time at each CRC to conduct an Industry Roundtable conversation. The purpose is to bring local industry leaders (Consulting Engineers, Manufacturers, Contractors, and others) together for open dialogue and feedback on ASHRAE, its direction and the products and services of ASHRAE. The Roundtable is an attempt to be more responsive to industry, especially those who represent the leadership of various industry classifications.

This year's ASHRAE Industry Roundtable will take place DAY, DATE, START TIME – END TIME at VENUE located at ADDRESS in the ROOM NAME room. ASHRAE would be honored for you to participate in this session with local and Society-level ASHRAE leadership also in attendance.

This is a great opportunity to share your perspective on how ASHRAE can support the industry on a local, national and global level. Here are a few topics/questions we plan to discuss:

- [TOPIC/QUESTION]
- [TOPIC/QUESTION]
- [TOPIC/QUESTION]

Please let me know if you can attend.

Thank you!

Appendix B

Sample Industry Roundtable Notes Format

Region [#]

INDUSTRY ROUNDTABLE

Date

Invited Attendees:

Name	Affiliation/Company Name	Position

1. [Topic/Question]

- a. [Key take-away]
 - i. [Additional notes to support takeaway if needed]
 - ii. [Additional notes]
 - iii. [It may be helpful to understand the position of the person making the comment (i.e. From an engineer's perspective.... From an manufacturers perspective....., etc)]
- b. [Key take-away]
- c. [Key take-away, etc.]

2. [Topic/Question]

- a. [Take-away]
- b. [Take-away]
- c. [Take-away, etc.]

3. [Topic/Question]

- a. [Take-away]
- b. [Take-away]
- c. [Take-away, etc.]

4. [Topic/Question]

- a. [Take-away]
- b. [Take-away]
- c. [Take-away, etc]

CHAPTER TECHNOLOGY TRANSFER COMMITTEE (CTTC)

Report to Members Council
From Meeting of June 20-21, 2025

Members Present

Daniel Redmond
Heric Holmes
Elizabeth Zakelj
Murat Bayramoglu
Abhi Khurana
Stephanie Mages
Don Gariepy
Matthew Klok
Eric Johansen
Kevin Muldoon
Steven McConnell
Nikola Kravik
Matt Parkes (Eileen Jensen)
Esteban Baccini Jauregui
Sivakumar Gadam
Conor Murray
Krishna Mitra
Osama Khayata
Kenneth Shifflett
Wei Sun
*Mike Boudreau
*Sierra Spitulski
*Mohamed Heider
*Charles Bertuch

Members Absent

David Griffin
*Hung-Wen Lin

Guests

Stelios Lampadakis
Kok Zhen Law
WenBin NG
Pankaj Sareen
Alexander Larson
Stephen Duda
Jonathan Smith
Collin Mabe
Howard Neville
Francis Mills
Money Khanna
Manan Vora
Thursten Simonsen
Julia Timberman
Jack Kibort
Brandon Sheiner
Alfredo Escarate
Chris Adams
Kishor Khankari
Matt Archey
Marianna Vallejo
Corey Metzger
Buzz Wright
Carrie Kely

Staff

Rhiannon Masterson
Anastasia Meadows

*Incoming Members

Motion**Motion 1: CTTC recommends to Members Council to increase the budget by \$50,000 for the DL program, effective July 1, 2025.**

Background: To support and enhance the implementation of the new strategic plan specifically items 2 and 3. CTTC has seen a significant increase of the usage of the program, underscoring the value of the existing program, and to meet the increased demand DL usage after February. This would add approximately 20 DL allocated visits annually. Without meeting the number of allocated visits for the current 24-25 SY, we exceeded our DL travel budget.

Fiscal Impact: \$50,000

Staff Impact: Workload to manage additional DL visits

Vote: 14-0-1 CNV

Information Items

1. Distinguished Lecturer (DL) Program:
 - a. For the 2024-2025 Society Year, our DL Program had 187 allocated visits and 211 non-allocated visits, for a total of 398 DL visits.
 - b. In addition to the digital DL Participation Form that was implemented last year, the new digital DL Speaker Evaluation Form will go live July 1, 2025. Next we will focus on digitizing the DL Summary Report form.
 - c. CTTC has approved a roster of 95 DLs for the upcoming 2025-2026 Society Year. Nine new DLs will begin two-year terms on July 1, 2025 and five current DLs will end their service as of June 30, 2024.
2. Completed a CTTC RVC transition document to assist with onboarding of incoming RVCs.
3. DL Mixer at Annual Conference
4. We will produce two Tech Hours tied to Bill's Presidential Theme:
 - a. IEQ – Codes, Impact on People, and Considerations (IAQ, Thermal Comfort, Lighting, Acoustics)
 - b. Water and Its Impact on Occupant Health

MBO Update

2024-25 MBOs: All updates have been included within the main [MBO tracking spreadsheet](#).

Attachments

Attachment A: 2025-26 MBOs

COMMUNICATIONS COMMITTEE

Report to Members Council
From Meeting of June 21, 2025

Members Present**Daniel Bourque, Chair*****Thursten Simonsen, Vice Chair****Sandeep Mendiratta*****Franco D'Atri****Brad White****Kinga Hydras*****Niss Feiner*****Jim Arnold, BOD, Ex-o*****Members Absent**

Jeanette Hay

Bill McQuade, CO

Guests

Adelio Gaspar

Alfredo Escarate

Anuj Gupta

Apichit Lumlertpongpana

Carrie Brown, Incoming BOD-Ex-O**

Casper Briggs

David Roberts, Incoming Member**

Jack Kibort

Jeffery Hurd

Jason Alphonso

Julia Timberman

Mark Miller

Mohammed Murtaza

Richard Gunpat

Steven Gerazounis

Staff

Joslyn Ratcliff

*Virtual Attendee ** Incoming 2025-26

Motions

Communications Committee recommends to Members Council that ASHRAE permit the use of AI-assisted notetakers and meeting recordings for the purpose of accurate recordkeeping and increased volunteer efficiency during Society, Regional, or Chapter-level meetings, except:

- when discussions involve ASHRAE intellectual property or confidential material, or
- when the meeting enters executive session.

Authorization for recording and transcription shall require prior notice to all participants and compliance with applicable privacy regulations. A disclaimer should be issued that recordings are for internal use only and are not considered official records without review and approval.

BACKGROUND: This motion addresses the current blanket prohibition in ASHRAE's AI Policy (Section 7 & 10) on recording meetings and using AI-based tools like transcription bots, regardless of context. The proposed change introduces a structured exception that allows these tools only when IP or confidential matters are not discussed, aligning with ASHRAE's goals to streamline operations and reduce time demands on volunteers.

This proposal supports key objectives from the ASHRAE 2019–2024 Strategic Plan, notably:

- Initiative Area 3: Organizational Streamlining
 - “Evaluate the staff/volunteer support structure to optimize volunteer engagement, efficiency and effectiveness of the Society with less cost, reduced time to market...”
 - “Increase efficiency of Winter and Summer meetings by reducing volunteer time, staff time, and financial expenditures.”

Allowing meeting recordings and AI notetaking enhances operational efficiency, facilitates better knowledge retention, and reduces the need for extensive post-meeting reporting efforts. It also supports new officers or volunteers who may miss meetings or need additional context — improving overall engagement and continuity.

This change preserves ASHRAE's commitment to privacy, IP protection, and member trust by enforcing clear

exceptions and requiring informed consent before use.

STAFF IMPACT: None

FISCAL IMPACT: None

Communications Committee recommends to Members Council to approve editorial changes to 1.201.010 ASHRAE Policy and Procedure for Format, Activity, and Content of Websites for ASHRAE Groups.

BACKGROUND: This ROB is under the purview of Communications Committee. The last time it was changed was before Communications Committee reported to Members Council and due to the nature of websites and social media, which are continually evolving, the language needed some slight updates in addition to minor editorial updates. See suggested changes in [Attachment A](#).

STAFF IMPACT: None

FISCAL IMPACT: None

Status of Referred Motions

Motion: **Communications Committee suggests Members Council moves to approve Fall 2024 CRC Motion, Region VII Bluegrass Chapter – Motion 24-7-1 (July 27, 2024) 2023: Communication Committee to provide virtual training to Chapter Communication Committee Chairs.**

Answer: Communications Committee discussed and supports virtual training for Communications Chairs.

Status: Communications Committee continues to explore a draft curriculum for virtual training based on the committee's virtual Office Hours.

Motion: **Communications Committee recommends to Members Council to approve the motion Fall 2024 CRC Motion, Region-at-Large ASHRAE Falcon Chapter – Motion 24-RAL-1 (October 7, 2024): Designate the Communications as a Grassroots Committee and grant the same standing, privileges, and responsibilities as other Grassroots Committees and make Communications Committee a grassroots committee.**

Answer: Communications Committee recommends to Members Council to approve the motion.

Status: Recommend Members Council Approve

Vote: 6-1-0, (1 absent) CV

Comments:

In addition to the detailed and careful considerations already outlined in the motion from the Falcon chapter, the committee provides the following additional considerations if the motion were to move forward. These recommendations are a result of several meetings of an ad hoc committee formed to research the motion as well as multiple committee-level discussions:

- Each region would be represented by a communications RVC.
- Membership would increase from 8 voting members to at least 16 RVCs.
 - o Suggestion that consideration be given to follow a format consistent with the other grassroots committees to include a chair, vice chair(s), RVCs and subcommittees consistent with committee's scope and purpose.
- Staff will need to arrange for a bigger room at Winter and Annual conferences.
- If the motion passes, the Communications Committee recommends the Committee Chair establish an ad hoc to determine which, if any, subcommittees, especially standing subcommittees, would need to be raised.
- It will need to be determined if Centralized Training is required.
- Benefits of Communications Committee becoming grassroots could include:

- Better use of members' time because there is already an RCC serving in each of ASHRAE's 16 Regions. should be an RCC in each Region.
- Streamlining of the ASHRAE process in cutting out a step.
- Elevation of the RCC position.
- Every Region would be given a voice and the same access to Society-level information.
- The Committee would like to recognize Mohammed Murtaza from the Falcon Chapter for attending meetings of the ad hoc formed to discuss this motion and for providing guidance and input to the Committee as they considered the motion.

Information Items

1. Communications Committee discussed information from liaison meetings with other committees (TAC, CTTC, and MP).
2. The Committee held an open Office Hour and discussed questions brought to the Committee on tracking meeting attendance digitally and AI notetaking solutions, keeping ASHRAE's current AI policy in mind.
3. The Committee discussed a recent upgrade to Basecamp which allows for more storage and more options at a lower annual cost. This upgrade requires individuals to have ASHRAE listed as their Company/Organization in order to add/remove people. Notice will be sent to the TCs and a note included in the Chapter Notes newsletter about the change.
4. The Committee discussed its role in AI and its historical charge to study and bring to ASHRAE digital solutions that have the best interest of ASHRAE members, its intellectual property and its evolution (such as creating a roadmap for the ASHRAE website in the 1990s and ASHRAEExchange and Basecamp in the 2010s.)

MBO Update

[MBO updates for 2024-25 are available in the Master Tracking Spreadsheet on Basecamp/OneDrive.](#)

2025-2026 MBOs are in development.

Attachments

[Attachment A – Suggested Changes to ROB 1.201.010](#)

Respectfully Submitted,

Daniel Bourque
2024-2025 Communications Committee Chair

JM:db

ATTACHMENT A

1.201.010 ASHRAE Policy and Procedure for Format, Activity, and Content of Websites for ASHRAE Groups (12-06-27-20)

1.201.010.1 This policy applies to websites on the Internet developed by Board-recognized ASHRAE groups including Standing Committees, Chapters, Student Branches, Regions, and Technical Committees (TCs). An ASHRAE group that develops a World Wide Web website shall follow these guidelines, which provide further definition to what is stated in the restrictions stated in the General Rules of ASHRAE's Rules of the Board: "2.101.005 Restrictions / 2.101.005.1 / 74-06-23-21: Matters pertaining solely to politics, religion, or trade are considered inappropriate for a technical society and therefore shall not be a subject of discussion at meetings of the Society or be included in any of its publications."

- A. Hosting - ASHRAE encourages ASHRAE groups to use websites for internal and external communication.
 1. ASHRAE makes server space available to chapters, regions, and technical committees for website housing.
 2. A section of the Society's website is dedicated to the posting of information pertaining to activities of each of the Society's Standing Committees. The committees direct staff liaisons as to what information should be posted on the site and submitted to the Society's webmaster. Then, just as the editors of *ASHRAE Journal* and *ASHRAE Insights* use editorial judgment in the preparation of editorial content, the webmaster uses personal judgment in placing the information in the appropriate section of the Society's website.
 3. If Society Standing Committees wish an ASHRAE group wishes to make more extensive use of the Internet for communication, they may establish a website on a non-Society server provided they follow the ASHRAE website policy and they do not post ASHRAE information protected by copyright nor information that is competitive with Society activity. Such sites will be linked from the Society's website, but no staffing resources are to be used in their establishment and maintenance.
 4. ASHRAE does not make server space available to Student Branches.
 5. Social Network Sites, Pages or Groups established and managed by an ASHRAE group If an ASHRAE Society group (e.g., Standing Committee, Chapter, Region, Student Branch, TC/TG/SSPC) wishes to make more extensive use of the Internet for communication, it may utilize a social networking site provided it follows the ASHRAE website policy and commercialism policy and does not post ASHRAE information protected by copyright nor information that is competitive with Society activity. Such social networking presence may be linked to by Society, but no staffing resources are to be used in their establishment and maintenance.
- B. Website Designation - Websites developed by ASHRAE groups shall be titled as follows:
 1. Chapter websites shall be titled: "ASHRAE (registered symbol) (*chapter name*) Chapter."
 2. Student branch websites shall be titled: "ASHRAE (registered symbol) (*branch name*) Student Branch."
 3. Regional websites shall be titled: "ASHRAE (registered symbol) Region (*region number*)."
 4. TC websites shall be titled: "ASHRAE (registered symbol) Technical Committee (*TC number*) 'TC name.'"
 5. Websites of Standing Committees shall be titled: "ASHRAE (registered symbol) (*Name of Committee*)."
 6. ASHRAE shall assign appropriate URLs for hosted groups as needed. Insofar as possible, the URLs shall be designated with the intent of clarity, consistency, and simplicity.
- C. Multiple Sites - All website content posted by each ASHRAE group shall be available for navigation through a single home page.
- D. Disclaimer - Websites must prominently feature an appropriate disclaimer on the home page (first screen), as follows:
 1. Standing Committee, Regional and TC sites shall include the statement: "This website describes the activities of (*Name of Standing Committee*) or Region (*region number*) or Technical Committee (*TC number*) of ASHRAE. It does not present official positions of the Society nor reflect Society policy. ASHRAE is not responsible for this site's content. To learn more about ASHRAE activities on an international level, contact the ASHRAE homepage at <http://www.ashrae.org>." (This address must be linked to the Society's home page.)
 2. Chapter and Student Branch sites shall include the statement: "This website is maintained by the (name

of Chapter or Student Branch) of ASHRAE. It does not present official positions of the Society nor reflect Society policy. ASHRAE chapters may not act for the Society and the information presented here has not had Society review. To learn more about ASHRAE activities on an international level, ~~contact the ASHRAE home page~~ visit ASHRAE's website at <http://www.ashrae.org>." (This address must be linked to the Society's home page.)

3. Social Network Sites, Pages or Groups "This (*page, website, discussion group, etc.*) website is maintained by the (*name of group*) of ASHRAE. It does not present official positions of the Society nor reflect Society policy. (*name of group*) may not act for the Society and the information presented here has not had Society review. To learn more about ASHRAE activities on an international level, ~~contact the ASHRAE home page~~ visit ASHRAE's website at <http://www.ashrae.org>." (*This address must be linked to the Society's home page if possible.*)

E. Site Webmaster - One person who is a voting or corresponding member of the ASHRAE group shall be assigned as the webmaster of that group's website, responsible for what appears on the site. This person's name, committee position, e-mail address, and the date of last revision shall appear on the home page.

F. Content

1. All material on a website must be reviewed for appropriateness of material and timeliness. All material that is posted on a website must be approved for posting by the chair or president of the ASHRAE group. Format of the website must be approved by the ASHRAE group.
2. Rosters published on websites will conform to ASHRAE's Security and Privacy Policy.
3. Content posted on websites must not violate copyright policies nor infringe on intellectual property rights (including those of ASHRAE as represented in its copyrights) and must reflect the professional standards of ASHRAE.
4. Technical Committees may post working drafts of technical material including but not limited to Handbook chapters, standards and guidelines, and work statements under the following conditions:
 - a. The following disclaimer must appear on the first page of the draft: "Copyright ASHRAE (year). This is a draft produced for consideration for publication by (name of committee). The proposed content in this draft is subject to change before final approval by ASHRAE. The draft or portions thereof may not be quoted or reproduced without permission of the ASHRAE Publisher, 180 Technology Pkwy NW, Peachtree Corners, GA 30092; (404) 636-8400; fax (404) 321-5478."
 - b. The words "Working Draft – Do Not Quote" must appear in a header or footer on every page.
 - c. The draft must be posted on a private website or private section with access restricted to members of the group only.
 - d. No material that is offered for sale by ASHRAE may be posted on a website.
 - e. Technical Committees may post past Winter or Annual Meeting program presentations for download or viewing with the following provisos:
 - (1) The posted versions must be the versions that were previously reviewed for commercialism and approved by the Conferences and Expositions Committee.
 - (2) The following disclaimer must be viewed by the user prior to download or viewing: "This information was presented at ASHRAE Seminar _____ held at the _____ meeting in _____. The seminar format is to present information of current interest and to provide a venue for interaction between ASHRAE members. These seminars should not be considered peer-reviewed (or the final word on any subject). ASHRAE has not investigated, and ASHRAE expressly disclaims any duty to investigate any product, service, procedure, design, or the like which may be described herein. The appearance of any technical data or editorial material in this presentation does not constitute endorsement, warranty, or guarantee by ASHRAE of any product, service, process, procedure, design, or the like. Neither ASHRAE, the authors nor their employers warrant that the information in this presentation is free of errors. The entire risk of the use of any information in this presentation is assumed by the user. Before making any decision or taking any action on this subject, you should consult a qualified professional advisor."
 - (3) The sponsoring group must also have received written or electronic permission for posting the seminar from the author.
 - f. Statements and presentations may not appear on websites that state, purport, or imply that they present ASHRAE positions, policy, or opinions.

G. Discussion Groups - Websites may house discussion groups.

- H. Commercialism - Content ~~on websites~~ is governed by the following policies regarding commercialism:
1. Content ~~on Standing Committee, Regional, Student Branch and TC websites~~ may not violate ASHRAE policies with regard to commercial and proprietary interests. Specifically, websites may not endorse nor describe or state by name products, services and companies, except to identify the business affiliations of persons named on the site. Links may be provided only to other ASHRAE websites and to noncommercial sites if the purpose is clearly for information only. Before the link is executed, viewers must see a message indicating that they are leaving the ASHRAE group's website and that ASHRAE does not endorse the content of the target web page. Company URLs may not be posted and no links to company sites are allowed except as provided in 8.H.4.
 2. ASHRAE groups may not link their sites to sites of manufacturers of equipment and products used in the HVAC&R industry nor to commercial providers of HVAC&R services, except as provided in 8.H.3 and 8.H.4.
 3. Chapters, regions, and TC websites hosted by ASHRAE may not contain advertising, other than advertising provided by ASHRAE as a means of subsidizing the hosting of the site. Chapter sites not hosted by ASHRAE may include nominally sized logo and/or text identifying and acknowledging support of the chapter only accept "business card" type advertising if they wish to accept advertising. Non-hosted chapters may include links to company websites and charge fees for those links under the following conditions:
 - a. The company must be associated with HVAC&R technology. The company must be either a local service provider, a local manufacturer, or a manufacturer's representative.
 - ~~b. The following message must be viewable before the link is executed: "You are leaving the _____ Chapter Home Page."~~
 - b. E-mail links from business cards on chapter home pages are allowed providing that the link is for E-mail only and the viewer never leaves the chapter's home page when executing the link.
 - c. Commercial content, including business card type advertising and links to company sites, that appear on the chapter home page must be in a section of the chapter home page that is dedicated to advertising. For example, advertising content and editorial content cannot appear on the same screen and links to company sites cannot be placed on the same screen as editorial content.
 4. An ASHRAE group's site may be linked to a commercial site if the ASHRAE group's site resides as an offspring to the commercial organization's parent home page. In such cases only the link "return" is allowed. "Return to XYZ Co." is not allowed as this would constitute advertising.
 5. Sponsored events may include nominally sized logo and/or text identifying and acknowledging support of that event.
- I. ASHRAE Trademarks - ASHRAE and the ASHRAE logo are registered trademarks of ASHRAE.
1. The "circle-R" registered symbol must appear with the name "ASHRAE" the first time "ASHRAE" appears on the home page and with the first use of the ASHRAE logo.
 2. ASHRAE groups may use the ASHRAE logo on their own respective home pages in accordance with these guidelines, but groups may not authorize use of the ASHRAE logo by others. Authorization for ASHRAE trademark and logo use on the Internet may only be given by ASHRAE Headquarters.
 3. The Society may restrict the use of its trademark and logo on websites at any time if use of the Society's trademarks is determined by ASHRAE to be detrimental to the Society's interests or if ASHRAE determines that the appearance of content on websites conflicts with or may be confused with content appearing on the Society's website.
 4. ASHRAE Headquarters reserves exclusive use of the name "ASHRAE (registered symbol) On Line" for its Internet communication service.
 5. ASHRAE Headquarters reserves exclusive use of URLs. ASHRAE position titles, hashtags, etc. related to current and expired positions and events. All use requests should be directed to ~~the Director of Publishing and Education~~ ASHRAE staff.
- J. Link to ASHRAE
1. Each website must link to the Society's home page.
 2. The Society will provide a link to the chapter's home page, providing that the chapter has followed these standards.
- K. Procedures for ASHRAE Hosted Sites
1. a. An ASHRAE region, chapter, or TC may develop a website that may be hosted on the Society's server. The site shall conform to the following requirements:
 2. b. Each regional director, chapter president, or TC chair shall designate a single individual to be the

webmaster for that group or region. This person will be responsible for website postings from that group or region.

- ~~3. e.~~ Files shall be uploaded to the ASHRAE hosted site by the group's webmaster using the FTP procedure provided by staff.
- ~~4. d.~~ Files shall be uploaded in formats to be specified by staff.
- ~~5. e.~~ Staff will not review files for content, but ASHRAE reserves the right to edit or remove material that conflicts with ASHRAE policies.
- ~~6. f.~~ Files for the website shall occupy no more than ~~20 MB of hard drive space~~ the amount of space specified by ASHRAE staff.
- ~~7. g.~~ Only the designated webmaster may upload files to the server.
- ~~8. h.~~ Links may be provided only to other ASHRAE websites and to noncommercial sites.

~~L. K.~~ References to ASHRAE Products - Websites should refer Internet users to the Society's home page for pricing information about ASHRAE publications and Society programs.

~~M. L.~~ Site Review - ASHRAE staff will periodically review websites with links from the Society Home Page. If a site is found to be in violation of any of these policies, the designated webmaster of the site will be notified to correct the violation. If the violation is not corrected, staff will remove the link to the site from the Society Home Page.

~~N. M.~~ Contact for Linking or Policy Questions - <webmaster@ashrae.org>

~~O. N.~~ Social Media Sites and/or Pages established and managed by an ASHRAE Group – ASHRAE Board recognized entities or groups, not individuals, may establish a social media site(s) provided they follow the ASHRAE Policy and Procedure for Format, Activity, and Content of Websites and Social Media for ASHRAE; the ASHRAE commercialism policy, and do not post ASHRAE information protected by copyright nor information that is competitive with Society activity. Entities or groups not recognized by the ASHRAE Board of Directors will be advised that ASHRAE's trademark may not be used.

1. All e-mail addresses used to create accounts on social media sites shall point to positional e-mail aliases, not personal e-mail accounts, E-mails used as a log-in for password recovery shall also be positional e-mail aliases.
2. Social media sites shall be considered as owned by the ASHRAE group, not by an individual, thus ownership of the social media accounts(s) remains that of the group.
3. Only one social media presence per platform (i.e. Facebook, ~~X~~, ~~Twitter~~, LinkedIn) shall be established per group, entity, or position.

~~P. O.~~ Electronic Collaboration - The definition of electronic collaboration refers to files posted on Internet or network servers, not computers or drives for individual use. It does not include e-mail. ASHRAE copyrighted material, drafts, and the electronic materials used in their development must be securely stored on ASHRAE-approved servers or services. Intellectual property contained in posted materials must belong to the group posting, and the group posting must have authorization to post such material.

(15-07-01-12)

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From Meeting of June 21, 2025

Members Present

Maggie Moninski, Chair
Kristen Cetin, Vice Chair
Atilla Biyikoglu
Aaron Boranian
Craig Bradshaw
Anuj Guta
Robin Bryant
Cindy Callaway
Haotian Liu
Jon Cohen
Suzanne LeViseur
Jim Liston
Stephanie Mages
Erik Sanchez
Som Shrestha
Davide Ziviani
Haotian Liu
Richard Gunpat
Ehab Mamdouh
Mikael Salonvaara, Incoming
Dennis Alejandro, Incoming
Mike Bilderbeck, Incoming
Ahmed Elatar, Incoming
Jeslu Jacob, Incoming
Raul Simonetti, Incoming
Cheng Wee Leong, BOD ExO

Members Absent

Ahmed Abdelsalam
Brian Fronk
Joe Chow
Kevin Brown
Ng Yong Kong
Li Song
Vinod Venugopal
Joshua Vasudevan

Guests

Bassel Anbari
Doug Cochrane
Michael Cooper
Danielle Passaglia
Linda Lee

Staff

Haley Booker-Lauridson
Ragan McHan
Selina Parks

Motions

None

Status of Referred Motions

CEC recommends to Members Council that referred Motion 24-15-1 be defeated.

Motion 24-15-1 (Region XV: India Chapter):

ASHRAE implement a standardized procedure for monitoring and reporting Indoor Air Quality (IAQ) across all ASHRAE-operated facilities and events. This procedure will ensure that IAQ is consistently monitored and reported to maintain a healthy and productive environment for all members and attendees.

Answer: While ASHRAE cannot control the systems and equipment in place at conference venues, ASHRAE currently requests that these venues provide documentation of compliance with ASHRAE Standards 55 (Thermal Environmental Conditions for Human Occupancy) and 62.1 (Ventilation for Acceptable Indoor Air Quality) during the RFP process when sourcing event space. In addition to this measure ASHRAE proactively provides guidance by providing CEC sponsored complimentary registration to in-house facilities team for continued education to help promote education to better the facilities IEQ.

Status: Complete

Vote: 19-0-0, CV

CEC recommends to Members Council that referred Motion 24-2-6 be defeated.

Motion 24-2-6 (Region II; Ottawa Valley Chapter):

That ASHRAE Conference and Transactions paper authors web-exposed credentials should be adjusted in ASHRAE documentation such that tools such as Google Scholar can scrape them without dropping authors and/or morphing credentials as part of the name. This will require registration with the National Library Archiving Services.

Answer: Based on research and review of the existing integrations into the Google Scholar tool it is evident that rather than reintegrating the process with a large number of vendors that provide results to Google Scholar we recommend a different approach. The recommended process solution is for authors to utilize the links provided in the Google Scholar tool to obtain the full, correct list of authors from the paper's source webpage. In case of errors, it up to the authors to adjust the citation in Google Scholar.

Status: Complete

Vote: 19-0-0, CV

Information Items

1. The 2025 Annual Conference had a total of 111 sessions and events scheduled, comprised as follows: 72 Seminars, 22 Paper Sessions, 3 Virtual Paper Sessions, 7 Panel discussions, 2 Forums, 1 Debate and 4 Workshops. There was a total of 348 presentations, 91 papers and 17 live-stream sessions. As of June 21, registration for in-person attendance is 1185, A total of \$79,300 in sponsorship was raised for the conference.
2. The April 24-25, 2026– 4th Developing Economies Conference in Delhi, India was approved as a society level topical conference.
3. CEC voted and passed a motion to remove technical papers as an option for future conferences. Current technical papers in review will complete review and no further technical papers will be accepted for review. 19-0-0 CV
4. CEC passed a motion requiring paper session chairs to chair a minimum of two sessions per conference to qualify for the reduced conference rate. 18-0-0 CNV
5. CEC has formed an ad hoc to review a new program type focused on case studies. The goal is to launch the new program type for the 2027 Winter Conference in Chicago.
6. CEC passed a motion requiring that Winter and Annual Conference presenters must use the ASHRAE PPT template for the 2026 Annual Conference onwards and are strongly recommended to use it for 2026 Winter. 19-0-0 CV

Additional Information

1. Topical Conferences Held Since February 2025
 - a. April 23-24, 2025, Third International Conference on Energy and Indoor Environment for Hot Climates, Doha, Qatar. The conference had 180 attendees, 4 keynote speakers and 15 sponsors. Dennis Knight attended to participate in the opening session alongside the President of the Qatar Society of Engineers and Conference Chair, Hassan Sultan. Dennis Knight also gave the opening keynote. The conference was a paper-based conference with 25 conference papers, a workshop, and a two-part industrial session. Feedback was overwhelmingly positive from the organizers and attendees. The Qatar Oryx Chapter is planning the next installment for Spring 2027.
2. Topical Conferences In-Process
 - a. August 13-15, 2025 – Conference for Integrated Design, Construction & Operations, Denver, CO
 - b. September 24-26, 2025 – IEQ 2025, Montreal, QC, Canada
 - c. October 22-24, 2025 –ASHRAE Building Decarbonization Conference, Chicago, IL
 - d. December 8-11, 2025 -- Buildings XVI, Clearwater, FL

- e. April 13-14, 2026 – Women in ASHRAE Leadership Symposium, Las Angeles, CA
 - f. October 8-9, 2026 – The Seventh ASHRAE International Conference on Efficient Building Design - Materials and HVAC Equipment Technologies, Beirut Lebanon
 - g. November 16-18, 2026 – ICERD-9, Kuwait City, Kuwait
3. Future Annual and Winter Conference Sites
- a. Winter, January 31-February 4, 2026 – Las Vegas
 - b. Annual, June 27-July 1, 2026 – Austin
 - c. Winter, January 23-27, 2027 – Chicago
 - d. Annual, June 12-16, 2027 – New Orleans
 - e. Winter, February 7 – 9, 2028 – Orlando
 - f. Annual, June 24-28, 2028 – St. Louis
4. SY 25-26 MBOs
- a. Review CEC programs, budget and expenses and make recommendations to improve impact-focused engagement to the Planning Subcommittee by the Winter Meeting in Las Vegas.
 - b. Revamp the CEC operations subcommittee manual so it is a useful tool for current and future CEC members
 - c. Work with Meridian to streamline virtual content so that it is more useful and accessible to all ASHRAE members
 - d. Explore options to expand travel grant programs for students and YEA members to select topical conferences
 - e. Streamline topical conferences through standardized processes
 - f. Select technical chairs for Winter 2028 and Annual 2028 Conferences
 - g. Transition ASHRAE technical papers away from Scholar One
 - h. Align conference programs with targeted conference authors and attendees including forming an ad hoc to determine how case studies can be implemented in future ASHRAE Winter and Annual Conferences.

MBO Update

[CEC 2024-2025 MBOs](#)

Attachments

None

Respectfully submitted,

Maggie Moninski

Maggie Moninski, Chair

Conferences and Expositions Committee

GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
From Meeting of June 20, 2025
~ Annual Conference - Phoenix, AZ ~

ATTENDANCE

Members Present

Sheila Hayter, Chair
Meghan McNulty, Vice Chair
Keith Reihl
Heather Schopplein
Megan Tosh
PJ Johnston
Andy Persily*
Tim Wentz
Adrianne Mitani
Patrick Adams Villaume
Weston Hockaday
Victor Niño
Doug Cage*
Eleazar Rivera
Peter Koneck-Wilwerding
Tracey Jumper
Geoff Jenks
Luis Alvarado
Syed Mubarak*
Ioan Dobosi
Varun Jain
Ahmed Bolbol
Sonya Pouncy
Bryan Holcomb
Sarah Maston

Incoming Members Present

Mick Schwedler
Dennis Knight
Harrison Kesling
Jessica Renner
Alexander Armstrong
Abdallah Mahmoud*
Brad Lentz
Rob Craddock
Ashish Rakheja

Members Absent

Artorius Reyes
Will Fisher
Adam Doubblestein

Incoming Members Absent

None

Guests

Georgios Pantelidis, GTIC
Tobi Showunmi
Mike Nerozzi
William Bahnfleth
Thomas Kolpasky
Blake Ellis
Matthew Archey
Leigh Lain Walker
Darryl Boyce
Caroline Kelty
Doug Cochrane
Wade Conlan
Kazukiyo Kumagai – CA Dept of Health
Brittany Swan - AMCA
Chris Ruch - SMART
Dwayne Taylor
Scott West
Tanmay Rakheja
Walt Vernon
Linda Lee
Peter Luttk
Douglas Fick
Colin Laisure-Pool
Chris Seeton
Martin Luymes* - HRAI
Catherine Brown*

Staff

Alice Yates
Bryce Causey
Neil Gavigan
Jacob Karson
Chris Miller
Emily Porcari
Jeff Littleton

*Indicates Remote Participation

Motions

Motion 1 (Revisions to the GAC MOP): The Government Affairs Committee recommends Members Council approve the following revisions to the GAC Manual of Procedures (MOP).

Change #1: Change to Membership on GAC Global Affairs Subcommittee

d. Global Affairs

The members of Global Affairs Subcommittee are appointed annually by the Chair of the GAC. Membership of the Subcommittee includes the RVCs from Regions 2, 8, 11, 12, 13, 14, 15 and the RAL and in addition, up to 3 additional non-RVC Members with international experience that serve on the GAC, at the discretion of the GAC Chair. If an RVC from Region 2, 8, 11, 12, 13, 14, 15, and RAL is serving as chair of another subcommittee, an exception should be made and that RVC should not serve as a member of the Global Affairs Subcommittee. The Chair of the Subcommittee needs to be an RVC with a minimum of 1 year GAC experience and be from the Regions involved.

Change #2: Adding Time Zone Requirement for Inclusivity Purposes

2. EXPECTATIONS OF COMMITTEE MEMBERS

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

All GAC communication regarding meeting times must include the time zone; this practice is to promote inclusivity of all members and other participants, regardless of their geography.

Change #3: PPIB Process Clarification

4.A Exec Subcommittee responsibilities:

6. Review, comment, and approve actions on Public Policy Issue Briefs (PPIBs) ~~developed recommended~~ by a ballot of the Policy and Programs Subcommittee including revisions of existing PPIBs, retirement of existing PPIBs and drafts of new PPIBs.

~~a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.~~

~~b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.~~

~~c.~~ PPIBs actions approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.

4.B PPSC responsibilities:

6. Review ~~annually~~ existing PPIBs annually and vote to make recommendations to the Executive Subcommittee to reaffirm, revise or retire or update these PPIBs. ~~If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.~~

7. ~~Recommend and d~~ Develop any new PPIBs, as needed, and vote to recommend approval by the Executive Subcommittee.

Change #4: Nominating Subcommittee Requirements and Members Council Coordination

See attached redline of GAC MOP (Attachment A).

Background: The GAC is recommending several changes to the MOP to improve the operation of its committee:

1. **Change to Membership on GAC Global Affairs Subcommittee:** This change is needed because if an RVC from an “international region” is appointed to serve as the chair of the GAC Policy and Programs Subcommittee or the Member Mobilization Subcommittee, they automatically also become members of the GAC Executive Subcommittee and the Nominating Subcommittee. If they also have to serve on the Global Affairs Subcommittee (GASC), this would mean that they would be members of **four subcommittees**, which is too much to ask a volunteer member of ASHRAE. By making this change for membership of the GASC, they would only be a member of **three** subcommittees, which should be more manageable, especially since one of those subcommittees (the nominating subcommittee) doesn’t require as much of a time commitment.

The GAC approved this recommendation by voice vote at its June 20, 2025 meeting.

2. **Adding Time Zone Requirement for Inclusivity Purposes:** GAC MBO #8 reads, “Embed into the culture of ASHRAE inclusivity in GAC participation.” Discussions regarding this MBO resulted in this recommendation to add the time zone in all communications regarding meeting times. This will not only promote the inclusion of all members regardless of their geography, but it also is a good communication practice and will improve attendance at meetings.

The GAC approved this recommendation by voice vote at its June 20, 2025 meeting.

3. **PPIB Process Clarification:** The GAC is recommending some wording changes to Sections 4.A and 4.B of the MOP to clarify the process for re-affirming, revising, or retiring existing Public Policy Issue Briefs (PPIB), as well as for developing new PPIBs. These changes are minimal in scope and clarify how PPIB “actions” should be communicated between GAC subcommittees, regardless of the recommendation.

The GAC approved this recommendation by voice vote at its June 20, 2025 meeting.

4. **Nominating Subcommittee Requirements and Members Council Coordination:**

- Nominating Subcommittee Revision: Per the MOP, the GAC Nominating Subcommittee currently only needs to make recommendations to the Appointments Roadmap for the GAC Chair and Vice Chair. **After** appointments are made by the President-Elect, the GAC is often contacted with a request for a recommendation for the Communications Coordinator, and sometimes for Council Representatives as well. The GAC is recommending that the MOP be revised to add these positions to those recommended by the GAC Nominating Subcommittee. This change should streamlined the process and save time.
- Members Council Coordination: With respect to coordination among the GAC Chair, Vice Chair and Members Council Representative, changes to the MOP are being recommended because as of the 23/24 ASHRAE Society Year, the GAC Chair began serving as a voting member on Members Council, which requires more intentional coordination across these members of the GAC.

The GAC Executive Subcommittee unanimously approved these changes at its April 3, 2025 meeting; the full GAC unanimously approved these changes at its April 24, 2025 meeting.

Fiscal Impact: NONE

Staff Impact: MINIMAL

Information Items

1. Information Item 1. Government Outreach Events (GOE): The GAC set a goal of 100 Government Outreach Events to be held during Society Year 2023-2024. As of June 13, a total of **153** Government Outreach Events have been reported as being conducted in the 24-25 Society Year. These GOEs comprise **426 discrete meetings** involving **375 ASHRAE members** and **638 government officials** and their staff. **These numbers are likely to increase even more** as we review and verify the GOE reports received through June 30. A year in review video of this Society Year’s Government Outreach Events can be seen [at this link here](#).

2. Information Item 2. Public Policy Priorities (PPPs): The GAC approved by voice vote the attached PPPs for SY25-26 (Attachment B). Per the Rules of the Board (2.402.003.3), these PPPs were also submitted to ExCom and to the Board of Directors for approval. On June 21, ExCom unanimously approved the PPPs. On June 22, the Board of Directors approved the PPPs.

3. Information Item 3. Public Policy Issue Briefs: The GAC unanimously approved revisions to 11 existing PPIBs listed below. These PPIBs were submitted to Tech Council, and GAC addressed their comments; no substantive changes were made. The updated PPIBs will be posted online by July 1.
 - a. Building Decarbonization
 - b. Building Energy Benchmarking, Assessments, and Performance Targets
 - c. Climate Change and the Built Environment
 - d. Consensus Standards: Expert Solutions to Meet Global Needs
 - e. Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems
 - f. Indoor Air Quality
 - g. Refrigerants and Their Responsible Use
 - h. Resiliency in the Built Environment
 - i. STEM Education and HVAC&R Workforce Development
 - j. Indoor Carbon Dioxide, Ventilation and Indoor Air Quality
 - k. Wildfire Smoke from Wildfires and Prescribed Burns: Implications for Indoor Environmental Health

4. Information Item 4. Changes to the GAC Resource Manual: The GAC approved by voice vote the following changes to its Resource Manual:
 - a. Added a new timeline to guide the PPSC's process for re-affirming, revising, or sunseting existing PPIBs.
 - b. Added a requirement that all GAC meetings – including subcommittee meetings – at the Annual and Winter Conferences should be made available through a virtual option.

Attachments





Attachment A – Proposed Revisions to GAC MOP

Attachment B – Draft Public Policy Priorities for SY25-26






Status Update: MBOs for the GAC *(also provided in online tracker)*
SY2024- 2025


Last Updated: June 20, 2025

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
1	<p>MBO #1: Pivot GOE program to focus more on impact and follow-through and relationship-building and continuity after GOEs.</p> <p>Completion date: 6/30/2025</p> <p>Strategic Plan: Initiative 1, Goals 2a, 1B,3C</p>	Member Mobilization	<ul style="list-style-type: none"> Action items from the GOEs were completed in a timely fashion. Establish a percentage or number of GOEs that have a specific issue focus (related to PPPs), than simply introducing ASHRAE. <p>✓ Explore 2-5 tools for GOE record continuity at a regional level.</p>	<p>MMSC determined that GOE forms and other recordkeeping did not allow us to track some of the metrics for this MBO. Therefore, MMSC has gathered recommendations to improve the GOE reporting form as well as overall record-keeping, and these will be considered by the MMSC in the next SY.</p> <p>MMSC recommends revising the PAOE points to include points for sending a reply/follow up to govt official after GOE. This will be considered by MMSC in the next SY to potentially be advanced to Members Council.</p> <p><i>It is recommended that this MBO be continued into next SY.</i></p>

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
2	MBO #2: Increase awareness of the Government Affairs Award Completion date: 6/30/2025 Strategic Plan: Initiative 2, Goals 2a, 1b	Member Mobilization	 Develop additional training for GAC Chapter chairs  Make recommendation to increase the PAOE points for GA6 & GA11	<p>MMSC provided recommendations on SY25-26 PAOEs to the Vice Chair. While additional training has not been developed, MMSC has made recommendations for this training:</p> <ul style="list-style-type: none"> • Providing an example application; • Creating a demonstration in video format that could be used at CRCs; and • Creating a video of a demonstration on how to fill out the GOE reporting form; MMSC also recommends encouraging every region to have at least one nominee. <p><i>This MBO is essentially complete.</i></p>
3	MBO #3: Implement new SMEs for GOEs pilot program. Completion date: 6/30/2025 Strategic Plan: Initiative 4, Goals 1b, 2b	Policy & Programs	 Define schedule and methodology for soliciting SME applicants.  Connect appropriate subject expertise with government needs <ul style="list-style-type: none"> • Schedule 3 government engagements employing ASHRAE SMEs. • Develop evaluation approach to assess effectiveness of initial engagements and prepare summary report. • If continuation of the program is advised, recommend updates to GAC guiding documents to support continuation of the SME program. 	<p>The SMEs for GOEs pilot program has made significant progress this SY. The task team has approved 24 SMEs through three quarterly review periods. The approved SMEs represent 10 different regions and bring a variety of subject matter expertise. Moving forward, task team will focus more on making members aware that this program is available for their GOEs.</p> <p>The task team is also developing and implementing strategies to keep SMEs actively engaged during their three-year term, improve the application process, and identify and address gaps in subject matter expertise.</p> <p><i>Significant progress has been made in implementing this pilot program; as the pilot has 2 more years, implementation will continue in the next Society Year.</i></p>

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
4	<p>MBO #4: Develop future plan for GAC Advisory Board based on recent efforts of Board and discussions of effectiveness. Review recommendations of board and provide recommendations on how best to enact them.</p> <p>Completion date: 4/18/2025</p> <p>Strategic Plan: Initiative 3, Goals 1b, 2b, 3a</p>	Policy & Programs	<p>✓ Recommend whether Advisory Board should be continued.</p> <p>✓ If it the Advisory Board should continue, then recommend how function of Advisory Board should be changed to meet its intended goals and whether it should be expanded to additional AHJs and other constituents.</p> <p>✓ If the Advisory Board should not continue, then recommend how the intent of the advisory board could be met in other ways.</p>	<p>PPSC recommended the Advisory Board be discontinued; members of the advisory board were subsequently notified and thanked for their service.</p> <p>PPSC members authored a recommendation on how the intent of the advisory board can be met in other ways. This recommendation was shared and discussed at the PPSC and GAC meetings in Phoenix.</p> <p><i>This MBO has been completed.</i></p>
5	<p>MBO #5: Work with Global Technical Interaction Committee (GTIC) to facilitate sharing of information to avoid duplication of efforts, including through improved understanding of market needs and the tracking and adoption of ASHRAE standards and guidelines around the world.</p> <p>Completion date: 6/30/2025</p> <p>Strategic Plan: Initiative 3, Goal 3b</p>	Global Affairs	<p>✓ Nominate a liaison from GASC to GTIC and send recommendation to GAC Chair at earliest possible opportunity.</p> <ul style="list-style-type: none"> Each member of GASC to provide a list of ASHRAE standards that have been adopted by various jurisdictions in their regions. <p>✓ Identify opportunities for ASHRAE Standards adoption, including through scheduling meetings, sharing information about standards, and/or writing advocacy letters for standards adoption.</p>	<p>Eleazar Rivera has been confirmed as the GAC-GTIC Liaison.</p> <p>Coordination with GTIC complete. Protocol for reporting findings to GTIC established.</p> <p>Numerous meetings held with global lawmakers and government officials.</p> <p><i>The GAC and GTIC have engaged effectively and implementation of this MBO has been a success; GASC will continue this work as an ongoing responsibility.</i></p>

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
6	MBO #6-: Provide recommendations to the full committee on priorities for document translation. Completion date: 6/30/2025 Strategic Plan: Initiative 3, Goals 1a, 1b, 2a	Global Affairs	 Recommend languages for prioritizing translation.  Recommend documents for prioritizing translation.  Review current translated documents and languages.  Review current international market for translated and untranslated publications with ASHRAE's accounting department.	<p>Outreach to ASHRAE staff regarding data to substantiate recommendations has been completed. Accounting staff informed GASC staff liaison that reviewing sales data would not be helpful for this MBO. GASC members determined that the PPIBs and PPPs should be prioritized for translation into Spanish. Translation work has been completed, and work will be conducted to replicate this workflow for other languages.</p> <p><i>This MBO has been completed.</i></p>
7	MBO #7: Develop alternative methods for promoting the value and benefits of employee participation in ASHRAE and to encourage sponsorship and support for their employees by end of Q2. Completion date: 12/31/2024 Strategic Plan: Initiative 4, Goals 2a, 2b	Member Mobilization	 Develop 1-2 methods by end of Q2.	<p>MMSC developed several recommendations that it shared with the GAC.</p> <p><i>This MBO has been completed.</i></p>

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
8	MBO #8: Embed into the culture of ASHRAE inclusivity in GAC participation. Completion date: 6/30/2025 Strategic Plan: Initiative 4, Goal 2a	Executive Subcommittee	 Provide 1-2 recommendations to Members Council by end of Q4 of ways to promote inclusion and foster community and networking.	Recommendations developed: <ul style="list-style-type: none"> • All GAC communication regarding meeting times must include the time zone; this practice is to promote inclusivity of all members and other participants, regardless of their geography. This recommendation will likely be sent to Members Council in the form of a motion if the GAC approves it in Phoenix. • Another recommendation might be to change the use of “par” for PAOE program. McNulty passed along this recommendation to the PAOE Subcommittee, and it was discussed at the Nov 5th meeting. <i>This MBO has been completed.</i>

Attachment A:
Proposed Revisions to the GAC MOP
Nominating Subcommittee Requirements
and Members Council Coordination

Attachment B:
Proposed Public Policy Priorities (PPPs) for SY25-26



Shaping Tomorrow's
Built Environment Today

Government Affairs Committee

Manual of Procedures

**Approved, as amended by the Government Affairs Committee on June 21, 2024 and
accepted by Members Council on June 25, 2024.**

**Approved by the Government Affairs Committee on June
21, 2024**

Table of Contents

1. Introduction	Page 3
2. Expectations of Committee Members	Page 3
3. Duties of Committee Members	Page 3
a. Chair	Page 3
b. Vice Chair	Page 3
c. Communications Coordinator	Page 5
d. Regional Vice Chairs	Page 5
e. Representative of Technology Council	Page 6
f. Representative of Members Council	Page 6
g. Representative of Publishing and Education Council	Page 6
h. At Large Members	Page 6
i. <i>Ex Officio</i> Member	Page 7
j. Staff Liaisons	Page 7
4. Subcommittees	Page 8
a. Executive	Page 8
b. Policy and Programs	Page 11
c. Member Mobilization	Page 12
d. Global Affairs	Page 13
e. Nominating	Page 15
5. Committee Objectives (MBOs)	Page 15
6. Award Programs	Page 16
a. Government Activities Award	Page 16

1. INTRODUCTION

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

2. EXPECTATIONS OF COMMITTEE MEMBERS

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

3. DUTIES OF COMMITTEE MEMBERS

a. Chair

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

1. Attend meetings of this Committee and assigned Subcommittee meetings.
2. Preside over all meetings of this Committee and its Executive Subcommittee.
3. Review and coordinate approval of the Committee minutes, as prepared by the staff liaisons, for all Committee meetings.
4. Prepare the agendas for this Committee's meetings with the assistance of the staff liaisons and Committee members.
5. Preparing written reports, including MBO status, at Society Annual and Winter Meetings, and at other times as required.
6. In consultation with the GAC Nominating Committee, shall annually appoint the Chairs of the standing Subcommittees.
7. Annually appoint each member of this Committee to one or more standing Subcommittees.
8. Periodically review the expenditures and budget allocations of the Committee and take any action deemed necessary, in cooperation with the Executive Vice President, to stay within the established budget.
9. Appoint Ad Hoc Subcommittees, or working groups from the membership of this Committee, as necessary.
10. Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.
11. Serve as a voting member on Members Council, serving as the GAC Representative.
12. Submit a mid-year report to Members Council at the Winter Conference, and a final report to Members Council at the Society Annual Conference summarizing the status of the current year Committee objectives and for the final report, introducing the Committee objectives for the next Society Year.
13. Assist with planning and participate in Government Outreach Events as needed.

b. Vice Chair

Duties of the Vice Chair include the following:

1. In the absence of the Chair, the Vice Chair shall assume the Chair role at any scheduled or called meeting of this Committee.

2. In the event the Chair is unable to perform its duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.
3. Prepare recommended budgets for the operation of this Committee for the coming year, in consultation with this Committee's Executive Subcommittee, the staff liaisons, and the BOD ex-officio members, for consideration by this Committee.
4. Perform other duties which may be assigned by the Chair.
5. Serve on this Committee's Executive Subcommittee.
6. Serve as a voting member of the Members Council PAOE Subcommittee, as the GAC representative.
 - (a) Collect input from GAC Subcommittees on PAOE recommendations. Submit recommendations for the next Society Year to the PAOE Subcommittee in the fall. PAOE are finalized for the next Society Year at the Winter Meeting.
 - (b) Coordinate and be in communication with the GAC Chair and the GAC Members Council Representative on Members Council matters including PAOE recommendations.
7. Coordinate training activities to enable GAC members (RVCs, at-large members, and Council representatives) to effectively fulfill their GAC responsibilities. A new member training is typically offered in the spring just prior to the Annual Conference. The Vice Chair will also be responsible for other trainings as are determined to be necessary in consultation with the GAC Executive Subcommittee.
8. Prepare Committee objectives for the next Society Year in consultation with the Executive Subcommittee and present the objectives to the full GAC Committee for review during the Society Annual Meeting occurring at the end of the Vice Chair's term.
9. Assist with planning and participate in Government Outreach Events as needed.

c. Communications Coordinator

Duties of the Communications Coordinator shall:

1. Work with staff to manage and update relevant ASHRAE webpages and social media outlets.
2. Work with RVCs to solicit and publish *Journal* and *Insights* articles.
3. Serve on this Committee's Executive Subcommittee.
4. Attend meetings of the Member Mobilization and Public Policy Subcommittees as needed.

d. Regional Vice Chairs

Duties of the Regional Vice Chairs include:

1. Work closely with the Director and Regional Chair (DRC) to keep them informed regarding the Committee's activities and assist with public policy issues.
2. Attend and actively participate in full GAC committee meetings, serve on at least 1 subcommittee, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.
3. Attend the regular meetings of this Committee at the Winter and Annual Conferences of the Society. Additionally, attendance at Subcommittee meetings during the Winter and Annual Conferences is highly encouraged.
4. Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
5. Monitor PAOE and enter RVC assigned points for Chapter governmental activities within the Region.
6. Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
7. Prepare reports, as required by the Society and this Committee's Chair.

8. Coordinate communication on government activities at the Chapter and Regional levels.
9. Administer this Committee's Government Affairs Awards Program within the Region, solicit entries for each award from the Chapters, and forward qualified entries for Society consideration.
10. Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.

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

e. Representative of Technology Council

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

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

f. Representative of Members Council

Duties of the Representative of Members Council include:

1. Serve as the liaison between GAC and Members Council; coordinate with the GAC Chair (who serves as a voting member of Members Council) and the GAC Vice Chair (who serves as a voting member of the PAOE Subcommittee of Members Council) on matters related to Members Council and the GAC
2. Ensure that ASHRAE's grassroots interests are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to the status of activities occurring within Members Council that are of interest to the GAC.

g. Representative of Publishing and Education Council (PubEd)

Duties of the Representative of PubEd Council include:

1. Serve as the liaisons between GAC and PubEd.
2. Ensure that ASHRAE's publications, training, certification, and related products are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to the status of activities occurring within PubEd Council that are of interest to the GAC.

h. At-Large Members

Duties of the At-Large Members include:

1. Serve on the Committee's Subcommittees as assigned by the Chair.
2. Provide support and advice as an advocate for assigned Committees in communication and interpretation of Committee's goals; guidance in fiscal planning, assistance in preparation and monitoring of annual objectives; assistance in developing and monitoring of action plans to

achieve Strategic Plan Objectives; and assist in preparing recommendations to the Members Council.

3. Attend all meetings of the Committee.

4. Other duties from time to time as directed by the Committee Chair.
5. Assist with planning and participate in Government Outreach Events as needed.

i. *Ex Officio* Member

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

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

j. Staff Liaisons

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

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council.
4. Welcome new members appointed to this Committee and send them electronic copies and/or weblinks to the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget.
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out MBOs.
9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRCs.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Vice Chair in conducting training of Committee members at the Annual Conference and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.

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

4. SUBCOMMITTEES

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

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

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

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

Standing Subcommittee membership and responsibilities are assigned as follows:

a. Executive

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

Responsibilities of the Executive Subcommittee shall include:

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

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

a. Rules of the Board (ROB):

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

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

b. Manual of Procedures (MOP):

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

c. GAC Resource Manual (RM):

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

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

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

b. Policy and Programs

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

Responsibilities of the Policy and Programs Subcommittee shall include:

1. Develop and oversee implementation of public policy goals and initiatives, as drawn from the Society's Public Policy Priorities.
2. Provide regular reports to the GAC on the status of public policy initiatives and goals. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.
3. Seek opportunities in conjunction with Member Mobilization Subcommittee efforts for influencing public policy through active outreach with governmental and non-governmental organizations.
4. When deemed necessary, prepare and submit requests for action alerts to the Executive Subcommittee.
5. Review and recommend revisions to the PAOE criteria, and forward these recommendations through the staff liaison to the Committee Vice-chair by November 30 of each calendar year.
6. Review annually existing PPIBs and make recommendations to the Executive Subcommittee to retire or update the PPIBs. If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.
7. Recommend and develop any new PPIBs, as needed.

c. Member Mobilization

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

Responsibilities of the Member Mobilization Subcommittee shall include:

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

4. Provide recommendations to the GAC on emerging issues that are not the current primary focus of the Society, but have the potential to become of greater interest and thus may warrant greater future attention.
5. Manage Government Affairs Awards Program.
6. Review and update training materials for chapter chairs prior to Winter Meeting. The Subcommittee must provide feedback on training materials and work with staff to update and develop the training materials for Regional and chapter training events.
7. Review and recommend revisions to the PAOE criteria, and forward these recommendations through the staff liaison to the Committee Vice-chair by November 30 of each calendar year.

d. Global Affairs

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

Responsibilities of this Subcommittee shall include:

1. Developing strategies to promote and grow activities that reflect the global nature of the Society;
2. Identifying regional best practices for government outreach outside of the U.S. so that chapters can successfully promote the Public Policy Priorities internationally and build connections with government officials, institutions, non-governmental organizations, and private parties;
3. Monitor key public policy needs of government officials and policy makers internationally concerning the built environment, and make ASHRAE recommendations for responding to these issues;
4. Provide regular reports to the GAC on global outreach activities.
5. Review and recommend revisions to the PAOE criteria, and forward these recommendations through the staff liaison to the Committee Vice-chair by November 30 of each calendar year.
6. Liaise with other ASHRAE global committees or bodies as needed.

e. Nominating

1. Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, all Subcommittee chairs, and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GAC Vice Chair.
2. The Chair of the Nominating Subcommittee shall be the GAC Vice Chair, or another member of the GAC Executive Subcommittee otherwise appointed by the GAC Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee through the Board ExO for the next year's GAC Committee Chair, Vice Chair, Communications Coordinator, and Council Representatives.
4. The Subcommittee may also make recommendations on the GAC ExO and CO to the President-Elect.
5. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the incoming GAC Chair and Vice Chair.
6. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and all information shall be treated confidentially.
7. All nominations should be submitted by the nominating subcommittee within a maximum of two weeks' time after the Winter Meeting.

5. Committee Objectives (MBOs)

Prior to the Society Annual Conference, the incoming Committee Chair, in consultation with the Executive Subcommittee, will prepare objectives for the Committee for the next Society Year and present these objectives to the Committee for review during the Society's Annual Conference. The objectives will be included in the Committee's report to the Members Council at the Annual Conference as an information item.

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

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

6. AWARDS PROGRAM

a. Government Affairs Award

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

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



Draft ASHRAE's Public Policy Priorities: SY 2025-2026

- Advance Design and Construction of Resilient Buildings and Communities

Resiliency is an important societal, economic, and technical issue that will have a major impact on how buildings are designed, renovated, operated, and kept secure. For example, the increasing threat of wildfires has led ASHRAE to produce Guideline 44-2024, *Protecting Building Occupants from Smoke During Wildfire and Prescribed Burn Events*.

A building's ability to recover and be available to occupants following natural and human-induced disasters can have widespread economic and health implications. With respect to cyber-security risks, potential consequences of compromised systems include personal trauma, lengthy power outages, and decreased ability to return facilities to their intended uses following an event. Up-to-date standards including for ventilation, pathogen mitigation, secure building automation systems, and energy conservation are essential elements of resilient buildings. Unfortunately, most states have not adopted the most recent standards and codes that are based on the latest research and technological innovation, which could make building occupants more vulnerable to disasters and disease transmission. This is also true internationally. ASHRAE's priority is that policies affecting building design and building codes are developed and implemented by qualified engineers and HVAC&R professionals as unbiased technical experts, to advance a built environment that is as safe, efficient and resilient as possible in any part of the world.

- Promote Healthy Buildings and Reduce Disease Risk

Supporting the health and well-being of building occupants is the most important feature of the indoor environment. Providing healthy, safe and comfortable indoor environments are essential building services that must be achieved alongside energy efficiency, sustainability, and resiliency. ASHRAE recommends that policymakers incorporate by reference ASHRAE standards and guidance in legislation and policies to provide healthy levels of indoor air quality (IAQ) comprehensive thermal comfort, and environmental health; reduce the risk of airborne pathogen transmission; and decrease hazards in building water systems. At a national or subnational level, model building codes should be developed referencing ASHRAE Standards such as [62.1 \(commercial ventilation and IAQ\)](#), [62.2 \(residential ventilation and IAQ\)](#), [170 \(ventilation of health care facilities\)](#), [241 \(control of infectious aerosols\)](#), [188 and 514 \(water system safety\)](#), and [55 \(thermal comfort\)](#) to support healthy, safe, and comfortable indoor environments.

- Strengthen and Expand the HVAC&R Workforce

Strong education in science, technology, engineering, and mathematics (STEM) to develop the pipeline of engineers, scientists, and technicians is critical to our future well-being and standard of living. ASHRAE supports policies that strengthen STEM at all educational levels, including through use of ASHRAE's extensive educational offerings. Requiring the use of ASHRAE certification programs helps ensure professionals have the skills and knowledge to improve building performance. ASHRAE supports expanding the HVAC&R workforce pipeline by broadening the population from which engineers, scientists, and technicians are recruited, including from disadvantaged and under-resourced communities. For the existing workforce, ASHRAE supports policies to equip them with the technical skills to address the challenges and opportunities for sustainable and healthy built environments that serve humanity. To ensure buildings and their systems are designed properly, ASHRAE supports professional engineering licensure with realistic requirements.



Draft ASHRAE's Public Policy Priorities: SY 2025-2026 (page 2)

- Support Sustainable Building Practices including Building Decarbonization to Mitigate Climate Change
Buildings and their heating, ventilation, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to greenhouse gas (GHG) emissions. Buildings are responsible for more than 35% of global primary energy use, 60% of global electrical energy use, and nearly 40% of energy-related GHG emissions worldwide. Eliminating GHG emissions from the built environment is essential to address climate change. Doing so will require recognizing buildings in the broader context of energy resources and additional demands on the electric grid. ASHRAE is advancing additional tools to support decarbonization across a building's entire life cycle, including building design, construction, operation (including grid-interactive and smart building tools), occupancy, and end of life. ASHRAE addresses emissions from building operation as well as those embodied in building materials and the construction process.

To advance building decarbonization, ASHRAE supports government adoption of robust building standards for new construction such as [ASHRAE Standard 90.1 \(commercial\)](#), [90.2 \(residential\)](#), [90.4 \(data centers\)](#), [189.1/IgCC](#) (high-performance green buildings), and [189.3 \(high-performance health care facilities\)](#). ASHRAE supports the deployment of decarbonization technology such as next generation heat pumps, the adoption of stretch codes, building performance standards ([Standard 100](#)), electric-ready building requirements, and building benchmarking and labeling requirements. ASHRAE also supports the use of decarbonized combustion fuels and on-site carbon capture use and storage, as they become commercially available. ASHRAE recommends governments use and refer to [ASHRAE Standard 228](#) to evaluate whether a building or group of buildings meet a definition of "zero net energy" or "zero net carbon."

- Ensure the Orderly and Safe Phasedown of High-GWP HFC Refrigerants
ASHRAE supports the global phasedown of the production and consumption of Hydrofluorocarbon (HFCs) refrigerants that have high-Global Warming Potential (GWP), including through legislation, regulations, and policy. Governments are mandating the near-term use of lower GWP refrigerants, which can have some flammability. [ASHRAE Standard 15-2022](#), *Safety Standard for Refrigeration Systems*, and [Standard 34-2022](#), *Designation and Classification of Refrigerants* should be adopted quickly to help ensure the safe use of these refrigerants. Where ultra-low GWP refrigerants are being applied, ASHRAE's priority is to ensure the transition to these refrigerants is managed so that they are used safely, efficiently, and cost-effectively. ASHRAE supports research needed to achieve these objectives.
- Support Adoption of the Latest Edition of ASHRAE's Standards
Energy efficiency and resulting cost savings can be improved significantly through the adoption and effective implementation of the most recent version of [Standard 90.1](#), *Energy Standard for Sites and Buildings Except Low-Rise Residential Buildings*, which has provided the minimum requirements for energy-efficient design in the United States for 50 years. Residential buildings and data centers can also achieve improved performance, save energy costs, and reduce climate impacts when jurisdictions adopt [ASHRAE Standard 90.2](#) (residential) and [Standard 90.4](#) (data centers). The incorporation by reference of ASHRAE's most current standards in building codes, rules, regulations, and laws enhances health, efficiency, and safety in the built environment, and should be pursued. Authorities having jurisdiction should be adequately resourced and empowered to adopt and enforce the newest edition of ASHRAE standards.

HONORS AND AWARDS COMMITTEE (H&A)

Report to Members Council
From Meeting of June 22, 2025

Members Present

Tom Phoenix
Adam Davis
Mohammad Al Tassi
Ronald Gagnon
Karine Leblanc
Scott Martin
Andy Reilman
Juliana Pellegrini Lemos Trigo
Luke Leung
Sheila Hayter*
Bruno Martinez*
Richie Mittal*
Daniel Redmond*
Sherry Abbott-Adkins*

Members Absent

Maged Fouad Hashem
Janice Peterson
Krishnan Viswanath

Guests

Rob Craddock
Alex Larson

Staff

Rhiannon Masterson
Anastasia Meadows

*Incoming Members

Motions:

Motion 1: Award Nominations – Executive Session

Information Items

1. H&A voted on recipients for the following awards, which will be presented during Executive Session:
 - a. ASHRAE Award for Distinguished Public Service
 - b. F. Paul Anderson Award
 - c. Fellow
 - d. ASHRAE Hall of Fame
 - e. Pass-Through Awards

MBO Update

All updates have been included within the main [MBO tracking spreadsheet](#).

Attachments

1. Attachment A – Motion 1: Executive Session
2. Attachment B – 25-26 MBOs

MEMBERSHIP PROMOTION COMMITTEE**Report to Members Council***From the meeting of Saturday, June 21, 2025, Pheonix, AZ*

<u>Members</u>	<u>Incoming Members</u>	<u>Guests</u>	
Jason Urso (Chair)	<u>Non-Voting</u>		
Louise McKenzie (1 st Vice Chair)	Andrew B Dubel	Anuj Gupta	Julia Call
Robert Druga (2 nd Vice Chair)	Bradley A White	Kevin Marple	Jonathan Smith
Chonghui Liu (Not Present)	Lorenzo Gonzalez Rodriguez	Ravindra Senavirathna	Buzz Wright
Reaz Usmanali	Mark Henry	Jacob Saxinger	Genevieve Lussier
Christine Smith	Manan Vora	Matthew Archy	Alexander Armstrong
Darrell Sandlin	Andrew B Dubel	Armardeep Singh	Anoop Peediyaakkan
Akshay Bhargava	Meagan Gibbs	Mohamed Daoud	Bob Snow
Jason Leffingwell		Dan Russell	Scott Peach
Lionel Davis, II	<u>Board ExO</u>	Bria Poe	
Ron McCarty	Bryan Holcomb	Jack Kibort	
Mark Penchoff	Genevieve Lussier	Mark Miller	
Gregory Jernstrom		Alexander Larson	
Guillermo Massucco		Stelios Lampadakis	
Dr. Dennis Siu Lok Tung	<u>Staff</u>	Rob Craddock	
Adelio Gaspar	Daniel Gurley, Staff Liaison	Pankaj Sareen	
Ershed Jaman Khan	Anne Wilson, Staff Liaison	Colin Mabe	
Adil Inam	Lisa Nichols, Staff Liaison		

Motions:

1. MP does not have any principal motions to present.
2. There were no referred motions for the MP Committee.

Informational Items to Report to Members Council:

1. New full dues paying members have the option to attend one conference for free within 2 years of joining. The number of members who took advantage of this includes:
 - a. 348 members for the 2025 Winter Conference in Orlando.
 - b. 53 members for the 2025 Summer Conference in Phoenix.
 - c. Additional analysis on comp registrations for the 2023 Annual Tampa, 2024 Winter Chicago, and 2024 Annual Indy includes:
 - i. Of the **483** comp registrants, only **84** cancelled their membership.
2. As part of MP's diversity and inclusion initiatives, our committee is spearheading two Member Resource Groups (MRGs). The intent is to allow members with common backgrounds and interests to network in a safe space.
 - a. New Members MRG
 - b. Professionals with Young Families MRG
 - c. MRGs met on Sunday, June 22, 2025.
3. Our committee participated in the Membership Models Ad Hoc committee to simplify ASHRAE membership. Should the new model pass, our committee is prepared to support the new model.
4. The MP Committee hosted a successful MP Centralized Training in Pheonix to prepare incoming Chapter MP Chairs, with over 70 attendees.

5. Virtual Centralized Training is scheduled for September 12, 2025. The training will be recorded and uploaded on MP's training website.

Additional Information Items:

6. Membership Performance:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2024	53,673	48,308	3,902	4,183	1,712
2025	54,100	48,229	4,246	4,661	1,625

- a. The developing economies membership program is in its 15th year. In July 2008, just after it began, there were 135 members in developing economies. As of May 31, 2025, there were a total of 2,991 developing economy members.

7. Membership Surveys

- a. We continue to conduct new member surveys and review the results. Feedback included:
- Many new members do not attend Chapter meetings.
 - Provide more technical seminars and site visits at Chapter meetings.
 - Satisfied with the opportunities and avenues for growth ASHRAE provides.
 - ASHRAE resources and Chapter events are expensive.
 - Too many emails from my Chapter.
- b. Conducted our annual Member Satisfaction Survey from November 1 2024 – December 15, 2024 (5% response rate). Common themes:
- Technical resources, access to training materials are considered the most valuable reasons for being a member.
 - Decrease in handbook/publications as the most important benefit with a significant increase in the professional development and training benefits.
 - Reasons to not renew:
 - If employer did not pay for membership.
 - Low value for the cost.

8. Chapter Chair Training & Development

- MP hosted in-person Centralized Training at the 2024 Annual Conference in Indianapolis, with over 60 in attendance.
- We conducted Virtual Centralized Training on September 23, 2024, with 64 attendees.
- We are receiving requests to host in-person MP Training in international regions.
- MP continues to investigate the best options to ensure MP Chairs/Co-Chairs are trained.

9. Recruitment

- Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- Brainstorm ideas to encourage employers to support dues payments.
- Assist with implementation of new bulk member discount.

10. Other

- Working with the BOD Diversity and Inclusion group on DEI initiatives.
- Develop talking points for DRCs and regional leaders to provide thoughts and ideas for them to share with their chapters and how those chairs can start.
- Hosted a successful Women in ASHRAE Happy Hour with over 100 attendees in Phoenix.
- Researching new program to provide 10-minute talks to regional/chapter leaders to ensure programs are inclusive for all.

RP COMMITTEE
 Report to Members Council
 From Meeting of June 21, 2025

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>
Les Pereira, Chair	None	Julia Timberman
Haley Goslinga, 1 st Vice Chair *		Cheng Wee Leong
Andy Manos, 2 nd Vice Chair	<u>Incoming RVCs Present</u>	Dan Bourque *
Kevin Baldwin, 3 rd Vice Chair	Erica Powell, RVC Region IV	Jim Fields
Kimberly Thompson, 4 th Vice Chair	David Rose, RVC Region VII	Mark Miller
Eric Fontaine, RVC Region I	Alexandre Kontoyanis, RVC Region	Justin Albo
David Sinclair, RVC Region II	Chioo Bin Tan, RVC Region XIII	Rob Craddock
Morgan Stevens, RVC Region III		Collin Mabe
Brian Justice, RVC Region IV		Carey Kelsey
Matt Belko, RVC Region V *	<u>Staff</u>	
Mayra Reyes, RVC Region VI	Julia Mumford	
Jennings Davis, RVC Region VII	Megan Gotzmer	
Greg Tinkler, RVC Region VIII	Sami Cowan	
Wes Stanfill, RVC Region IX		
Robert Kunkel, RVC Region X	<u>Incoming Chair</u>	
Nathan Ziegler, RVC Region XI	Haley Goslinga *	
Javier Korenko, RVC Region XII		
Suei Keong Chea, RVC Region XIII	<u>Incoming VC</u>	
Aleksander Andjelkovich, RVC	Suei Keong Chea	
Sayani Haribabu, RVC Region XV		
Omer Khan, RVC Region-at-Large		
Guy Perreault, ARC		
Mahroo Eftekhari, BOD		

*Present virtually

Motions

None

Information Items

1. After discussion with RP ExCom and RP Staff, the RP Committee has decided to raise the goal ~2% overall for the upcoming campaign year, bringing the total campaign goal to **\$2,720,000**.

Fiscal Impact: None

2025-26 Regional Goals

Region I	\$238,000
Region II	\$203,000
Region III	\$218,000
Region IV	\$215,000
Region V	\$163,000
Region VI	\$178,000
Region VII	\$160,000
Region VIII	\$395,000
Region IX	\$291,000
Region X	\$230,000
Region XI	\$183,000
Region XII	\$151,000
Region XIII	\$55,000
Region XIV	\$6,500
Region XV	\$15,000
RAL	\$18,500
Total	\$2,720,000

2. 2024-25 Goal: **\$2,680,000**
 Campaign Results (as of June 21, 2025)

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
RVC: Eric Fontaine - Regional Full Circle					
I	\$251,416	\$168,558	49.2%	\$226,980	110.8%
RVC: David Sinclair - Regional Full Circle					
II	\$142,496	\$154,257	-7.6%	\$193,120	73.8%
RVC: Morgan Stevens					
III	\$142,906	\$122,776	16.4%	\$218,100	65.5%
RVC: Brian Justice					
IV	\$188,972	\$213,660	-11.6%	\$207,700	91.0%
RVC: Matthew Belko					
V	\$140,131	\$155,300	-9.8%	\$158,690	88.3%
RVC: Mayra Reyes - Regional Full Circle					
VI	\$99,451	\$101,012	-1.5%	\$177,840	55.9%
RVC: Jennings Davis - Regional Full Circle					
VII	\$158,564	\$143,377	10.6%	\$154,700	102.5%
RVC: Greg Tinkler - Regional Full Circle					
VIII	\$355,552	\$321,701	10.5%	\$425,587	83.5%
RVC: Wesley Stanfill					
IX	\$163,243	\$219,992	-25.8%	\$280,800	58.1%
RVC: Robert Kunkel					
X	\$226,075	\$182,817	23.7%	\$220,300	102.6%
RVC: Nathan Zeigler					
XI	\$174,686	\$158,680	10.1%	\$174,400	100.2%
RVC: Javier Korenko					
XII	\$151,293	\$135,122	12.0%	\$146,520	103.3%
RVC: Suei Keong Chea - Regional Full Circle					
XIII	\$60,223	\$59,976	0.4%	\$53,240	113.1%
RVC: Aleksandar Andjelkovic					
XIV	\$6,676	\$4,415	51.2%	\$6,008	111.1%
RVC: Sayani Sri Haribabu					
XV	\$12,887	\$11,509	12.0%	\$17,500	73.6%
RVC: Umar Kahn					
RAL	\$19,930	\$18,905	5.4%	\$18,060	110.4%

TOTALS:	\$2,294,501	\$2,172,056	5.6%	\$2,680,000	85.6%
				(Campaign Goal)	

3. Centralized Training Schedule

Dates:

Regions VIII, IX, X, XI

Denver, CO

September 14-15, 2025

Regions I, II, III, IV, V, VI, VII, XII

Atlanta, GA

September 21-22, 2025

MBO Update

Please see linked updated 2024-25 MBO and 2025-26 MBO (Attachment A).

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

Attachments

Attachment A 2025-26 MBO

Respectfully submitted,

Les Pereira

2024-25 RP Chair

ATTACHMENT A

RESEARCH PROMOTION 2025-26 MBO

GOAL: \$2,720,000 FOR 2025-26 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2025-26 campaign:

1. **Chapter centralized training attendance** **Goal: 50%** 2024-25: 40%
Last three years: 2023-24: 38% 2022-23: 27.5% 2021-22: 44%
2. **Chapters attaining Full Circle** **Goal: 60%** 2024-25: 50%
Last three years: 2023-24: 36% 2022-23: 53% 2021-22: 53%
3. **Chapters reaching 100% of Goal by June 15th:** **Goal: 60%** **2024-25: 50%**
Last three years: 2023-24: 45% 2022-23: 36% 2021-22: 37%
4. **Regions achieving Full Circle by June 30th:** **Goal: 50%**
Last three years: 2022-23: 26.7% 2021-22: 26.7% 2020-21: 26.7%

Student Activities (SA) Committee
 Report to Members Council
 From Student Activities Committee Meeting of June 20, 2025

Members Present

Shaun Nienhueser, Chair
 Bob Snow, Vice-Chair
 Ashley Keller, Reg I
 Elizabeth Primeau, Reg II
 Juliana Pellegrin, Reg XII
 Arunabha Sau, Reg V
 Yashkumar Shukla, Reg XV
 Mariel Meegan, Reg VII
 Jackie Hay, Reg VIII
 Corey Chinn, Reg IX
 Omar Rojas, Reg X
 Justin Albo, Reg XI
 Fu-Jen Wang, Reg XIII
 Alkis Triantafyllopoulos, Reg XIV
 Michel Hayek, RAL
 Buzz Wright, BOD Ex-Officio
 Dennis O'Neal, ABET BOD
 Juliana Velez, Incoming
 Sara Fazel, Incoming
 Danielle Passaglia, Incoming
 Samuel Philipp, Incoming
 François Guillemette, Incoming

Members Absent

Natalie MacDonald, Reg IV
 Mansour Zenouzi, ABET EAC
 Bob Bittle, ABET ETAC
 Andy Hobson, Reg III
 Kevin Summers, Reg VI
 Dr N Kapilan, Incoming Reg.XV
 Waikit Tsang, Incoming Reg. I

Guests

Amr Suliman
 Prof Mahroo Eftekhari
 Caroline Kelty
 Jason Alphonso
 Alexander Larson
 Georgios Pantelidis
 Stephen Duda

Staff

Jeanette McCray
 Telese Thomas

Referred Motions

Student Activities Committee recommends to Members Council that referred Motion 24-4-1 be defeated.

Motion 24-4-1 (Region IV Triangle Chapter): Remove the activity cap for PAOE Criteria SA6.13 which reads “For each post high school activity in which one or more chapter members participates, excluding student branch advisor participation” receive 25 points per activity with a Cap of 200 points.

Background: To encourage the current 2024-2025 ASHRAE theme, “build the workforce” by generating a sustainable future for students moving from K-12 to college and into the workforce. This motion’s intent is to remove the cap of points available at the college programs such that they have equal ability to generate increase of young talent in our industry.

The current K-12 PAOE Criteria reads as follows:

“SA5 For each K-12/STEM Activity. Then, add any bonus points; 50 points bonus if chapter member plans the K-12 event.” This activity does not have a cap with the ability to generate 100 points per activity.

Fiscal Impact: None.

Staff Impact: Nothing additional, intent to adjust with next revision to the PAOE Issue.

Vote: 0-15-0-CNV **Answer:** Defeated

Comments: The Student Activities Committee does not support removing the cap for SA6.13

SY25-26 Student Activities PAOE Recommendations

K-12/STEM

- New PAOE points (25 points) for “Special Guest” (DRC/Regional Officer/DL/Other ASHRAE Guest) visit participating in K-12 activities while doing Chapter visits
- SA5.4 Rename 3D High School Modeling Competition to High School Design Competition
- SA5.4 Adjust High School Design Comp points from 50 points to 200 points per submissions. Max 600 points.

Grants

- SA6.18 Add bonus points for in person or virtual meeting.
 - Add max of 100 points
 - Add promoting student travel grants
- Add 100 points for any Undergraduate Program Equipment Grant that presents their project at a chapter meeting.

Information Items

1. Executive Committee
 - Reviews of all subcommittees were made.
 - The Chair reviewed the status of this year’s MBOs
 - MBO’s updates have been provided in the MBO tracking sheet.

- Discussed the Members Council Streamlining Proposal

2. Centralized Training

- Virtual session is scheduled for July 9th, after the 2025 Annual Meeting.
 - Virtual session to include interactive review of the Student Activities material as well as breakout sessions with participants reviewing topics in small groups with RVCs.
- On-demand videos have been created by each subcommittee and uploaded to the website.
- All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.

3. ABET Subcommittee

- N.K. Anand will be the new ABET Delegate and Chair effective October 2025.
- Eckhard Groll will serve as the alternate ABET Delegate
- ASHRAE approved ABET's updates to the AAEES program criteria for Environmental Engineering
- Dennis is working with ABET staff to give ASHRAE liaison access to assign PEVs to various programs.
- ASHRAE PEV and recruitment updates

4. Grants Subcommittee

- The undergraduate Program Equipment Grant applications form and scoring rubric are currently being updated for the SY25-26.
- Discussed ways to more effectively and timely review the large amounts of applications including getting help from other subcommittees.
- Funding has been requested from Life Members Club to continue the travel grants program in SY25-26.

5. Post High Subcommittee

- Eight nominations were reviewed for the SBA of the Year award and a winner was selected
- The subcommittee has begun planning for the in-person Student Program on Saturday and Sunday of Winter Conference in Las Vegas.
- Still have a significant number of delinquent Student Branch Reports. Future MBO on improving the number of Student Branch Reports being completed.
- Completed 3 Virtual DL presentations
- Student Membership
 - The total number of student members as of May 31, 2025 was 6,286 with 4,661 active and 1,625 in grace (6.6% increase for active students from May 2024)
 - Branches – Fifteen pending branches bringing the total to 16 new branches for SY25-26

Region	Student Branch	School	Chapter	Location
XIV	Universidad de Málaga Student Branch	Universidad de Málaga	Spain	Málaga, Spain
XIV	Brunel	Brunel University of London	ASHRAE UK	London

RAL	ASHRAE AUS Branch	American University of Sharjah	ASHRAE Falcon	Sharjah, United Arab Emirates
XIV	Leeds Beckett	Leeds Beckett University-Headingley Campus	ASHRAE UK	Leeds, West Yorkshire
XIV	Exeter University	University of Exeter	ASHRAE UK	Penryn, UK
XIV	UNIWA Student Branch	University of Western Attica	Hellenic	Egaleo, Athens
XII	ASHRAE Guyana	University of Guyana	ASHRAE Caricom	Georgetown, Demerara-Mahaica
XIV	Liverpool Student Branch	Liverpool John Moores University	ASHRAE UK	Liverpool, England, UK
XV	ASHRAE GEC Student Branch	Goa College of Engineering	ASHRAE Mumbai	Ponda, Goa, India
RAL	University of Ibadan Student Branch	University of Ibadan	ASHRAE Nigeria	Ibadan, Oyo, Nigeria
VIII	ASHRAE UNACAR	Universidad Autonoma del Carmen	ASHRAE Mexico City	Campeche, Carmen, Mexico
VI	ASHRAE UMN	University of Minnesota - Twin Cities	ASHRAE Minnesota	Minneapolis, MN
XIV	ETH Zurich Student Branch	Albert Einstein University	ASHRAE UK	Zurich, Switzerland
XII	ASHRAE UTA Student Branch	Universidad Tecnica de Ambato	ASHRAE Ecuador	Tungurahua, Ecuador
XV	NIT Kurukshetra Student Branch	National Institute of Technology Kurukshetra	ASHRAE India	Kurukshetra, Haryana
RAL	Karganda Student Branch	Abylkas Saginov Karganda Technical University	ASHRAE Turkish	Karganda, Kazakhstan

6. K-12/STEM Subcommittee

- The subcommittee is working on updating the High School Design Competition for the SY25-26.
- Five chapters have been submitted to receive the K-12/STEM Leadership Award for SY24-25. Making a late push to identify Chapters that have completed the requirements for the K-12/STEM Leadership Award but yet to submit the required single page form.

7. Design Competition Subcommittee

- 68 Design Competition projects were submitted this year
 - HVAC Design Calculations- 21
 - HVAC System Selection- 15
 - Setty Family Foundation Net Zero Energy Design- 15
 - Setty Family Foundation Applied Engineered Challenge- 7
 - Building EQ- 10
- 37 Design Competition submissions were judged at Society Level with three rising star nominations. The Winners of each category were selected on June 20th and will be notified in early August.

- The 2026 Design Competition location (Denver, Colorado) and building type were finalized and the competition details will be added to the website by July 15th.

MBO Updates

2024-2025 Members Council MBOs		Last Update: 6/22/2025						
Council:	Members Council			Chair:	Shaun Nienhueser			
Committee:	Student Activities			Vice-chair:	Bob Snow			
MBO #	Description	Measurable Metric	Initiative #	Goal #	Completion % /Date	Financial Assist Required	Staff Assist Required	Updates
		(how do we determine success?)						
1	Review the SA programs, budget and expenses and make recommendations to the Planning Subcommittee by the Winter Meeting for any updates.	Recommendations to be provided to Members Council by Winter Meeting 2025.	3,4		100%	None	None	Complete, provided budget updated in SA Winter meeting report
2	Evaluate alternate methods for promoting the value and benefits of ASHRAE members participating in SA activities (K-12 and post high) and the value to membership, specifically by the end of Q2.	K-12 and Post High Sub-committee is assigned to: -Provide recommendations or alternate methods for promoting participating in SA activities to Members Council by Winter Meeting 2025.	4	2a	100%	None	None	Complete, K-12-STEM interview has been conducted to highlight the work done by SA Chairs that excel as K-12 activities. These will be distributed through the Student Newsletter. The SA committee is looking at other opportunities to find ways to showcase these across society. Additional focus added to CRC material on K-12 interactions.
3	Evaluate the review the review criteria for undergraduate equipment grants and identify and recommend additional ways to promote inclusion among eligible participants and ASHRAE Regions by the end of Q4.	Grants Sub-committee is assigned: -Review the judging criteria and undergraduate equipment grants applications for inclusive language and concepts.	4		100%	None	None	Complete, Judging criteria and undergrad equipment grants applications have been reviewed and updated for inclusive language and concepts
4	Evaluate evaluation criteria used for judging of the design competitions as well as evaluate the inclusion of DEI. Judging criteria to be reviewed by Q2 and evaluation of the inclusion of DEI by Q4.	Design Comp Sub-committee is assigned: -Review the judging guidelines -Review the design competition criteria for inclusive language and concepts.	4		100%	None	None	Complete, Judging guidelines and design competition criteria have been reviewed and updated for inclusive language and concepts.

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council
From Meeting of June 21, 2025

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Money Khanna	Chak Mou Lam	Omar Rojas	Jeanette McCray, Staff Liaison
Scott Peach	Ben Bingham	Alexandru Frant	Telese Thomas
Elizabeth Jedrlnic	Zachary Alderman	Matthew Archey	Jacob Karson
Elise Backstrom	Sundara Gurushev	Jatin Chouhan	
Rosie Welch		Buzz Wright	
Zhi Yi Lim		Genevieve Lussier	
Tyler Berry		Kyle Gluesenkamp	
Bruno Martinez		Seyi Ogunojemite	
Sarah Bordenkecher		Aashish Kudal	
Blake Forsythe		Ronald Gagnon	
Eman Sherif Mohamed		Jack Kibort	
Elise Kiland		Andreas Hoess	
Ben Oliver		Andrew Larson	
Ryan Michel, incoming		Julia Timberman	
Paul Fernandez		Alfredo Escarate	
Drew Samuels		Mark Miller	
Chris Krieps		Collin Mabe	
Marie VanderVliet		Justin Albo	
Joshua Vasudevan		Evans Mutua	
Keiron Nanan		Caroline Kelty	
Marisa Higgins			
Cailin Macpherson			
Vineet Nair			
Basma Sadek			
John Daher			

Motions:

Young Engineers in ASHRAE recommends to Members Council that the proposed changes to the YEA MOP to include the new Presidential Initiative Subcommittee be accepted.

Background:

During the meeting in Orlando, the Members Council and the Board of Directors approved the addition of a new position to the YEA Committee: the *Presidential Initiative Coordinator*. The YEA Committee subsequently updated the MOP (Manual of Procedures) to reflect this change and to formally establish a new subcommittee—the *Presidential Initiative Subcommittee*—which will support the execution of the Presidential Initiative Challenge.

The President-Elect Advisory Committees have requested that the YEA Committee take on additional responsibilities, particularly in supporting the selection process and distribution of funds related to the annual Presidential Theme. This initiative has proven to be a tremendous success, ultimately leading to the creation and endowment of the US\$1 million **Gordon Holness Presidential Fund**. As a result, the Presidential Initiative Challenge has now become a permanent program.

To ensure effective implementation of the Challenge, the appointment of the *Presidential Initiative Coordinator* to the YEA Committee was approved in Orlando. Given the scope and significance of this role, the YEA Committee

unanimously voted (16-0-0) to update the MOP (Attachment A) and to establish the *Presidential Initiative Subcommittee*, which will be led by the Coordinator. This subcommittee will be responsible for planning, managing, and documenting all aspects of the Challenge.

The YEA Committee recommends that the Members Council approve the proposed changes to the MOP, including the new responsibilities assigned to the *Presidential Initiative Coordinator* and the operational procedures of the *Presidential Initiative Subcommittee*.

Fiscal Impact: None

Staff Impact: None

Vote: 16-0-0 CV passed unanimously

Information Items

- YEA has held three successful events since the Winter Conference
 - Spring YLW 1.0 was held March 14-16, 2025 in Louisville, KY
 - 2025 YLW 2.0 was held May 30- June 1, 2025 in Charleston, SC
 - YEA Hosted a webinar with ASHRAE VP Devin Abellon on DEI in 2025: Redefining Inclusion for a New Generation that was very well attended.
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
 - Mohammed Murtaza, RAL, ASHRAE Falcon Chapter
 - Kaustubh Deepak Wani, Region XV, Pune Chapter
 - Bin Lin, Region XIII, Macao Chapter
 - Steven Gerazounis, Region I, Long Island Chapter
- YEA Decarb Challenge Fund Ad Hoc will now be known as the Presidential Initiative starting July 1, 2025 and the YEA committee will have a newly appointed position of Presidential Initiative Coordinator, that will be in charge of overseeing and implementing this Initiative going forward.
- YEA has updated and approved changes to the YEA MOP to include the new Presidential Initiative Coordinator Position and a new Presidential Initiative subcommittee
- YEA has two ASHRAE Connect participants shadowing YEA Committee members as well as TC members at the 2025 Annual Conference.
- YEA continues to promote the YEA Endowment Fund to help fund YLW scholarships to YEA members that would cover their travel and registration fees. The goal is \$30k
- YEA has the opportunity to continue the Scholarship programs for YLW and YLI funded by Life Members Club which are currently open now for the YLWs and YLIs happening in the 25-26 society year.
- YEA Awards
 - YEA Individual Award of Excellence was awarded to three recipients at the 2025 Annual Conference Plenary in Phoenix, AZ.
 - Aaron Besseling, Personal Development, Region II, Hamilton Chapter
 - Jayson Bursill, Professional Development, Region II, Ottawa Valley Chapter
 - Akshay Bhargava, Outreach Development, Region V, Central Indiana Chapter
- Upcoming YEA Events and Award Deadlines
 - Fall 2025 YEA Leadership Weekend 1.0 (YLW) will be held in Seattle, WA on November 7-9, 2025. Registration will open by the end of July 2025.
 - YEA Leadership International (YLI) 2025 will be held in Chandigarh, India on October 10-12, 2025. Registration is open until August 22, 2025.

MBO Updates: All of YEA MBOs have been updated on the MBO Tracking spreadsheet.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment A

Information Items

1. Professional Development Subcommittee:
 - i. YEA Webinar
 1. Had to cancel due to unable to coordinate information with Speaker
 - ii. Decarb Challenge Fund (24-25)
 - a. All the winning teams have received their funds and most are almost complete with their projects.
 - b. Going forth the name of challenge will be changed to Presidential Initiative
 - iii. HVAC Design Scholarships
 - a. Scoring is currently underway to select the next 10 recipients for the July-December 2025 trainings.
 - b. Next round of applications will open October 2025
 - iv. Annual Meeting Presentations
 - a. ASHRAE Crash Course- Rosie will be speaking on behalf of the Professional Development subcommittee along with Marie and Tyler.
 1. Course will be chaired by Blake
 - b. Building a Strong Foundation: Psychrometry and Fan Design Essentials for New Engineers
 1. Chair: Paul
 2. Presenters: Liz, Ben, and Madison
2. Personal Development Subcommittee:
 - a. YEA Webinars
 - i. DEI in 2025: Redefining Inclusion in a New Generation
 1. Speaker was ASHRAE VP Devion Abellon
 2. It was held June 5th, 2025
 3. 100 people registered and a total of about 60 people attended
 - b. 2024-25 YEA Leadership Weekend Scholarship Program
 - i. 25 applications received and 7 winners selected
 - ii. \$6000 total scholarships awarded
 - iii. 2025-2026 Scholarship Program
 1. \$4000 total for YLWs
 2. Scholarship applications opened mid-June to mid-August
 3. Will hold at least 2 spots for Fall 1.0
 - c. YEA Leadership Weekends
 - i. Spring 2025 YLW was held March 14-16, 2025 in Louisville, KY this event was successful with 29 attendees and was facilitated by Ralph Kison
 1. 3 YLW scholarship Winners attended
 - ii. 2025 YLW 2.0 was held in May 30-June 1, 2025 in Charleston, SC.
 1. This event was a success with the largest number of attendees post Covid with 17 attendees.
 2. 46% increase in attendance from last year
 3. This was the first time YLW 2.0 was opened up for anyone to attend even if they had never attended YLW 1.0.
 - a. 3 people attended that had never been to YLW 1.0 and gave positive feedback.
 4. 1 YLW Scholarship recipient attended
 - iii. Upcoming YEA Leadership Weekends
 1. Fall 2025 YLW 1.0- Seattle
 - a. November 7-9, 2025
 - b. Registration to open at the end of July 2025
 - d. Future YLW Planning
 - i. Work on preselecting at least 5 top locations on the East and West coast to host future 1.0 and 2.0

1. Keeping in mind the accessibility of attendees to travel to and from the location with ease.
 - ii. Build an outreach tool for future RVCs to utilize to reach out to potential attendees ahead of time.
 - iii. Ralph Kison has expressed that he has no plans to step away from ASHRAE anytime soon
- e. Conference Programs
 - i. 2025 Annual Conference
 1. Mentorship Program
 - a. Chair: Cailin
 - b. Ben and members of the Ireland Chapter presenting
 - c. June 22, 2025 in Phoenix
 2. ASHRAE Crash Course session will be chaired by Zach and presenters: Vineet, Chris, and Blake
 - f. ASHRAE Connect
 - i. ASHRAE Connect will continue to look for ways to improve participation as applications open for the 2026 Winter Conference
 - g. YEA Book Club
 - i. Held monthly on various books
3. Outreach Development Subcommittee:
 - a. YEA Leadership International 2025
 - i. Will be held in Chandigarh, India October 10-12, 2025
 - ii. Registration is open until August 22, 2025
 - iii. Looking for corporate sponsorships
 - iv. Scholarship opportunities available
 1. Applications opened 5/16
 2. Offering 5 scholarships at \$800 each
 - b. CIBSE Report
 - i. CIBSE Awards will be held October 8-9, 2025
 - ii. YEN Gala will be held October 23, 2025 in Glasgow
 - iii. Joshua attended the CIBSE YEN Global Committee meeting in May 2025
 - iv. Sundara has one year left to serve as CIBSE YEN liaison
 - c. Social Media
 - i. Instagram
 1. Goal is 1200 followers by June 30th
 - a. Goal met as of June 21, 2025

COLLEGE OF FELLOWS
 Courtesy Report to Members
 Council From Meeting of 6/22/25

Members Present

Tom Lawrence
 Samir Traboulsi
 Filza Walters
 Janice Means

Members Absent

Mike Pouchak

Guests**Staff**

Megan Gotzmer
 Julia Mumford
 Sami Cowan
 Robin Okunowo

Motions

None.

Status of Referred Motions

None.

Information Items**Current Contributions**

Campaign	Total Giving	# of Donors	% of Fellows	Average Gift
2024-25 YTD	\$5,455	42	7.6%	\$133.05
2023-24 YTD	\$6,506.01	48	8.9%	\$128.85
2023-24 Final	\$7,071	53	11.7%	\$135.98

1. The Fellows have awarded three students a \$1,000 travel grant to attend this conference and provided mentors for each student.

MBO Update

None.

Attachments

None.

LIFE MEMBERS CLUB
 Courtesy Report to Members Council
 In Advance of Meeting 6/24/2025

Members Present**Members Absent****Guests****Staff****Motions**

None.

Status of Referred Motions

None.

Information ItemsCurrent Contributions

Campaign	Total Giving	# of Donors	# of LMs	Percentage Giving	Average Gift	# of \$100+ Gifts
2023-24 YTD	\$50,046	543	7,463	7.2%	\$92.34	295
2024-25 YTD	\$46,124	501	7,679	5.7%	\$92.25	277

* Totals as of 6/21/2025

Information Items

1. The LMC support the E.K. Campbell award, ASHRAE Research Grant-in-Aid program, YEA, and five student travel awards (attending this conference). They review additional funding requests each meeting.
2. The LLMC will host a luncheon for the Life Members Tuesday and hear from Don Brandt about the history of Phoenix.

MBO Update

None.

Attachments

None.

Fall 2025	Host Chapter/ Location	Dates	CRC General Chair
Region I	Long Island	August 21-23	Andy Manos (#5219096)
	Hauppauge, NY	TARGET: August 3rd Week	
Region II	Hamilton	August 22-24	David W Rasmussen (#2002304)
	Hamilton, ON, CAN	TARGET: August 4th Week	Aaron Besseling (#8257372)
Region III	Richmond	August 14-16	Andrew Steven Hobson (#8227565)
	Richmond, VA	TARGET: August 3rd Week	Kevin Dofflemyer (#8210548)
Region IV	North Piedmont	August 14-16	Thomas Phoenix (#2002776)
	Greensboro, NC	TARGET: August 2nd Week	Chuck Gullledge (#2053287)
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 (#8099205)
	Birmingham, AL	TARGET: July 5th Week	Greg Hamaker (#2051342)
Region IX	El Paso	August 21-25	Berenice Saucedo (#8468455)
	El Paso, TX	TARGET: August 1st Week	Joint w/Region X (Golden Gate-host)
Region X	Golden Gate	August 21-25	Brian Chacon #8262229/Juliana Velez
	San Francisco, CA	TARGET: August 3rd Week	Joint w/Region IX #8255655
Region XII	Ecuador	August 6-9	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	September 25-27	Jose Luis C Alexandre (#8065018)
	Lisbon, PRT	TARGET: September 2nd Week	
Region XV	ASHRAE Mumbai	August 29-September 1	Rupesh Ramchandra Umtol (#8250566)
	Katmandu, NPL	TARGET: September 3rd Week	
RAL	ASHRAE Falcon	October 3-6	Abdallah Mahmoud (#8166946)
	Dubai, UAE	TARGET: September 3rd Week	

Spring 2026	Host Chapter/ Location	Dates	General Chair
Region VI	St. Louis	May 7-9	Dan Mareschal #8186598
	St. Louis, MO	TARGET: May 1st Week	
Region VIII	Arkansas	April 23-25	Kim Koch #8020724
	Little Rock, AR	TARGET: April 4th Week	Allie Brown-Zakrzewski #8454332
Region XI	Region XI	August 21-23/Aug 14-16	Greg Fluter #5055417
	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	
Region II	NB/PEI Moncton, NB, CAN	August 21-24 TARGET: August 4th Week	Daniel Boudreau (#7980032)
Region III	National Capital Washington, DC	August 13-15 TARGET: August 3rd Week	Caroline Evans #8444427 Matthew Young #8514239
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	David Rose (#8299940) Grant Page (#8011882)
Region IX	Nebraska Omaha, NE	August 6-8 TARGET: August 1st Week	Abigail Brophy (#8232536) Sarah Bordenkecher (#8274925)
Region X Joint w/REG XI	Hawaii Honolulu, HI	August 21-23/Aug 14-16 TARGET: August 3rd Week	Joshua McDonough (#8316624) Marites Calad (#5157017)
Region XII	Jacksonville Jacksonville, FL	TARGET: August 2nd Week	Ben Wilder (#8366321) Matthew Furlong (#8281121)
Region XIII	Philippines Pampanga Clark	August 14-15 TARGET: August 4th Week	Edwin Raganit (#8225239)
Region XIV	Danube Timisoara, ROM	September 17-20 TARGET: September 2nd Week	
Region XV		TARGET: September 3rd Week	
RAL		TARGET: September 3rd Week	

Beirut 2026 Conference - October 8-9, 2026 - do not schedule a CRC over these dates

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	April 29-May 2 TARGET: May 2nd Week	

Fall 2027	Host Chapter/ Location	Dates	CRC General Chair
Region I	Twin Tiers Owego, NY	August 12-14	Kyle Nedlik #8238799
		TARGET: August 3rd Week	
Region II	Montreal Montreal, PQ, CAN	August 20-23	
		TARGET: August 4th Week	
Region III	Philadelphia Philadelphia, PA	August 12-14	
		TARGET: August 3rd Week	
Region IV	Southern Piedmont Charlotte, NC		
		TARGET: August 2nd Week	
Region V	Central Indiana Indianapolis, IN		
		TARGET: July 4th Week	
Region VII			
		TARGET: July 5th Week	
Region IX	Big Sky Billings, MT		Andrew Morgan #8360562
		TARGET: August 1st Week	
Region X	Southern Nevada Las Vegas, NV	TBD	TBD
		TARGET: August 3rd Week	
Region XII	Gold Coast Ft. Lauderdale, FL		
		TARGET: August 2nd Week	
Region XIII	Thailand Bangkok, THA		
		TARGET: August 4th Week	
Region XIV			
		TARGET:	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2028	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Iowa Des Moines, IA		
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	
Region XI	British Columbia Vancouver, BC, CAN	April 27-30	
		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	Wisconsin Milwaukee, WI	TARGET: May 1st Week	
Region VIII		TARGET: April 4th Week	
Region XI		TARGET: May 2nd Week	

Region VI Central Illinois 2030
 NE Wisconsin 2031
 Minnesota 2032

La Crosse 2033
 Cedar Valley 2034