



MEMBERS COUNCIL

# MINUTES

Annual Conference – June 25, 2024

NOTE: These minutes have been approved by Members Council on October 28, 2024.

<b>TABLE OF CONTENTS</b>	<b>PAGE(S)</b>
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
<b>Members Council Standing Committee Reports</b>	
Chapter Technology Transfer Committee Report .....	7 - 10
Communications Committee Report .....	10
Conferences and Expositions Committee Report .....	10 - 11
Government Affairs Committee Report .....	11 - 13
Honors and Awards Committee Report .....	13
Membership Promotion Committee Report .....	13 - 15
RP Committee Report .....	15 - 16
Student Activities Committee Report .....	16 - 17
Young Engineers in ASHRAE Committee Report .....	17 - 18
College of Fellows .....	18 - 19
Life Members Club .....	19
<b>Members Council Subcommittee Reports</b>	
Planning Subcommittee Report .....	20
Region Operations Subcommittee Report .....	21 - 20
Status of Motion Review Process .....	21
Review of Carryover Action Items.....	22 - 23
Review of CRC Schedules.....	23
Adjournment.....	23
<b>Attachments:</b>	
Chapter Technology Transfer Committee Report .....	Attachment A
Communications Committee Report .....	Attachment B
Conferences and Expositions Committee Report .....	Attachment C
Government Affairs Committee Report .....	Attachment D
Honors and Awards Committee Report .....	Attachment E
Membership Promotion Committee Report.....	Attachment F
RP Committee Report.....	Attachment G
Student Activities Committee Report .....	Attachment H
Young Engineers in ASHRAE Committee Report.....	Attachment I
College of Fellows Report .....	Attachment J
Life Members Club Report .....	Attachment K
Planning Subcommittee Report .....	Attachment L
Region Operations Subcommittee Report .....	Attachment M
Review of Carryover Action Items .....	Attachment N
Review of CRC Schedules .....	Attachment O

## PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That Region XIV be granted a waiver of Manual of Chapter Operation's (MCO) Section 11.1's requirement of having the Denmark Section keep its Section status for two years prior to becoming the Nordic Chapter, becoming the Nordic Chapter with immediate effect.
3	6	That the Nordic Chapter, sponsored by Region XIV, whose headquarters shall be in the city of Copenhagen, Denmark; whose geographic area of activity will be the following countries: the Kingdom of Denmark (Denmark, Faroe Islands and Greenland), Republic of Finland (Finland and Aland), Iceland, Norway, and Sweden be approved.
4	6	That the Cascades Section, sponsored by the Oregon Chapter, whose headquarters will be in the city of Bend, Oregon; whose geographic area of activity will be the following counties in Oregon: Crook, Deschutes, Jefferson, Klamath, and Lake.
5	7	That the Space Coast Section, sponsored by Gold Coast Chapter, be transferred to the Central Florida Chapter.
6	7	That the Florida Institute of Technology and Embry-Riddle Aeronautical University Student Branches, sponsored by Gold Coast Chapter, be <b>transferred</b> to the Central Florida Chapter.
7	7	That the following consent motions a. through h. shown below be approved.
		a. That the charter of the Kennesaw State University Student Branch, located in Marietta, Georgia, and sponsored by the Atlanta Chapter be approved. (REG IV)
		b. That the charter of the ETITC Student Branch, located in Bogota, Colombia, and sponsored by the Colombia Chapter be approved. (REG XII)
		c. That the charter of the Uninorte Student Branch, located in Barranquilla, Colombia, and sponsored by the Colombia Chapter be approved. (REG XII)
		d. That the charter of the Universidad Industrial de Santander Student Branch, located in Bucaramanga, Colombia, and sponsored by the Colombia Chapter be approved. (REG XII)
		e. That the charter of the Hong Kong Metropolitan University (HKMU) Student Branch, located in Hong Kong, and sponsored by the Hong Kong Chapter be approved (REG XIII)
		f. That the charter of the Milano Student Branch, located in Milan, Italy, and sponsored by the Italy Section be approved. (REG XIV)
		g. That the charter of the Cyprus Student Branch, located in Nicosia, Cyprus, and sponsored by the Cyprus Chapter be approved. (REG XIV)
		h. That the charter of the Al al-Bayt University Student Branch, located in Mafrqa, Jordan, and sponsored by the Jordan Chapter be approved. (RAL)
		i. That the charter of the BUET Student Branch, Dhaka, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (RAL)
		j. That the charter of the CUET Student Branch, Chittagong, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (RAL)
		k. That the charter of the DIT, Dehradun Student Branch, Dehradun, India, and sponsored by the India Chapter be approved. (RAL)
		l. That the charter of the Kafr El-Sheikh Student Branch, Kafr El-Sheikh, Egypt, and sponsored by the Cairo Chapter be approved. (RAL)
		m. That the charter of the KDU Student Branch, Dehiwala-Mount Lavinia, Sri Lanka, and sponsored by the Sri Lankan Chapter be approved. (RAL)
		n. That the charter of the MIST Student Branch, Dhaka, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (RAL)
		o. That the charter of the TTU Student Branch, located in Tafilah, Jordan, and sponsored by the Jordan Chapter be approved. (RAL)
		p. That the charter of the University of Lahore (UOL) Student Branch, located in Lahore, Punjab, Pakistan, and sponsored by the Central Pakistan Chapter be approved. (RAL)
8	7	CTTC recommends to Members Council that the CTTC Manual of Procedures updated as follows be approved, effective immediately.

MO#	PG#	PRINCIPAL MOTIONS (continued)
9-10	10-11	<p>CEC recommends to Members Council that the following editorial changes to the CEC Manual of Procedures be approved.</p> <p>SECTION 3 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITIES</p> <p>3.1 The Conferences and Expositions Committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective meeting experiences with balanced technical and business/professional content. The committee shall prepare technical <del>presentations</del> <u>conferences</u> and expositions that expand on ASHRAE's position as leader in the HVAC&amp;R industry, provide technology transfer of new innovations in the HVAC&amp;R industry.</p> <p>SECTION 5 – CEC CHAIR</p> <p>The CEC chair is responsible for overall operations of the committee, <u>serves as a voting member of Members Council</u>, and serves as a non-voting member of the Joint Exposition Policy Committee.</p>
11	11	GAC recommends to Members Council that the ROB revision as shown below to change the Council Representative term from 3 years to 1 year of service be approved.
12	12	GAC recommends to Members Council that the GAC MOP revision to include improved representation on the nominating subcommittee and clarifying timing on PAOE recommendations from GAC be approved.
13	12	GAC recommends to Members Council that a 3-year extension of the SME Pilot Program be approved.
16	20	Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the CRC Guidelines
17	20	Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the Manual of Chapter Operations
18	20	Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the Region Operations Manual
19	20	Region Operations Subcommittee recommends to Members Council that society recognize the steering committee members of Asia-Pacific Conference on the Built Environment (APCBE) which is being organized biennially in ASHRAE Region XIII and to be awarded 1/2 points/year for each committee member for Regional Award of Merit.
20	21	The subcommittee recommends approving this motion to give Regions the option to meet at the Annual Conference.

## ACTION ITEMS

### Indianapolis A24 - Action Items

AI#	PG#	Action Item	Duty	Due Date	Status
1	24	Make appointments for DEI ad hoc by the Fall Members Council Meeting.	Staff/Bill/Sarah	2/2025	In Process

# MINUTES

## MEMBERS COUNCIL ANNUAL MEETING

### JUNE 25, 2024

MEMBERS PRESENT: Dennis Knight, Chair Bill McQuade, Vice Chair

#### VOTING MEMBERS PRESENT:

Charles Bertuch, RMCR REG I	Daniel Russell, RMCR REG IX	Raul Simonetti, CEC Chair
Genevieve Lussier, RMCR REG II	Colin Laisure-Pool, RMCR REG X	*Robert Hoadley, GAC Chair
Sherry Abbott-Adkins, RMCR REG III	Rob Craddock, RMCR REG XI	Isabelle Lavoie, H&A Chair
Heather Platt-Gulledge, RMCR REG IV	Tulia Rios, RMCR REG XII	Daniel Chudecke, MP Chair
Julia Timberman, RMCR REG V	Ching Loon Ong, RMCR REG XIII	Aakash Patel, RP Chair
Maggie Moninski, RMCR REG VI	Eduardo Maldonado, RMCR REG XIV	Kellie Huff, SA Chair
Carrie Kelty, RMCR REG VII	Bassel Anbari, RMCR RAL	Anuj Gupta, COMMS Chair
Keith Reihl, RMCR REG VIII	Andrew Reilman, CTTC Chair	Branislav Cvijetinovic, YEA Chair

#### NON-VOTING MEMBERS PRESENT:

James Arnold, DRC REG V	Bryan Holcomb, DRC REG IV	Kishor Khankari, DAL
Ronald Gagnon, DRC REG II	Eileen Jensen, DRC REG XI	*Wei Sun, DAL

#### GUESTS PRESENT:

Matthew Archey	Jeanette Hay	Richie Mittal	Anna Sanzere
Marius Balan	Trent Hunt	Spencer Morasch	Ginger Scoggins
Akshay Bhargava	Keith Leow	Shaun Nienhueser	Chad Smith
Darryl Boyce	Kevin Marple	Scott Peach	Akinbowale Soluade
Carrie Brown	Bruno Martinez	Les Pereira	Wesley Stanfill
Andrei Burlacu	Sarah Maston	Bria Poe	Katlyn Stoker
Sara Fazel (Region VIII)	Louise MacKenzie	Robert Romeo	*Timothy Theriault
Adelio Gaspar	Adeeba Mehboob	Rachel Romero	David Underwood
Haley Gossinga, RP	Farooq Mehboob	Erik Sanchez	Jason Urso
Richard Gunpat	Mark Miller	Joseph Sanders	Buzz Wright

#### STAFF PRESENT:

Tammy Catchings	Jeff Littleton	Julia Mumford	Anne Wilson
Tony Giometti	*Rhannon Masterson	Kirstin Pilot	Pacia Wright
Megan Gotzmer	Jeanette McCray	Joslyn Ratcliff	Alice Yates
Vanita Gupta	*Anastasia Meadows	Lizzy Seymour	
*Daniel Gurley	*Chris Miller	*Katie Thomson	

\*Virtual Attendees

## 1. CALL TO ORDER

The Annual Meeting of Members Council was called to order by Dennis Knight, Chair, on Tuesday, June 25, 2024 at 8:15 am in White River E, JW Marriott, Indianapolis, Indiana.

## 2. ASHRAE VALUE STATEMENT

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

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

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

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

## 3. ROLL CALL

Those in attendance are included in the list above.

## 4. REVIEW OF AGENDA

No changes

## 5. APPROVAL OF DRAFT MINUTES

It was moved by Maggie Moninski and seconded by Carrie Kely

**(1) MOTION:** That the following consent motions be approved:

- a. That the draft minutes from the January 23, 2024 Winter Meeting of Members Council be approved.
- b. That the draft minutes from the February 28, 2024 Special Meeting of Members Council be approved.

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

## 6. MOTIONS FOR CHARTERS

It was moved by Eduardo Maldonado and seconded by Bassel Anbari

**(2) MOTION:** That Region XIV be granted a waiver of Manual of Chapter Operation's (MCO) Section 11.1's requirement of having the Denmark Section keep its Section status for two years prior to becoming the Nordic Chapter, becoming the Nordic Chapter with immediate effect.

**Background:** The Denmark section was chartered on 10/17/2023, which means it will not be eligible for Chapter status for two years (i.e., not before 10/17/2025), as per the MCO, Section 11.1.

However, over 60 members in Sweden, Kingdom of Denmark (Denmark, Faroe Islands), Iceland, Norway, and Finland have signed a joint petition to expand the Denmark Section into a Nordic Chapter with headquarters in Copenhagen. The current Section (and the new proposed Chapter) already has 2 fully functional student branches, one at the Technical University of Denmark (The Nordic Student Branch) under the Denmark Section, and another at the KTH Royal Institute of Technology, in Sweden, under the patronage of Region XIV.

The petitioners have already lined up a full BOG and committee chairs ready to serve all 120 ASHRAE members in these 5 countries for the next three years (see attached succession plan) and they are ready and enthusiastic to take up this challenge immediately. However, without a waiver of the indicated MOP rule, these volunteers would have to wait till 10/17/2025 before being able to apply for Chapter Status. This wait is seen as very negative, as the current enthusiasm may decrease and lead to disappointment during this more than 1-year delay, and it will most probably slow the current momentum and membership growth potential in the new Chapter and in Region XIV.

Region XIV is thus asking for a waiver of the MCO Section 11.1's, because it was a recent change mainly intended to avoid creating Chapters with small numbers of Members and with questionable prospects for growth, which is certainly not the case in this Chapter, already with 120 Members.

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

It was moved by Eduardo Maldonado and seconded by Tulia Rios

**(3) MOTION:** That the Nordic Chapter, sponsored by Region XIV, whose headquarters shall be in the city of Copenhagen, Denmark; whose geographic area of activity will be the following countries: the Kingdom of Denmark (Denmark, Faroe Islands and Greenland), Republic of Finland (Finland and Aland), Iceland, Norway, and Sweden be approved.

**Background:** 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; 50 such members signed the petition for the proposed Nordic Chapter. The DRC of Region XIV signed off on the petition to form the Nordic Chapter.

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

It was moved by Rob Craddock and seconded by Sherry Abbott-Adkins

**(4) MOTION:** That the Cascades Section, sponsored by the Oregon Chapter, whose headquarters will be in the city of Bend, Oregon; whose geographic area of activity will be the following counties in Oregon: Crook, Deschutes, Jefferson, Klamath, and Lake be approved.

**Background:** A minimum of 10 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 section; 15 such members signed the petition for the proposed Cascades Section. The DRC of Region XI and the sponsoring Chapter President signed off on the petition to form the Cascades Section.

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

It was moved by Tulia Rios and seconded by Eduardo Maldonado

**(5) MOTION:** That the Space Coast Section, sponsored by Gold Coast Chapter, be transferred to the Central Florida Chapter.

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

It was moved by Tulia Rios and seconded by Eduardo Maldonado

**(6) MOTION:** That the Florida Institute of Technology and Embry-Riddle Aeronautical University Student Branches, sponsored by Gold Coast Chapter, be **transferred** to the Central Florida Chapter.

**Background:** The DRC has determined that it is in the best interest of Society and Region, that the student branches be transferred from the Gold Coast Chapter to the Central Florida Chapter.

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

It was moved by Dennis Knight and seconded by Sherry Abbott-Adkins

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

- a. That the charter of the Kennesaw State University Student Branch, located in Marietta, Georgia, and sponsored by the Atlanta Chapter be approved. (Region IV)
- b. That the charter of the ETITC Student Branch, located in Bogota, Colombia, and sponsored by the Colombia Chapter be approved. (Region XII)
- c. That the charter of the Uninorte Student Branch, located in Barranquilla, Colombia, and sponsored by the Colombia Chapter be approved. (Region XII)
- d. That the charter of the Universidad Industrial de Santander Student Branch, located in Bucaramanga, Colombia, and sponsored by the Colombia Chapter be approved. (Region XII)
- e. That the charter of the Hong Kong Metropolitan University (HKMU) Student Branch, located in Hong Kong, and sponsored by the Hong Kong Chapter be approved (Region XIII)
- f. That the charter of the Milano Student Branch, located in Milan, Italy, and sponsored by the Italy Section be approved. (Region XIV)
- g. That the charter of the Cyprus Student Branch, located in Nicosia, Cyprus, and sponsored by the Cyprus Chapter be approved. (Region XIV)
- h. That the charter of the Al al-Bayt University Student Branch, located in Mafraq, Jordan, and sponsored by the Jordan Chapter be approved. (Region-At-Large)
- i. That the charter of the BUET Student Branch, Dhaka, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (Region-At-Large)
- j. That the charter of the CUET Student Branch, Chittagong, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (Region-At-Large)
- k. That the charter of the DIT, Dehradun Student Branch, Dehradun, India, and sponsored by the India Chapter be approved. (Region-At-Large)
- l. That the charter of the Kafr El-Sheikh Student Branch, Kafr El-Sheikh, Egypt, and sponsored by the Cairo Chapter be approved. (Region-At-Large)
- m. That the charter of the KDU Student Branch, Dehiwala-Mount Lavinia, Sri Lanka, and sponsored by the Sri Lankan Chapter be approved. (Region-At-Large)
- n. That the charter of the MIST Student Branch, Dhaka, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (Region-At-Large)
- o. That the charter of the TTU Student Branch, located in Tafilah, Jordan, and sponsored by the Jordan Chapter be approved. (Region-At-Large)
- p. That the charter of the University of Lahore (UOL) Student Branch, located in Lahore, Punjab, Pakistan, and sponsored by the Central Pakistan Chapter be approved. (Region at Large)

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

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

### **7.1 Chapter Technology Transfer (CTTC) Committee Report (Attachment A)**

The following was reported by Andrew Reilman, CTTC Chair:

**(8) MOTION:** CTTC recommends to Members Council that the CTTC Manual of Procedures updated as follows be approved, effective immediately. The motion to approve was moved by Andrew Reilman and seconded.



#### 4. Responsibilities

1. This committee reports to Members Council. The chair of this committee is a voting member on Members Council.

#### 6. Duties of Committee Members

1. Duties of the Chair
  - I. Assign a mentor to each incoming new committee member prior to their first meeting ~~in accordance with the guidelines outlined in Appendix X of the CTTC Resource Manual.~~
  - N. Represent CTTC at Members Council meetings in act as a voting member on Members Council.
2. Duties of the Vice Chair (First)  
K. Represent CTTC at Members Council meetings and act as a voting member on Members Council if the Chair is unable to do so.
3. Duties of the Vice Chair (Second)  
~~C. Administer the new committee member mentoring program as outlined in Appendix AA of the CTTC Resource Manual.~~  
~~D. Coordinate new RVC training at annual meeting.~~
6. Duties of the Staff Liaison
  - I. Updating Committee Manual of Procedures (MOP) ~~and Resource Manual~~ as Directed by the committee.
  - K. Assisting ~~Operations~~ Executive Subcommittee in the preparation of materials for training incoming CTT Committee members at the Annual Meeting.
8. Duties of Regional Vice Chairs
  - A. Each regional vice chairman is authorized and expected to attend the following meetings:
    3. Visits to chapters in the region as directed by the regional chairman.
  - G. Preparing a Regional Speakers List and distributing it at CRCs to each Chapter Technology Transfer Chair in preparation for annual program planning. Refer to the CTTC webpage for guidelines. Refer to Appendix G of the CTTC Resource Manual for Regional Speakers List Guidelines.
  - J. Preparing ~~reports~~ regional statistics, as required by Society and the CTTC Chair. Refer to Appendix C of the CTTC Resource Manual for a sample Standardized RVC Reporting Format.
  - K. Refer to Appendix E of the CTTC Resource Manual CTTC webpage for an Annual Schedule of suggested activities for a CTT Regional Vice Chair.
  - P. Initiate coordination of regional refrigeration member and chapter refrigeration member activities to include refrigeration related PAOE, refrigeration programs, ~~Refrigeration "R" in ASHRAE Award~~ Donald A. Siller Refrigeration Award, and Milton W. Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence. Refrigeration Award for Project Excellence, and Comfort Cooling Award for Project Excellence.

#### 9. Changes to Rules of the Board or MOPs

#### 11. ASHRAE Distinguished Lecturers Programs

5. For additional information on the program, refer to the ~~Appendix K of the CTTC Resource Manual.~~ DL Program section of the CTTC webpage.

#### 13. Committee Objectives (MBOs)

Prior to the Society annual meeting, the incoming committee chair will prepare objectives for the committee for the next year and present these objectives to the committee for review during the Society annual meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item, ~~and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD.~~

1. If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex-Officio) is responsible for contacting the incoming committee chair and working with him/her them to complete these objectives.
- ~~2. ASHRAE headquarters staff Assistant to the BOD will send copies of objectives to the BOD Ex-Officio, committee staff liaison and council staff liaison. Staff liaisons will send objectives to committee and council members.~~
4. A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting, ~~and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD.~~
5. A final report of the objectives will be included in the committee report submitted to the council at the Society annual meeting, ~~and a copy of the objectives will be sent to ASHRAE headquarters~~



~~staff, Assistant to the BOD.~~ The objectives prepared by the incoming committee chair for the next 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 council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.

6. A suggested format for committee objectives (MBOs) is ~~included as Appendix B of the CTTC Resource Manual.~~ provided by Members Council.

#### 14. Awards Programs

##### 1. Technology Awards

Refer to ~~the Awards section of the CTTC webpage Appendix Q of the CTTC Resource Manual~~ for additional information concerning the Technology Awards program.

##### 2. Dan Mills Chapter Programs Award

Refer to ~~the Awards section of the CTTC webpage Appendix U of the CTTC Resource Manual~~ for additional information concerning the Dan Mills Chapter Programs Award.

##### 3. Donald A. Siller Refrigeration Award

Refer to ~~the Awards section of the CTTC webpage for Appendix S of the CTTC Resource Manual or~~ additional information concerning the Donald A. Siller Refrigeration Award.

##### 4. Award Deadlines and Selection Schedule

The format and schedule for Chapter and Regional Technology, Dan Mills Chapter Programs Award, and Donald A. Siller Refrigeration Awards are at the discretion of Chapter and Regional CTTC members, however, suggested deadlines for each are as follows:

Action	Due Date
4. Submittals to Society: <ul style="list-style-type: none"> <li>Technology Awards</li> <li>Dan Mills Chapter Programs Award</li> <li>Donalds A. Siller Refrigeration Award</li> </ul> <i>Submit one copy electronically in pdf format to <a href="mailto:chapterprograms@ashrae.org">chapterprograms@ashrae.org</a></i>	September 1 September 30 September 30
5. Staff Liaison sends <del>Dan Mills and Donald Siller</del> entries and ballot to <del>Dan Mills Chapter Programs Award Selection Committee Awards Working Group</del> to select final candidate	October 15
6. <del>Selection Committee Working Group</del> selects <del>a winner recipients</del> and forwards recommendations to staff and CTTC Chair	November 1
7. CTTC recommends final candidates to Honors & Awards and Members Council for approval	Winter Conference
8. Staff notifies winners <u>and non-winners</u>	<del>February 20</del> <u>Following Winter Conference</u>
<del>9. Judging panel notified non-winners</del>	<del>February 20</del>
<del>9. Judging panel notified non-winners</del>	<del>February 20</del>

**Background:** These are housekeeping updates on the following topics:

- Elimination of CTTC Resource Manual
- New Member training now held virtually and organized by Executive Subcommittee and staff
- Gender neutral terminology
- Updated award names
- Updated working group names
- Deletion of unnecessary section (Changes to Rules of the Board or MOPs)
- Updates to staff procedures (sending MBOs to assistant of the BOD)
- CTTC Chair is now a Voting Member of Members Council

**Fiscal Impact:** None

**Staff Impact:** None

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

#### Status of Referred Motions

**Motion:** To add information on the DL profile on ASHRAE's website of where the DL is willing and able to travel

**Answer:** Defeated

**Status:** Complete

**Vote:** 4-13-0 CNV

**Comments:** If a chapter is having difficulty booking a DL, then the Chapter CTTC Chairs should work with their CTTC RVC for assistance. If a DL is non-responsive to a CTTC RVC, please notify ASHRAE Staff.

### **CTTC Information Items**

1. Distinguished Lecturer (DL) Program:
  - a. For the 2023-2024 Society Year, our DL Program had 192 allocated visits and 144 non-allocated visits, for a total of 336 DL visits.
  - b. We have implemented a digital DL Participation Form to help streamline the process for requesting a DL. We are also getting ready to test a digital Speaker Evaluation Form, which chapters can use to evaluate any speaker they use (DL and non-DLs).
  - c. CTTC has approved a roster of 91 DLs for the upcoming 2024-2025 Society Year. 14 new DLs will begin two-year terms on July 1, 2024 and 10 current DLs will end their service as of June 30, 2024.
2. DL Travel Carbon Mitigation Measures
  - a. Motion voted on by CTTC: To give the full \$10,000 to Sustainable Travel International as directed by the ASHRAE chapter and region carbon guide, for the 2024-25 SY.  
Vote: 16-0-3 CNV.

### **7.2 Communications Committee Report (Attachment B)**

The following was reported by Anuj Gupta, Communications Committee Chair:

#### **Communications Information Items**

1. Communications Committee revised and posted updates to its Best Practices for Social Media presentation. The presentation is available on the Communications Committee page of the ASHRAE website.
2. Communications Committee now has a Dynamic Planning Calendar for Chapters available on the Additional Resources section of its webpage. This complements the existing Social Media Planning Calendar and can be used by Chapter Presidents and others who are planning their year. An Office Hour held in May explains how to use the calendar, the recording of which is available at <https://www.ashrae.org/OfficeHours>.
3. Communications Committee continues to prioritize communicating with Regional Communications Chairs and held a virtual meeting/training session for RCC May 28 to complement the one previously held November 28. The May meeting was attended by 10 representing 6 regions.
4. The Committee continues to support and encourage use of the chapter website template for Wix and theme for WordPress. There have been 43 total requests for either the Wix template or the WordPress theme. Of that, 31 (72%) are currently in use:  
The breakdown of usage is as follows:  
27 WordPress Requests / 16 Used by Chapters and 3 Used by Regions (Total 19) (70%)  
16 Total Wix Requests / 12 Used (75%)
5. The Committee continues to review and update its Guidance/Best Practices documentation posted on the Communications Committee page of the ASHRAE Website. There are approximately 30 documents being reviewed, 14 of which have been identified as needing updates.
6. The Committee discussed ways to improve communications strategies among ASHRAE members and within chapters and regions. Some strategies the committee discussed include, creating social media posts to promote the ASHRAE website and materials available to members, utilizing quizzes and polls on social media, utilizing paid social promotions, and creating a featured member/success story similar to the "ASHRAE Families" campaign Society executed in SY 22-23.

### **7.3 Conferences and Expositions (CEC) Committee Report (Attachment C)**

The following was reported by Raul Simonetti, CEC Chair:

- (9) MOTION:** CEC recommends to Members Council that the following editorial changes to the CEC Manual of Procedures be approved. The motion to approve was moved by Raul Simonetti and seconded by Carrie Keltz.

#### **SECTION 3 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITIES**

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

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

**(10) MOTION:** CEC recommends to Members Council that the following editorial changes to the CEC Manual of Procedures be approved. The motion to approve was moved by Raul Simonetti and seconded by Eduardo Maldonado.

**SECTION 5 – CEC CHAIR**

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

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

**CEC Information Items**

1. The 2024 Annual Conference had a total of 93 sessions and events scheduled: 54 seminars, 18 Paper Sessions, 1 Virtual Paper Session, 7 Panel discussions, 5 Forums, 3 Debates and 5 Workshops. There were a total of 246 presentations, 60 papers and 17 live-streamed sessions. As of June 21, registration for in-person attendance is 1,223, which is 7 more than the 2023 Annual Conference in Tampa and 238 ahead of the 2022 Annual Conference in Toronto. Virtual registrations are 53 and committee-only registrations are 362. A total of \$86K in sponsorship was raised for the conference, the highest for an annual conference.
2. For the first time, CEC put on two conferences at the same time at the same location. The 2024 Annual Conference was co-located with the Conference on Integrated Design, Construction and Operations (CIDCO). CIDCO had a total of 19 sessions and events scheduled: 10 seminars, 10 Panels. There were a total of 32 presentations. As of June 23, registration for in-person attendance is 67.
3. Topical Conferences Held Since January 2024
  - a. April 17-19, 2024 -- ASHRAE International Conference on Building Decarbonization, Madrid. The conference was organized in conjunction with the Spain Chapter. There were 220 attendees from 28 countries and included 103 speakers. 43 papers were presented. There were 17 sponsors and \$165K, a record sponsorship level for conferences.

**Topical Conferences In-Process**

- a. September 26-27, 2024, Women in ASHRAE Leadership Symposium, Chicago, IL
  - b. October 3-4, 2024 – 6th Conference on Efficient Building Design, American University of Beirut, Beirut, Lebanon
  - c. October 21-23, 2024 – 2024 ASHRAE Decarbonization Conference: Decarbonizing Existing Tall Buildings, New York City
  - d. April 23-24, 2025, Third International Conference on Energy and Indoor Environment for Hot Climates, Doha, Qatar
  - e. June 2025 – Industrial Ventilation Conference co-located with the 2025 Annual Conference (tracks only), Phoenix, AZ
  - f. September 24-26, 2025 – IEQ 2025, Montreal, QC, Canada
  - g. December 8-11, 2025 -- Buildings XVI, Clearwater, FL
4. Future Annual and Winter Conference Sites

**Winter**

February 8-12, 2025 – Orlando  
January 31-February 4, 2026 – Las Vegas  
January 23-27, 2027 – Chicago  
February 7 – 9, 2028 – Orlando

**Annual**

June 21-25, 2025 – Phoenix  
June 27-July 1, 2026 – Austin  
June 12-16, 2027 – New Orleans

**7.4 Government Affairs (GAC) Committee Report (Attachment D)**

The following was reported by Robert Hoadley, GAC Chair:

**(11) MOTION:** GAC recommends to Members Council that the ROB revision as shown below to change the Council Representative term from 3 years to 1 year of service be approved.

**2.402 GOVERNMENT AFFAIRS COMMITTEE**

**2.402.002.3 Term of Service**

The term of service for the Chair, ~~the and~~ Vice Chairs, ~~and Council Representatives~~ shall be one year. The term of service for the other voting members shall be three years, subject to ROB 3.300 *Election and Appointment Procedures*.

**Background:** Council Representatives appointed to the GAC currently have a 3-year term. Unfortunately, that term does not always correspond with the length of time that individual serves on a particular Council, resulting in so-called Council Representatives being included on the GAC Roster who are no longer members of the Council, and thus they can't effectively represent the Council. This term change will ensure that all Council Representatives on the GAC will also be members of the Council they are representing. The GAC would hope and respectfully requests that the one-year terms of services for Council representatives be renewable, allowing the representatives to remain with the GAC until their respective Council has expired.

**Fiscal Impact:** None

**Staff Impact:** Minimal (staff liaison to appts will have addl. work)

**MOTION 11 PASSED.** (unanimous voice vote, chair not voting); send to BOD for final approval.

- (12) MOTION:** GAC recommends to Members Council that the GAC MOP revision to include improved representation on the nominating subcommittee and clarifying timing on PAOE recommendations from GAC be approved.

**Background:** The GAC Nominations Subcommittee of the GAC has looked to other members of the GAC, namely the subcommittee chairs, to provide input on nominations. By including those individuals on the subcommittee, the process is streamlined. The GAC is also removing members from the subcommittee that are not as involved with the detailed operations of the subcommittee, which will improve efficiencies. The other change regarding the timeline for PAOE Recommendations is being included to address current confusion and clarify that recommendations need to be submitted by November 30.

**Fiscal Impact:** None

**Staff Impact:** None (staff time on revisions already expended)

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

- (13) MOTION:** GAC recommends to Members Council that a 3-year extension of the SME Pilot Program be approved.

**Background:** At the 2023 Annual Meeting in Tampa, Members Council approved a new pilot program that identifies and recruits Subject Matter Experts within ASHRAE to communicate technical information effectively to government officials and policy makers. In Tampa, the GAC provided a framework for the program, and planned to develop details for the program during July-December 2023, and then implement the pilot in January 2024-June 2024, with SME transportation to three (3) meetings funded under this program.

GAC now has the details for the program, along with a website, and application on the website. GAC believes that it needs three (3) years to test out this pilot program and determine if it is worthwhile.

**Fiscal Impact:** \$3,500/year

**Staff Impact:** ~10 hrs/month; 360 total over 3 years

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

### **GAC Information Items**

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 18, a total of 129 Government Outreach Events have been reported as being conducted in the 23-24 Society Year. These GOEs comprise 349 discrete meetings involving 375 ASHRAE members and 543 government officials.
2. Public Policy Priorities (PPPs): The GAC unanimously approved the attached PPPs for SY24-25 (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 22, ExCom unanimously approved the PPPs.
3. Public Policy Issue Briefs: The GAC unanimously approved 11 PPIBs; 10 of which were existing PPIBs that were updated, and one of which was a new PPIB, entitled "Wildfires and Indoor Environmental Health." All of these PPIBs were submitted to Tech Council and GAC addressed their comments. On June 22, ExCom unanimously approved the new PPIB.
4. Changes to the GAC Resource Manual: The GAC unanimously approved three changes to its Resource Manual:
  - a. Added a requirement to include the time zone in any meeting invitation or communication about scheduling a meeting. This change was made to better reflect the fact that ASHRAE is a global society and most members are not located in a single time zone.
  - b. Added information about the timing of the three trainings held each Society Year for GAC Members:

The first training is held shortly before the Annual Conference so that incoming GAC members can be informed of the mission and function of the Committee. The second and third trainings focus on Government Outreach Events; these trainings are to be held in two parts, the first part in September/October and the second in December/January.

- c. Revised the type of recognition given for the Dave Palty Outstanding Service Award, which is now a plaque rather than a certificate, to better reflect their level of effort on behalf of ASHRAE.

## 7.5 Honors and Awards (H&A) Committee Report (Part 1) (Attachment E)

The following was reported by Isabelle Lavoie, H&A Chair:

### **H&A Information Items**

1. This is the inaugural year of the Eunice Foote Decarbonization Award and the recipient was recognized at the Plenary yesterday. We received six nominations and look forward to the continued success of this new award!
2. H&A voted on recipients for the following awards, which will be presented during Executive Session:
  - a. F. Paul Anderson Award
  - b. Fellow
  - c. ASHRAE Hall of Fame
  - d. Pass-Through Awards
3. H&A discussed the Plenary, including the flow and length of that event. We strongly encourage continued individual recognition of award recipients and felt that the 30-minute presentation given by the keynote speaker was a great length.
4. We have created an ad hoc to look at updating the design of the plaques and awards given to recipients during the Plenary.

## 7.6 Membership Promotion (MP) Committee Report (Attachment F)

The following was reported by Daniel Chudecke, MP Chair:

**(14) MOTION:** MP recommends to Members Council that complimentary access to two technical sessions provided by Society at the annual and winter conferences for RVCs and ExComm from grassroots committees be approved.

**Background:** By sitting on a grassroots committee, you are expected to be in-person at the conference. This is a tremendous commitment of time and resources. This small benefit would aid these volunteers in justifying this attendance and encourage increased active participation in the grassroots committees.

For example, the MP Committee Chair can only attend one or two sessions on Monday between their other commitments. By offering this opportunity to attend two technical sessions it may encourage attendees to extend their trip, increasing participation in ASHRAE events, technical sessions, and maybe even offer opportunity to get involved in a TC as they are present at the conference for longer.

It should be noted that not all RVCs and ExComm will use both, or even one of these registrations. For Indianapolis, the cost for "One Session Registration In-Person" is \$75.00.

**Fiscal Impact:** \$1,875-\$3,000/loss    **Staff Impact:** Staff time to update conf. reg.; ~1 day

**MOTION 14 DEFEATED.** (3-22-0, chair not voting)

### **Status of Referred Motions**

**Motion 24-8-1** (April 26, 2024): To allow Student Members access to online versions of the ASHRAE Handbooks as part of the Student Membership benefits effective July 1, 2021

**Answer:** Passed    **Status:** Referred to Membership Models Ad Hoc

**Vote:** 14-0-0 CNV

Comments: This motion was referred to the Membership Models Ad Hoc and referred for recommendation to MP and Student Activities.

**Motion 24-1-31** (May 11, 2024): That access to the ASHRAE Handbook Online be available for all member grades.

**Answer:**    **Status:** Referred to Membership Models Ad Hoc

**Vote:** 12-2-0 CNV



**Comments:** This motion was referred to the Membership Models Ad Hoc and referred for recommendation to MP and Student Activities. MP recommended that the motion be written as:

We propose that access to the ASHRAE Handbook Online be an automatic free membership benefit for all members in addition to existing membership benefits.

Background should have included very clearly that Student, Affiliate, Associate, and Full Members, and all other grades receive HBO for free. Then Full Members and Associates would also receive an additional membership benefit choice as currently available.

**MP Information Items:**

- Implemented bulk member discount of 5 new members from a company to receive a 10% off membership discount. We have received 6 group discounts of 5 members each but will continue to advertise this option.
- Implemented new benefit to new full dues paying members to attend one conference for free within 2 years of joining. We had 295 new members take advantage of attending in Chicago and 31 for Indy.
- Implemented and hosted the first meeting of 2 Member Resource Groups (MRGs), similar to Employee Resource Groups, that allow members with common backgrounds or interests to network and share stories in a safe space. Current MRGs are New Members and Professionals with Young Families. Both were well attended.
- With the upcoming dues increase, the MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Full dues paying members is up by 500 over last year and total member is up by a 1,000 over last year.
- Committee held a successful MP Centralized Training in Indy, over 80 MP Chairs/CoChairs in attendance. Will hold a virtual option on September 13, 2024.

**Additional MP Information Items:**

1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2023	52,933	47,669	3,574	4,295	1,690
2024	53,673	48,308	3,902	4,183	1,712

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2024, there were a total of 2,710 (includes all new grades that were added) members participating.

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

Review of the annual Member Satisfaction Survey how can it be changed to get more participation from younger members.

Chapter Chair Training & Development:

- MP hosted an in person Centralized Training in Indy with over 80 in attendance.
  - Will host Virtual Centralized Training in September.
  - MP continues to investigate the best options to ensure MP Chairs/CoChairs are trained.
2. Recruitment:
- Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
  - Ideas to get employers to support dues payments.
  - Assist with implementation of new bulk member discount.
  - Assist with implementation of new comp meeting registration for new full dues paying members.
3. Member Communication:
- Working with the BOD Diversity and Inclusion group.
  - Develop talking points for DRCs and regional leaders to provide thoughts and ideas for them to share with their chapters and how those chairs can start.
  - Hosted a successful Women in ASHRAE breakfast with over 250 attendees.
  - Researching new program to provide 10-minute talks to regional/chapter leaders to ensure programs are inclusive for all.



## 7.7 RP Committee Report (Attachment G)

The following was reported by Aakash Patel, RP Chair:

### RP Information Items

- After discussion with RP ExCom and RP Staff, committee has decided to raise the goal ~4% for each Region in the upcoming campaign year, bringing the total campaign goal to **\$2,680,000**.

### 2024-25 Goals

Region I	\$226,400	Region IX	\$280,481
Region II	\$193,120	Region X	\$220,212
Region III	\$218,081	Region XI	\$174,400
Region IV	\$207,681	Region XII	\$146,167
Region V	\$158,667	Region XIII	\$53,240
Region VI	\$177,520	Region XIV	\$5,688
Region VII	\$154,641	Region XV	\$13,564
Region VIII	\$431,426	RAL	\$18,712
		<b>Total</b>	<b>\$2,680,000</b>

- 2023-24 Goal: \$2,575,000
- Centralized Training Schedule

#### **Dates:**

Regions IX, X, XI  
Denver, CO  
July 21-22, 2024

Regions I, III, IV, VI  
Chicago, IL  
September 15-16, 2024

Regions II, V, VII, VIII, XII  
Chicago, IL  
September 28-29, 2024

Centralized Training continues to be a challenge for the committee as we have seen decreased attendance since the pandemic. We still see the value of face-to-face centralized training with strong data to support greater RP campaign totals for chapters that have attended. We strongly encourage all DRC's and RMCR's to keep promoting attendance for their regions RP Chairs and providing the resources they might need to attend.

- RP Committee was asked by the Members Council Region Operations Subcommittee to review the MCO section 2.17 and provide feedback. This is complete.

### **2023-24 Goal: \$2,575,000**

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
<b>RVC: Eric Fontaine - Regional Full Circle</b>					
I	\$168,558	\$182,332	-7.6%	\$218,000	77.3%
<b>RVC: David Sinclair</b>					
II	\$154,257	\$108,578	42.1%	\$186,000	82.9%
<b>RVC: Laura Petrillo-Groh</b>					
III	\$122,776	\$107,916	13.8%	\$210,000	58.5%
<b>RVC: Brian Justice</b>					
IV	\$213,660	\$217,364	-1.7%	\$200,000	106.8%
<b>RVC: Devin Snowberger</b>					
V	\$155,300	\$108,315	43.4%	\$152,872	101.6%
<b>RVC: Kelly Gunn - Regional Full Circle</b>					
VI	\$101,012	\$132,885	-24.0%	\$171,000	59.1%
<b>RVC: Jennings Davis - Regional Full Circle</b>					
VII	\$143,377	\$124,819	14.9%	\$149,000	96.2%
<b>RVC: Chris Dolan</b>					
VIII	\$321,701	\$289,039	11.3%	\$415,140	77.5%
<b>RVC: Dahl Carmichael</b>					
IX	\$219,992	\$157,639	39.6%	\$270,000	81.5%
<b>RVC: Kevin Baldwin</b>					
X	\$182,817	\$224,850	-18.7%	\$212,050	86.2%
<b>RVC: John Farley - Regional Full Circle</b>					
XI	\$158,680	\$121,909	30.2%	\$168,000	94.5%
<b>RVC: Javier Korenko</b>					
XII	\$135,122	\$136,330	-0.9%	\$140,853	95.9%
<b>RVC: Sui Keong Chea - Regional Full Circle</b>					
XIII	\$59,976	\$59,172	1.4%	\$51,500	116.5%
<b>RVC: Aleksandar Andjelkovic</b>					
XIV	\$4,415	\$1,794	146.1%	\$5,777	76.4%
<b>RVC: Umar Kahn</b>					
RAL	\$30,034	\$27,163	10.6%	\$31,650	94.9%
<b>TOTALS:</b>					
	\$2,171,676	\$2,000,104	8.6%	\$2,575,000 (Campaign Goal)	84.3%

## 7.8 Student Activities (SAC) Committee Report (Attachment H)

The following was reported by Kellie Huff, SAC Chair:

### **Status of Referred Motions**

1. Amended Motion 25 (April 26, 2024): That new PAOE points be given for establishing or maintaining a chapter scholarship ~~fund~~.

**Answer:** Passed

**Status:** Refer to PAOE SubC

**Vote:** 15-0-0 CNV

**SA Comments:** Student Activities Committee is supportive and recommends a minimum barrier on number of students or amount of financial support provided. The wording may also want to include awards as well as scholarships. SA would like to be involved in discussions on how points are awarded through representation on the PAOE subcommittee.

2. Fall 2023 CRC Motion, Region X Golden Gate Chapter - **Motion 26 (August 19, 2023):** New PAOE points for event held by a Chapter where the profits are used for scholarships.

**Answer:** Defeated

**Status:** Refer to PAOE SubC

**Vote:** 4-9-1 CNV

**SA Comments:** Student Activities Committee is supportive of awarding PAOE points for chapter events focused on student engagement but does not feel it is advantageous to give PAOE points for funds raised from chapter events.

3. Spring 2024 CRC Motion, Region VIII Central Oklahoma Chapter – **Motion 24-8-1 (April 26, 2024):** Move to allow Student Members access to the online versions of the ASHRAE Handbooks as part of the Student Membership benefits effective July 1, 2024.

**Answer:** Passed

**Status:** Refer to MMAH

**Vote:** 14-0-0 CNV

**SA Comments:** The Student Activities Committee is supportive of offering the Handbook Online subscription as a benefit to student members.

### **SAC Information Items**

1. Executive Committee
  - Review of all subcommittees were made.
  - The Chair reviewed the status of this year's MBOs.
2. Centralized Training
  - Virtual session scheduled for July 11th after Annual Meeting.
  - On-demand videos have been created by each subcommittee and uploaded to the website.
  - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
  - Two new PEVs went through ABET training this Spring and have been approved for visits.
  - ASHRAE does not have any assignments in this year's accreditation cycle but is working with ASME and ASCE to get our program evaluators assigned for their visits.
4. K-12/STEM Subcommittee
  - The High School Design Competition will run again in SY24-25 with a December 30<sup>th</sup> deadline.
  - Six chapters earned the K-12/STEM Chapter Leadership Award for SY23-24.
  - K-12/STEM marketing material is being reviewed and will be updated.
5. Grants Subcommittee
  - The Undergraduate Program Equipment Grant application form and scoring rubric have been updated for the SY24-25 round to adjust for the increased funding of \$25,000 for the top application.
  - Funding has been requested from Life Members Club to continue the travel grants program in SY24-25.
6. Design Competition Subcommittee
  - 51 Design Competition projects were submitted this year.
    - HVAC Design Calculations – 22
    - HVAC System Selection – 10
    - Setty Family Foundation Net Zero Energy Design – 13

- Setty Family Foundation Applied Engineering Challenge – 4
  - Building EQ - 2
  - 23 Design Competition submissions were judged at Society Level with four rising star nominations. The Winners of each category were selected on June 22nd and will be notified in early August.
  - The 2025 Design Competition location (Manchester, England, UK) and building type (medical office building) were finalized and the competition details are on the website.
  - The 2025 Applied Engineering Challenge is focused on an innovative carbon capture and utilization module that integrates with existing HVAC&R systems.
7. Post High Subcommittee
- Four 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 Orlando.
  - Student Membership
    - The total number of student members as of May 31, 2024 is 6,160 5,986 (2.9% increase from May 2023)
    - Branches – Sixteen pending branches bringing the total to 34 new branches for SY23-24

## 7.9 Young Engineers in ASHRAE (YEA) Committee Report (Attachment I)

The following was reported by Branislav Cvijetinovic, YEA Chair:

**(15) MOTION:** YEA recommends to Members Council that Board ExOs be removed from Members Council subcommittees including Region Ops, Planning and PAOE effective 2024/25.

**Background:** in a continuous effort to Streamline our processes and to make optimized use of volunteer time, Board ExO's although valuable contributors in subcommittees could contribute in a better fashion elsewhere. As for communication with the BoD, the council chair and vice chair are excom members.

**Fiscal Impact:** None

**Staff Impact:** Minus a few hours

**MOTION 15 DEFEATED.** (4-22-0, chair not voting)

### Status of Referred Motions

**Motion 22-10-1: 2022 Fall CRC Region X San Jose Chapter (August 20, 2022):** That during ASHRAE Society Year 2022-2023, a method be established and implemented to provide the ability for ASHRAE members seeking mentorship to discover mentors via an online database with other ASHRAE members willing to be mentors by matching certain criteria indicated by both the mentee and the mentor via online application forms.

**Answer:**

**Status:** Under Review

**Vote:**

**Comments:** This motion was discussed in depth at the 2024 Annual Conference by the YEA Committee. Staff has met with IT to discuss ideas and logistics and will be meeting with the incoming YEA Consultant and IT in the near future to discuss details/ideas of how this revamped Mentorship Program will be implemented, administered and maintained. The committee plans to have more information to share with Members Council by the 2025 Winter Conference once our incoming Consultant has had a chance to work on revamping and defining the Mentorship Program.

### YEA Information Items

- YEA membership has increased slightly from 8667 to 9254 members.
- YEA has held three successful events since the Winter Conference
  - YEA Technical Webinar- Building Automation Controls Strategies May 16, 2024 with 60 attendees
  - 2024 Spring YLW 1.0 was held March 22-24 in Mexico City, Mexico with 30 attendees
  - 2024 YLW 2.0 was held May 3-5, 2024 in Park City, Utah with 12 attendees
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
  - Jayson Bursill, Region II, Ottawa Valley Chapter
  - Jeanette Hay, Region VIII, Monterrey Chapter
  - Vineet Nair, Region I, Boston Chapter
  - Amr Suliman, Region XIV, ASHRAE UK Chapter

- YEA continues to offer webinars for topics to help improve leadership, soft skills, social media etiquette, technical knowledge, and much more.
- YEA has increased digital presence by continuing to create content for the YEA Instagram and YEA Twitter and is currently at 1031 Instagram followers. Content is provided in multiple languages to facilitate ASHRAE's global presence.
- YEA Decarb Challenge Fund Ad Hoc will continue for the 24-25 society year at the request of President Elect Dennis Knight and will focus on his presidential theme of Workforce Development,
- YEA Awards
  - YEA Individual Award of Excellence was awarded to three recipients at the 2024 Annual Conference Plenary in Indianapolis, IN.
    - Alekhya Kaianathbhatta, Region II, Toronto Chapter (Personal Development)
    - Mohammed Murtaza, RAL, ASHRAE Falcon Chapter (Outreach)
    - Michelle Shadpour, Region X, San Diego Chapter (Professional Development)
- Upcoming YEA Events
  - YEA Leadership International (YLI) 2024 will be held in Singapore on October 18-20, 2024. Registration for this event is open until August 11<sup>th</sup>, 2024.
  - Fall 2024 YEA Leadership Weekend (YLW) will be in San Francisco, CA on November 8-10, 2024. Registration will be open by early July 2024.

## 7.10 College of Fellows (COF) Report (Attachment J)

### COF Information Items

Campaign	Total Giving	# of Donors	% of Fellows	Average Gift
<b>2023-24 YTD*</b>	\$6,506.01	48	8.9%	\$128.85
<b>2022-23 YTD</b>	\$5,871	53	9.8%	\$110.77
<b>2022-23 Final</b>	\$6,336	57	10.6%	\$113.14

\* totals as of 6.12.24

- Over the past year, the College of Fellows have advanced the following programs:
  - Created a new COF Mentoring pilot program that expands outreach to all ASHRAE members and expands the selection of Mentors to all 538 members of the College of Fellows
    - We have received excellent feedback from mentees and mentors on this new program! In December 2023, the COF approved \$2,000 for the purchase of training material to be supplied to new mentees and mentors including the highly-rated "Career Architect" and "Real World Engineering" books.
  - Resumed the COF Travel Award program.
    - For the first time in 5 years, we have reinitiated the COF Graduate Student Travel award program --this awards Graduate students up to \$2,000 to attend two ASHRAE Conferences (\$1,000/conference). Two students were selected as recipients for this award.
  - Improved COF communication and participation by a factor of almost 8X
    - We now have every COF member invited to the COF Basecamp site enlarging participation from 70 to 540 fellows.
  - All Fellow members have been verified and coordinated with Staff XLS lists, H&A Ref Manual Lists and Members awards lists.
    - Living and Deceased members are tracked closely in COF basecamp along with publicly available. Obituaries and bios. Lost or missing members were now added to the Roster list, including David Crosthwait, Jr., the first African American Fellow in ASHRAE.  
[https://en.wikipedia.org/wiki/David\\_Crosthwait](https://en.wikipedia.org/wiki/David_Crosthwait)
  - Improved COF communication through the use of Basecamp "Ping" (chat) which saves time and money by reducing our dependence on ASHRAE staff for email lookup and improves communication in the COF and with all of ASHRAE members!
    - Every single member of the College of Fellows has been contacted via Basecamp "ping" and response confirmation is recorded in our Basecamp Roster.
  - Hosted six COF orientation sessions for new Fellows, which had 100% new Fellow attendance, 100% ping (chat) new Fellow use, and 75% new fellow COF Winter Meeting attendance.
  - Created a new Resource Lending library of physical books and other materials for use by Fellows and Mentors/ Mentees/ Ambassadors. All coordination and storage of materials is accomplished without Staff time or physical storage.

- Hundreds of new pages of Content on the COF Basecamp site including Announcements, Programs, Committee Docs, Rosters, Mentoring, Training (COF New member Orientation Video and COF basecamp training Video ), and “Excellent Tool” resources including: Books, Libraries, Computing, Professional Development, and Supplies. All Content is searchable through Basecamp “Find”.
- Watch the COF basecamp training Video for a demonstration of search for COF Basecamp information resources and content!
- The College of Fellows sponsor several programs that mentor ASHRAE members in different areas of their careers. We want to engage more people in these programs. Once of these programs is The Ray Clark Lecture Series--a speaker gives a 45 minute lectures on a Fellow Career profiles. A pilot program was demonstrated on Feb 2024.
- The College of Fellows President and ExCom met with TAC leadership and TAC section heads in February to present opportunities to work more closely together including Professional Development collaboration, the COF mentoring program, and an introduction to the College of Fellows.
- The COF has now created a dedicated subcommittee with Frank Shadpour as chair focused on programs. Frank brings one of the most successful track records to the COF as TC 1.4 Control Theory and Application programs subcommittee chair. The session in Indianapolis features a Career Development Tools Seminar featuring successful professional development tools used by the COF and a separate seminar on Career opportunities in HVAC Engineering. The COF Debate is a conference favorite and will continue as part of the programs offerings.
- Though improved communications and direct mailing letters to the College of Fellows membership in the US and Canada, giving has increased from previous years by 40% for a total of \$6,336, the number of donors has increased from 21 to 57 (+171%).
  - 2018-2019 , 25 donors, total Gifts \$2,405 2019-2020, 18 donors (-28%), total Gifts \$2,746 (+14%) 2020-2021, 13 donors (-27%), total Gifts \$3,230 (+ 18%) 2021-2022, 21 donors (+62%) , total Gifts \$4,514 (+ 39%) 2022-2023, 57 donors (+171%), total Gifts \$6,336 (+ 40%)
- A COF election was held and installed College of Fellows Officers: President Tom Lawrence, President Elect Samir Traboulsi, Secretary / Treasurer Filza Walters, and COF ExCom Member-At-Large Kathleen Owen.
  - The election process used the COF Nominating committee, COF immediate past President and ASHRAE President Elect Dennis Knight lead the process. A new direct voting poll was initiated to draw in the opportunity to vote from all 538 COF members.
- The COF has achieve 100% success on its MBOs:
  - 1) Increase communications of COF members 2) Create new COF mentoring pilot program 3)Digitization Initiative: Online roster, digital search, lending library, reduce dependency on Staff through basecamp and use of “Ping” for communication
- The College of Fellows celebrated their 25<sup>th</sup> Anniversary!

#### 7.11 Life Members Club (LMC) Report (Attachment K)

##### **LMC Information Items**

<b>Campaign</b>	<b>Total Giving</b>	<b># of Donors</b>	<b># of LMs</b>	<b>% Giving</b>
2022-23 Final	\$46,048.48	511	7,243	7%
2022-23 YTD	\$37,833	412	7,242	5.7%

*\* totals as of 6.12.24*

1. The Life Members Club were honored to recognize Filza Walters as their 2024 E.K. Campbell award winner at their luncheon in Chicago. They also approved their nomination for the 2025 E.K. Campbell Award winner who will be notified after this meeting. This award comes with a \$10,000 honorarium.
2. The LMC approved \$5,000 in funding for STEM kits made available free of cost to chapters wanting to work with local k-12 schools.
3. During the Annual Meeting (Tuesday, June 25), the LMC Executive Committee will discuss additional funding opportunities.

## 8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

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

The following was reported by Sherry Abbott-Adkins, Planning Subcommittee Chair.

#### **Discussion MBO #2:**

#### **Recommendations**

- The option for large companies to pay memberships for employees all at once.  
**Staff Note:** Membership, Accounting and IT Staff are currently working on a new tool called ASHRAE GroupPay that would allow for this capability within the online join process.
- Small companies reimburse membership dues to employees rather than pay them.
- Recognition of companies for number of paid memberships a chapter, region, and society level.  
Consider breaking down to company sizes.
- Ambassador program for membership.

### b. Region Operations Subcommittee Report (Attachment M)

The following was reported by Bassel Anbari, Region Operations Subcommittee Chair

**(16) MOTION:** Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the CRC Guidelines in the following sections: Add a new appendix "CRC Check-list of critical issues: Intended for CRC Chairs, CRC Organizing Committees, DRCs and RMCRs", the last paragraph in the "Director and Regional Chair" section (page 6) be changed to further define the senior and junior officer roles related to CRC evaluation meeting.

**MOTION 16 PASSED.** (unanimous voice vote, chair not voting)

**(17) MOTION:** Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the Manual of Chapter Operations in the following sections: Replace Appendix 11G with modified version and a new Chapter Budget Template for Section 4.

**MOTION 17 PASSED.** (unanimous voice vote, chair not voting)

**(18) MOTION:** Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the Region Operations Manual to add a clarifying statement to Appendix D, Section 1, Paragraph B about allocated visits.

**MOTION 18 PASSED.** (unanimous voice vote, chair not voting)

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

**Fall 2023 CRC Motion 32:** The Malaysia Chapter moves that society recognize the steering committee members of Asia-Pacific Conference on the Built Environment (APCBE) which is being organized biennially in ASHRAE Region XIII and to be awarded 1/2 points/year for each committee member for Regional Award of Merit.

**Subcommittee Vote:** 8-0-0, CNV, 1 absent.

**(19) MOTION:** Region Operations Subcommittee recommends to Members Council that referred Motion 32 be approved. Motion to approve moved by Bassel Anbari and seconded

**MOTION 19 PASSED.** (unanimous voice vote, chair not voting)

**Spring 2024 CRC Motion 24-11-2, Regina Chapter; REG XI (May 11, 2024):** To allow a region to hold the Regional Planning Meeting (RPM) at the Annual meeting instead of in their region.

**Background:** Currently the region must ask the Society Treasurer to approve a request to hold the Regional Planning Meeting outside of your region. The cost of holding a regional planning meeting at the annual meeting is cheaper than holding the planning meeting in your own region. Most of the Regional Executive are required to attend the Annual meeting as they must attend the standing committee meetings. There are only 4 or 5 members of the Executive that do not attend the annual meeting. The Regional Treasurer, Historian, Electronic Communications chair, DEI chair and the CRC General Chair.

With an executive of 14 and possibly 5 members needing to have their flights covered by the Regional



Allotment if they are not attending the meeting for other committee meetings. That reduces the cost for the Society by 9 flights per year. Based on Region XI 9 flights x \$700per flight = \$6300.00 savings to Society just on Flights. The region would still be required to cover any of the other costs of holding the meeting.

This would also help with the Decarbonization discussion as reducing the number of flights per year by 8 and to meet the new ASHRAE Chapter-Region Carbon Guide.

**Fiscal Impact:** This is dependent on the region as some regions you can drive to all chapters but for other Regions it could be as high as \$6300.00 USD.

**Staff Note:** FY23 Actuals for total Transportation to Regional Planning Meetings was \$60,600, approximately \$4,040 per region.

**Staff Impact:** None.

**Added Staff Comment:** Staff would need sufficient advance notification of the intent to hold an RPM at the Annual Conference (1 year in advance) to make sure proper space is available at the Annual Conference location as well as hotel nights available in the room block. Space availability is based on the contract established with the hotel that is booked 4-5 years in advance.

**Region Operations Subcommittee recommendation to Members Council:** The subcommittee recommends approving this motion to give Regions the option to meet at the Annual Conference. This will reduce the need for a separate 1- or 2-day meeting of the Regional Executive. A comment by staff was added to the Staff Impact requesting one year advance notification of intent to hold an RPM at the Annual Conference related to hotel space and room block availability and coordination.

**Subcommittee Vote:** 9-0-0 CNV.

**(20) MOTION:** Region Operations Subcommittee recommends to Members Council that referred Motion 24-11-2 be approved.

**MOTION 20 PASSED.** (unanimous voice vote, chair not voting)

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

**Background:** The ASHRAE CRC Manual lists several target weekends for scheduling the Spring CRC, which are shared between Regions VI, VIII, X, and XI. Region XI has been advised to avoid overlapping with another Spring CRC. Additionally, Region XI has the added restriction of coordinating Spring CRC dates with international holidays and common graduation dates. Consequently, Region XI's Spring CRC is consistently scheduled on Mother's Day. This conflict puts stress on our members and volunteers who must choose between celebrating the holiday with their families or attending the conference.

Due to the geographical size of our region, as well as the existence of an international border, travel to or from the CRC is often an all-day event. This results in members not participating in Saturday events to celebrate Mother's Day. Every year, chapter officers, regional officers, and RVCs leave the CRC early to celebrate Mother's Day with their families. This practice degrades the effectiveness of CRC training and membership engagement.

The unnecessary scheduling restrictions results in an unintentional disregard by the region. Continual scheduling without intervention shows a pattern of neglect for our members – especially our members who are mothers or those with children in the household. This directly undermines efforts for chapter involvement and engagement, as well as basic inclusivity.

**Fiscal Impact:** None – to be evaluated by the CRC chair of the host chapter. On a case by case basis.

**Staff Impact:** None.

**CRC Vote:** 11-0-0 CNV

**Region Operations Subcommittee referred this motion to the Manuals Subcommittee to review.**

**Subcommittee Vote:** 9-0-0 CNV.

### Region Operations Subcommittee Information Items

1. The Manuals Subcommittee has asked all committees with sections in the MCO to review and provide recommended updates to Members Council at the Fall Members Council Meeting.
2. The motions in this report reflect the work this subcommittee has done addressing the assigned MBOs.
3. Appendix 11G has been updated (pending Motion 2 above) and the Region Operations Subcommittee is working on an easier way to fill out the form and report the health of each chapter to make this exercise easier for the regions to perform on an annual basis.

## **9. MEMBERS COUNCIL MBO UPDATES**

[2023-24 Members Council MBO tracking spreadsheet](#)

## **10. OLD BUSINESS**

9.1 Status of Motion Review Process [CRC Motion Database](#)

9.2 Review of Carryover Action Items (ATTACHMENT N)

<b>2024 MEMBERS COUNCIL WINTER MEETING (1/23/2024)</b>					
<b>AI#</b>	<b>PG#</b>	<b>CARRYOVER ACTION ITEMS</b>	<b>DUTY</b>	<b>STATUS</b>	<b>DUE</b>
1	12	Refer Motion 18A to Membership Model Ad Hoc for comment	Staff	In Process	06/2024
2	12	Create DEI Ad Hoc	MC	In Process	6/2024
3	13	Get membership roster and send to staff to apply for hardship case	RMCR/DRC		
4	14	Refer Motion 25 to Student Activities for comment	Staff	Complete	6/2024
5	14	Refer Motion 26 to Student Activities for comment	Staff	Complete	6/2024
6	21	Create Ad Hoc to establish DEI Category for PAOE. Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong	PAOE Subcommittee	Open	6/2024
7	21	Schedule special meeting to review Brand Ambassador Program motion	MC	Complete	February 2024
<b>2023 MEMBERS COUNCIL ANNUAL MEETING (6/27/2023)</b>					
2	5	All committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	Complete	1/2024
6	27	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	Complete	12/2023
<b>2022 MEMBERS COUNCIL FALL MEETING (9/30 – 10/1/2022)</b>					
1	4	MP to create small group to work with RP/ Fundraising on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta	MP Committee/ MP Staff Liaison	Complete	2/2023
<b>2022 MEMBERS COUNCIL ANNUAL MEETING (6/28/2022)</b>					
2	12	CEC to make sure all chapters know about hosting opportunities for Annual Conference	CEC	Complete	
8	20	Staff to update CRC Manual	Staff	Complete	01/2023
<b>2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022)</b>					
8	17	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures.  <b>Status:</b> This will be updated in the Region Operations Manual, Manual of Chapter Operations and CRC Manual by January 2024	Staff	Complete	06/2022

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

## 11. OTHER BUSINESS

### Regions/Chapters Update - RMCRs (report on excelling or struggling chapters)

Region I	Decent membership increase for the year across the region. All chapters in good financial health. Two chapters that are working on leadership succession plans.
Region II	9 chapters all with good BOG and good committee leaders. Communicate a lot. All in good financial good state. All attend PET and CRC. Struggling comes and goes but they always bring up. Quebec City top performer. 250 people Symposium. 5 of 9 Chapter Presidents are YEA.
Region III	Does have some weak/struggling chapters, past Presidents are mentoring incoming or current chairs or Presidents. Chapters that are nearby that are helping with joint meetings. Region has started a quarterly technical virtual meeting so that all can join.
Region IV	Total of 7 chapters with 2 rock star chapters that are battling out PAOE and are very engaged. The other chapters are bordering "strong" vs "not very strong." Hosting office hours to discuss any issues. None are standing out as struggling or weak.
Region V	Most chapters are average or strong. DRC has done two in-person visits. ARC is working with one of the struggling chapters. Monthly calls with chapters to check in.
Region VI	11 chapters, monthly call with the Presidents and VP and Regional Exec, some smaller chapters are showing signs of struggling (not really going outside of the requirement).
Region VII	All chapters are in financial good standing. Still have a weak chapter, working toward a section if needed. East Tennessee, North Alabama and West Virginia have seen an uptick in members so Regional leadership is making sure they are supported with MP support.
Region VIII	15 chapters, a quarter are very strong, a quarter they are working with. Stronger chapters have started working with some of the weaker chapters. Keep developing office hours. Succession planning is key. Chapters with a good succession plan seem to be strong overall.
Region IX	13 chapters, Nebraska and KC are killing it. A few that are week: Big Sky and Black Hills, bordering on failing. Working on a letter to send to them to discuss the option of a becoming a Section. Regional leadership did set goals with the chapter, which they did meet, but they still need help. Chapter doesn't support the vision of ASHRAE which is an issue. Struggling to get committee chairs to CRC. Working to improve.
Region X	All 14 chapters are in financial good standing. Most chapters are strong to exceptional with some smaller chapters who need support filling their BOGs. San Diego, Tucson and Hawaii are doing well. 3 <sup>rd</sup> highest RP goal and they are looking forward to a strong year. Small chapter doesn't necessarily mean weak.
Region XI	5 weak or struggling chapters although all chapters are financial stable. Regional Exec is working to help recruit leaders in these chapters. The largest chapter in their region are struggling with 700 members to fill the BOG. Second largest chapter is also struggling to find volunteers for the BOG.
Region XII	16 chapters, 8 sections. Region is strong, most of the chapters fall into South America (developing economies). 1 chapter is struggling. In past years, there were 3 struggling chapters but there were chapter visits made and they improved.
Region XIII	10 chapters each in a country by themselves. All are doing well. 4-5 chapters are very strong. Hong Kong Chapter celebrated 40 years. Membership "mix" in each chapter since the chapter represents the entire country.
Region XIV	9 chapters with one new chapter. 6 are doing great. 1 struggling chapter in Cypress, because it's a small country and small professional committee. A new student branch was just added. Israeli Chapter is struggling right now due to conflict.
Region XV – <b>NEW</b>	2 chapters that are struggling with membership growth (East India and Rajasthan); CRC is in Rajasthan.
RAL	A few chapters that are struggling and 1 that is failing. Libya Chapter, membership has not been able to convene. It's a failing economy. Sudan Chapter – they only have 1 member and a few people have joined since. Alexandria Chapter's membership has decreased. This chapter has been restricted to Academia for some reason.

## 2024-25 Presidential Theme

Bill McQuade shared that Dennis Knight's 2024-2025 Presidential Theme is Empowering our Workforce: Building a Sustainable Future. Dennis shared his Presidential Address on Monday at the President's Luncheon.

RAL Split approved by BOD; new Region XV to be added July 1, 2024

Staff has worked to ensure the split transitions smoothly at the new Society year in terms of chapters, membership and reporting.

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.

**AI1:** Staff to work with Bill and Sarah to make appointments for this ad hoc by the Fall Members Council Meeting.

## 12. NEW BUSINESS

### 11.1 2024-25 Members Council Subcommittee Appointments

Planning		Region Operations		PAOE	
Chair:	<a href="#">Tulia Rios</a>	Chair:	<a href="#">Julia Timberman</a>	Chair:	<a href="#">Ching Loon Ong</a>
Eduardo Maldonado		Keith Reihl		Heather Platt Gulledge	
Colin Laisure-Pool		Carrie Kelty		Keith Reihl	
Adeeba S W Mehboob		Daniel Russell		Eduardo Maldonado	
Ibrahim M Semhat		Aakash A Patel		Matthew Archey	
Jeffery D Hurd		Deanna Jean Adkison		Maggie Moninski	
Buzz Wright (DRC/ExO SAC)		Scott Peach (DRC/ExO YEA)		Mahroo Eftekhari	
Wei Sun (DAL/ExO CTTC & H&A)		Jim Arnold		COM Rep:	Thursten D Simonsen
Cheng Wee Leong		Bryan Holcomb		CTTC Rep:	Heric D Holmes
				GAC Rep:	Meghan McNulty
				MPC Rep:	Louise McKenzie
				RPC Rep:	Haley Goslinga
				SAC Rep:	Robert E Snow III
				YEA Rep:	Elise Kiland

### 11.2 2024-25 Members Council Draft MBOs

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

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

September 16, 2024	December 3, 2024	March 25, 2025	June 3, 2025
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### 11.3 Members Council 2024 Fall Meeting

Members Council Fall Meeting will be virtual, unless the subcommittees and reporting committees have something big to discuss that would be better done in-person.

## 13. CONTINUED BUSINESS

### 10.1 Honors & Awards Committee – Lavoie (Part 2)

- [Executive Session \(Members Council 2023-24 voting members only\)](#)

## 14. NEXT MEETING

Fall Members Council Meeting (tba)

## 15. ADJOURNMENT

Meeting adjourned at 12:00 pm

**CHAPTER TECHNOLOGY TRANSFER COMMITTEE (CTTC)**

Report to Members Council  
From Meeting of June 21-22, 2024

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
Andrew Reilman		Samir Traboulsi	Rhiannon Masterson
Daniel Redmond		Devin Abellon	Anastasia Meadows
Heric Holmes		Marianna Vallejo	Lizzy Seymour
Frank Rivera		Buzz Wright	
Abhi Khurana		Jacob Saxinger	
Matthew Archey		Robert Romeo	
Christopher Adams		Alexander Armstrong	
Matthew Klok		Wade Conlan	
Eric Johansen		Corey Metzger	
Kevin Muldoon		Dan Russell	
Kenneth Shifflett		Mark Fly	
Abigail Brophy		Thursten Simonson	
Tyler Bradshaw		Fernando Dutra	
Matt Parkes		Kishor Khankari	
Thiago Corrêa Fonseca Portes		Ron McCarty	
Sivakumar Gadam		Genevieve Lussier	
Conor Murray		Ershed Jaman	
Osama Khayata		Frank Mills	
John Constantinide		Luis Miguel Alvarado	
Elizabeth Zakelj		*Murat Bayramoglu	
Wei Sun		*Don Gariepy	
		*Steven McConnell	
		*Nikola Kravik	
		*Esteban Baccini	
		*Krishna Mitra	
		*Stephanie Mages	

\*Incoming Members

**Motion**

**Motion 1: To update the Chapter Technology Transfer Committee (CTTC) Manual of Procedures (MOP) as follows, effective immediately:**

**Chapter Technology Transfer Committee (CTTC)  
Manual of Procedures (MOP)**

**4. Responsibilities**

1. This committee reports to Members Council. The chair of this committee is a voting member on Members Council.

**6. Duties of Committee Members**

1. Duties of the Chair

- I. Assign a mentor to each incoming new committee member prior to their first meeting ~~in accordance with the guidelines outlined in Appendix X of the CTTC Resource Manual.~~

N. Represent CTTC at Members Council meetings in act as a voting member on Members Council.

2. Duties of the Vice Chair (First)

K. Represent CTTC at Members Council meetings and act as a voting member on Members Council if the Chair is unable to do so.

### 3. Duties of the Vice Chair (Second)

- ~~C. Administer the new committee member mentoring program as outlined in Appendix AA of the CTTC Resource Manual.~~
- ~~D. Coordinate new RVC training at annual meeting.~~

### 6. Duties of the Staff Liaison

- I. Updating Committee Manual of Procedures (MOP) and ~~Resource Manual~~ as directed by the committee.
- K. Assisting ~~Operations~~ Executive Subcommittee in the preparation of materials for training incoming CTT Committee members at the Annual Meeting.

### 8. Duties of Regional Vice Chairs

- A. Each regional vice chairman is authorized and expected to attend the following meetings:
  - 3. Visits to chapters in the region as directed by the regional chairman.
- G. Preparing a Regional Speakers List and distributing it at CRCs to each Chapter Technology Transfer Chair in preparation for annual program planning. Refer to the CTTC webpage for guidelines. Refer to Appendix G of the CTTC Resource Manual for Regional Speakers List Guidelines.
- J. Preparing ~~reports~~ regional statistics, as required by Society and the CTTC Chair. ~~Refer to Appendix C of the CTTC Resource Manual for a sample Standardized RVC Reporting Format.~~
- K. Refer to ~~Appendix E of the CTTC Resource Manual~~ CTTC webpage for an Annual Schedule of suggested activities for a CTT Regional Vice Chair.
- P. Initiate coordination of regional refrigeration member and chapter refrigeration member activities to include refrigeration related PAOE, refrigeration programs, Refrigeration "R" in ASHRAE Award Donald A. Siller Refrigeration Award, and Milton W. Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence. Refrigeration Award for Project Excellence, and Comfort Cooling Award for Project Excellence.

## 9. ~~Changes to Rules of the Board or MOPs~~

### 11. ASHRAE Distinguished Lecturers Programs

- 5. For additional information on the program, refer to the ~~Appendix K of the CTTC Resource Manual.~~ DL Program section of the CTTC webpage.

### 13. Committee Objectives (MBOs)

Prior to the Society annual meeting, the incoming committee chair will prepare objectives for the committee for the next year and present these objectives to the committee for review during the Society annual meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item, ~~and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD.~~

- 1. If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex-Officio) is responsible for contacting the incoming committee chair and working with ~~him/her~~ them to complete these objectives.
- ~~2. ASHRAE headquarters staff Assistant to the BOD will send copies of objectives to the BOD Ex-Officio, committee staff liaison and council staff liaison. Staff liaisons will send objectives to committee and council members.~~
- 4. A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting, ~~and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD.~~
- 5. A final report of the objectives will be included in the committee report submitted to the council at the Society annual meeting, ~~and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD.~~ The objectives prepared by the incoming committee chair for the next 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 council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.

6. A suggested format for committee objectives (MBOs) is ~~included as Appendix B of the CTTC Resource Manual.~~ provided by Members Council.

#### 14. Awards Programs

##### 1. Technology Awards

Refer to the Awards section of the CTTC webpage Appendix Q of the CTTC Resource Manual for additional information concerning the Technology Awards program.

##### 2. Dan Mills Chapter Programs Award

Refer to the Awards section of the CTTC webpage Appendix U of the CTTC Resource Manual for additional information concerning the Dan Mills Chapter Programs Award.

##### 3. Donald A. Siller Refrigeration Award

Refer to the Awards section of the CTTC webpage for Appendix S of the CTTC Resource Manual or additional information concerning the Donald A. Siller Refrigeration Award.

##### 4. Award Deadlines and Selection Schedule

The format and schedule for Chapter and Regional Technology, Dan Mills Chapter Programs Award, and Donald A. Siller Refrigeration Awards are at the discretion of Chapter and Regional CTTC members, however, suggested deadlines for each are as follows:

Action	Due Date
4. Submittals to Society: <ul style="list-style-type: none"> <li>• Technology Awards</li> <li>• Dan Mills Chapter Programs Award</li> <li>• Donalds A. Siller Refrigeration Award</li> </ul> <i>Submit one copy electronically in pdf format to <a href="mailto:chapterprograms@ashrae.org">chapterprograms@ashrae.org</a></i>	September 1 September 30 September 30
5. Staff Liaison sends <u>Dan Mills and Donald Siller</u> entries and ballot to <del>Dan Mills Chapter Programs Award Selection Committee</del> <u>Awards Working Group</u> to select final candidate	October 15
6. <del>Selection Committee Working Group</del> selects <u>a winner recipients</u> and forwards recommendations to staff and CTTC Chair	November 1
7. CTTC recommends final candidates to Honors & Awards and Members Council for approval	Winter Conference
8. Staff notifies winners <u>s and non-winners</u>	<del>February 20</del> <u>Following Winter Conference</u>
<del>9. Judging panel notified non-winners</del>	<del>February 20</del>
<del>9. Judging panel notified non-winners</del>	<del>February 20</del>

Background: These are housekeeping updates on the following topics:

- Elimination of CTTC Resource Manual
- New Member training now held virtually and organized by Executive Subcommittee and staff
- Gender neutral terminology
- Updated award names
- Updated working group names
- Deletion of unnecessary section (Changes to Rules of the Board or MOPs)

- Updates to staff procedures (sending MBOs to assistant of the BOD)
- CTTC Chair is now a Voting Member of Members Council

Fiscal Impact: None

Staff Impact: None

Vote: 19-0-0 CNV

### **Status of Referred Motion**

Motion: To add information on the DL profile on ASHRAE's website of where the DL is willing and able to travel

Answer: Motion defeated

Status: Complete

Vote: 4-13-0 CNV

Comments: If a chapter is having difficulty booking a DL, then the Chapter CTTC Chairs should work with their CTTC RVC for assistance. If a DL is non-responsive to a CTTC RVC, please notify ASHRAE Staff.

### **Information Items**

1. Distinguished Lecturer (DL) Program:
  - a. For the 2023-2024 Society Year, our DL Program had 192 allocated visits and 144 non-allocated visits, for a total of 336 DL visits.
  - b. We have implemented a digital DL Participation Form to help streamline the process for requesting a DL. We are also getting ready to test a digital Speaker Evaluation Form, which chapters can use to evaluate any speaker they use (DL and non-DLs).
  - c. CTTC has approved a roster of 91 DLs for the upcoming 2024-2025 Society Year. 14 new DLs will begin two-year terms on July 1, 2024 and 10 current DLs will end their service as of June 30, 2024.
2. DL Travel Carbon Mitigation Measures
  - a. Motion voted on by CTTC: To give the full \$10,000 to Sustainable Travel International as directed by the ASHRAE chapter and region carbon guide, for the 2024-25 SY.
  - b. Vote: 16-0-3 CNV.

### **MBO Update**

2023-24 MBOs: All updates have been included within the main [MBO tracking spreadsheet](#).

### **Attachments**

Attachment A: 2024-25 MBOs

**COMMUNICATIONS COMMITTEE**

Report to Members Council  
From Meeting of June 22, 2024

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
<b><u>Anuj Gupta, Chair</u></b>	Sandeep Mendiratta	Franco D'Atri (Incoming)	Joslyn Ratcliff
<b><u>*Daniel Bourque, Vice Chair</u></b>		Money Khanna	
<b><u>Kinga Hydras</u></b>		Mark Miller	
<b><u>Thursten Simonsen</u></b>		Francis Mills	
<b><u>Jeanette Hay</u></b>		Richard Gunpat	
<b><u>Brad White</u></b>		Mohamed Alagraa	
<b><u>Niss Feiner</u></b>		Julia Timberman	
<b><u>Jim Arnold, BOD Ex-Officio</u></b>		Mohamed Faizal	
		Mohammed Murtaza	
		Adélio Gaspar	

*\*Virtual Attendee*

**Motions**

None.

**Status of Referred Motions**

None.

**Information Items**

1. Communications Committee revised and posted updates to its Best Practices for Social Media presentation. The presentation is available on the Communications Committee page of the ASHRAE website.
2. Communications Committee now has a Dynamic Planning Calendar for Chapters available on the Additional Resources section of its webpage. This complements the existing Social Media Planning Calendar and can be used by Chapter Presidents and others who are planning their year. An Office Hour held in May explains how to use the calendar, the recording of which is available at <https://www.ashrae.org/OfficeHours>.
3. Communications Committee continues to prioritize communicating with Regional Communications Chairs and held a virtual meeting/training session for RCC May 28 to complement the one previously held November 28. The May meeting was attended by 10 representing 6 regions.

4. The Committee continues to support and encourage use of the chapter website template for Wix and theme for WordPress. There have been 43 total requests for either the Wix template or the WordPress theme. Of that, 31 (72%) are currently in use:

The breakdown of usage is as follows:

27 WordPress Requests / 16 Used by Chapters and 3 Used by Regions (Total 19) (70%)

16 Total Wix Requests / 12 Used (75%)

5. The Committee continues to review and update its Guidance/Best Practices documentation posted on the Communications Committee page of the ASHRAE Website. There are approximately 30 documents being reviewed, 14 of which have been identified as needing updates.
6. The Committee discussed ways to improve communications strategies among ASHRAE members and within chapters and regions. Some strategies the committee discussed include, creating social media posts to promote the ASHRAE website and materials available to members, utilizing quizzes and polls on social media, utilizing paid social promotions, and creating a featured member/success story similar to the "ASHRAE Families" campaign Society executed in SY 22-23.

### **MBO Update**

[MBO updates for 2023-24 are available in the Master Tracking Spreadsheet on Basecamp/OneDrive.](#)

MBOs for 2024-25 are being developed based on guidance from the MBO training session held June 17. Draft suggestions were discussed during the Annual meeting and have been posted to the committee's Basecamp project for additional review and comment prior to finalizing.

### **Attachments**

No Attachments.

Respectfully Submitted,

Anuj Gupta  
2023-2024 Communications Committee Chair  
June 25, 2024

JM:ag

**CONFERENCES AND EXPOSITIONS COMMITTEE**

Report to Members Council  
From Meeting of June 22, 2024

**Members Present**

Raul Simonetti, Chair  
Maggie Moninski Vice Chair  
Aaron Boranian  
Craig Bradshaw  
Kevin Brown  
Cindy Callaway  
Kristen Cetin  
Brian Fronk  
Ng Yong Kong  
Suzanne LeViseur  
Jim Liston  
Stephanie Mages  
Anoop Peediayakkan  
Bert Phillips  
Erik Sanchez  
Som Shrestha  
Vinod Venugopal  
Davide Ziviani  
Cheng Wee Leong, BOD ExO

**Members Absent**

Ahmed Abdelsalam  
Atilla Biyikoglu  
Robin Bryant  
Joe Chow  
Jon Cohen  
Lina Maged Hashem  
Money Khanna  
Ehab Mamdouh

**Guests**

Jason Aphonso  
Doug Cochrane  
Michael Cooper  
Anju Gupta  
Richard Gunpat  
Li Song

**Staff**

Haley Booker-Lauridson  
Tony Giometti

**Motions**

None

**Status of Referred Motions**

None

**Information Items**

1. The 2024 Annual Conference had a total of 93 sessions and events scheduled, comprised as follows: 54 seminars, 18 Paper Sessions, 1 Virtual Paper Session, 7 Panel discussions, 5 Forums, 3 Debates and 5 Workshops. There were a total of 246 presentations, 60 papers and 17 live-streamed sessions. As of June 21, registration for in-person attendance is 1,223, which is 7 more than the 2023 Annual Conference in Tampa and 238 ahead of the 2022 Annual Conference in Toronto. Virtual registrations are 53 and committee-only registrations are 362. A total of \$86K in sponsorship was raised for the conference, the highest for an annual conference.
2. For the first time, CEC put on two conferences at the same time at the same location. The 2024 Annual Conference was co-located with the Conference on Integrated Design, Construction and Operations (CIDCO). CIDCO had a total of 19 sessions and events scheduled, comprised as follows: 10 seminars, 10 Panels. There were a total of 32 presentations. As of June 23, registration for in-person attendance is 67.
4. Topical Conferences Held Since January 2024
  - a. April 17-19, 2024 -- ASHRAE International Conference on Building Decarbonization, Madrid. The conference was organized in conjunction with the Spain Chapter. There were 220 attendees from 28 countries and included 103 speakers. 43 papers were presented. There were 17 sponsors and \$165K, a record sponsorship level for conferences.

Topical Conferences In-Process

- a. September 26-27, 2024, Women in ASHRAE Leadership Symposium, Chicago, IL
- b. October 3-4, 2024 – 6th Conference on Efficient Building Design, American University of Beirut, Beirut, Lebanon
- c. October 21-23, 2024 – 2024 ASHRAE Decarbonization Conference: Decarbonizing Existing Tall Buildings, New York City
- d. April 23-24, 2025, Third International Conference on Energy and Indoor Environment for Hot Climates, Doha, Qatar
- e. June 2025 – Industrial Ventilation Conference co-located with the 2025 Annual Conference (tracks only), Phoenix, AZ
- f. September 24-26, 2025 – IEQ 2025, Montreal, QC, Canada
- g. December 8-11, 2025 -- Buildings XVI, Clearwater, FL

5. Future Annual and Winter Conference Sites

- a. Winter, February 8-12, 2025 – Orlando
- b. Annual, June 21-25, 2025 – Phoenix
- c. Winter, January 31-February 4, 2026 – Las Vegas
- d. Annual, June 27-July 1, 2026 – Austin
- e. Winter, January 23-27, 2027 – Chicago
- f. Annual, June 12-16, 2027 – New Orleans
- g. Winter, February 7 – 9, 2028 – Orlando

6. MBO Updates

The following two editorial changes were approved by CEC for its Manual of Procedures:

SECTION 3 – CONFERENCES AND EXPOSITIONS COMMITTEE RESPONSIBILITIES

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

SECTION 5 – CEC CHAIR

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

**MBO Update**

[Members Council > Docs & Files > 2023-24 Society Year > MBOs > 2023-24 ASHRAE MBO Tracking Members Council Master](#)

**Attachments**

None

Respectfully submitted,

*Raul Simonetti*

Raul Simonetti, Chair

Conferences and Expositions Committee



## GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council  
From Meeting of June 21, 2024  
~ Annual Conference - Indianapolis, IN ~

### ATTENDANCE

#### Members Present

Robert Hoadley, Chair  
Sheila Hayter, Vice Chair  
Jason Alphonso  
Chris Phelan  
Tim Wentz  
Artorius Reyes  
Michael Genin  
Weston Hockaday  
Beth Tomlinson  
Doug Cage  
Peter Koneck-Wilwerding  
Tracey Jumper  
Tim Theriault  
Albert Sin\*  
Ioan Dobosi  
Ahmed Bolbol  
Geoff Jenks  
Andrew Persily\*  
Bryan Holcomb  
Bill McQuade

#### Incoming Members Present

PJ Johnston  
Patrick Adams Villaume  
Varun Jain  
Heather Schopplein  
Adrianne Mitani  
Meghan McNulty  
Luis Alvarado  
Abdul Syed Mubarak\*  
Victor Niño\*  
Adam Doubblestein\*  
Sarah Maston

#### Members Absent

Will Fisher  
RJ Hartman  
Louis Van Belle  
Eleazar Rivera  
Sonya Pouncy  
Mike Wolf  
Bassel Anbari

#### Incoming Members

##### Absent

Keith Reihl  
Megan Tosh

#### Guests

Georgios  
Pantelidis, GTIC  
Shaun  
Nienhueser, SAC  
Ashish Rakheja  
Tobi Showunmi  
Sue Phelan  
Mike Nerozzi  
Tiffany Abruzzo  
Chad Smith  
T. (Alexis)  
Triantafyllopoulos  
Bob Snow  
William Bahnfleth\*  
Alejandra Nieto\*  
Laura Bonavita\*  
John Steele  
Paul Fernandez,  
YEA  
Crenshaw-MP  
Liaison  
Mark Penchoff

#### Staff

Alice Yates  
Chris Miller  
Emily Porcari  
Jacob Karson  
Jason Davidson

\*Indicates Remote Participation

## **Motions**

**Motion 1 (Revisions to the Rules of the Board): The Government Affairs Committee recommends that Members Council recommend to the Board of Directors that the revision to the ROB as shown below be approved.**

### **2.402 GOVERNMENT AFFAIRS COMMITTEE**

#### **2.402.002.1 Composition**

The members of this committee are as follows:

- A. Voting members, including a Chair and one Vice chair, a Communications Coordinator, one representative from each Region who serves as Regional Vice Chair, one representative from each Council (Technology Council, Members Council, Publishing and Education Council) and four (4) at-large members.

. . .

#### **2.402.002.3 Term of Service**

The term of service for The Chair, ~~the and~~ Vice Chairs, ~~and Council Representatives~~ shall be one year. The term of service for the other voting members shall be three years, subject to ROB 3.300 *Election and Appointment Procedures*.

Background: Council Representatives appointed to the GAC currently have a 3-year term. Unfortunately, that term does not always correspond with the length of time that individual serves on a particular Council, resulting in so-called Council Representatives being included on the GAC Roster who are no longer members of the Council, and thus they can't effectively represent the Council. This term change will ensure that all Council Representatives on the GAC will also be members of the Council they are representing. The GAC would hope and respectfully requests that the one-year terms of services for Council representatives be renewable, allowing the representatives to remain with the GAC until their respective Council term has expired.

Fiscal Impact: NONE

Staff Impact: MINIMAL (the staff liaison to appointments will have some additional work)

Vote: Unanimously approved

**Motion 2 (Revisions to the GAC Manual of Procedures): That the Government Affairs Committee recommends that Members Council approve the attached revisions (Attachment A) to the GAC Manual of Procedures that improve representation on the nominating subcommittee and that clarify information on timing for the PAOE recommendations coming from GAC subcommittees.**

Background: The GAC Nominations Subcommittee of the GAC has looked to other members of the GAC, namely the subcommittee chairs, to provide input on nominations. By including those individuals on the subcommittee, the process is streamlined. The GAC is also removing

members from the subcommittee that are not as involved with the detailed operations of the subcommittee, which will improve efficiencies. The other change regarding the timeline for PAOE Recommendations is being included to address current confusion and clarify that recommendations need to be submitted by November 30.

Fiscal Impact: NONE

Staff Impact: NONE (staff time spent on revisions has already been expended.)

Vote: Unanimously approved

**Motion 3 (Extension to the SMEs for GOEs Pilot Program): GAC recommends to Members Council that the SMEs for GOEs Pilot Program be extended by 3 years.**

Background: At the 2023 Annual Meeting in Tampa, Members Council approved a new pilot program that identifies and recruits Subject Matter Experts within ASHRAE to communicate technical information effectively to government officials and policy makers. In Tampa, the GAC provided a framework for the program, and planned to develop details for the program during July-December 2023, and then implement the pilot in January 2024-June 2024, with SME transportation to three (3) meetings funded under this program. The fiscal impact was projected to be \$3,500.

GAC now has the details for the program, along with a website, and application on the website. GAC believes that it needs three (3) years to test out this pilot program and determine if it is worthwhile.

Fiscal Impact: \$3,500 per year (funds are already included in the SY24-25 budget); Total Net Fiscal Impact: \$7,000 (because \$3,500 was approved for SY23-24, which was not spent)

Staff Impact: About 10 hours per month; total over 3 years: 360 hours.

Vote: Unanimously approved

**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 18, a total of 129 Government Outreach Events have been reported as being conducted in the 23-24 Society Year. These GOEs comprise 349 discrete meetings involving 375 ASHRAE members and 543 government officials.
2. Information Item 2. Public Policy Priorities (PPPs): The GAC unanimously approved the attached PPPs for SY24-25 (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 22, ExCom unanimously approved the PPPs.

3. Information Item 3. Public Policy Issue Briefs: The GAC unanimously approved 11 PPIBs; 10 of which were existing PPIBs that were updated, and one of which was a new PPIB, entitled “Wildfires and Indoor Environmental Health.” All of these PPIBs were submitted to Tech Council and GAC addressed their comments. On June 22, ExCom unanimously approved the new PPIB.
4. Information Item 4. Changes to the GAC Resource Manual: The GAC unanimously approved three changes to its Resource Manual:
  - a. Added a requirement to include the time zone in any meeting invitation or communication about scheduling a meeting. This change was made to better reflect the fact that ASHRAE is a global society and most members are not located in a single time zone.
  - b. Added information about the timing of the three trainings held each Society Year for GAC Members: The first training is held shortly before the Annual Conference so that incoming GAC members can be informed of the mission and function of the Committee. The second and third trainings focus on Government Outreach Events; these trainings are to be held in two parts, the first part in September/October and the second in December/January.
  - c. Revised the type of recognition given for the Dave Palty Outstanding Service Award, which is now a plaque rather than a certificate, to better reflect their level of effort on behalf of ASHRAE.

#### **Attachments**

Attachment A – Proposed Revisions to GAC MOP

Attachment B – Draft Public Policy Priorities for SY24-25

## **MBO Update**

(also provided in the online tracker)

## Status Update of GAC MBOs SY2023- 2024

MBO	Subcommittee Assigned	Metric(s)	Status
#1-Increase the participation of ASHRAE members in Government Outreach Events and other advocacy opportunities by hosting promotional GAC meetings, webinars, and other events to non-GAC ASHRAE members to increase awareness about the GAC.	Member Mobilization	<ul style="list-style-type: none"> <li>• 4 Office Hours held</li> <li>• Hold Panel at ASHRAE conference</li> <li>• Develop Marketing material for chapter meetings and/or CRCs – possibly a one-pager on the GAC</li> </ul>	<p><b><u>Recommend Continuing this Work into SY24-25</u></b></p> <ul style="list-style-type: none"> <li>• 3 office hours were held.</li> <li>• This work is recommended to be continued, but not as a specific MBO.</li> </ul>
#2-Enhance the approach for gathering data and reporting on GOEs; include number of government officials and staff who attended the GOEs. Determine best way to differentiate between types of GOEs	Member Mobilization	<ul style="list-style-type: none"> <li>• Provide recommendation to GAC on how GOE reporting should be changed.</li> </ul>	<p><b><u>ONGOING</u></b></p> <ul style="list-style-type: none"> <li>• An MBO next year will focus on increasing the impact and effectiveness of GOEs.</li> </ul>



MBO	Subcommittee Assigned	Metric(s)	Status
<p><b>#3-</b>Review volunteer commitments of committee members as well as membership in general; identify ways to use volunteer time effectively and increase participation in GAC governance and activities.</p>	<p>Executive Subcommittee</p>	<ul style="list-style-type: none"> <li>✓ Estimate average volunteer time commitment from committee membership and chairs.</li> <li>✓ Identify # of committee members with other ASHRAE commitments.</li> <li>✓ Share information with Members Council and request whether volunteer commitments are similar for other standing committees.</li> </ul>	<p><b><u>COMPLETED</u></b></p> <ul style="list-style-type: none"> <li>• We have gotten several survey responses from GAC members, with an average of 7.7 hours per week spent on ASHRAE activities, with about half of that time spent on GAC-related activities.</li> <li>• The bulk (90%) of GAC members have ASHRAE commitments beyond the GAC.</li> </ul>
<p><b>#4-</b>Review effectiveness of GAC mentorship program and obtain feedback on how best to make use of program.</p>	<p>Executive Subcommittee</p>	<ul style="list-style-type: none"> <li>• Poll a selection of recent mentees and mentors on their experiences with the program.</li> <li>• Recommend whether the program should be modified.</li> </ul>	<p><b><u>TO BE CONTINUED INTO SY24-25</u></b></p> <p>The incoming GAC Chair has identified Mentors and Mentees, and developed a Guidance Document that has been distributed prior to the Annual meeting, which should improve the program.</p>

MBO	Subcommittee Assigned	Metric(s)	Status
<p><b>#5-</b>Build the foundation of a consistent global government engagement program by planning and identifying country- or region-specific events attended by government officials for the purpose of outreach and advocacy.</p>	Global Affairs	<p>✓ Identify national and international conferences/events outside North America where ASHRAE can participate to further government engagement.</p> <p>✓ Provide recommendations to MMSC on how best to increase the number of GOEs outside North America and increase number of ASHRAE members participating</p>	<p><b><u>COMPLETED</u></b></p> <ul style="list-style-type: none"> <li>• Five national/international conferences were identified as opportunities for greater ASHRAE engagement and can be found in the GASC Year End Report.</li> <li>• Five recommendations on how to increase GOEs outside of North America were developed and can be found in the GASC Year End Report.</li> <li>• GASC recommends this subcommittee continues in SY24-25 with developing recommendations and holding discussions related to these two metrics.</li> </ul>
<p><b>#6-</b>Determine best approach for communicating effective strategies about building decarbonization and other key issues to government officials.</p>	Policy & Programs	<p>✓ Establish a program to connect ASHRAE SMEs to government officials.</p> <ul style="list-style-type: none"> <li>• Coordinate 3 SME-Government meetings.</li> <li>• Assess effectiveness of program and provide recommendations to GAC on full implementation of program.</li> </ul>	<p><b><u>Recommend this be Continued into SY24-25</u></b></p> <p>Program has been established, but it has not yet been implemented.</p> <p>Subcommittee recommends the pilot program get extended for 2 years.</p>

MBO	Subcommittee Assigned	Metric(s)	Status
<p>#7-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>Global Affairs</p>	<p>✓ Nominate a liaison from GASC to GTIC and send recommendation to GAC Chair at earliest possible opportunity.</p> <p>✓ Each member of GASC to provide a list of ASHRAE standards that have been adopted by various jurisdictions in their regions.</p> <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><b><u>COMPLETED</u></b></p> <ul style="list-style-type: none"> <li>• George Pantelidis was confirmed as the liaison by the GTIC.</li> <li>• The incoming GASC Chair may take over this responsibility in the next SY.</li> <li>• A list of fifteen nation's ASHRAE standard adoptions and references was developed. Dozens of Government Outreach Events that shared information about ASHRAE standards were conducted.</li> <li>• Full details can be found in the GASC Year End Report.</li> </ul>

MBO	Subcommittee Assigned	Metric(s)	Status
#8-Continue work with GAC Advisory Board. Review recommendations of board and provide recommendations on how best to enact them.	Policy & Programs	<ul style="list-style-type: none"> <li>• Determine whether Advisory Board work should be continued, and if so, whether new members should be invited.</li> <li>• Review recommendations from GAC Advisory Board; determine what recommendations should be referred to the GAC and suggest how those recommendations should be implemented.</li> </ul>	<p><b><u>To be CONTINUED in SY24-25</u></b></p> <p>The GAC Advisory Board held meetings in December 2023 and May 2024.</p> <p>Recommendation on whether and how the Advisory Board should be continued will be assessed in SY24-25.</p>
#9-Work with other relevant bodies within ASHRAE to share needs from Government Officials, and how ASHRAE could better communicate via the web and social media.	Executive Subcommittee, through the Communications Coordinator	<ul style="list-style-type: none"> <li>• Assess effectiveness of outward and inward facing ASHRAE web and social media presence focused on GAC efforts.</li> <li>• Provide recommendations on how ASHRAE web and social media presence can better serve GAC committee members as well as government officials.</li> </ul>	<p><b><u>COMPLETED</u></b></p> <ul style="list-style-type: none"> <li>• Website has been improved.</li> <li>• Website navigation included in GAC member training.</li> </ul>

MBO	Subcommittee Assigned	Metric(s)	Status
<p><b>#10-</b>Provide recommendations to the full committee on how best to increase the global scope of Government Affairs Committee work and increase participation of members outside North America in committee activities.</p>	<p>Global Affairs</p>	<p>✓ Review current and historical GAC rosters to determine the usual number of committee members outside North America.</p> <p>✓ Review and compare GOE participation to determine how chapters outside North America compare to chapters in U.S./Canada.</p> <p>✓ Provide list of challenges that may impede volunteers outside North America from participation on GAC, and recommendations on how to solve these possible challenges</p>	<p><b><u>COMPLETED</u></b></p> <ul style="list-style-type: none"> <li>• A review of historic GAC and GASC rosters and GOE participation was conducted; the bottom line finding was that participation is low outside of North America, and particularly low for certain regions.</li> <li>• A list of challenges that impede volunteerism from outside North America, and proposed solutions was created.</li> <li>• Full details can be found in the GASC Year End Report.</li> </ul>

**Attachment A**  
**Proposed Revisions to GAC MOP**



## 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 liaisons to the Committee Vice Chair by November 30 of each calendar year. forward to the Committee Vice chair for consideration.
6. Review annually existing PPIBs and make recommendations to the Executive Subcommittee to retire or update the PPIBs. If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.
7. Recommend and develop any new PPIBs, as needed.

## C. Member Mobilization

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

Responsibilities of the Member Mobilization Subcommittee shall include:

1. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. 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 or 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.
8. Review and recommend revisions to the PAOE criteria, and forward these recommendations through the staff liaisons to the Committee Vice Chair by November 30 of each calendar year. ~~forward to the Committee Vice chair for consideration.~~

#### **D. Global Affairs**

The members of the 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. 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 liaisons to the Committee Vice Chair by November 30 of each calendar year. ~~forward to the Committee Vice chair for consideration.~~
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, ~~the Communications Coordinator, the GAC ExO~~ and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the 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. The Subcommittee shall select a Vice Chair to serve in the absence of the Chair.

3. The responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee through the Board ExO for the next year's GAC Committee Chair and Vice Chair.

~~4. The Subcommittee shall seek input from Chairs of Subcommittees on their recommendations regarding nominations.~~

5. The Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the incoming newly appointed GAC ~~Committee~~ Chair and Vice Chair.

6. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings will be held in Executive Session and all information shall be treated confidentially. ~~the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.~~

7. All nominations should be submitted by the Nominating Subcommittee within a maximum of two weeks' time after the Winter Meeting.

**Attachment B:**  
**Public Policy Priorities (PPPs) for SY24-25**



## Draft ASHRAE's Public Policy Priorities: SY 2024-2025

- 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 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 greenhouse gas emissions worldwide. Eliminating greenhouse gas 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, 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.

To evaluate whether a building or group of buildings meet a definition of “zero net energy” or “zero net carbon,” ASHRAE recommends governments use and refer to [ASHRAE Standard 228](#), *Standard Method of Evaluating Zero Net Energy and Zero Net Carbon Building Performance*.

- Promote Healthy Buildings and Reduce Indoor Environmental Risks  
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 cite ASHRAE standards and guidance in legislation and policies to provide healthy levels of IAQ, 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 \(water system safety\)](#), and [55 \(thermal comfort\)](#) to support healthy, safe, and comfortable indoor environments.
- 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 be managed so that they are used safely, efficiently, and cost-effectively.



- Strengthen and Increase Diversity in the HVACR 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 HVACR 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 equipping these experts with the technical skills to address the challenges and opportunities for sustainable and healthy built environments that serve humanity.

- 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, and operated. For example, the increasing threat of wildfires has led ASHRAE to produce technical materials such as the [Planning Framework for Protecting Commercial Building Occupants from Smoke During Wildfire Events](#).

As investments are made to improve infrastructure, buildings should be included, as they are vital for protecting the public when natural and human-induced events occur. A building's ability to recover and be available to occupants following such an event can have widespread economic and health implications. In particular, up-to-date standards (e.g. ventilation, pathogen mitigation, energy efficiency) are essential elements of providing 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. ASHRAE's priority is that policies affecting building design and building codes are developed and implemented by qualified engineers and HVACR professionals as unbiased technical experts, to advance a built environment that is as safe, efficient and resilient as possible.

- Support Adoption of the Latest Edition of ASHRAE's Standards into Building Codes

Energy efficiency 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 over 40 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 inclusion 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 23-24, 2024

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Isabelle Lavoie		Joshua New	Rhiannon Masterson
Thomas Phoenix		*Janice Peterson	Anastasia Meadows
Mohammad Al Tassi		*Krishnan Viswanath	
Adam Davis		*Andy Reilman	
Maged Fouad Hashem			
Karine Leblanc			
Scott Martin			
Daniel Rogers			
Mohammad Abbas Sajid			
Juliana Pellegrini Lemos Trigo			
Wei Sun			

\*Incoming Members

**Motions****Motion 1: Award Nominations – Executive Session****Information Items**

1. This is the inaugural year of the Eunice Foote Decarbonization Award and the recipient was recognized at the Plenary yesterday. We received six nominations and look forward to the continued success of this new award!
2. H&A voted on recipients for the following awards, which will be presented during Executive Session:
  - a. F. Paul Anderson Award
  - b. Fellow
  - c. ASHRAE Hall of Fame
  - d. Pass-Through Awards
3. H&A discussed the Plenary, including the flow and length of that event. We strongly encourage continued individual recognition of award recipients and felt that the 30-minute presentation given by the keynote speaker was a great length.
4. We have created an ad hoc to look at updating the design of the plaques and awards given to recipients during the Plenary.

**MBO Update**

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

**Attachments**

1. Executive Session Motion

**MEMBERSHIP PROMOTION COMMITTEE**  
**Report to Members Council**  
*From the meeting of Saturday, June 22, 2024, Indianapolis, Indiana*

**Members**

Daniel Chudecke, Chair  
 Jason Urso, 1<sup>st</sup> Vice Chair  
 Louise McKenzie, 2<sup>nd</sup> Vice Chair

Rob Druga, Consultant

Chonghui Liu  
 Reaz Usmanali

Ryan Westlund **Absent**

Timothy Cannon  
 Akshay Bhargava  
 Fiona McCarthy  
 Stephen Grant **Absent**  
 Ron McCarty  
 Mark N Penchoff  
 Greg Jernstrom  
 Guillermo Massuco  
 Nicolas Rosner  
 Sam Hui **Absent**  
 Adelio Gaspar  
 Adil Inam

**Incoming Members****Non-Voting**

Darrell Sandlin **Absent**  
 Jason Leffingwell  
 Lionel Davis **Absent**  
 Lawrence Hodgins

Dennis Siu Lok Tung  
 Muhammad Ershed Jaman

**Board ExO**

Bryan Holcomb

**Staff**

Daniel Gurley, Staff Liaison  
 Anne Wilson, Staff Liaison  
 Lizzy Seymour, Director Member Services

**Guests**

Anuj Gupta  
 Mosead Husain  
 Ravindra Senavirathna  
 Jacob Saxinger  
 Sierra Spitulski  
 Nitin Niak  
 Armardeep Singh  
 Mohamed Daoud

Dan Russell  
 Bria Poe  
 Money Khanna  
 Mark Miller  
 Michelle Swanson  
 Erik Sanchez  
 Devin Abellon

Julia Call  
 Greg Schnable  
 Joel Deddens  
 Genevieve Lussier  
 Alkis Triantafyllopoulos  
 Anoop Peediyaakkan  
 Shaun Nienhueser  
 Scott Peach  
 Bob Snow  
 Estaban Baccini  
 Alexander Armstrong  
 Buzz Wright  
 Mark Jumper  
 Robert Romero  
 Jonathan Smith

**Motion 1:**

Move to provide complimentary access to two technical sessions at the annual and winter conferences for RVCs and ExComm from grassroots committees.

**Background:**

By sitting on a grassroots committee, you are expected to be in-person at the conference. This is a tremendous commitment of time and resources. This small benefit would aid these volunteers in justifying this attendance and encourage increased active participation in the grassroots committees.

For example, the MP Committee Chair can only attend one or two sessions on Monday between their other commitments. By offering this opportunity to attend two technical sessions it may encourage attendees to extend their trip, increasing participation in ASHRAE events, technical sessions, and maybe even offer opportunity to get involved in a TC as they are present at the conference for longer.

It should be noted that not all RVCs and ExComm will use both, or even one of these registrations. For Indianapolis, the cost for "One Session Registration In-Person" is \$75.00.

**Fiscal Impact:**

Based on 25 – 40 sessions used, this would be a \$1,875 - \$3,000 in potential lost revenue, which would likely be offset by increased participation and promotion of other conference events.

**Staff Impact:**

Staff time required to update conference registration, estimated to be 1 day.

**MP Vote:** 14-0-0-3 absent, CNV

**Motions referred to Membership Promotion Committee for recommendation to the Membership Models Ad Hoc:**

**1. Spring 2024 CRC Motion, Region VIII Central Oklahoma Chapter – Motion 24-8-1 (April 26, 2024):** Move to allow Student Members access to the online versions of the ASHRAE Handbooks as part of the Student Membership benefits effective July 1, 2024.

**Background:** In order to join as a student member, the student must be studying or have an interest in an HVAC&R industry related field. A student member could be working on a senior cap-stone project, an undergraduate research project sponsored by ASHRAE, or one of the many equipment grants that is awarded by ASHRAE. However, these students do not have free access to the ASHRAE Handbooks as reference for the work they are performing, and many times this is ASHRAE related work. Access to these online files provides the necessary resources for HVAC&R related work that students are performing. This benefit encourages students to join ASHRAE and encourages the student to remain a member of ASHRAE after graduating.

Note that Student Branch Advisors receive the same benefit as student members and ASHRAE's system cannot separate benefits between the two.

**Fiscal Impact:**

(\$12,500.00) current student purchases of printed handbook, (\$65 per copy)

(\$1,000.00) current student purchases of PDF handbook, (\$65 per copy)

(\$1,500.00) current student purchases of online subscription (\$52 per subscription)

*Fiscal impact based on current FY's revenue from student members provided by the Staff Group Manager, Electronic Products and Publishing Services.*

**Staff Impact:** None.

**CRC Vote:** 16-0-0 CNV.

**Note:** This motion was also referred to Student Activities for recommendation.

MP Vote: 14-0-0-3 absent, CNV

**2. Spring 2024 CRC Motion, Region XI Southern Alberta Chapter – Motion 24-11-3 (May 11, 2024):** We propose that access to the ASHRAE Handbook Online be available for all members grades.

**Background:** We have had several members lose access the ASHRAE Handbook Online. Having access to this body of knowledge is a huge part of being an ASHRAE member, and how we sell others to join ASHRAE.

Originally, as part of your membership dues, you'd get mailed a paper copy of each year's handbook. Then, that was removed and replaced with access to a digital online version. This online version has been removed from the standard membership benefit as well, and is only available for additional purchase or as part of a 'select a benefit' available to Full Member or Associate membership grades. The Handbook Online is also available to new members for the first year.

Placing the HBO behind this 'select a benefit' gate prevents students or affiliates from accessing the handbook after their first year. These members are new to the industry and could benefit the most from having access to the

handbook's information and practices. It is also more difficult for these members to advocate to their boss that they should pay both their membership dues and separately to get access to the handbook. With the handbooks being so fundamental to what ASHRAE does, with publishing history going back to 1922, we feel that this should be a benefit available to all members.

**Fiscal Impact:**

Loss of revenue for ASHRAE Handbook Online.

Active memberships currently on the decline with 7107 users and an average monthly revenue of \$4407.

Potential for increased membership with this added benefit.

**Comment from Staff Director of Publishing and Education:** FY 2022-2023 subscription revenue for Handbook Online shows as approximately \$51,000. If 50-60% of that revenue is from members as in past patterns, the revenue loss could be \$25-30k/year.

**Staff Impact:** None.

**CRC Vote:** 16-0-0 CNV.

**Note:** This motion was also referred to Publishing and Education Council for recommendation.

**MP Vote:** MP Committee voted on the recommendation shown below for Membership Model Ad Hoc to consider, 12-2-0, CNV, 3 absent.

**MP Comments:** MP agrees with the intent, but background information doesn't match the motion. Since ASHRAE Handbook Online is already available as selectable option to full dues paying members. Is the intent to provide to those that don't have an option to select it as a benefit.

MP recommend that the motion be written as:

We propose that access to the ASHRAE Handbook Online be an automatic free membership benefit for all members in addition to existing membership benefits.

Background should have included very clearly that Student, Affiliate, Associate, and Full Members, and all other grades receive HBO for free. Then Full Members and Associates would also receive an additional membership benefit choice as currently available.

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

- Implemented bulk member discount of 5 new members from a company to receive a 10% off membership discount. We have received 6 group discounts of 5 members each but will continue to advertise this option.
- Implemented new benefit to new full dues paying members to attend one conference for free within 2 years of joining. We had 295 new members take advantage of attending in Chicago and 31 for Indy.
- Implemented and hosted the first meeting of 2 Member Resource Groups (MRGs), similar to Employee Resource Groups, that allow members with common backgrounds or interests to network and share stories in a safe space. Current MRGs are New Members and Professionals with Young Families. Both were well attended.

- With the upcoming dues increase, the MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Full dues paying members is up by 500 over last year and total member is up by a 1,000 over last year.
- Committee held a successful MP Centralized Training in Indy, over 80 MP Chairs/CoChairs in attendance. Will hold a virtual option on September 13, 2024.

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

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

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2023	52,933	47,669	3,574	4,295	1,690
2024	53,673	48,308	3,902	4,183	1,712

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2024, there were a total of 2,710 (includes all new grades that were added) members participating.

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

Review of the annual Member Satisfaction Survey how can it be changed to get more participation from younger members.

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

- MP hosted an in person Centralized Training in Indy with over 80 in attendance.
- Will host Virtual Centralized Training in September.
- MP continues to investigate the best options to ensure MP Chairs/CoChairs are trained.

##### **3. Recruitment:**

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

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

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





## MBO Update 2023-2024 SY

MBO #	Description	Initiative #	Goal #	Completion % /Date	Financial Assist Req'd?	MBO Comments	Initiative #				Goal 1		Goal 2			Goal 3		
							1	2	3	4	a	b	a	b	c	a	b	c
	<b>1-Membership Growth</b>									x								
1	Increase retention of transitioning student to YEA members to 6.5%	4	2,3	6/30/2024		1.00%				x			x	x				x
2	Maintain annual retention rate above 90%	4	2	6/30/2024		82.50%				x			x					
3	Set specific net growth goals for each region and chapter	4	2	8/1/2023		Complete, 2% growth set				x			x					
4	Monitor growth against goal quarterly for each region and chapter	4	2,3	Quarterly		Report sent by staff to RVCs and MP chairs quarterly				x			x				x	
5	Increase international growth by 2% of previous year	3,4	2,3	6/30/2024		4.60%			x	x			x	x				x
6	Maintain North American membership growth of at least 1% through greater visibility with industry leaders & companies.	4	2	6/30/2024		1.71%				x			x	x				
7	Increase full dues paying members by 1,500 over last year.	4	2	6/30/2024		Increase of 527 YTD				x			x					
	<b>2-Expand Training to equip MP chairs to meet net growth target</b>																	
8	Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention	3	3	6/30/2024		Continuing to investigate automation with IT and Finance departments			x								x	
9	Plan Centralized Training In June 2024	4	2,3	2/1/2024		58 registered as of 5/14/24				x			x					x
10	Train 75 MP Chairs in June 2024	4	2,3	6/30/2024						x			x					x
11	Plan alternate Centralized Training	4	2,3	6/30/2024		Virtual CT planned for July 24				x			x					x
12	Maintain MP chairs at a level of 90% or above	4	2	6/30/2024		88.9% 177 of 199 Chapters				x			x				x	
							0	0	2	12	0	0	11	3	0	0	3	5

**RP COMMITTEE**  
 Report to Members Council  
 From Meeting of June 22, 2024

<b>Members Present</b>	<b>Members Absent</b>	<b>Guests</b>
Aakash Patel, Chair	Brian Justice, Region IV	Julia Timberman
Les Pereira, 1 <sup>st</sup> Vice Chair	Kelly Gunn, Region VI	Cheng Wee Leong
Haley Goslinga, 2 <sup>nd</sup> Vice Chair	Javier Korenko, Region XII	Anuj Gupta
Andy Manos, 3 <sup>rd</sup> Vice Chair		Keith Leow
Adeeba Mehboob, 4 <sup>th</sup> Vice Chair		Petras Dalavouras
Eric Fontaine, Region I		Ibrahim Semhat
David Sinclair, Region II		Genevieve Lussier
Laura Petrillo-Groh, Region III		Nicolas Lamire
Devin Snowberger, Region V		Buzz Wright
Jennings Davis, Region VII		Robert Romeo
Chris Dolan, Region VIII*		Alexander Armstrong
Dahl Carmichael, Region IX		Scott Peach
Kevin Baldwin, Region X		Bria Poe
John Farley, Region XI		
Suei Keong Chea, Region XIII*		
Aleksander Andjelkovic, Region		
Umer Khan, RAL		
Kishor Khankari, Board Ex-O		
Guy Perrault, ARC		<b><u>Incoming Chair</u></b>
		Les Pereira
		<b><u>Incoming VC</u></b>
		Kimberly Thompson
		Kevin Baldwin
	<b><u>Incoming RVCs Present</u></b>	<b><u>Incoming Ex-O</u></b>
	Morgan Stevens, Region III*	Mahroo Eftekhari
	Matthew Belko, Region V	
	Greg Tinkler, Region VIII	<b><u>Staff</u></b>
	Wesley Stanfill, Region IX	Julia Mumford
	Robert Kunkel, Region X	Megan Gotzmer
	Nathan Zeigler, Region XI	Sami Cowan
	Sayani Haribabu, Region XV	

\*Present virtually

**Motions**

None

**Information Items**

1. After discussion with RP ExCom and RP Staff, committee has decided to raise the goal ~4% for each Region in the upcoming campaign year, bringing the total campaign goal to **\$2,680,000**.

**Fiscal Impact:** None

**2024-25 Goals**

Region I	\$226,400
Region II	\$193,120
Region III	\$218,081
Region IV	\$207,681
Region V	\$158,667
Region VI	\$177,520
Region VII	\$154,641
Region VIII	\$431,426
Region IX	\$280,481
Region X	\$220,212
Region XI	\$174,400
Region XII	\$146,167
Region XIII	\$53,240
Region XIV	\$5,688
Region XV	\$13,564
RAL	\$18,712
<b>Total</b>	<b>\$2,680,000</b>

## 2. 2023-24 Goal: \$2,575,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
<b>RVC: Eric Fontaine - Regional Full Circle</b>					
<b>I</b>	\$168,558	\$182,332	-7.6%	\$218,000	77.3%
<b>RVC: David Sinclair</b>					
<b>II</b>	\$154,257	\$108,578	42.1%	\$186,000	82.9%
<b>RVC: Laura Petrillo-Groh</b>					
<b>III</b>	\$122,776	\$107,916	13.8%	\$210,000	58.5%
<b>RVC: Brian Justice</b>					
<b>IV</b>	\$213,660	\$217,364	-1.7%	\$200,000	106.8%
<b>RVC: Devin Snowberger</b>					
<b>V</b>	\$155,300	\$108,315	43.4%	\$152,872	101.6%
<b>RVC: Kelly Gunn - Regional Full Circle</b>					
<b>VI</b>	\$101,012	\$132,885	-24.0%	\$171,000	59.1%
<b>RVC: Jennings Davis - Regional Full Circle</b>					
<b>VII</b>	\$143,377	\$124,819	14.9%	\$149,000	96.2%
<b>RVC: Chris Dolan</b>					
<b>VIII</b>	\$321,701	\$289,039	11.3%	\$415,140	77.5%
<b>RVC: Dahl Carmichael</b>					
<b>IX</b>	\$219,992	\$157,639	39.6%	\$270,000	81.5%
<b>RVC: Kevin Baldwin</b>					
<b>X</b>	\$182,817	\$224,850	-18.7%	\$212,050	86.2%
<b>RVC: John Farley - Regional Full Circle</b>					
<b>XI</b>	\$158,680	\$121,909	30.2%	\$168,000	94.5%
<b>RVC: Javier Korenko</b>					
<b>XII</b>	\$135,122	\$136,330	-0.9%	\$140,853	95.9%
<b>RVC: Swei Keong Chea - Regional Full Circle</b>					
<b>XIII</b>	\$59,976	\$59,172	1.4%	\$51,500	116.5%
<b>RVC: Aleksandar Andjelkovic</b>					
<b>XIV</b>	\$4,415	\$1,794	146.1%	\$5,777	76.4%
<b>RVC: Umar Kahn</b>					
<b>RAL</b>	\$30,034	\$27,163	10.6%	\$31,650	94.9%
<b>TOTALS:</b>	\$2,171,676	\$2,000,104	8.6%	<b>\$2,575,000</b>	84.3%
				(Campaign Goal)	

### 3. Centralized Training Schedule

**Dates:**

Regions IX, X, XI  
Denver, CO  
July 21-22, 2024

Regions I, III, IV, VI  
Chicago, IL  
September 15-16, 2024

Regions II, V, VII, VIII, XII  
Chicago, IL  
September 28-29, 2024

Centralized Training continues to be a challenge for the committee as we have seen decreased attendance since the pandemic. We still see the value of face-to-face centralized training with strong data to support greater RP campaign totals for chapters that have attended. We strongly encourage all DRC's and RMCR's to keep promoting attendance for their regions RP Chairs and providing the resources they might need to attend.

4. RP Committee was asked by the Members Council Region Operations Subcommittee to review the MCO section 2.17 and provide feedback. This is complete.

### **MBO Update**

Please see attached updated 2023-24 MBO (Attachment B) and 2024-25 MBO (Attachment C). This has also been updated on the shared spreadsheet.

### **Attachments**

Attachment A 2023-24 MBO  
Attachment B 2024-25 MBO

Respectfully submitted,

Aakash Patel  
2023-24 RP Chair

## ATTACHMENT A

## RESEARCH PROMOTION 2023-24 MBO

**GOAL:** \$2,581,500 FOR 2023-24 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2023-24 campaign:

1. **Chapter centralized training attendance** Goal: 50% 2023-24: 38%  
*Last three years:* 2022-23: 27.5% 2021-22: 44% 2020-21: 65%
2. **Chapters attaining Full Circle** Goal: 60% 2023-24: 54%  
*Last three years:* 2022-23: 53% 2021-22: 53% 2020-21: 59%
3. **Chapters holding fundraising event (f2f or virtual) before March 31** Goal: 40% 2023-24: 9%  
*Last two years:* 2022-23: 5% 2021-22: 13% 2020-21: 7%
4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:** Goal: 40% 2023-24: 45%  
*Last three years:* 2022-23: 36% 2021-22: 37% 2020-21: 34%
5. **Regions achieving Full Circle by June 30<sup>th</sup>:** Goal: 50%  
*Last three years:* 2022-23: 26.7% 2021-22: 26.7% 2020-21: 26.7%
6. Increase support for ASHRAE Foundation over current year by 5% through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.  
*As of June 11, 2024: \$417,676*  
*Last three years\*\*:* 2022-23: \$642,862 2021-22: \$527,709 2020-21: \$452,488
7. Continue committee organization with PAOE, Training, & Marketing/Recognition Subcommittees and ensure they meet quarterly [Two physical meetings and two virtual meetings].
8. Establish liaisons for RAC committee to RP committee and vice versa.

## ATTACHMENT B

## RESEARCH PROMOTION 2024-25 MBO

**GOAL:** \$2,680,000 FOR 2024-25 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2024-25 campaign:

1. **Chapter centralized training attendance** **Goal: 50%** 2023-24: 38%  
*Last three years:* 2022-23: 27.5% 2021-22: 44% 2020-21: 65%
2. **Chapters attaining Full Circle** **Goal: 60%** 2023-24: 36%  
*Last three years:* 2022-23: 53% 2021-22: 53% 2020-21: 59%
3. **Chapters holding fundraising event before March 31** **Goal: 30%** 2023-24: 9%  
*Last two years:* 2022-23: 5% 2021-22: 13% 2020-21: 7%
4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:** **Goal: 50%** 2023-24: 45%  
*Last three years:* 2022-23: 36% 2021-22: 37% 2020-21: 34%
5. **Regions achieving Full Circle by June 30<sup>th</sup>:** **Goal: 50%**  
*Last three years:* 2022-23: 26.7% 2021-22: 26.7% 2020-21: 2

## STUDENT ACTIVITIES COMMITTEE

### Report to Members Council From Meeting of June 22, 2024 Indianapolis, Indiana, USA

#### **Members Present**

Kellie Huff, Chair  
Shaun Nienhueser, Vice-Chair  
Ashley Keller, Reg I  
Elizabeth Primeau, Reg II  
Natalie McDonald, Reg IV  
Bob Snow, Reg V  
Kevin Summers, Reg VI  
Mariel Meegan, Incoming Reg VII  
Jackie Hay, Reg VIII  
Corey Chinn, Reg IX  
Justin Albo, Reg XI  
Juliana Trigo, Reg XII  
Fu-Jen Wang, Reg XIII  
Alkis Triantafyllopoulos, Reg XIV  
Yashkumar Shukla, RAL  
Dennis O'Neal, ABET BOD  
Eileen Jensen, BOD ExO

#### **Members Absent**

Andy Hobson, Reg III  
Nancy McBee, Reg VII  
Mansour Zenouzi, ABET EAC  
Robert Bittle, ABET ETAC

#### **Guests**

Andreas Hoess  
Buzz Wright  
Alexander Armstrong  
Julia Timberman  
Jason Alphonso  
Jon Kuderer  
Erich Binder  
Keiron Anan  
CL Liu  
Bria Poe  
Robert Romeo  
Jacob Saxinger

#### **Staff**

Katie Thomson

#### **Members Virtual**

Omar Rojas, Reg X  
Arunabha Sau, Incoming Reg V  
Michel Hayek, Incoming RAL



Referred Motions

1. **Fall 2023 CRC Motion, Region X Golden Gate Chapter – Amended Motion 25 (August 19, 2023; PAOE Subcommittee September 26, 2023):** That new PAOE points be given for establishing or maintaining a chapter scholarship fund.

**Background:** The goal of the PAOE points are to guide the chapters to be successful.

From the PAOE newsletter: “The PAOE system was created to provide guidance to Chapter leaders in planning your chapter activities. The goal of the 2023-2024 PAOE system is to offer a roadmap for successful Chapter operation...” Students play an important role in a chapter as they will become our future members. Many students need financial support throughout their higher education. Chapters should be encouraged to establish and maintain a scholarship fund in order to be able to support our future leaders.

**Fiscal Impact:** None. PAOE are modified annually.

**Staff Impact:** None. PAOE are modified annually.

**CRC Vote:** 10-4-0 CNV

**PAOE Subcommittee Vote:** 7-1-0 CNV

**RP Vote to Refer Motion to Student Activities:** 17-0-0 CNV

**RP Comment:** RP already awards points by dollar raised for all funds of the RP Campaign, including Scholarships. If this motion includes Scholarships outside of the ASHRAE RP, it is better suited for the Student Activities Committee.

**SA Answer:** Passed

**SA Vote:** 15-0-0 CNV

**SA Comments:** Student Activities Committee is supportive and recommends a minimum barrier on number of students or amount of financial support provided. The wording may also want to include awards as well as scholarships. SA would like to be involved in discussions on how points are awarded through representation on the PAOE subcommittee.

2. **Fall 2023 CRC Motion, Region X Golden Gate Chapter - Motion 26 (August 19, 2023):** New PAOE points for event held by a Chapter where the profits are used for scholarships.

**Background:** The goal of the PAOE points are to guide the chapters to be successful.

From the PAOE newsletter: “The PAOE system was created to provide guidance to Chapter leaders in planning your chapter activities. The goal of the 2023-2024 PAOE system is to offer a roadmap for successful Chapter operation...” Students play an important role in a chapter as they will become our future members. Many students need financial support throughout their higher education. Chapters should be encouraged to organize events where the proceeds go to funding a scholarship fund.

**Fiscal Impact:** None. PAOE are modified annually.

**Staff Impact:** None. PAOE are modified annually.

**CRC Vote:** 10-4-0 CNV

**PAOE Subcommittee Vote:** 5-3-0 CNV

**RP Vote to Refer Motion to Student Activities:** 17-0-0 CNV

**RP Comment:** RP already awards points for events that raise donations for all funds of the RP Campaign, including Scholarships. If this motion includes Scholarships outside of the ASHRAE RP, it is better suited for the Student Activities Committee.

**SA Answer:** Defeated

**SA Vote:** 4-9-1-CNV

**SA Comments:** Student Activities Committee is supportive of awarding PAOE points for chapter events focused on student engagement but does not feel it is advantageous to give PAOE points for funds raised from chapter events.

3. **Spring 2024 CRC Motion, Region VIII Central Oklahoma Chapter – Motion 24-8-1 (April 26, 2024:** Move to allow Student Members access to the online versions of the ASHRAE Handbooks as part of the Student Membership benefits effective July 1, 2024.

**Background:** In order to join as a student member, the student must be studying or have an interest in an HVAC&R industry related field. A student member could be working on a senior cap-stone project, an undergraduate research project sponsored by ASHRAE, or one of the many equipment grants that is awarded by ASHRAE. However, these students do not have free access to the ASHRAE Handbooks as reference for the work they are performing, and many times this is ASHRAE related work. Access to these online files provides the necessary resources for HVAC&R related work that students are performing. This benefit encourages students to join ASHRAE and encourages the student to remain a member of ASHRAE after graduating.

Note that Student Branch Advisors receive the same benefit as student members and ASHRAE's system cannot separate benefits between the two.

**Fiscal Impact:**

(\$12,500.00) current student purchases of printed handbook, (\$65 per copy)

(\$1,000.00) current student purchases of PDF handbook, (\$65 per copy)

(\$1,500.00) current student purchases of online subscription (\$52 per subscription)

**Staff Impact:** None.

**CRC Vote:** 16-0-0 CNV.

**SA Answer:** Passed

**SA Vote:** 14-0-0-CNV

**SA Comments:** The Student Activities Committee is supportive of offering the Handbook Online subscription as a benefit to student members.

**Information Items**

1. Executive Committee
  - Review of all subcommittees were made.
  - The Chair reviewed the status of this year's MBOs.
2. Centralized Training
  - Virtual session scheduled for July 11th after Annual Meeting.
  - On-demand videos have been created by each subcommittee and uploaded to the website.
  - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
  - Two new PEVs went through ABET training this Spring and have been approved for visits.
  - ASHRAE does not have any assignments in this year's accreditation cycle but is working with ASME and ASCE to get our program evaluators assigned for their visits.
4. K-12/STEM Subcommittee
  - The High School Design Competition will run again in SY24-25 with a December 30<sup>th</sup> deadline.
  - Six chapters earned the K-12/STEM Chapter Leadership Award for SY23-24.
  - K-12/STEM marketing material is being reviewed and will be updated.
5. Grants Subcommittee
  - The Undergraduate Program Equipment Grant application form and scoring rubric have been updated for the SY24-25 round to adjust for the increased funding of \$25,000 for the top application.
  - Funding has been requested from Life Members Club to continue the travel grants program in SY24-25.
6. Design Competition Subcommittee
  - 51 Design Competition projects were submitted this year.
    - HVAC Design Calculations – 22
    - HVAC System Selection – 10
    - Setty Family Foundation Net Zero Energy Design – 13
    - Setty Family Foundation Applied Engineering Challenge – 4
    - Building EQ - 2
  - 23 Design Competition submissions were judged at Society Level with four rising star nominations. The Winners of each category were selected on June 22nd and will be notified in early August.
  - The 2025 Design Competition location (Manchester, England, UK) and building type (medical office building) were finalized and the competition details are on the website.
  - The 2025 Applied Engineering Challenge is focused on an innovative carbon capture and utilization module that integrates with existing HVAC&R systems.

## 7. Post High Subcommittee

- Four 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 Orlando.
- Student Membership
  - The total number of student members as of May 31, 2024 is 6,160 5,986 (2.9% increase from May 2023)
  - Branches – Sixteen pending branches bringing the total to 34 new branches for SY23-24

Region	Student Branch	School	Chapter	Location
RAL	Al al-Bayt University Student Branch	Al al-Bayt University	Jordan	Mafrqa, Jordan
RAL	BUET Student Branch	Bangladesh University of Engineering and Technology (BUET)	Bangladesh	Dhaka, Bangladesh
RAL	CUET Student Branch	Chittagong University of Engineering and Technology (CUET)	Bangladesh	Chittagong, Bangladesh
XIV	Cyprus Student Branch	University of Cyprus	Cyprus	Nicosia, Cyprus
RAL	DIT, Dehradun Student Branch	DIT University	India	Dehradun, India
XII	ETITC Student Branch	Escuela Tecnológica Instituto Técnico Central	Colombia	Bogota, Colombia
XIII	HKMU Student Branch	Hong Kong Metropolitan University	Hong Kong	Hong Kong, China
RAL	Kafr El-Sheikh Student Branch	Kafr El-Sheikh University	Cairo	Kafr El-Sheikh, Egypt
RAL	KDU Student Branch	General Sir John Kotelawala Defence University	Sri Lankan	Dehiwala-Mount Lavinia, Sri Lanka
IV	Kennesaw State University Student Branch	Kennesaw State University	Atlanta	Marietta, Georgia
XIV	Milano Student Branch	Politecnico di Milano	Italy Section	Milan, Italy
RAL	MIST Student Branch	Military Institute of Science and Technology (MIST)	Bangladesh	Dhaka, Bangladesh
RAL	TTU Student Branch	Tafila Technical University	Jordan	Tafilah, Jordan
XII	Uninorte Student Branch	Universidad del Norte	Colombia	Barranquilla, Colombia
XII	Universidad Industrial de Santander Student Branch	Universidad Industrial de Santander	Colombia	Bucaramanga, Colombia

RAL	University of Lahore (UOL) Student Branch	University of Lahore	Central Pakistan	Lahore, Punjab, Pakistan
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**MBO Update**

MBO #	Description	Measurable Metric	Initiative #	Goal #	Completion % /Date
		(how do we determine success?)			
1	Improve RVC performance by introducing KPI measures of their effectiveness	<p>Each RVC is assigned:</p> <ul style="list-style-type: none"> <li>- RVCs Create MBOs for SY2023-2024</li> <li>- Attend at least 90% of the subcommittee meetings</li> <li>- Share challenges and successes between Regions</li> <li>- Improve and revise Centralized Training Videos</li> <li>- 100% attendance at winter and annual meeting</li> <li>- Increase number of Scholarship applications</li> <li>- Have fun!</li> </ul>	3,4	2a	<p>MBOs: 80%; SubCom Meeting: 50%; Winter Meeting: 95% (missing 1); CT videos 100%, Annual Meeting, 80%</p>

2	Increase Post-High awareness and participation from students by measuring success with the student program at the winter conference in Q3 and other KPIs by the end of Q4	<p>Post high sub-committee is assigned:</p> <ul style="list-style-type: none"> <li>• Plan Chicago Student Conference</li> <li>• Host 2 virtual round table sessions with more than 50 students in attendance</li> <li>- Host 3 virtual student DLs with more than 50 students in attendance</li> <li>- Improve student branch status reporting to greater than 80% and review reports</li> <li>- Marketing for student branches revitalization               <ul style="list-style-type: none"> <li>- Improve quantity and quality of SBA of the Year award applicants</li> <li>- Create and maintain a Student Activities Instagram account; get 300 followers by June 30th, 2024</li> <li>- Tips/Tricks for fundraising and budgeting for students coming to the ASHRAE Winter Conference</li> </ul> </li> </ul>	2, 3,4	All	WC 100%; Round tables: 100%; DL 75%; Student branch reporting: 60%; Marketing: 100%; SBA: 100%; IG: 35%; Tips/Tricks: 100%
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3	Increase awareness of K-12 activities by improving and increasing participation in the high school design competition.	<p>K-12 Stem Sub-committee is assigned:</p> <ul style="list-style-type: none"> <li>- Update High School Design Competition Scoring Matrix</li> <li>- Plan and run K-12 STEM Event at Winter Program: improve on what we learned at Winter 2023</li> <li>- Prepare 2024-25 High School Design Competition</li> <li>- Create a video for the High School Design Competition, similar to what we provided on the Centralized Training Page</li> <li>- Create new promotional materials, actively promote, and receive at least 3 applications for Youth Outreach Award</li> <li>- Create new promotional materials, actively promote, and receive at least 3 applications for SA Achievement Award</li> <li>- Increase STEM Leadership Award</li> </ul>	1,2,3,4	1,2,3	<p>HS Matrix: 100%; K-12@WC: 100%; HS Video 0%; Marketing: 50%; STEM Award 90%</p>
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4	Increase the amount of award applications for SA awards	<p>Grants subcommittee assigned:</p> <ul style="list-style-type: none"> <li>- Submit Motion for change for Grant 1st place award to be \$25,000</li> <li>- Increase travel grant applications to 45.</li> <li>- Increase grant applications to 80.</li> <li>- Have at least one application per region (Grant and Travel)</li> <li>- Promote and acquire five applications submitted by trade schools.</li> </ul>	1,2,4	1,2,3	<p>100% Motion; Increase travel Applications 171%; Increase in applications 110%; Diversity in application location: 93%; trade schools: 0%</p>
5	Improve the amount and quality of grant submission by changing the award amount and increasing awareness of grants and travel grants	<p>Design Competition sub-committee is assigned:</p> <ul style="list-style-type: none"> <li>- Review and update the judging guidelines.</li> <li>- Evaluate how we can promote diversity and inclusion in our competition offering.</li> <li>- Evaluate the general judging process for more transparency.</li> </ul>	1,2,3,4	1,2,3	<p>100% on qty, 87% on 1 per region</p>
6	Improve the judging process of the design competition and include DEI	<p>Review and update judging guidelines in Q4, evaluate how we can promote DEI in the competition for 2024-2025 by Q2, and evaluate the process for more transparency in Q4</p>	All	All	100%



**YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE**

Report to Members Council  
From Meeting of June 22, 2024

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
Money Khanna	Chak Mou Lam	Richard Gunpat	Jacob Karson
Ronald Gagnon	Sundara Gurushev	Alexander Armstrong	Jeanette McCray, Staff Liaison
Elizabeth Jedrlnic		Jacob Saxinger	
Elise Backstrom		Shaun Nienhueser	
Rosie Welch		Buzz Wright	
Baki Cvijetinovic		Genevieve Lussier	
Madison Schultz		Fernando Dutra del Castillo	
Keiron Nanan		Bria Poe	
Tyler Berry		John Daher	
Bruno Martinez		Scott Peach	
Basma Sadek		Anuj Gupta	
Blake Forsythe		Bob Snow	
Eman Sherif Mohamed		Trent Hunt	
Elise Kiland		Julia Timberman	
Ben Oliver		Mick Schwedler	
Ben Bingham		Fiona McCarthy	
Paul Fernandez		Jason Leffingwell	
Drew Samuels		Mohamed Faizal	
Chris Kriepps		Jonathan Smith	
Marie VanderVliet		John Constantinide	
Joshua Vasudevan		Bernardo Baldasso	
Zachary Alderman		Mohammed Ali	
Marisa Higgins		Ankitkumar Tejani	
Cailin Macpherson		Jason Alphonso	
Vineet Nair		Luis Alvarado	
		Stephanie Kunkel	
		Eleazar Rivera	
		Nolen Demas	
		Mohammad Murtaza	
		Vincent Tremblay-Ouimet	
		Robert Romero	

**Motion**

YEA moves that Board Xo be removed from Members council subcommittees including Region Ops, Planning and PAOE effective 2024/25.

Background; in a continuous effort to Streamline our processes and to make optimized use of volunteer time, Board Exo's although valuable contributors in subcommittees could contribute in a better fashion elsewhere. As for communication with the BoD, the council chair and vice chair are excom members.

Fiscal impact; none

Staff impact: minus a few hours

### **Status of Referred Motions**

**Motion 22-10-1: 2022 Fall CRC Region X San Jose Chapter (August 20, 2022):** That during ASHRAE Society Year 2022-2023, a method be established and implemented to provide the ability for ASHRAE members seeking mentorship to discover mentors via an online database with other ASHRAE members willing to be mentors by matching certain criteria indicated by both the mentee and the mentor via online application forms.

**Current Status:** Under Review

**Most Recent Response:** This motion was discussed in depth at the 2024 Annual Conference by the YEA Committee. Staff has met with IT to discuss ideas and logistics and will be meeting with the incoming YEA Consultant and IT in the near future to discuss details/ideas of how this revamped Mentorship Program will be implemented, administered and maintained. The committee plans to have more information to share with Members Council by the 2025 Winter Conference once our incoming Consultant has had a chance to work on revamping and defining the Mentorship Program.

### **Summary of Activities**

- YEA membership has increased slightly from 8667 to 9254 members.
- YEA has held three successful events since the Winter Conference
  - YEA Technical Webinar- Building Automation Controls Strategies May 16, 2024 with 60 attendees
  - 2024 Spring YLW 1.0 was held March 22-24 in Mexico City, Mexico with 30 attendees
  - 2024 YLW 2.0 was held May 3-5, 2024 in Park City, Utah with 12 attendees
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
  - Jayson Bursill, Region II, Ottawa Valley Chapter
  - Jeanette Hay, Region VIII, Monterrey Chapter
  - Vineet Nair, Region I, Boston Chapter
  - Amr Suliman, Region XIV, ASHRAE UK Chapter
- YEA continues to offer webinars for topics to help improve leadership, soft skills, social media etiquette, technical knowledge, and much more.
- YEA has increased digital presence by continuing to create content for the YEA Instagram and YEA Twitter and is currently at 1031 Instagram followers. Content is provided in multiple languages to facilitate ASHRAE's global presence.
- YEA Decarb Challenge Fund Ad Hoc will continue for the 24-25 society year at the request of President Elect Dennis Knight and will focus on his presidential theme of Workforce Development,
- YEA Awards
  - YEA Individual Award of Excellence was awarded to three recipients at the 2024 Annual Conference Plenary in Indianapolis, IN.
    - Alekhya Kaianathbhatta, Region II, Toronto Chapter (Personal Development)
    - Mohammed Murtaza, RAL, ASHRAE Falcon Chapter (Outreach)
    - Michelle Shadpour, Region X, San Diego Chapter (Professional Development)
- Upcoming YEA Events
  - YEA Leadership International (YLI) 2024 will be held in Singapore on October 18-20, 2024. Registration for this event is open until August 11<sup>th</sup>, 2024.
  - Fall 2024 YEA Leadership Weekend (YLW) will be in San Francisco, CA on November 8-10, 2024. Registration will be open by early July 2024.

### **Attachments**

Attachment A are the information items from the YEA Committee meeting



**Attachment A****Information Items**

1. Professional Development Subcommittee:
  - i. Technical learning series
    1. Building Automation Controls Webinar
    2. Was hosted by Ron Bernstein
    3. Date: May 16, 2024
    4. Event was successful with 60 attendees.
  - b. Future technical webinars anticipated for the Fall
  - ii. Topical Conferences
    - a. Future Plans- hoping to get funding to send someone from the Professional Subcommittee to at least one topical conference per year
  - iii. Decarb Challenge Fund (23-24)
    - a. Speakers from the nine winning chapters will be presenting at the 2024 Annual Conference about the status and/or completion of their projects.
    - b. Future Plans
      1. Marisa Higgins will be taking over the Decarb Challenge Fund Ad Hoc for 24-25 with the theme being Workforce Development
      2. The Decarb Challenge website will be updated with the new challenge time line and more details soon.
  - iv. Leadership U 2024 Annual Participants
    - a. Jeanette Hay, Region VIII
    - b. Jayson Bursill, Region II
    - c. Vineet Nair, Region I
    - d. Amr Suliman, Region XIV
    - e. New rubric created for grading Leadership U applications to make the process more efficient
  - v. Mentorship
    - a. Cailin Macpherson will be working on revamping this program in the 24-25 SY
  - vi. HVAC Design Scholarships
    - a. Application questions have been revamped and the subcommittee is currently working on improving the rubric with feedback from the committee
2. Personal Development Subcommittee:
  - a. YEA Webinars
    - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
    - ii. Upcoming webinars are being planned at this time.
  - b. YEA Leadership Weekends
    - i. Spring 2024 YLW was held March 22-24, 2024 in Mexico City, Mexico this event was successful with 30 attendees and was facilitated by Ralph Kison
      1. The Monterrey Chapter was a HUGE help with making this event successful
    - ii. 2024 YLW 2.0 was held May 3-5, 2024 in Park City, Utah and was successful with 12 attendees and facilitated by Ralph Kison
      1. Working on strategies to increase attendance in the 24-25 SY.
  - c. Future YEA Leadership Weekends
    - i. Fall 2024 YLW 1.0 be held in San Francisco, CA November 8-10, 2024. Registration will be open by early July.
  - d. Future YLW Planning
    - i. Strategize new ways to increase attendance for YLW 1.0 and 2.0
    - ii. Look at revamping the weekend schedule
    - iii. Update current webpages with a fresher look
    - iv. Working on ways to make the registration more affordable to local members
      1. Currently waiting to here the status of a request to the Foundation for a \$3000 scholarship to help members in developing countries attend. Being reviewed at the 2024 Annual Conference

- e. YEA Book Club
  - i. Held monthly on various books
  - ii. Met in-person at the conference
- 3. Outreach Development Subcommittee:
  - a. YLI 2024
    - i. Will be held in Singapore October 18-20, 2024
    - ii. Tricia Evans will be the facilitator
    - iii. Registration for this event is open until August 11, 2024
    - iv. Currently 16 of the 30 spots are filled
  - b. Partner Organizations
    - i. AIA
      - 1. Drew is continuing to work on building relationships with this organization
  - c. CIBSE Report
    - i. CIBSE appointed Sundara Gurushev as the CIBSE Liaison taking over for Jake Lenahan until 2026.
    - ii. Marisa is working with Fiona Cousins, President Elect of CIBSE to look for ways to expand our partnership and create new opportunities to work together.
    - iii. Working with CIBSE and Women in ASHRAE on the EmpowHERment competition and award. The applications are currently open until July 30<sup>th</sup>.
      - 1. Total of 8 winners from ASHRAE and CIBSE will be selected to attend the 2025 Winter Conference in Orlando, FL
  - d. Social Media
    - i. Instagram
      - 1. Goal is 1200 followers by June 30<sup>th</sup>
        - a. Currently at 1031 followers as of 6/22/2024.
  - e. CRC Workshop Update
    - i. CRC PowerPoint is updated and on Basecamp
- 4. Referred Motions to YEA
  - a. CRC Motion 17 from Region X, San Jose Chapter:
    - i. That during ASHRAE Society Year 2022-2023, a method be established and implemented to provide the ability for ASHRAE members seeking mentorship to discover mentors via an online database with other ASHRAE members willing to be mentors by matching certain criteria indicated by both the mentee and the mentor via online application forms.
    - ii. STATUS: Under review by the 24-25 YEA Consultant
    - iii. Cailin with work on revamping the program and YEA will give an update on the progress at the 2025 Winter Conference in Orlando, FL.

**COLLEGE OF FELLOWS**  
 Courtesy Report to Members Council  
 From Meeting of June 23, 2024

**Members Present**

Mike Pouchak, President  
 Tom Lawrence, President Elect  
 Samir Traboulsi, Secretary/Treasurer  
 Dennis Knight, Past President

**Members Absent****Guests****Staff**

Megan Gotzmer  
 Julia Mumford  
 Sami Cowan

**Motions**

NONE

**Status of Referred Motions**

NONE

**Information Items**

<b>Campaign</b>	<b>Total Giving</b>	<b># of Donors</b>	<b>% of Fellows</b>	<b>Average Gift</b>
<b>2023-24 YTD*</b>	\$6,506.01	48	8.9%	\$128.85
<b>2022-23 YTD</b>	\$5,871	53	9.8%	\$110.77
<b>2022-23 Final</b>	\$6,336	57	10.6%	\$113.14

\* totals as of 6.12.24

1. Over the past year, the College of Fellows have advanced the following programs:
  - Created a new COF Mentoring pilot program that expands outreach to all ASHRAE members and expands the selection of Mentors to all 538 members of the College of Fellows
    - We have received excellent feedback from mentees and mentors on this new program! In December 2023, the COF approved \$2,000 for the purchase of training material to be supplied to new mentees and mentors including the highly-rated “Career Architect” and “Real World Engineering” books.
  - Resumed the COF Travel Award program.
    - For the first time in 5 years, we have reinitiated the COF Graduate Student Travel award program --this awards Graduate students up to \$2,000 to attend two ASHRAE Conferences (\$1,000/conference). Two students were selected as recipients for this award.
  - Improved COF communication and participation by a factor of almost 8X
    - We now have every COF member invited to the COF Basecamp site enlarging participation from 70 to 540 fellows.
  - All Fellow members have been verified and coordinated with Staff XLS lists, H&A Ref Manual Lists and Members awards lists.
    - Living and Deceased members are tracked closely in COF basecamp along with publicly available. Obituaries and bios. Lost or missing members were now added to the Roster list, including David Crosthwait, Jr., the first African American Fellow in ASHRAE.  
[https://en.wikipedia.org/wiki/David\\_Crosthwait](https://en.wikipedia.org/wiki/David_Crosthwait)
  - Improved COF communication through the use of Basecamp “Ping” (chat) which saves time and money by reducing our dependence on ASHRAE staff for email lookup and improves communication in the COF and with all of ASHRAE members!
    - Every single member of the College of Fellows has been contacted via Basecamp “ping” and response confirmation is recorded in our Basecamp Roster.
  - Hosted six COF orientation sessions for new Fellows, which had 100% new Fellow attendance, 100% ping (chat) new Fellow use, and 75% new fellow COF Winter Meeting attendance.
  - Created a new Resource Lending library of physical books and other materials for use by Fellows and Mentors/ Mentees/ Ambassadors. All coordination and storage of materials is accomplished without Staff

time or physical storage.

- Hundreds of new pages of Content on the COF Basecamp site including Announcements, Programs, Committee Docs, Rosters, Mentoring, Training (COF New member Orientation Video and COF basecamp training Video ), and “Excellent Tool” resources including: Books, Libraries, Computing, Professional Development, and Supplies. All Content is searchable through Basecamp “Find”.
- Watch the COF basecamp training Video for a demonstration of search for COF Basecamp information resources and content!
- The College of Fellows sponsor several programs that mentor ASHRAE members in different areas of their careers. We want to engage more people in these programs. One of these programs is The Ray Clark Lecture Series--a speaker gives a 45 minute lectures on a Fellow Career profiles. A pilot program was demonstrated on Feb 2024.
- The College of Fellows President and ExCom met with TAC leadership and TAC section heads in February to present opportunities to work more closely together including Professional Development collaboration, the COF mentoring program, and an introduction to the College of Fellows.
- The COF has now created a dedicated subcommittee with Frank Shadpour as chair focused on programs. Frank brings one of the most successful track records to the COF as TC 1.4 Control Theory and Application programs subcommittee chair. The session in Indianapolis features a Career Development Tools Seminar featuring successful professional development tools used by the COF and a separate seminar on Career opportunities in HVAC Engineering. The COF Debate is a conference favorite and will continue as part of the programs offerings.
- Though improved communications and direct mailing letters to the College of Fellows membership in the US and Canada, giving has increased from previous years by 40% for a total of \$6,336, the number of donors has increased from 21 to 57 (+171%).
  - 2018-2019 , 25 donors, total Gifts \$2,405 2019-2020, 18 donors (-28%), total Gifts \$2,746 (+14%) 2020-2021, 13 donors (-27%), total Gifts \$3,230 (+ 18%) 2021-2022, 21 donors (+62%) , total Gifts \$4,514 (+ 39%) 2022-2023, 57 donors (+171%), total Gifts \$6,336 (+ 40%)
- A COF election was held and installed College of Fellows Officers: President Tom Lawrence, President Elect Samir Traboulsi, Secretary / Treasurer Filza Walters, and COF ExCom Member-At-Large Kathleen Owen.
  - The election process used the COF Nominating committee, COF immediate past President and ASHRAE President Elect Dennis Knight lead the process. A new direct voting poll was initiated to draw in the opportunity to vote from all 538 COF members.
- The COF has achieve 100% success on its MBOs:
  - 1) Increase communications of COF members 2) Create new COF mentoring pilot program 3)Digitization Initiative: Online roster, digital search, lending library, reduce dependency on Staff through basecamp and use of “Ping” for communication
- The College of Fellows celebrated their 25<sup>th</sup> Anniversary!

**MBO Update**

NONE

**Attachments**

NONE

**LIFE MEMBERS CLUB**  
Courtesy Report to Members Council  
From Meeting of January 23, 2024

**Members Present**

Randy Jones, Chair  
Don Brandt, Vice Chair  
Charlie Culp, Secretary/Treasurer  
Dennis Wessel, Past Chair  
Ken Cooper  
Bill Harrison  
John Harrod

**Members Absent**

**Guests**

**Staff**

Megan Gotzmer  
Julia Mumford  
Sami Cowan

**Motions**

NONE

**Status of Referred Motions**

NONE

**Information Items**

<b>Campaign</b>	<b>Total Giving</b>	<b># of Donors</b>	<b># of LMs</b>	<b>Percentage Giving</b>
2022-23 Final	\$46,048.48	511	7,243	7%
2022-23 YTD	\$37,833	412	7,242	5.7%
2023-24 YTD*	\$50,046.07	543	8,255	6.5%

\* totals as of 6.12.24

1. The Life Members Club were honored to recognize Filza Walters as their 2024 E.K. Campbell award winner at their luncheon in Chicago. They also approved their nomination for the 2025 E.K. Campbell Award winner who will be notified after this meeting. This award comes with a \$10,000 honorarium.
2. The LMC approved \$5,000 in funding for STEM kits made available free of cost to chapters wanting to work with local k-12 schools.
3. During the Annual Meeting (Tuesday, June 25), the LMC Executive Committee will discuss additional funding opportunities.

**MBO Update**

NONE

**Attachments**

NONE



**PLANNING SUBCOMMITTEE  
REPORT TO MEMBERS COUNCIL  
FROM MEETINGS OF MAY 21, 2024**

**Members Present:**

Sherry Abbott-Adkins-Chair  
Ronald Gagnon  
Tulia Rios  
Carrie Kelty  
Ching Loon Ong  
Eileen Jensen

**Members Absent:**

Charles Bertuch  
Dan Russell  
Wei Sun  
Bryan Holcomb

**STAFF:**

Tammy Catchings  
Lizzy Seymour  
Kierra Weaver

**2. Discussion MBO #2:**

**Recommendations**

- The option for large companies to pay memberships for employees all at once. **Staff Note:** Membership, Accounting and IT Staff are currently working on a new tool called ASHRAE GroupPay that would allow for this capability within the online join process.
- Small companies reimburse membership dues to employees rather than pay them.
- Recognition of companies for number of paid memberships a chapter, region, and society level. Consider breaking down to company sizes.
- Ambassador program for membership.

<b>MBO #2</b>	<b>Develop methods for promoting the value and benefits of employee participation in ASHRAE to employers to encourage sponsorship and support.</b>	<b>4: Improve Chapter Engagement, Capacity and Support</b>
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## REGION OPERATIONS SUBCOMMITTEE

Report to Members Council  
From Meeting of Sunday, June 23, 2024

### Members:

Bassel Anbari, Chair  
Heather Platt-Gulledge  
Rob Craddock  
Maggie Moninski  
Julia Timberman  
Eduardo Maldonado  
Keith Reihl  
Colin Laisure-Pool  
Genevieve Lussier  
Cheng Wee Leong

### Guests:

Carrie Kelty  
Daniel Russell  
Aakash Patel  
Scott Peach  
Jim Arnold  
Anna Sanzere, Region V LeaDRS  
Joe Sanders  
Sara Fazel, Region VIII LeaDRS  
Robert Romeo, Region X LeaDRS  
Alexander Armstrong, Region X  
LeaDRS

Jacob Saxinger, Region X LeaDRS  
Tulia Rios  
Dennis Knight  
Scott Peach  
Ron Gagnon  
Vincent Tremblay-Ouimet, Region  
II LeaDRS

### Staff:

Lizzy Seymour  
Tammy Catchings

## Motions

**Motion 1: Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the CRC Guidelines in the following sections: Add a new appendix "CRC Check-list of critical issues: Intended for CRC Chairs, CRC Organizing Committees, DRCs and RMCRs", the last paragraph in the "Director and Regional Chair" section (page 6) be changed to further define the senior and junior officer roles related to CRC evaluation meeting.**

Background: The Direction Subcommittee of Region Operations reviewed all CRC Reports from the Board Representative for 2022-2023 CRCs and created a checklist that the CRC chair should review when planning for the CRC. During that review, the Direction Subcommittee clarifying the differences between the junior and senior officer responsible for the CRC report.

Fiscal Impact: None.

Staff Impact: Staff time to update the CRC Planning Guidelines and post on ashrae.org.

Subcommittee Vote: 9-0-0 CNV.

**Motion 2: Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the Manual of Chapter Operations in the following sections: Replace Appendix 11G with modified version and a new Chapter Budget Template for Section 4.**

Background: In the fall, the Region Operations Subcommittee asked the DRCs and RMCRs to preform a chapter health assessment per evaluation checklist in Appendix 11G. During that assessment, the Direction Subcommittee updated Appendix 11G based on the feedback from DRCs and RMCRs following that chapter health assessment. The Manual Subcommittee also added a Chapter Budget Template to Section 4 to support better planning for Chapter Treasurers.

Fiscal Impact: None.

Staff Impact: Staff time to update the Manual of Chapter Operations and post on ashrae.org.

Subcommittee Vote: 9-0-0 CNV.

**Motion 3: Region Operations Subcommittee recommends to Members Council to accept the Manual Subcommittee's recommended updates to the Region Operations Manual to add a clarifying**

**statement to Appendix D, Section 1, Paragraph B about allocated visits.**

Background: A sentence was added use of allocated visits.

Fiscal Impact: None.

Staff Impact: Staff time to update the Region Operations Manual and post on ashrae.org.

Subcommittee Vote: 9-0-0 CNV.

**Status of Referred Motions**

**MOTION 4: Fall 2023 CRC Motion 32:** The Malaysia Chapter moves that society recognize the steering committee members of Asia-Pacific Conference on the Built Environment (APCBE) which is being organized biennially in ASHRAE Region XIII and to be awarded 1/2 points/year for each committee member for Regional Award of Merit.

**CRC Vote:** 8-0-0 CNV

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

**Subcommittee Vote:** 8-0-0, CNV, 1 absent.

**MOTION 5: Spring 2024 CRC Motion, Region XI Regina Chapter – Motion 24-11-2 (May 11, 2024):** To allow a region to hold the Regional Planning Meeting (RPM) at the Annual meeting instead of in their region.

**Background:** Currently the region must ask the Society Treasurer to approve a request to hold the Regional Planning Meeting outside of your region. The cost of holding a regional planning meeting at the annual meeting is cheaper than holding the planning meeting in your own region. Most of the Regional Executive are required to attend the Annual meeting as they must attend the standing committee meetings. There are only 4 or 5 members of the Executive that do not attend the annual meeting. The Regional Treasurer, Historian, Electronic Communications chair, DEI chair and the CRC General Chair.

With an executive of 14 and possibly 5 members needing to have their flights covered by the Regional Allotment if they are not attending the meeting for other committee meetings. That reduces the cost for the Society by 9 flights per year. Based on Region XI 9 flights x \$700per flight = \$6300.00 savings to Society just on Flights. The region would still be required to cover any of the other costs of holding the meeting.

This would also help with the Decarbonization discussion as reducing the number of flights per year by 8 and to meet the new ASHRAE Chapter-Region Carbon Guide.

**Fiscal Impact:** This is dependent on the region as some regions you can drive to all chapters but for other Regions it could be as high as \$6300.00 USD.

**Staff Note:** FY23 Actuals for total Transportation to Regional Planning Meetings was \$60,600, approximately \$4,040 per region.

**Staff Impact:** None.

**Added Staff Comment:** Staff would need sufficient advance notification of the intent to hold an RPM at the Annual Conference (1 year in advance) to make sure proper space is available at the Annual Conference location as well as hotel nights available in the room block. Space availability is based on the contract established with the hotel that is booked 4-5 years in advance.

**CRC Vote:** 11-0-0 CNV.

**Region Operations Subcommittee recommendation to Members Council:** The subcommittee recommends approving this motion to give Regions the option to meet at the Annual Conference. This will reduce the need for a separate 1- or 2-day meeting of the Regional Executive. A comment by staff was added to the Staff Impact requesting

one year advance notification of intent to hold an RPM at the Annual Conference related to hotel space and room block availability and coordination.

**Subcommittee Vote:** 9-0-0 CNV.

**MOTION 6: Spring 2024 CRC Motion, Region XI Oregon Chapter – Motion 24-11-4 (May 11, 2024):** To give the CRC chair of the host chapter the authority to coordinate the CRC weekend with ASHRAE Society Staff to avoid Society conflicts, common graduation weekends, as well as Canadian, U.S., and common holidays including but not limited to: Easter, Good Friday, Victoria Day, Mother's Day and Memorial day; so long as the CRC weekend falls within 4 weeks of May 1st (before or after).

Background: The ASHRAE CRC Manual lists several target weekends for scheduling the Spring CRC, which are shared between Regions VI, VIII, X, and XI. Region XI has been advised to avoid overlapping with another Spring CRC. Additionally, Region XI has the added restriction of coordinating Spring CRC dates with international holidays and common graduation dates. Consequently, Region XI's Spring CRC is consistently scheduled on Mother's Day. This conflict puts stress on our members and volunteers who must choose between celebrating the holiday with their families or attending the conference.

Due to the geographical size of our region, as well as the existence of an international border, travel to or from the CRC is often an all-day event. This results in members not participating in Saturday events to celebrate Mother's Day. Every year, chapter officers, regional officers, and RVCs leave the CRC early to celebrate Mother's Day with their families. This practice degrades the effectiveness of CRC training and membership engagement.

The unnecessary scheduling restrictions results in an unintentional disregard by the region. Continual scheduling without intervention shows a pattern of neglect for our members – especially our members who are mothers or those with children in the household. This directly undermines efforts for chapter involvement and engagement, as well as basic inclusivity.

**Fiscal Impact:** None – to be evaluated by the CRC chair of the host chapter. On a case by case basis.

**Staff Impact:** None.

**CRC Vote:** 11-0-0 CNV

**Region Operations Subcommittee referred this motion to the Manuals Subcommittee to review.**

**Subcommittee Vote:** 9-0-0 CNV.

### **Information Items**

1. The Manuals Subcommittee has asked all committees with sections in the MCO to review and provide recommended updates to Members Council at the Fall Members Council Meeting.
2. The motions in this report reflect the work this subcommittee has done addressing the assigned MBOs.
3. Appendix 11G has been updated (pending Motion 2 above) and the Region Operations Subcommittee is working on an easier way to fill out the form and report the health of each chapter to make this exercise easier for the regions to perform on an annual basis.

### **MBO Update**

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

[Members Council > Docs & Files > 2023-24 Society Year > MBOs > 2023-24 ASHRAE MBO Tracking\\_Members Council Master](#)

### **Attachments**

Attachment A MC Manual Updates for Approval

## Members Council Manual Updates – June 2024

### CRC MANUAL

#### Updates to Section A

- **Add:**

- **See Appendix AL for CRC Checklist of Critical Issues**

Note: The Direction Subcommittee of the Region Operations Subcommittee should review Society Officer reports twice a year to make recommended updates to Members Council as needed.

- **Update last paragraph of Director and Regional Chair section**

A review session should be held following the CRC in order to assess its effectiveness and to identify opportunities for improvement. The DRC, Society-assigned presidential representative, officer and staff shall attend. Others, such as the Chapters Regional Conference (CRC) General Chair, next year's CRC General Chair, the ARC and other Society officers in attendance, may be invited to attend. The review session should be an open forum between the Society officers and the regional representative(s). A written review of the CRC shall be prepared by the Society-assigned officer, with counsel from the Society-assigned presidential representative. **(Appendix AF)**

**Change to:**

To facilitate continuous improvement in CRCs, an evaluation meeting will be held between the current and next CRC organization teams, including the following year CRC General Chair, at the conclusion of each CRC. The meeting will be chaired by the senior Society officer or BOD member attending the CRC and will focus on lessons learned, volunteer roles, financial performance and logistics. Visiting staff members and the Regional leadership in attendance should participate in the meeting.

The junior BOD member or officer representing Society will also provide a written report on the CRC which will be distributed to the Executive Committee and posted on a Basecamp site accessible to all DRCs. The report should provide a review and highlights of the CRC's including Chapter/Regional motions, overall attendance, workshop attendance, etc. **(Appendix AF)**.

#### New Appendix AL – CRC Checklist of Critical Issues

- Add new appendix "CRC Check-List of critical issues." Intended for CRC Chairs, CRC Organizing Committees, DRCs and RMCs" be added to the CRC Manual with the added note that the Direction Subcommittee of the Region Operations Subcommittee should review Society officer reports twice a year and make recommended updates to Members Council as needed.

### MANUAL OF CHAPTER OPERATIONS

#### Updates to Section 4

- Add new Chapter Budget Template

#### Update Appendix 11G – Chapter Health Assessment Checklist

- Update Appendix 11G with modified version

### REGION OPERATIONS MANUAL

#### Update Appendix D – Transportation Policy

- **I B (add statement)**

The Director and Regional Chair (DRC) may authorize reimbursement for additional visits, maximum to equal the number of chapters and sections in the region, to use for chapter, section, or student branch visits.

The DRC may assign these additional visits, as needed, to the following regional positions: Director and Regional Chair, Region Members Council Representative, Regional Vice Chairs (6), Nominating Committee Member, Nominating Committee Alternate, Regional Historian, Regional Treasurer, ~~Regional Secretary~~ Regional ~~Electronic~~ Communications Chair, Regional Representatives, Assistant Regional Chair, Regional Refrigeration Chair, Regional Webmaster, CRC General Chair, and ~~Sub-Region Chairs for the Region-At-Large~~ the Region DEI Chair. Regional positions not listed here may not be authorized for use of allocated visits to travel on behalf of ASHRAE.

NOTE: This excerpt also found in Appendix DH of the CRC Manual (will also need to be updated there if approved)

## Review of Carryover Action Items

**Chicago 2024 MEMBERS COUNCIL WINTER MEETING (1/23/2024)**

AI#	PG#	Action Item	Duty	Status	Due Date
1	12	Refer Motion 18A to Development for comment	Staff	Open	June 2024
2	12	Create DEI Ad Hoc	MC	Open	
3	13	Get membership roster and send to staff to apply for hardship case	RMCR/DRC	Open	
4	15	Refer Motion 26 to Student Activities for comment	Staff	Complete	June 2024
5	15	Refer Motion 27 to Student Activities for comment	Staff	Complete	June 2024
6	21	Create Ad Hoc to establish DEI Category for DEI. Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong	PAOE Subcommittee	Open	
7	23	Schedule special meeting to review Brand Ambassador Program motion	MC	Complete	February 2024

**2023 MEMBERS COUNCIL ANNUAL MEETING (6/27/2023)**

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
2	5	All committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	Open	1/2024
6	27	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	Open	12/2023

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

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1	4	MP to create small group to work with RP/ Fundraising on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta	MP Committee/ MP Staff Liaison	Open	2/2023

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

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
2	12	CEC to make sure all chapters know about hosting opportunities for Annual Conference	CEC	Ongoing	
8	20	Staff to update CRC Manual	Staff	Open	01/2023

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

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
8	17	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures.  <b>Status:</b> This will be updated in the Region Operations Manual, Manual of Chapter Operations and CRC Manual by January 2024	Staff	In Process	06/2022

Fall 2024	Host Chapter/ Location	Dates	CRC General Chair
Region I	Northeast Albany, NY	August 15-17	Richard E Vehlow (#5159004)
		TARGET: August 3rd Week	
Region II	Toronto Toronto, ON, CAN	August 23-25	Abhi Khurana (#8251278)
		TARGET: August 4th Week	
Region III	Lehigh Valley Bethlehem, PA	August 15-17	Frank Paretti, Jr (#8110492)
		TARGET: August 3rd Week	
Region IV	Atlanta Atlanta, GA	August 8-10	Reed Coggins (#8225443)
		TARGET: August 2nd Week	
Region V	Cincinnati Cincinnati, OH	July 25-27	Nick Don Brown (#8320155)
		TARGET: July 4th Week	
Region VII	Memphis Memphis, TN	July 25-27	Mike Bilderbeck (#62705) Casper Briggs (8191140)
		TARGET: July 5th Week	
Region IX	Idaho Boise, ID	August 1-3	Dan Russell (#8082007)
		TARGET: August 1st Week	
Region X	Central Arizona Tempe, AZ	August 16-18	Kellie R Huff (#8121635)
		TARGET: August 3rd Week	
Region XII	Brasil Rio de Janeiro, BRA	August 7-10	Leonilton T Cleto (#5031595)
		TARGET: August 2nd Week	
Region XIII	Macao Studio City, MAC	August 17-18	Peter Chan Seck Pong (#2008331)
		TARGET: August 4th Week	
Region XIV	ASHRAE UK Oxford, UK	September 19-22	Dulhas Kanhirothkandi (#8310132)
		TARGET: September 3rd Week	
Region XV	India New Delhi, IND	September 20-22	Ashish Rakheja (#5176651)
		TARGET: September 3rd Week	
RAL	Pakistan Karachi, PAK	October 5-7	Mohammad Sajid (#5116777)
		TARGET: October 1st Week	

Spring 2025	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Mississippi Valley Davenport, IA	May 1-3	Justin M Clegg (#8098091)
		TARGET: May 1st Week	
Region VIII	NE Oklahoma Tulsa, OK	April 24-26	Dan Owens (#5203794) Mike Beda (#49788)
		TARGET: April 4th Week	
Region XI	Oregon Portland, OR	May 8-10	John Tijerina (#8302194)
		TARGET: May 2nd Week	

Fall 2025	Host Chapter/ Location	Dates	CRC General Chair
Region I	New York City		
	New York, NY	TARGET: August 3rd Week	
Region II	Hamilton	August 22-24	
	Hamilton, ON, CAN	TARGET: August 4th Week	
Region III	Richmond	August 21-23	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		Robert Edward Snow, III (#8266947)
	Columbus, OH	TARGET: July 4th Week	
Region VII	Birmingham	July 25-27	
	Birmingham, AL	TARGET: July 5th Week	
Region IX	El Paso	August 22-24/Aug 15-17	Berenice Saucedo (#8468455)
	El Paso, TX	TARGET: August 1st Week	Joint w/Region X
Region X	Golden Gate	August 22-24/Aug 15-17	Brian Chacon (#8262229)
	San Francisco, CA	TARGET: August 3rd Week	Joint w/Region IX
Region XII	Ecuador		Guillermo Soriano (#8281595)
	Guayaquil, ECU	TARGET: August 2nd Week	
Region XIII	Korea	August 22-23	Jae-Han Lim (#8122123)
	Seoul, KOR	TARGET: August 4th Week	
Region XIV	Portugal		
	Lisbon, PRT	TARGET: September 2nd Week	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

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



Fall 2026	Host Chapter/ Location	Dates	CRC General Chair
Region I	Boston Boston, MA		
		TARGET: August 3rd Week	
Region II			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV			
		TARGET: August 2nd Week	
Region V	Cleveland Cleveland, OH		
		TARGET: July 4th Week	
Region VII	Bluegrass Lexington, KY		David Rose (#8299940)
		TARGET: July 5th Week	
Region IX			
		TARGET: August 1st Week	
Region X	Hawaii Honolulu, HI	August 21-23/Aug 14-16	Marites Calad Joint w/Region XI (Spring 2026)
		TARGET: August 3rd Week	
Region XII			
		TARGET: August 2nd Week	
Region XIII	Philippines Pampanga Clark	August 14-15	Edwin Raganit
		TARGET: August 4th Week	
Region XIV	Israeli Jerusalem, ISR		
		TARGET: September 2nd Week	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2027	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Madison Madison, WI		
		TARGET: May 1st Week	
Region VIII	West Texas Lubbock, TX		
		TARGET: April 4th Week	
Region XI	British Columbia Vancouver, BC, CAN		
		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			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV			
		TARGET: August 2nd Week	
Region V	Central Indiana Indianapolis, IN		
		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	Thailand		
		TARGET: August 4th Week	
Region XIV	Danube Timisoara, ROM		
		TARGET:	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2028	Host Chapter/ Location	Dates	CRC General Chair
Region VI			
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	

Region XI

TARGET: May 2nd Week