



# MEMBERS COUNCIL MINUTES

Fall Meeting – October 16, 2025

NOTE: These minutes were approved by Members Council on January 21, 2026.

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## PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	<p>That the following Section charters in consent motions a. through c. shown below be approved:</p> <ul style="list-style-type: none"> <li>a. That the charter of the <a href="#">Newfoundland and Labrador Section</a>, sponsored by the Halifax Chapter, whose headquarters will be St Johns, Newfoundland, Canada, whose geographic area of activity will be Newfoundland and Labrador, Canada be approved (Region II)</li> <li>b. That the charter of the <a href="#">Baltics Section</a>, sponsored by the Nordic Chapter, whose headquarters will be Riga, Latvia, whose geographic area of activity will be the countries of Estonia, Latvia, and Lithuania be approved (Region XIV)</li> <li>c. That the charter of the <a href="#">Malta Section</a>, sponsored by Region XIV, whose headquarters will be Valletta, Malta, whose geographic area of activity will be the Republic of Malta be approved (Region XIV)</li> <li>d. That the charter of the <a href="#">Poland Section</a>, sponsored by Region XIV, whose headquarters will be Warsaw, Poland, whose geographic area of activity will be the Republic of Poland be approved (Region XIV)</li> <li>e. That the charter of the <a href="#">Nepal Section</a>, sponsored by the Chandigarh Chapter, whose headquarters will be Kathmandu, Nepal, whose geographic area of activity will be Nepal be approved (Region XV)</li> </ul>
3	6	Region-At-Large recommends to Members Council that the Libya Chapter, located in Tripoli, Libya, be dissolved.
4	6	Region XIV recommends to Members Council that the Scotland and Northern UK Sections, located in Glasgow, Scotland and Northern England, be dissolved.
5	7	<p>That the initial ASHRAE Caricom Chapter charter, which was limited to the geographic area of Barbados, Haiti, Saint Lucia, Trinidad and Tobago, Jamaica, Bahamas, and Bermuda, be amended to include all Caricom member countries and its associate member countries of the Revised Treaty of Chaguaramas (2002) with effect July 1, 2026.</p> <p>(Add the following member countries: Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Montserrat, St Kitts and Nevis, St Vincent and the Grenadines and Suriname. Add the following associate member countries: Anguilla, British Virgin Islands, Cayman Islands, Curacao, and Turks and Caicos)</p>
6	7	<p>That the following consent motions a. through g. shown below be approved.</p> <ul style="list-style-type: none"> <li>a. That the charter of the Industrial University of Ho Chi Minh City Student Branch, (Industrial University of Ho Chi Minh City), located in Ho Chi Minh City, Vietnam, and sponsored by the Vietnam Chapter be approved. (Region XIII)</li> <li>b. That the charter of the ASHRAE ECE ABESEC Student Branch, (ABES Engineering College), located in Uttar Pradesh, India, and sponsored by the India Chapter be approved. (Region XV)</li> <li>c. That the charter of the Kathmandu University Student Branch - Nepal, (Kathmandu University School of Engineering), located in Dhulikhel, Nepal, and sponsored by the Chandigarh Chapter be approved. (Region XV)</li> <li>d. That the charter of the Tribhuvan University Student Branch - Nepal, (Tribhuvan University), located in Pulchowk, Nepal, and sponsored by the Chandigarh Chapter be approved. (Region XV)</li> <li>e. That the charter of the NUTECH Student Branch, (National University of Technology), located in Islamabad, Pakistan, and sponsored by the Pakistan Chapter be approved. (Region-At-Large)</li> <li>f. That the charter of the Universite des Mascareignes Student Branch, (Universite des Mascareignes), located in Rose Hill, Mauritius, and sponsored by the Mauritius Section be approved. (Region-At-Large)</li> <li>g. That the charter of the University of Mauritius Student Branch, (University of Mauritius), located in Reduit, Moka, Mauritius, and sponsored by the Mauritius Section be approved. (Region-At-Large)</li> </ul>
7A	8	The College of Fellows recommends to Members Council that the following revisions to the Rules of the Board (ROB) be approved.

MO#	PG#	PRINCIPAL MOTIONS
8	9	That a DEI Standing Committee be formed under Members Council
9	10	The PAOE Subcommittee recommends to Members Council that amended Motion 25-12-6A be approved
10	10	The PAOE Subcommittee recommends to Members Council that Motion 25-9-7 be approved

## ACTION ITEMS

AI#	PG#	Action Item	Duty	Due Date	Status
<b>2025 MEMBERS COUNCIL FALL MEETING (10/16/2025)</b>					
1	7	Add the following countries to the ASHRAE Caricom Chapter boundaries. Member countries: Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Montserrat, St Kitts and Nevis, St Vincent and the Grenadines and Suriname. Associate Member countries: Anguilla, British Virgin Islands, Cayman Islands, Curacao, and Turks and Caicos		7/1/2026	Open
2	9	Submit a formal proposal to form a standing committee to Executive Committee per ROB 2.400.008 before the 2026 Winter Conference.	Louise McKenzie	2/2026	Open

**MINUTES**  
**MEMBERS COUNCIL FALL MEETING**  
**OCTOBER 16, 2025**

**MEMBERS PRESENT:** Sarah Maston, Chair  
Ashish Rakheja, Vice Chair

**VOTING MEMBERS PRESENT:**

Deanna Jean Adkison, RMCR REG I	Daniel C Russell, RMCR REG IX	Heric Holmes, CTTC Chair
Ibrahim M Semhat, RMCR REG II	Colin E Laisure-Pool, RMCR REG X	Meghan McNulty, GAC Chair
Matthew Archey, RMCR REG III	Jeffery Hurd, RMCR REG XI	<b>H&amp;A Alt:</b> Karine Leblanc
<b>REG IV Alt:</b> Heather Gulledge	Keiron Nanan, RMCR REG XII	Louise McKenzie, MP Chair
Jack Kibort, RMCR REG V	Eduardo Maldonado, RMCR REG XIV	Bob Snow, SA Chair
Elizabeth Zakelj, RMCR REG VI	Aakash A Patel, REG XV	Elise Kiland, YEA Chair
Carrie R Kelty, RMCR REG VII	Adeeba S Meboob, RMCR RAL	
Keith H Reihl, RMCR REG VIII	Kristen Cetin, CEC Chair	

**VOTING MEMBERS ABSENT:**

Christopher Adams, RMCR REG IV	Thursten Simonsen, COMMS Chair	Haley Goslinga, RP Chair
Vorasen Leewattanakit, RMCR REG XIII	Adam Davis, H&A Chair	

**NON-VOTING MEMBERS PRESENT:**

Sherry Abbott-Adkins	Carrie Brown	Genevieve Lussier
Mohammad Anbari	Rob Craddock	Scott B Peach
Charles Bertuch	Mahroo Eftekhari	Buzz Wright

**GUESTS PRESENT:**

Julia Timberman	Tom Lawrence
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**STAFF PRESENT:**

Tammy Catchings	Jeff Littleton	Mark Owen	Lizzy Seymour
Bryce Causey	Jeanette McCray	Selina Parks	Craig Wright
Megan Gotzmer	Ragan McHan	Kirsten Pilot	Pacia Wright
Vanita Gupta	Chris Miller	Joslyn Ratcliff	
Daniel Gurley	Julia Mumford	Stephanie Reiniche	

**1. CALL TO ORDER**

The Annual Meeting of Members Council was called to order by Sarah Maston, Chair, Thursday, October 16, 2025 at 9:00 am.

**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**

Student Branch Advisor Membership added to New Business - Meboob

**5. APPROVAL OF DRAFT MINUTES**

It was moved by Sarah Maston

**(1) MOTION: That the draft minutes from the June, 2025 Annual Meeting of Members Council be approved.**

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

## 6. MOTIONS FOR CHARTERS

It was moved by Sarah Maston

### (2) MOTION: That the following Section charters in consent motions a. through e. shown below be approved:

- a. That the charter of the [Newfoundland and Labrador Section](#), sponsored by the Halifax Chapter, whose headquarters will be St Johns, Newfoundland, Canada, whose geographic area of activity will be Newfoundland and Labrador, Canada be approved (Region II)
- b. That the charter of the [Baltics Section](#), sponsored by the Nordic Chapter, whose headquarters will be Riga, Latvia, whose geographic area of activity will be the countries of Estonia, Latvia, and Lithuania be approved (Region XIV)
- c. That the charter of the [Malta Section](#), sponsored by Region XIV, whose headquarters will be Valletta, Malta, whose geographic area of activity will be the Republic of Malta be approved (Region XIV)
- d. That the charter of the [Poland Section](#), sponsored by Region XIV, whose headquarters will be Warsaw, Poland, whose geographic area of activity will be the Republic of Poland be approved (Region XIV)
- e. That the charter of the [Nepal Section](#), sponsored by the Chandigarh Chapter, whose headquarters will be Kathmandu, Nepal, whose geographic area of activity will be Nepal be approved (Region XV)

**MOTION 2 PASSED.** (18-0-1-2, chair not voting)

It was moved by Sarah Maston

### (3) MOTION: That the Libya Chapter, located in Tripoli, Libya, be dissolved.

**Background:** Soon after its inception 5 years ago, the Libya Chapter succumbed to the civil conflict that ensued and failed to get off the ground. Furthermore, membership dues payment was very challenging and most often not possible through credit cards, and so the chapter very quickly lost all of its members.

The Region At Large leadership has made multiple attempts to reconnect with the founding members, but to no avail.

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 Libya chapter has not had a single member for over a period of three years, and hence the Region At Large Leadership has no choice but to request that the Chapter be dissolved, which is in line with the new ASHRAE strategic plan initiative "Organizational Agility".

In the future, once the situation in Libya improves and we identify individuals interested in leading ASHRAE activities in Libya, we can begin with the formation of an ASHRAE section.

**Fiscal Impact:** None

**Staff Impact:** Staff time to update chapter listing.

**MOTION 3 PASSED.** (20-0-1 chair not voting)

It was moved by Sarah Maston

### (4) MOTION: That the Scotland and Northern UK Sections, located in Glasgow, Scotland and Northern England, be dissolved.

**Background:** When the London and UK Midlands Chapters were merged to form the ASHRAE UK chapter to serve all members in UK, the two sections in UK (Scotland, Northern) became obsolete. These sections are not functioning and not being active and have no officers.

**Fiscal Impact:** None

**Staff Impact:** Staff time to update section listing.

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

It was moved by Sarah Maston

### (5) MOTION: That the initial ASHRAE Caricom Chapter charter, which was limited to the geographic area of Barbados, Haiti, Saint Lucia, Trinidad and Tobago, Jamaica,

**Bahamas, and Bermuda, be amended to include all Caricom member countries and its associate member countries of the Revised Treaty of Chaguanas (2002) with effect July 1, 2026.**

**Background:** The CARICOM Chapter aims to reflect the goals of the CARICOM Community whose countries are described as developing. "They are all relatively small in terms of population and size, and diverse in terms of geography and population, culture, and levels of economic and social development" (Caribbean Community Secretariat, 2025). As a result of the commonalities, it is proposed that the chapter membership reflects that of CARICOM. The amalgamation of these countries would foster technical education and training, communication, and networking among professionals with analogous challenges, specific to climate change. Shared knowledge related to adaptation and sustainability could equip the members with the tools to inform public policy at the country and regional level. The revised geographical area would consist of the member countries: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago. Additionally, the Associate Members should be included: Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Curacao, and Turks and Caicos Islands.

**Fiscal Impact:**

**Staff Impact:** We estimate staff time of 6 – 10 hours to reissue the charter and re-program the website.

**MOTION 5 PASSED.** (21-0-0, chair not voting)

**AI 1** Add the Member and Associate Member countries to the ASHRAE Caricom Chapter boundaries.

It was moved by Sarah Maston

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

- a. That the charter of the Industrial University of Ho Chi Minh City Student Branch, (Industrial University of Ho Chi Minh City), located in Ho Chi Minh City, Vietnam, and sponsored by the Vietnam Chapter be approved. (Region XIII)
- b. That the charter of the ASHRAE ECE ABESEC Student Branch, (ABES Engineering College), located in Uttar Pradesh, India, and sponsored by the India Chapter be approved. (Region XV)
- c. That the charter of the Kathmandu University Student Branch - Nepal, (Kathmandu University School of Engineering), located in Dhulikhel, Nepal, and sponsored by the Chandigarh Chapter be approved. (Region XV)
- d. That the charter of the Tribhuvan University Student Branch - Nepal, (Tribhuvan University), located in Pulchowk, Nepal, and sponsored by the Chandigarh Chapter be approved. (Region XV)
- e. That the charter of the NUTECH Student Branch, (National University of Technology), located in Islamabad, Pakistan, and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
- f. That the charter of the Universite des Mascareignes Student Branch, (Universite des Mascareignes), located in Rose Hill, Mauritius, and sponsored by the Mauritius Section be approved. (Region-At-Large)
- g. That the charter of the University of Mauritius Student Branch, (University of Mauritius), located in Reduit, Moka, Mauritius, and sponsored by the Mauritius Section be approved. (Region-At-Large)

**MOTION 6 PASSED.** (21-0-0, chair not voting)

**7. OTHER BUSINESS**

**(7) MOTION: The College of Fellows recommends to Members Council that the following revisions to the Rules of the Board (ROB) be approved.**

**2.105.009 College of Fellows**

(23-05-22-02/97-01-30-39/14-01-22-06)

ASHRAE shall establish a College of Fellows to improve the status of Fellows and their activity in the Society. The College of Fellows shall report directly to Members Council.

**2.105.009.01 Scope and Purpose**

The College of Fellows shall perform services to increase ASHRAE and ASHRAE Fellow membership, to provide expertise when needed, to mentor students and young members, to share

knowledge and experience with chapters and other grassroots organizations, to communicate ASHRAE practices and resolve issues within the HVAC/R industry, and to support ASHRAE in conducting special technical activities.

#### **2.105.009.02 Membership**

Newly elected Fellows shall become members of the College of Fellows effective on the date that they are elevated to the rank of ASHRAE Fellow. The COF Executive Committee (COF-ExCom) shall be comprised of the COF President, the COF President-Elect, the COF Treasurer, the COF Secretary, the COF Member at Large, and the COF Immediate Past President.

#### **MOTION 7 WAS AMENDED.**

It was moved by Eduardo Maldonado and seconded by Carrie Kelty

#### **(7A) MOTION: That the College of Fellows recommends to Members Council that the following revisions to the Rules of the Board (ROB) be approved.**

##### **2.105.009 College of Fellows**

(23-05-22-02/97-01-30-39/14-01-22-06)

ASHRAE shall establish a College of Fellows to improve the status of Fellows and their activity in the Society. The College of Fellows shall report directly to Members Council.

##### **2.105.009.01 Scope and Purpose**

The College of Fellows shall perform services to increase ASHRAE and ASHRAE Fellow membership, to provide expertise when needed, to mentor students and young members, to share knowledge and experience with chapters and other grassroots organizations, to communicate ASHRAE practices and resolve issues within the HVAC/R industry, and to support ASHRAE in conducting special technical activities.

##### **2.105.009.02 Membership**

Newly elected Fellows shall become members of the College of Fellows effective on the date that they are elevated to the rank of ASHRAE Fellow. The COF Executive Committee (COF-ExCom) shall be comprised of the COF President, the COF President-Elect, the COF Treasurer-Secretary, the COF Secretary, the COF Member at Large, and the COF Immediate Past President.

#### **MOTION 7A (TO AMEND) PASSED. (20-0-1, chair not voting)**

#### **(7A) AMENDED MOTION: That The College of Fellows recommends to Members Council that the following revisions to the Rules of the Board (ROB) be approved.**

##### **2.105.009 College of Fellows**

(23-05-22-02/97-01-30-39/14-01-22-06)

ASHRAE shall establish a College of Fellows to improve the status of Fellows and their activity in the Society. The College of Fellows shall report directly to Members Council.

##### **2.105.009.01 Scope and Purpose**

The College of Fellows shall perform services to increase ASHRAE and ASHRAE Fellow membership, to provide expertise when needed, to mentor students and young members, to share knowledge and experience with chapters and other grassroots organizations, to communicate ASHRAE practices and resolve issues within the HVAC/R industry, and to support ASHRAE in conducting special technical activities.

##### **2.105.009.02 Membership**

Newly elected Fellows shall become members of the College of Fellows effective on the date that they are elevated to the rank of ASHRAE Fellow. The COF Executive Committee (COF-ExCom) shall be comprised of the COF President, the COF President-Elect, the COF Treasurer-Secretary, the COF Member at Large, and the COF Immediate Past President.

#### **AMENDED MOTION 7A PASSED. (19-0-2, chair not voting)**

### **8. NEW BUSINESS**

#### **a. DEI Research Ad Hoc Report – McKenzie (Attachment A)**

#### **(8) MOTION: That a DEI Standing Committee be formed under Members Council.**

**Background:** If ASHRAE is committed to increasing diversity, it must invest in diversity. If members see a full commitment from the board to DEI, there will be incentive for additional participation. If DEI members are more interested and participate, they will encourage additional new members and

ASHRAE will grow.

Our membership deserves real action and commitment to DEI. The return on investment will be invaluable.

From the Rules of the Board, the following process must be followed to have Society ExCom consider formation of a new standing committee. The DEI Ad Hoc has assembled the information required for this proposal and is willing to submit it prior to the Society ExCom meeting on Wednesday.

**Fiscal Impact:** \$18,000 for travel to winter and annual conference for the standing committee voting members. There may be additional costs incurred for a staff member supporting the committee as well as potential meeting room costs at conferences etc. However, there would be a gain in the new membership revenue to help offset those costs.

**Staff impact:** a staff member will need to be assigned to the new committee

**MOTION 8 PASSED.** (14-5-1, chair not voting)

**AI 2** Louise McKenzie to submit a formal proposal to form a standing committee to Executive Committee per ROB 2.400.008 before the 2026 Winter Conference

**b. Discussion Item: SBA needs to be member of ASHRAE (RAL) - Mehboob**

Student Branch Advisor (SBA) needs to be member of ASHRAE (issues in Region-At-Large)

- Student Activities staff still follows same procedures: if SBA is not a member of ASHRAE, the Student Branch is marked inactive.

## 9. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

### a. Planning Subcommittee Report (Attachment B)

The following was reported by Colin Laisure-Pool, Planning Subcommittee Chair.

**MBO #3 update:** In Process; Planning Subcommittee continuing work from last SY incorporating feedback to have a final proposal by the 2026 Winter Conference.

**Streamlining Proposal presented (Adeeba Mehboob); discussion points from MC:**

- Likes structure
- Likes eliminating standing committee reports; having standing committee chairs on MC subcommittees goes against what was voted on previously
- Appreciates effort but feels like standing committees are not given space at MC
- Good job on proposal; delaying vote on proposal is good idea
- Will there be double reporting for standing committees?
- Overall net value of proposal will be worth it
- Good report; maybe adding additional MC meeting could solve issue
- Same filtering process
- Does motion still go to MC if defeated in subcommittee meetings?
- Colin asked that all Reporting Committees provide feedback by November 30.

**MBO #5 update:** In Process; Planning Liaisons have been assigned to the standing committees with a timeline to prepare the 2-year fiscal plan for review by the 2026 Winter Conference

### Planning Subcommittee Information Items

1. Assigned MC Planning Liaisons to meet with Standing Committees and report back on the status of committee fiscal plans
2. John F James Award nomination has been submitted; will get to H&A by the 2026 Winter Conference

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

The following was reported by Carrie Kelty, Region Operations Subcommittee Chair

### **Referred CRC Motion 24-4-4 (Region IV: South Carolina Chapter)**

**Region Operations Subcommittee Answer:** Region Ops does not support a dedicated category (points & structure) for Sustainability. Sustainability Chairs can make submissions to PAOE for sustainability line items to be added to the Chapter Operations category. Regions Ops suggests that Sustainability Chairs

be given access to PAOE to enter points that are already included in the PAOE User Guide. Sent comments back to PAOE Subcommittee for their action.

### **Region Operations Subcommittee Information Items**

1. Appointed Direction Subcommittee to compile list of ideas from Society officers during CRCs that are worth passing on to other regions.
  - a. Direction Subcommittee members: Sherry Abbott-Adkins, Ibrahim Semhat, and Jeff Hurd
2. Appointed Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual, including all appendices.
  - a. Manual Subcommittee members: Keith Reihl and Jack Kibort
3. Future items:
  - a. Create a survey for recommendations to modify the chapter health assessment
  - b. Create guide for moving chapter health status
  - c. Create Virtual Centralized Training Guidelines

**d. PAOE Subcommittee Report (Attachment D)**

The following was reported by Eduardo Maldonado, PAOE Subcommittee Chair

#### **(9) MOTION: The PAOE Subcommittee recommends to Members Council that amended Motion 25-12-6A be approved:**

##### Motion #25-12-6A

The Miami Chapter recommends that ASHRAE Society publish the full description of PAOE (Presidential Award of Excellence) categories and point allocations on the ASHRAE.org website, with a link to the Presidential Theme document as soon as available. This initiative is proposed for implementation beginning July 1, 2026.

**MOTION 9 PASSED.** (19-0-1, chair not voting)

#### **(10) MOTION: The PAOE Subcommittee recommends to Members Council that Motion 25-9-7 be approved:**

##### Motion 25-9-7

That PAOE points associated with SA7.4 (students that submit an application for a Society level scholarship) be automatically assigned.

**MOTION 10 PASSED.** (20-0-0, chair not voting)

### **PAOE Subcommittee Information Items**

1. PAOE Ad Hoc assignments have been made. The grassroots committees will present their PAOE recommendations for 2026-27 during the 2026 winter conference in Las Vegas.

## **10. MEMBERS COUNCIL MBO UPDATES**

### Council & Committee MBO

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

September 16, 2025	December 9, 2025	March 17, 2026	June 9, 2026
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## **11. OLD BUSINESS**

### **11.1 Status of Motions**

The CRC Motion Database has been updated to reflect actions taken during the 2025 Annual Conference and motions made at 2025 Fall CRCs have been referred to the appropriate bodies. Please visit the database to view updates on your region's motions.

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

## 11.2

### Review of Carryover Action Items

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	DU	STATUS
<b>2025 MEMBERS COUNCIL ANNUAL MEETING (6/24/2025)</b>					
1		Have ExCom discussion for path forward with Historical Committee (Motion #6)	Bill McQuade		Open
2		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		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
<b>2024 MEMBERS COUNCIL WINTER MEETING (1/23/2024)</b>					
AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DU
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

## 11.3

### Review of CRC Schedules (Attachment E)

## 12. NEXT MEETING

Winter Members Council Meeting (Caesars Palace; Las Vegas, Nevada)

Planning	Saturday	Jan. 31, 2026	8:00 am-12:00 pm
Region Operations	Sunday	Feb. 1, 2026	8:00 am-12:00 pm
Members Council	Tuesday	Feb. 3, 2026	8:00 am-12:00 pm

## 13. ADJOURNMENT

Meeting adjourned at 11:45 am



# Members Council DEI Investigative Ad Hoc

Report to Members Council  
June 18, 2025

# Executive Summary

This Ad Hoc Committee was established in December 2024 to evaluate the feasibility and structure of a DEI grassroots committee within ASHRAE. The committee examined the current DEI efforts, identified challenges and opportunities with the current structure, and evaluated potential committee models.

Key findings highlight ambiguity in current DEI roles, limited training and support for Chapter and Regional DEI Chairs, and a lack of formal governance or resource ownership. The committee reviewed historical precedents, current reporting structures, and benchmarked against ROB 2.400.008 to assess the viability of various committee structures.

Five structural options were considered, ranging from maintaining the status quo to establishing a new standing committee. Each was evaluated against metrics including financial implications, sustainability, governance, and potential for collaboration.

## Ad Hoc Recommendation:

The Ad Hoc Committee recommends the formation of a [\*\*Standing DEI Committee under Members Council\*\*](#). This structure recognizes the importance of DEI being member-driven, supports cross-committee collaboration, and provides a sustainable path for advancing grassroots DEI initiatives across ASHRAE. If approved, the recommended next steps include finalizing the committee's Manual of Procedures (MOP), developing training and resources, and integrating DEI into the President's Award of Excellence (PAOE).



# Purpose of the Ad Hoc Committee

**Charge to Ad Hoc:** to investigate whether Society should create a DEI grassroots committee.

## Background:

- A motion to create a DEI grassroots committee was initially put forth to the Council by the Membership Promotion Committee at the 2024 Winter Conference.
- The Council approved to amend the motion to create an ad hoc to investigate creating a DEI grassroots committee as a starting point
- Final report requested by the Members Council meeting at the 2025 Annual Conference in Phoenix.
- Ad Hoc formed in December 2024.



# Purpose of the Ad Hoc Committee

## Objectives:

- Review ROB 2.400.008 – Formation of a Standing Committee – and investigate all items listed in section 2.400.008.1.
- Examine the current reporting structure for DEI Chapter and Regional Chairs and identify potential areas for revision.
- Determine whether and how DEI could be integrated into the President's Award of Excellence.
- Assess how training and resources could be developed and delivered to Chapter and Regional Chairs.
- Evaluate the volunteer impact alongside the fiscal and staff implications outlined in ROB 2.400.008.
- Examine how the proposed committee could be integrated into the existing Members Council structure.



# Members of the Ad Hoc Committee

## Ad Hoc Committee Members:

- Chair: Louise McKenzie (MP 1st Vice Chair)
- Mahroo Eftekhari (Region XIV DRC)
- Scott Peach (Region VII DRC)
- Carrie Kelty (Region VII RMCR)
- Ibrahim Semhat (Region II RMCR)
- Daniel Redmond (CTTC Chair)
- Daniel Gurley (ASHRAE Staff)

## Guests and Contributors:

- Dunstan Macauley (BOD DEI Sub-Committee Member)
- Devin Abellon (BOD DEI Sub-Committee Member)
- Fiona McCarthy (BOD DEI Sub-Committee Consultant)



# Current DEI Efforts at ASHRAE

## **BOD Diversity, Equity, and Inclusion (DEI) Advisory Subcommittee**

- Established in 2021.
- Members are President Elect Appointed, reports to Board of Directors.
- Voting Members - 5 BOD members and 3 non-BOD members.
- Provides guidance, more strategic. Recent focus on DEI messaging.
- Does not provide resources or guidance to DEI Regional Chairs or DEI Chapter Chairs.

## **DEI Regional Chairs:**

- Role created in 2023. Currently 12 out of 16 regions have DEI Regional Chairs.
- DRC appointed and report to the DRC.
- Do not have meetings scheduled at society meetings or receive travel reimbursement to attend.
- They are not involved or connected to the BOD DEI Advisory Subcommittee.
- Support DEI Chapter Chairs and Women in ASHRAE Chairs in their region.
- Semi-regular meetings of Regional DEI chairs, this is self-led by DEI Regional Chairs.
- No centralized training for the DEI Regional Chairs.



# Current DEI Efforts at ASHRAE

## DEI and WiA Chapter Chairs

- Chapter positions for Women in ASHRAE (WiA) and DEI.
- Currently 78 Out of 200 Chapters have one or both positions filled.
- Report to DEI Regional Chair.
- Chapter chairs are focused on raising the awareness of diversity and inclusion within the chapter.

## Membership Promotion

- Responsible Women in ASHRAE (WiA) since 2016.
- Organize WiA events at society meetings - Winter Meeting, happy hour at Summer Meeting
- DEI focus officially added to the Communications Subcommittee in 2019.
- Ongoing work on templates and resources for DEI.
- RVCs are not directly connected to DEI or WiA Chapter Chairs, although there may be some communication via MP Chapter Chairs.



# Current DEI Reporting Structure: Challenges & Opportunities

## Key Challenges

- **Ambiguity:** Unclear roles and responsibilities across DEI bodies
- **Overlap:** Risk of duplicated or missed efforts
- **Regional Chairs:** Early-stage (<2 yrs), self-led, no formal training or resource ownership. Lack of in-person collaboration and structural support at winter and annual conferences.
- **Chapter Chairs:** Many chapters lack DEI/WiA Chairs; 40% of current chapter positions are currently filled

## Opportunities

- Establish a **clear reporting structure**
- Define **ownership of resources** and provide **training**
- Foster **collaboration across committees**
- Encourage **member-driven initiatives**
- Build **flexibility** to respond to emerging DEI needs



# Key Considerations for DEI Committee Structure

1. **Do we need Regional representation?** A: Yes, regional input is important — but prioritize qualified, engaged individuals over full regional coverage. Consider flexible representation to ensure effectiveness.
2. **Should there be one group representing DEI for all ASHRAE?** A: Ideally yes, but not yet. Clearer roles and strong collaboration are needed before considering consolidation.
3. **Does this committee need BOD leadership or engagement?** A: Board support is valuable, but the committee should not be board-led. Consider Board ExO involvement for strategic alignment.
4. **Should the committee be under Member Council?** A: Yes. It should be member-led, which aligns well with Member Council. Avoid over-defining structure; allow flexibility and evolution.
5. **Is funding needed for travel, staff liaison, and meeting space?** A: Yes, but needs to be clearly defined. Funding provides structure, purpose, and equitable engagement.
6. **Who provides DEI training & support?** A: The DEI Committee should provide training and support for Chapter Chairs.
7. **Do we need PAOE for DEI?** A: PAOE points recommended but should be developed and managed by the DEI Committee.



# DEI Committee Structure – Options & Evaluation Metrics

## Committee Structure Options

- Grassroots Committee under Members Council
- Standing Committee under Members Council
- Committee under Board of Directors
- DEI Committee under Membership Promotion
- Status Quo – No change to current structure

## Evaluation Metrics

- **Reporting Structure:** Governance body, i.e. Members Council, Board, ExCom
- **Committee Structure:** Size, qualifications, and regional representation
- **Financial Implications:** Annual funding and resource needs
- **Longevity & Sustainability:** Long-term viability and purpose
- **Collaboration & Impact:** Potential for cross-committee engagement and measurable outcomes



# Option 1: Grassroots Committee under Members Council

1. **Reporting Structure:** Members Council. Chair would be a voting member of MC.
2. **Committee Structure:** Chair, 2 Vice Chairs and 16 Regional Vice Chairs (RVCs). Representation from every region. BOD Ex-O and Staff Liaison would be non-voting members.
3. **Financial Implications:** Highest \$ amount. Travel reimbursement for **19 committee members**, meeting space & full staff liaison. Budget **\$50,000 for travel**, staff assignment & cost TBD.
4. **Longevity & Sustainability:** There is a sustained organizational commitment to DEI within ASHRAE. Diversity is in our core values.
5. **Collaboration & Impact:** Maximum opportunity for collaboration with other grassroots committees.

## Concerns:

- Currently streamlining Members Council, this would add another vote at the table
- Volunteer engagement struggles – can we get volunteers to fill RVC roles? Only 12 out 16 regions currently have regional role filled.
- Will Members Council be as effective in affecting change and action within the other councils, compared to reach of DEI at the Board level?



# Option 2: Standing Committee under Members Council

1. **Reporting Structure:** Members Council. Chair would be a voting member of MC.
2. **Committee Structure:** Chair, Vice Chair(s) and 4 Members = 6 Voting Members. Regional DEI Chairs, BOD Ex-O and Staff Liaison would be non-voting members.
3. **Financial Implications:** Reduced \$ amount. Travel reimbursement for **6 committee members**, meeting space & full staff liaison. Budget **\$18,000 for travel**, staff assignment & cost TBD.
4. **Longevity & Sustainability:** There is a sustained organizational commitment to DEI within ASHRAE. Structurally, a standing committee offers long-term stability with the flexibility to evolve – like the YEA model – and could transition to a grassroots format once its success is established.
5. **Collaboration & Impact:** opportunity for collaboration with other committees on Members Council, grassroots and standing committees. Still have a place at the table.

## Concerns:

- Currently streamlining Members Council, this would add another vote at the table.
- Potential to not have regional representation
- Will Members Council be as effective in affecting change and action within the other councils, compared to reach of DEI at the Board level?



# Option 3: Committee under Board of Directors

1. **Reporting Structure:** Board of Directors.
2. **Committee Structure:** Chair, 1 Vice Chair and 6 Members = 8 Voting Members. Regional DEI Chairs and Staff Liaison would be non-voting members.
3. **Financial Implications:** Medium \$ amount. Travel reimbursement for **8 committee members**, meeting space & full staff liaison. Budget **\$24,000 for travel**, staff assignment & cost TBD.
4. **Longevity & Sustainability:** This would extend the existing charge of the BOD DEI subcommittee to include responsibility of DEI Regional Chairs – already doing this to some degree, so potentially a smooth transition.
5. **Collaboration & Impact:** Shows leadership – top-down approach to DEI – it would have high visibility. Potentially more effective to reach out and connect with other councils – compared to DEI under Members Council – and would have direct reporting to leadership.

## Concerns:

- Potential to not have regional representation.
- More work on the BOD – are they able to give it full attention.
- Would this still be member-driven?



# Option 4: DEI under Membership Promotion Committee

1. **Reporting Structure:** Membership Promotion (MP) Committee
2. **Committee Structure:** Additional Vice Chair / DEI Coordinator(s) that would sit on MP ExCom to oversee DEI efforts.
3. **Financial Implications:** Low \$ amount. Travel reimbursement for **1-2** MP ExCom. Budget **\$6,000 for travel**, no additional costs for staff.
4. **Longevity & Sustainability:** Allow flexibility on how DEI efforts in ASHRAE are developed, MP could be flexible. Allows opportunity for grassroots DEI to grow/develop and then be reassessed in 3-5 years.
5. **Collaboration & Impact:** MP has taken on DEI aspects previously – WiA, MRGs – there is an existing subcommittee that addresses DEI. Already have established collaboration efforts with other grassroots committees.

## Concerns:

- MP Committee is already stretched thin.
- MP has previously faced challenges in launching DEI initiatives and training without authority.
- DEI should not just be the responsibility of MP. It requires broad collaboration and shared ownership from other committees and councils.



# Option 5: Status quo

1. **Reporting Structure:** Multiple.
2. **Committee Structure:** n/a.
3. **Financial Implications:** \$0.
4. **Longevity & Sustainability:** Limited flexibility, potential gaps in addressing emerging DEI needs.
5. **Collaboration & Impact:** Confusion over who is doing what/responsible for what would remain

## Concerns:

- With no change this could be demotivating for existing DEI Regional + Chapter Chairs.



# Ad Hoc Recommendation

## ★ DEI Standing Committee under Members Council

- **Reporting Structure:**
  - **Members Council:** as a Standing Committee, not a Grassroots Committee
- **Committee Structure:**
  - **Voting Members:** 1 Chair, 1 Vice Chair and 4 Members
  - **Non-Voting Members:** BOD Ex-O, Staff Liaison, 16 Regional DEI Chairs
- **Financial Implications:**
  - **Voting Members:** travel reimbursement for winter and annual meeting, budget \$18,000
  - **Non-Voting Members:** no travel reimbursement but welcome to attend meetings.
  - **Other costs:** Staff liaison and meeting room space.



# Ad Hoc Recommendation

- **Longevity & Sustainability:**
  - **Purpose:** to show through action that DEI is inherent to ASHRAE. Diversity is a core value.
  - **Longevity:** there will always be a need for promoting inclusion, creating safe spaces and promoting diversity. The intent is that this committee evolves and develops based on the needs of ASHRAE and its members.
- **Collaboration & Impact:**
  - **Cross-committee engagement:** there is already synergy with MP and YEA. By being at the same table, there will be opportunity for collaboration and action.
  - **Measuring Success:** engaging new young and diverse members
- **Interaction with Existing DEI Efforts:**
  - **BOD DEI Advisory Subcommittee:** Recommendation that DEI Committee Chair sit on this subcommittee as a Consultant for close collaboration and resource sharing.
  - **Women in ASHRAE:** move oversight and responsibility from MP committee to DEI committee.



# Recommended Next Steps

If approved, these are the recommended next steps:

- Formation of Standing Committee
- Finalizing and approval of MOP – Proposed MOP included at end of report.
- Development of resources, proposed training, PAOE, etc.



# Additional Information

- Background Information
  - Grassroot Committees
  - Standing Committees (Non-Grassroots)
  - Historical Context: Grassroot Committee Formation
- BOD DEI Subcommittee Members – 2024-25 and 2025-26
- DEI Regional Chairs – 2024-25 and 2025-26
- PAOE Considerations
- DRAFT Manual of Operating Procedures



# Grassroots Committees

## Definition of a Grassroots Committee:

- From ROB: Regionally structured committees are referred to as grassroots committees. A grassroots committee member who represents a region is called Regional Vice Chair (RVC).

## Structure of Grassroots Committees:

- Selected by Region (through Nominating) and approved by President Elect.
- Regional representatives (RVCs).
- Reports to Members Council.
- Travel reimbursement to attend meetings.

## Current Grassroots Committees:

- Chapter Technology Transfer, Government Affairs, Membership Promotion, Research Promotion, Student Activities and Young Engineers in ASHRAE (YEA)



# Standing Committees (Non-Grassroots)

## Standing Committee:

- Appointed by Society President Elect. Can self-nominate or be nominated.
- Do not have regional representatives (RVCs), there may not be representation from all regions.
- Reports to Members Council, Technology Council, PubEd Council or Board of Directors
- Some committees have travel reimbursement to attend meetings. This is based on their charter.

## Current Standing Committees that Report to Members Council:

- Communications Committee, Conferences and Expositions Committee, and Honors and Awards Committee
- College of Fellows and Life Members Club



# Historical Context: Grassroots Committee Formation

## Young Engineers in ASHRAE (YEA):

- Started as a Standing Committee – President Elect Appointed.
- Moved to having regional representative (YLCs) – these were suggested by each region; however, final selections by YEA committee. There was some pushback from DRCs on this structure. Potentially some financial support from region for YLCs to travel to meetings.
- Transitioned into a Grassroots Committee in 2018.

## Government Affairs:

- Originally 2 committees; one that reported to Members Council and one that reported to the BOD.
- At Members Council, GAC was part of CTTC (responsibility of the CTTC Government Affairs Consultant) and at BOD there was an Advocacy Committee.
- Motion in 2012 (by CTTC) to create a grassroots committee that combined the two committees.
- Transitioned into a Grassroots Committee in 2013.



# BOD DEI Advisory Subcommittee Members

## 2024 – 25 Roster (Voting Members)

- Susanna Hanson (R6), Chair
- Heather Schopplein (R10), Vice Chair
- Devin Abellon (R11), Member
- Bassel Anbari, (RAL), Member
- Jennifer Leach (R3), Member
- Dunstan Macauley (R3), Member
- Max Rohr (R9), Member
- Jonathan Smith (R9), Member

## 2025 – 26 Roster (Voting Members)

- Heather Schopplein (R10), Chair
- Devin Abellon (R11), Vice Chair
- Jason Alphonso (R12), Member
- Doug Cochrane (R2), Member
- Paul Francisco (R6), Member
- Genevieve Lussier (R2), Member
- Dunstan Macauley (R3), Member
- Fiona McCarthy (R6), Member



# DEI Regional Chairs

## 2024 – 25 Roster

- Region I: -
- Region II: Alekhya Kaianathbhatta
- Region III: Jennifer Leach
- Region IV: -
- Region V: -
- Region VI: Christine Reinders-Caron
- Region VII: Lionel Davis
- Region VIII: Madison Schultz
- Region IX: Max Rohr
- Region X: Elyse Johnson McBride
- Region XI: Sierra Spitulski
- Region XII: Maria Grasso
- Region XIII: Ching Loon Ong
- Region XIV: -
- Region XV: Pankaj Dharkar
- Region-at-Large: Ade Awujoola

## 2025 – 26 Roster

- Region I: Chonghui Liu
- Region II: Mark Lawrence
- Region III: Jennifer Leach
- Region IV: -
- Region V: Libby West
- Region VI: Christine Reinders-Caron
- Region VII: Lionel Davis
- Region VIII: -
- Region IX: -
- Region X: Elyse Johnson McBride
- Region XI: Sierra Spitulski
- Region XII: Darryl Joseph
- Region XIII: -
- Region XIV: Laura Sanchez
- Region XV: Nisha Nair
- Region-at-Large: Ade Awujoola



# PAOE Considerations

## Current PAOE Points that reference DEI:

CO12	50pts (100pts max.)	For each ASHRAE Core Value chapter activity (Excellence, Commitment, Integrity, Collaboration, Volunteerism, Diversity) using a soft skills presentation, lecture or activity with the main subject addressing one or more of the core values
CO15	100pts	For establishing and maintaining a chapter Diversity, Equity, and Inclusion committee.
CO22	50pts (150pts max.)	For each sponsorship activity supporting various women in engineering organizations and activities such as National Women in Engineering Day OR for each sponsorship activity supporting Diversity, Equity and Inclusion related activities
H1	50pts (200pts max.)	For identifying and documenting persons who fall under Diversity in ASHRAE with historical interest within the chapter's territory who have greatly influenced the HVAC&R industry's existing buildings.
SA3	25 pts	If a K 12 activity is promoting diversity, equity, and inclusion in engineering
SA4	25 pts	If a post high activity is promoting diversity, equity, and inclusion in engineering
YEA14	250pts (250pts max.)	For an event hosted by the Chapter YEA Committee with Diversity, Equity, and Inclusion awareness or training



**PLANNING SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETING OF SEPTEMBER 23, 2025**

<b>Members Present</b>			<b>Staff</b>
Colin Laisure-Pool	Christopher A. Adams	Mahroo Eftekhari	Tammy Catchings
Daniel Russell	Keiron D Nanan		
Adeeba S W Mehboob	Bassel Anbari	<b>Guests</b>	
Matthew Archey	Carrie Brown	Eduardo Maldonado	

**1. MOTIONS:**

**None**

**2. MBOs**

**Council & Committee MBO**

**MBO #3:** With the support of the ExO members of the Council, the Members Council Planning Subcommittee will continue to evaluate streamlining the structure of Members Council standing committees (Similar to what was done in the recent past for Pub Ed Council) and provide recommendations by the Q1. [In Process](#); [Planning Subcommittee continuing work from last SY incorporating feedback to have a final proposal by the 2026 Winter Conference](#).

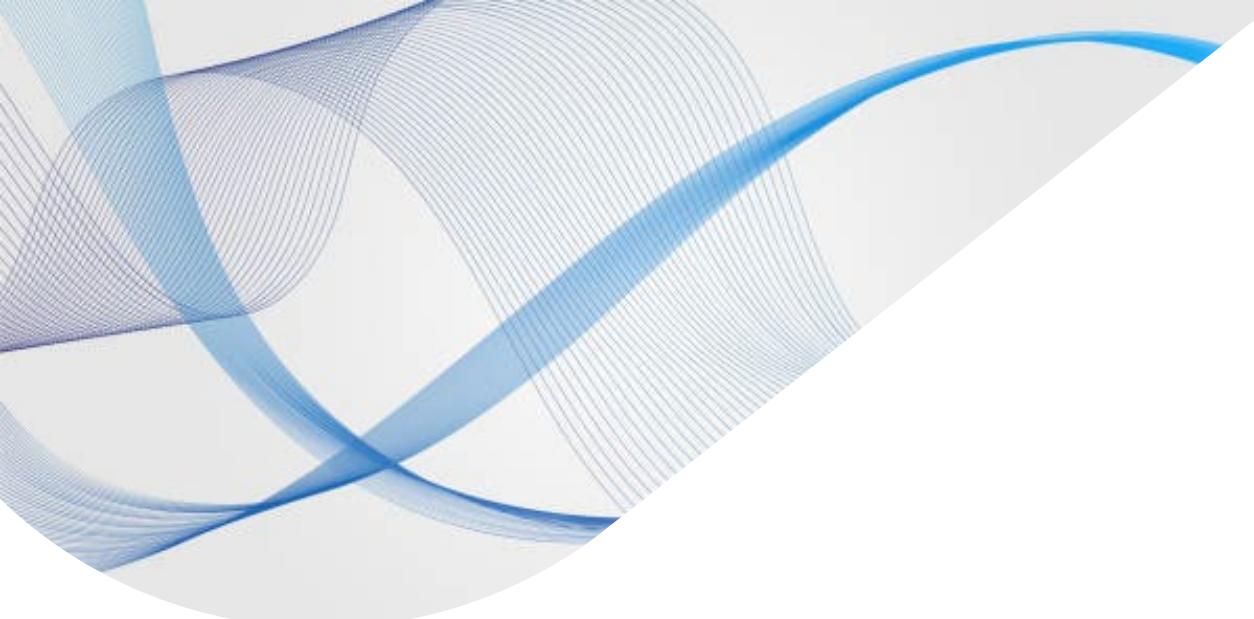
**MBO #5:** The Members Council Planning Subcommittee will prepare a 2-year fiscal plan, including the succeeding year's annual budget for the council and its committees for recommendation to the finance committee by the end of Q3. [In Process](#); [Planning Liaisons have been assigned to the standing committees with a timeline to prepare the 2-year fiscal plan for review by the 2026 Winter Conference](#)

**INFORMATION ITEMS:**

1. Assigned MC Planning Liaisons to meet with Standing Committees and report back on the status of committee fiscal plans:

<b>Standing Committee</b>	<b>MC Liaison</b>	<b>Standing Committee</b>	<b>MC Liaison</b>
<b>CTTC</b>	Chris Adams	<b>CEC</b>	Bassel Anbari
<b>GAC</b>	Colin Laisure-Pool	<b>Communications</b>	Carrie Brown
<b>MP</b>	Dan Russell	<b>H&amp;A</b>	Matt Archey
<b>Student Activities</b>	Adeeba Mehboob	<b>Region Operations</b>	Carrie Kelty
<b>YEA</b>	Keiron Nanan		

2. John F James Award nomination has been submitted; will get to H&A by the 2026 Winter Conference



# **Members Council Streamlining Proposal**

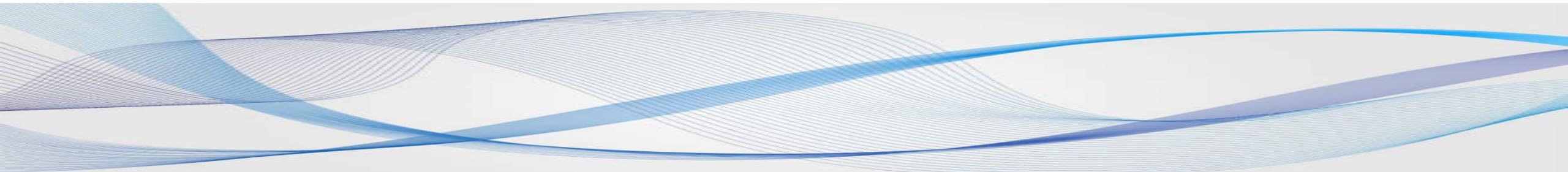
Planning Subcommittee Mtg – October 7<sup>th</sup>, 2025

Adeeba Mehboob, Eduardo Maldonado, Buzz Wright, Wei Sun

# Objective

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.



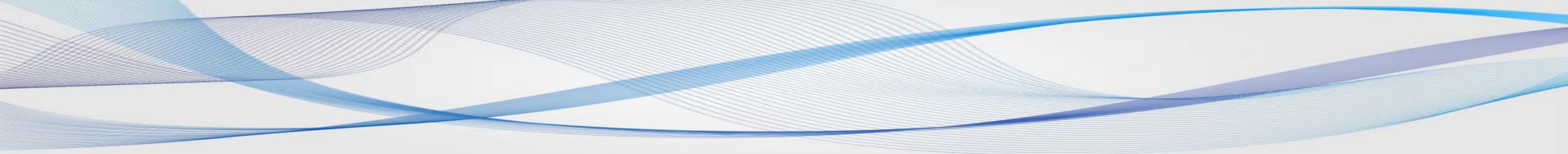
# **Members Council Scope and Responsibilities**

## **Members Council Scope (ROB)**

1. Implement BOD policy and administer BOD related activities (ROB 2.300.002.1)
2. Develop policies and long-range plans for the committees within the jurisdiction of the council (ROB 2.300.002.2)
3. Make decisions on funding requests from its reporting committees (ROB 2.300.002.3)
4. Develop procedures for recommending updates to the strategic plan on a continuous basis. (ROB 2.300.002.4)

## **Members Council Responsibilities (ROB)**

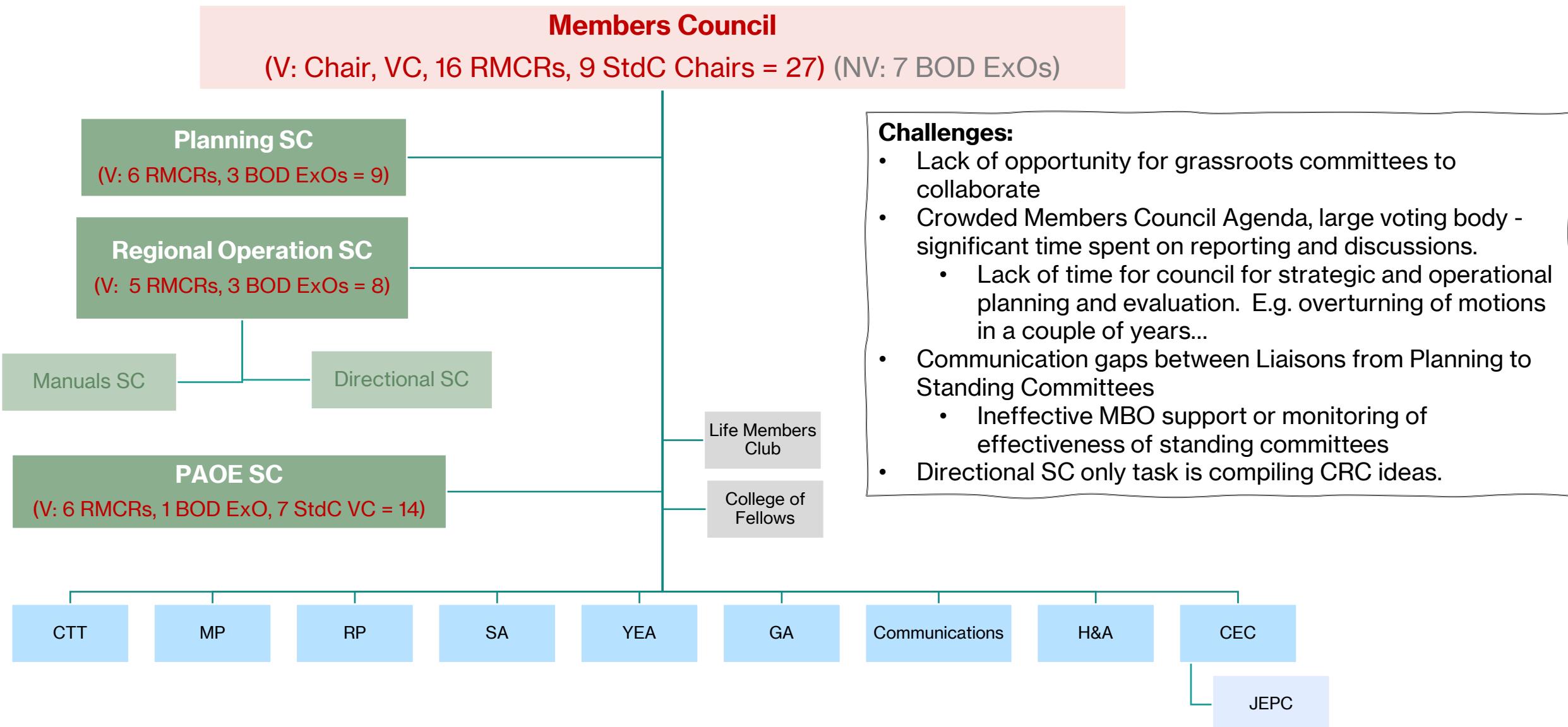
1. **Make recommendations to the Board of Directors concerning the policies, procedures and operations of the Society and its regions, chapters, sections and branches.** (SBL 6.5) (ROB 2.301.002.2)
2. **Review, coordinate and manage the efforts of Members Council assigned committees.** (ROB 2.300.003.1)
3. Carry out strategic, fiscal and operational planning and monitoring of **itself and assigned committees** (ROB 2.300.004)
4. Each council shall review Rules of the Board for **itself and its committees**. (ROB 2.300.003.2)
5. Each Council shall maintain a Manual of Procedures for **itself and its assigned committees**. (ROB 2.300.005)



# Streamlining Goals

1. Organize in a logical manner all ASHRAE MC responsibilities and activities for efficient use of volunteer and staff time
2. More effectively use volunteer talent and knowledge to provide direction on all member services
3. Improve communication, coordination and planning between grassroot committees
4. Allow for effective implementation and feedback of Society Strategic Plan

# Existing Members Council Structure



# Members Council Agenda

- Motions for Charters – (Chapters, Sections, Student Branches)
- Members Council SC reports

- Regional Ops

- Planning

- PAOE

- Reporting Committee Reports

- H&A Awards

- Referred CRC Motions

- Review of CRC Schedules

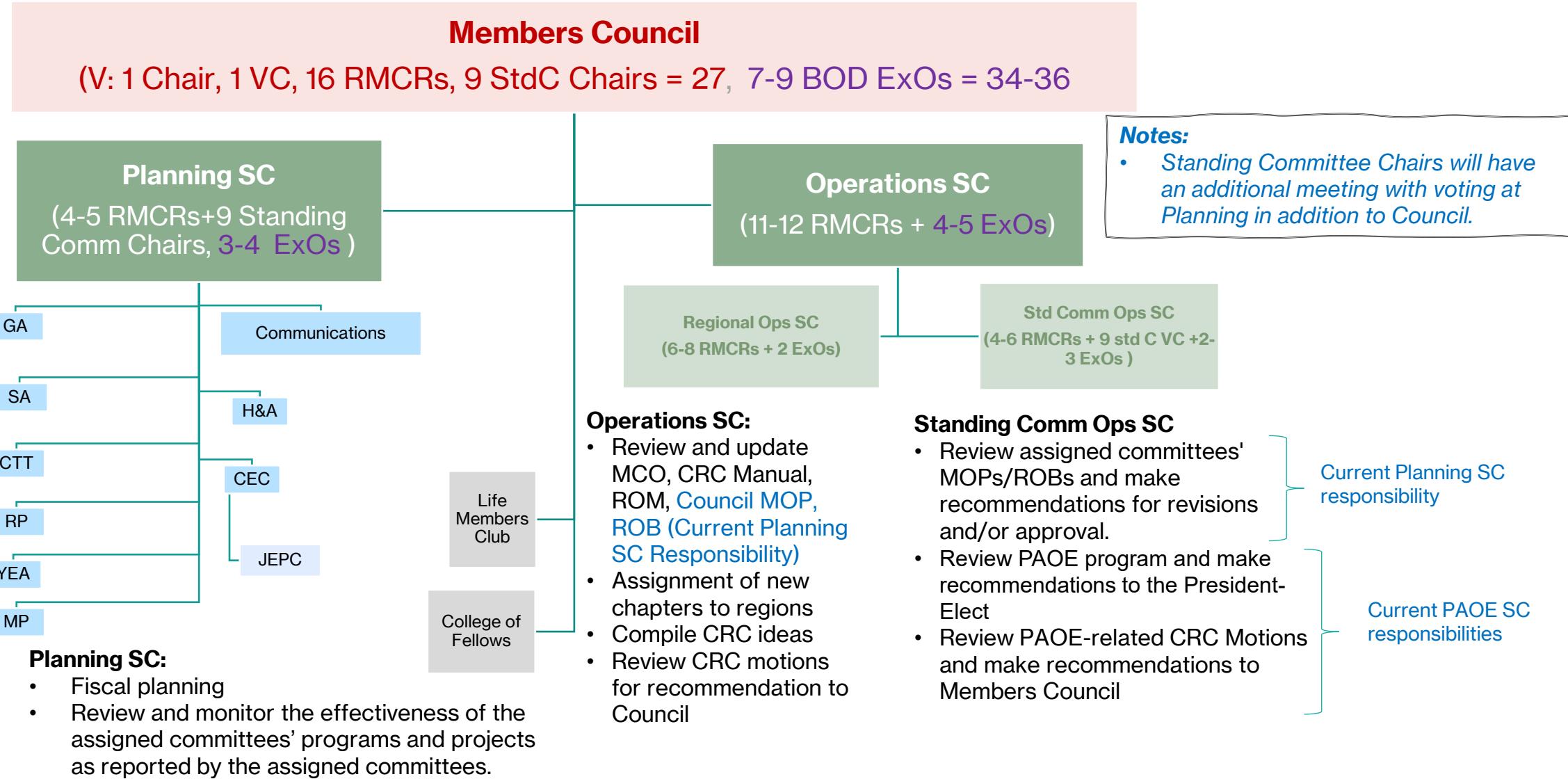
RMCR  
business

Standing  
Committee  
Business

RMCR  
Business

# Proposed Members Council Streamlined Structure

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



# Impact

- **Reduce MC agenda** items by eliminating 9 individual committee presentations that will be summarized by the Chair of the Planning Subcommittee to only essential items requiring or meriting the attention of MC (e.g., significant progresses, successes, etc.) with the potential for **saving a significant amount of time**.
- **Opportunity for collaboration between grassroots committees** during planning SC meetings
- **Better support for standing committees** on MBOs and programs and implementation of Society Strategic Plan
- **Effective voting** at appropriate bodies/meetings, with Standing committee chairs votes cast for standing committee related business at Planning SC and RMCRs votes cast for regional business at council meeting.
- **Standing committee chairs will need to commit additional time** as members of planning SC voting members (4hrs \* 2 in person during annual and winter mtgs and any additional virtual meetings during the year)
- **Some schedule re-arrangement** of the MC Planning Subcommittee meeting and the MC Operations Subcommittee meeting during the Winter and Annual Conferences. Online prep meetings may be necessary.

**REGION OPERATIONS SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETING OF SEPTEMBER 9, 2025**

<b>Members Present</b>		<b>Members Absent</b>	<b>Staff</b>
Carrie Kelty, Chair	Jack J Kibort	Vorasen Leewattanakit	Tammy Catchings
Keith Reihl	Sherry Abbott-Adkins		
Jeffery D Hurd	Genevieve Lussier		
Ibrahim M Semhat	Buzz Wright		

**1. MOTIONS:**

**None**

**2. REFERRED CRC Motions**

**Referred CRC Motion 24-4-4 (Region IV; South Carolina Chapter)**

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

**Update:** This motion was referred to the PAOE Subcommittee of Members Council. At the 2025 Winter Conference in Orlando, the PAOE Subcommittee referred this motion to the Region Operations Subcommittee to address.

**Region Operations Subcommittee Answer:** Region Ops does not support a dedicated category (points & structure) for Sustainability. Sustainability Chairs can make submissions to PAOE for sustainability line items to be added to the Chapter Operations category. Regions Ops suggests that Sustainability Chairs be given access to PAOE to enter points that are already included in the PAOE User Guide. Sent comments back to PAOE Subcommittee for their action.

**3. MBOs**

**Council & Committee MBO**

**MBO #2** The Regional Operations Subcommittee will annually assess Chapter Health with support from the RMCs and develop a chapter support strategy with actions for the Council to take if chapters are continuing to be identified as struggling, weak, or failing. [In Process; request updates from RMCs after the final fall CRC.](#)

**MBO #4** The Regional Operations Subcommittee will provide recommendations on best practices and methods for centralized training efforts for non-grassroots committees. [In Process; consulting with SA to provide an initial guidance/outline for a proposed virtual CT guide.](#)

**MBO #7** The Regional Operations Subcommittee will define and document a standardized CRC scheduling process to be added to the CRC Manual to assist in CRC planning. [In Process; testing CRC calendar options to create visual confirmation for each region.](#)

**INFORMATION ITEMS:**

1. Appointed Direction Subcommittee to compile list of ideas from Society officers during CRCs that are worth passing on to other regions.
  - a. Direction Subcommittee members: Sherry Abbott-Adkins, Ibrahim Semhat, and Jeff Hurd
2. Appointed Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual, including all appendices.
  - a. Manual Subcommittee members: Keith Reihl and Jack Kibort
3. Future items:
  - a. Create a survey for recommendations to modify the chapter health assessment
  - b. Create guide for moving chapter health status
  - c. Create Virtual Centralized Training Guidelines

**PAOE SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETING(s) OF JULY 30, SEPTEMBER 15, AND OCTOBER 15, 2025**

<b>July 30, 2025</b>		<b>September 15, 2025</b>		<b>October 15, 2025</b>	
<b>Mbrs Present</b>	<b>Mbrs Absent</b>	<b>Mbrs Present</b>	<b>Mbrs Absent</b>	<b>Mbrs Present</b>	<b>Mbrs Absent</b>
Eduardo Maldonado	Sandeep Mendiratta	Eduardo Maldonado	Rob Craddock	Eduardo Maldonado	Deanna Adkison
Aakash Patel	Mick Schwedler	Aakash Patel	Andrew Manos	Aakash Patel	Sandeep Mendiratta
Deanna Adkison		Deanna Adkison		Elizabeth Zakelj	Rob Druga
Elizabeth Zakelj	<b>Guests Present</b>	Elizabeth Zakelj	<b>Guests Present</b>	Scott Peach	Elizabeth Jedrlinic
Scott Peach	Sarah Maston	Scott Peach	Randy Schrecengost	Charles Bertuch	<b>Guests Present</b>
Rob Craddock		Charles Bertuch	Keith Reihl	Abhi Khurana	Randy Schrecengost
Charles Bertuch		Sandeep Mendiratta		Mick Schwedler	Keith Reihl
Abhi Khurana	<b>Staff</b>	Abhi Khurana		Omar Rojas	Thursten Simonsen
Rob Druga	Tammy Catchings	Mick Schwedler	<b>Staff</b>	Rob Craddock	<b>Staff</b>
Andrew Manos	Lizzy Seymour	Rob Druga	Tammy Catchings	Andrew Manos	Tammy Catchings
Omar Rojas	Pacia Williamson	Omar Rojas	Lizzy Seymour		Lizzy Seymour
Elizabeth Jedrlinic		Elizabeth Jedrlinic			

## 1. Motions

**MOTION 1: The PAOE Subcommittee recommends to Members Council that amended Motion 25-12-6A be approved:**

**Motion #25-12-6A**

The Miami Chapter recommends that ASHRAE Society publish the full description of PAOE (Presidential Award of Excellence) categories and point allocations on the ASHRAE.org website, with a link to the Presidential Theme document as soon as available. This initiative is proposed for implementation beginning July 1, 2026.

**MOTION 2: The PAOE Subcommittee recommends to Members Council that Motion 25-9-7 be approved:**

**Motion 25-9-7**

That PAOE points associated with SA7.4 (students that submit an application for a Society level scholarship) be automatically assigned.

## 2. Status of Referred Motions <https://crcmotion.ashrae.org/>

<b>2025 Motions</b>		
Region XIV/Israeli Chapter	<p><b><u>Motion #25-14-1</u></b> That PAOE points should be created to recognize professional training courses organized by chapters. <b>Discussion ongoing. CTTC being asked to provide a possible proposal (at 10/15/2025 meeting)</b></p>	Open – Referred to CTTC
Region XII/Miami	<p><b><u>Motion #25-12-6A</u></b> The Miami Chapter recommends that ASHRAE Society publish the full description of PAOE (Presidential Award of Excellence) categories and point allocations on the ASHRAE.org website, <b><u>with a link to the Presidential Theme document as soon as available, consistent with the details provided in the Presidential Theme document</u></b>. This initiative is proposed for implementation beginning July 1, 2026. <b>Motion passed unanimously by PAOE with recommendation to Standing Committees to update link to PAOE webpage to get the Presidential Theme document (at 10/15/2025 meeting)</b></p>	
Region IX/Nebraska	<p><b><u>Motion 25-9-7</u></b> That PAOE points associated with SA7.4 (students that submit an application for a Society level scholarship) be automatically assigned. <b>Scholarship Staff answer:</b> Staff is in the process of automating the Society Scholarship applicants and recipients through NetForum. Staff is gathering information on applicants and allowing the information to be accessible to those seeking PAOE points/pulling PAOE reports. Staff will provide an update at the 2026 Winter Conference. The goal is to have this implemented by/before the 2026-27 PAOE Cycle begins.</p>	In Process

	<ul style="list-style-type: none"> <li>• Vote not taken at 10/15/2025 meeting for lack of quorum. IT is currently working on and will be implemented in a phased mode.</li> </ul>	
Region VI/Cedar Valley Chapter	<b><u>Motion 25-6-1</u></b> That Society creates a new category of PAOE points for activities related to hosting CRC, beginning Society Year 2025-2026.	Open
Region VI/Minnesota Chapter	<b><u>Motion 25-6-5</u></b> That Society updates the PAOE spreadsheet download to allow for easy sorting and include an overall PAOE category summary	Open

<b>2024 Motions</b>		
Region IV/South Carolina Chapter	<b><u>Motion #24-4-4</u></b> That ASHRAE Society dedicate and outline the PAOE points & structure for Chapter Sustainability Chairs. <b>Region Operations Subcommittee Answer:</b> Region Ops does not support a dedicated category (points & structure) for Sustainability. Sustainability Chairs can make submissions to PAOE for sustainability line items to be added to the Chapter Operations category. Regions Ops suggests that Sustainability Chairs be given access to PAOE to enter points that are already included in the PAOE User Guide. <ul style="list-style-type: none"> <li>• Discussion and vote not taken at 10/15/2025 meeting for lack of quorum</li> </ul>	Open – Referred to Region Ops SubC

<b>2023 Motions</b>		
Region VI/Minnesota Chapter (5/5/2023)	<b><u>Motion #23-6-5</u></b> That ASHRAE Society establish a DEI Category for PAOE points by July 1, 2023.	Open – Referred to DEI Ad Hoc

<b>2022 Motions</b>		
Region XII/Brasil Chapter	<b><u>Motion #22-12-1</u></b> Request for the insertion of one new score in the PAOE, which would be complementary, related to female participation in the Chapter CIQ. 50 points would be added per female member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.  <b>Amended Motion:</b> Request for the insertion of one new score in the PAOE, which would be complementary, related to <del>female</del> <ins>DEI</ins> participation in the Chapter CIQ. 50 points would be added per <del>female</del> <ins>DEI</ins> member on the Chapter CIQ. This change should be for the Society Year 2024-2025, starting on July 1, 2024. Amended (PAOE Subcommittee 9/26/2023)  <b>Update/Official Response:</b> [From 2023-2024 PAOE Subcommittee] PAOE Subcommittee agrees with the intent of the motion but is further exploring way to include other underrepresented members in the next round of PAOE (2025-2026).	Open - Referred to DEI Ad Hoc

### 3. Updates on Presidential Theme:

2026-27 Presidential Initiatives  
PAOE awaiting input from President-Elect team.

### 4. Review of MBOs

#### Council & Committee MBO

**MBO #1:** With the support of the DEI Investigative Ad Hoc, the PAOE Subcommittee will create a new DEI category for PAOE. [Waiting for discussion at MC on 10/16/2025](#)

**MBO #6:** With support of the Historical Committee, the PAOE Subcommittee will refine and reevaluate the points and line items in the History PAOE category. [In progress](#). First analysis by Historical representative presented.

**Information Items:**

1. PAOE Ad Hoc assignments have been made. The grassroots committees will present their PAOE recommendations for 2026-27 during the 2026 winter conference in Las Vegas.

<b>Category</b>	<b>PAOE ad hoc</b>	<b>PAOE ad hoc</b>
<b>Chapter Operations:</b>	Charlie Bertuch	Deanna Jean Adkison
<b>Chapter Technology Transfer:</b>	Abhi Khurana	Charlie Bertuch
<b>Communications:</b>	Sandeep Mendiratta	Deanna Jean Adkison
<b>Government Affairs:</b>	Mick Schwedler	Elizabeth Jedrlinic
<b>History:</b>	Randy Schrecengost	Rob Craddock
<b>Membership Promotion:</b>	Rob Druga	Elizabeth Zakelj
<b>Research Promotion:</b>	Andy Manos	Aakash Patel
<b>Student Activities:</b>	Omar Rojas	Scott Peach
<b>YEA:</b>	Elizabeth Jedrlinic	Scott Peach

Fall 2026	Host Chapter/ Location	Dates	CRC General Chair
Region I	Boston Boston, MA	August 20-22	Vineet Nair
		TARGET: August 3rd Week	
Region II	NB/PEI Moncton, NB, CAN	August 21-24	Daniel Boudreau (#7980032)
		TARGET: August 3rd Week	
Region III	National Capital Arlington, VA	August 13-15	Caroline Evans (#8444427) Matthew Young (#8514239)
		TARGET: August 2nd Week	
Region IV	South Carolina Columbia, SC	August 6-9	Perrin Guignard
		TARGET: August 3rd Week	
Region V	Cleveland Cleveland, OH	July 23-25	
		TARGET: July 4th Week	
Region VII	Bluegrass Lexington, KY	July 22-24	David Rose (#8299940) Grant Page (#8011882)
		TARGET: July 5th Week	
Region IX	Nebraska Omaha, NE	August 6-8	Abigail Brophy (#8232536) Sarah Bordenkecher (#8274925)
		TARGET: August 2nd Week	
Region X Joint w/REG XI	Hawaii Honolulu, HI	August 17-19	Joshua McDonough (#8316624) Marites Calad (#5157017)
		TARGET: August 4th Week	
Region XI Joint w/REG X		August 17-19	
		TARGET: TBD	
Region XII	Jacksonville Jacksonville, FL	August 5-8	Matthew Furlong (#8281121)
		TARGET: August 1st Week	
Region XIII	Philippines Pampanga Clark	August 14-15	Edwin Raganit (#8225239)
		TARGET: August 4th Week	
Region XIV	Danube Timisoara, ROM	September 4-6	
		TARGET: September 3rd Week	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: October 1st 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: April 4th Week	
Region VIII	West Texas Lubbock, TX		
		TARGET: April 3rd 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	TBD
		TARGET: August 3rd Week	
Region III	Philadelphia Philadelphia, PA	August 12-14	
		TARGET: August 2nd Week	
Region IV	Southern Piedmont Charlotte, NC		
		TARGET: August 3rd Week	
Region V	Central Indiana Indianapolis, IN		
		TARGET: July 4th Week	
Region VII			
		TARGET: July 5th Week	
Region IX	Kansas City Kansas City, MO	August 5-7/August 12-14	Michelle D Beck (#8277927) Jonathan Smith (#7980316)
		TARGET: August 2nd Week	
Region X	Southern Nevada Las Vegas, NV	TBD	TBD
		TARGET: August 4th Week	
Region XI	Manitoba Winnipeg, MB, CAN	August 19-21	Corey W Nation (
		TARGET: TBD	
Region XII	Gold Coast Ft. Lauderdale, FL		
		TARGET: August 1st Week	
Region XIII	Thailand Bangkok, THA		
		TARGET: August 4th Week	
Region XIV	Spain Madrid, ESP		
		TARGET: September 3rd Week	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: October 1st Week	

Spring 2028	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Iowa Des Moines, IA		
		TARGET: April 4th Week	
Region VIII			
		TARGET: April 3rd Week	

Fall 2028	Host Chapter/ Location	Dates	CRC General Chair

<b>Region I</b>		TARGET: August 3rd Week	
<b>Region II</b>		TARGET: August 3rd Week	
<b>Region III</b>	Roanoke Roanoke, VA	TARGET: August 2nd Week	Joe Bryon (#8480873)
<b>Region IV</b>	Greenville Greenville, SC	TARGET: August 3rd Week	
<b>Region V</b>		TARGET: July 4th Week	
<b>Region VII</b>		TARGET: July 5th Week	
<b>Region IX</b>	Ozarks Springfield, MO	August 3-5/August 10-12	Chris Ruth (#8157393)
		TARGET: August 2nd Week	
<b>Region X</b>		TARGET: August 4th Week	
<b>Region XI</b>	British Columbia Vancouver, BC, CAN	TARGET: TBD	
<b>Region XII</b>		TARGET: August 1st Week	
<b>Region XIII</b>		TARGET: August 4th Week	
<b>Region XIV</b>	Cyprus Nicosia, CYP	TARGET: September 3rd Week	
<b>Region XV</b>		TARGET: September 3rd Week	
<b>RAL</b>		TARGET: October 1st Week	

<b>Spring 2029</b>	<b>Host Chapter/ Location</b>	<b>Dates</b>	<b>CRC General Chair</b>
<b>Region VI</b>	Wisconsin Milwaukee, WI		
		TARGET: April 4th Week	
<b>Region VIII</b>			
		TARGET: April 3rd Week	