



MINUTES

**MEMBERS COUNCIL
ATLANTA, GEORGIA
NOVEMBER 8-9, 2018**

These minutes were approved by Members Council on January 15, 2019.

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- 2 2 That the charter of the Jordan Chapter of ASHRAE, whose headquarters will be in the city of Amman, Jordan, and whose geographic area of activity will be the country of Jordan be approved (Region-At-Large).
- 3 2 That consent motions a. through h. (8 Student Branches), as shown below be approved
- a. That the charter of the Instituto Federal de Educação, Ciência e Tecnologia da Bahia-Salvador Student Branch, located in Salvador, Bahia, Brasil and sponsored by the Brasil Chapter be approved. (Region XII)
 - b. That the charter of the Florida Atlantic University Student Branch, located in Boca Raton, Florida and sponsored by the Gold Coast Chapter be approved. (Region XII)
 - c. That the charter of the Technological Institute of the Philippines(TUP) - Manila Student Branch, located in Manila, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
 - d. That the charter of the De Montfort University (DMU) Student Branch, located in Leicester, United Kingdom and sponsored by the UK Midlands Chapter be approved. (Region XIV)
 - e. That the charter of the Trident Academy of Technology Student Branch, located in Bhubaneswar, India and sponsored by the India Chapter be approved. (Region-At-Large)
 - f. That the charter of the Lovely Professional University Student Branch, located in Phagwara, India and sponsored by the India Chapter be approved. (Region-At-Large)
 - g. That the charter of the Shri Vithal Education & Research Institute (SVERI)'s College of Engineering, Pandharpur Student Branch, located in Pandharpur, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
 - h. That the charter of the Housing and Building National Research Center-Sphinx Student Branch, located in Giza, Egypt and sponsored by the Pyramids Chapter be approved. (Region-At-Large)
- 8 5 That any donations credited or allocated to a chapter shall not be reallocated to a Society Level Donation without first notifying the chapter's RP Chair and Regional Vice Chair.
- 16 11 That ASHRAE establish a certification examination for Refrigeration.
- 24 14 That ROB Section 2.301 Members Council, 2.301.001 Membership (12-06-27-11/15-07-01-02) and ROB Section 4.5, Additional Responsibilities of Directors and Regional Chairs (DRCs) be amended
- 26 16 That Society allow access by the Chapter Historian to Regional Members past Society participation information.
- 30 19 That Region IX include the city of Las Cruces in the Dona Ana County of New Mexico to be associated with the El Paso Chapter.
- 31 19 That the Regional Award of Merit form is updated to include the Region Members Council Representative (RMCR) position and assign 1 point per year, effective July 1st, 2019.
- 35 22 That the automatic e-mail system be enhanced to send the chapter YEA chair a new YEA member notification as provided to the chapter Membership Promotion chairs.
- 36 22 That the online registration form be enhanced to include the appropriate international addressing requirements.
- 38 23 That transportation reimbursements for Region IV members eligible for reimbursements as outlined in the CRC Guidelines – Appendix DH – Transportation Reimbursement Policy for

Regions, be set at a maximum of \$500 for one year only for the 2019-2020 Region IV joint CRC with Region XIV.

39 23 That the Society include the City of Ciudad Juarez in the Mexican state of Chihuahua into Region IX. Or allow the residents of the City of Juarez to be associated with the El Paso Chapter of Region IX.

50 28 That consent motions for MCO edits be accepted in reference to Attachment D be approved.

a. That Appendix 1A, Suggested Chapter Operations Calendar of the Manual for Chapter Operations (MCO) be revised as shown below.

MONTH	BOARD OF GOVERNORS	CHAPTER PRESIDENT	OFFICER OR COMMITTEE	MEETING
JUNE	As soon as possible after being elected, and prior to the first chapter meeting of the year, the President should call a meeting of the Board of Governors and invite members of the previous Board and committee chairs. At this first meeting, review the Manual for Chapter Operations to ensure that all officers and committee chairs are familiar with their duties and explain any special assignments. Incoming officers, Board of Governors and Committee Chairs should become familiar with chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities and materials.			
JULY	Organization meeting. Discuss and approve budget and committee appointments.	<ol style="list-style-type: none"> 1. Submit list of committee appointments to BOG 2. Review Chapter Roster of previous year. Also, list of all member coded to chapter's geographic area. 3. Prepare MBOs for chapter with copy to regional chair. 	<ol style="list-style-type: none"> 1. SECRETARY–Receive all records and Manuals for Operations (published on website), etc. from previous Secretary and prepare new roster and mailing list. Notify all officers, candidates, committee chairs and members of appointments. 2. **CTTC COMMITTEE– Survey needs of chapter and organize programs for the season. 3. FINANCE COMMITTEE– Prepare new budget for Board of Governors approval. 	
AUGUST	Develop items for CRC Meeting scheduled for the Fall.	Approves program for the year and publishes in the eNewsletter.	Chapter chairs submit MBOs to chapter president.	Obtain speaker presentations two weeks prior to each monthly meeting to check for commercialism
SEPTEMBER	Act on Agenda items for Fall CRC Meeting.		1. TREASURER–Mail out Dues Statements, after approval of budget at Sept. Meeting.	Confirm by Meeting vote– Board actions on budget and committee appointments. Follow with announcement that chapter dues are payable as of Oct. 1st.

b. That Section 2.7, Chapter Technology Transfer of the MCO be revised as shown below.

The Chapter Technology Transfer Committee (CTTC) is appointed by the President-Elect.

- I. Planning the speakers and other logistics of monthly chapter meetings for the year, [including reviewing speaker presentations for Commercialism Policy infractions.](#)

c. That Appendix 2C, Organizing the Chapter Technology Transfer Committee's Work be revised as shown below.

2. Secure speakers and schedule technical sessions.
 - a. Recruit willing, interested, and interesting chapter members
 - b. Ask chapter members for recommendations
 - c. Develop and maintain an active "Speakers Bureau"
 - d. Make use of Society's Distinguished Lecturer Program; information can be found at <https://www.ashrae.org/societysgroups/committees/chapter-technology-transfer-committee>
 - e. Refer to the list of speakers from Society's Winter and Annual Conferences

- f. Obtain speaker presentations two weeks prior to the meeting, review for adherence to the Commercialism Policy. Inform the speaker if CTTC and the Chapter President-Elect find any concerns.
- d. That Section 5, Chapter Meetings, B. Commercialism of the MCO be revised as shown below.
- B. Commercialism**
Chapters must comply with Society’s commercialism policy, which is available at [ASHRAE Commercialism Policy](#).
- Commercialism is the inclusion of visual, written or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.
- It is strongly suggested that Chapters ~~should~~ request to see the speaker’s presentation weeks in advance of the meeting, tech session or seminar. The chapter must notify the speaker if unacceptable commercialism is found in the presentation.
- See Appendix 5A, Remedies for Common Chapter Meeting Problems to avoid commercialism issues.
- e. That Section 5, Chapter Meetings, 5.7, Duties of Officers, Committee Chairs, and Members for a Typical Chapter Meeting of the MCO be revised as shown below.
- C. Chapter Program Committee:**
- Check availability of equipment as requested by speaker(s)
 - Check seating arrangements in meeting room including place cards for officers and speakers(s)
 - Adhere to an established time schedule
 - Distribute and collect Chapter Program Evaluation Forms. A sample evaluation form is provided in **Appendix 5D**.
 - Ensure compliance with the Commercialism Policy by reviewing speaker presentations prior to chapter meetings.
- f. That Section 5, Chapter Meetings, 5.8, Chapter Programs of the MCO be revised as shown below.
- A. Product Shows**
Some chapters use a “product show” at one or more chapter meetings as a way to encourage attendance and to find sponsors for the pre-dinner refreshments or the meals. When conducting a product show at a regular monthly meeting, the following guidelines shall be followed:
- A maximum of three displays per meeting, with a 4' x 8' table for display.
 - No restrictions on the number of products.
 - The display and/or presentation cannot interfere with the technical or business session.
 - No time shall be provided on the program for product discussion.
 - A disclaimer will be posted adjacent to the display area and listed in any published announcements.
 - Product Show presenters shall not address the membership at the business meeting.

B. Equipment Expositions

Chapters are allowed to sponsor, co-sponsor, conduct, manage or operate equipment exhibits or expositions of products, equipment and systems, subject to the following restrictions:

- Chapters may only sponsor, co-sponsor, conduct, manage or operate exhibits or expositions confined to the immediate community of the chapter and conducted for strictly scientific, educational and noncommercial use.
- Chapters may not sponsor, co-sponsor, conduct, manage or operate exhibits or expositions during any meeting sponsored by Society.
- Expo participants may not address the membership at the business meeting.
- Chapters *must* ensure that the chapter name is always used in any publications or marketing promotions for the exposition they are sponsoring or co-sponsoring. *If the ASHRAE logo is used without the chapter name, then it appears that Society is sponsoring the exposition, which is a violation of Society's exposition policy.*

g. That Appendix 5A, Remedies for Common Chapter Meeting Problems of the MCO be revised as shown below.

Commercialism Issues

Commercialism in Chapter Meetings can cause problems on many fronts. It can create conflict between fellow members. It can also put society at legal risk. It's imperative that Chapter leaders ensure that their speakers conduct themselves and make their presentations at chapter meetings and events with the Society Policy in mind.

It is highly recommended that the Chapter President-Elect and/or the CTTC Chair obtain the presentation (in PowerPoint or PDF format for example) prior to the meeting, and review it for conformance with the policy. The chapter should send a link to the policy to the speaker. See the CTTC website for the link.

Problem 1: Panel Discussion that leads to a competition between two industry interests

Remedy: Never plan to include more than one speaker in a panel discussion to talk about the merits of a particular topic if it can lead to an antagonistic circumstance. The topic does not have to be about a product necessarily for this to happen. The topic can be a trade concept like Test and Balance validation methodologies or smoke control protocol where organizations are in a competition in our industry. Don't set a panel up to get into it with each other.

Problem 2: Perception of a "Pay for Play." Speaker pays an honorarium to the chapter, addresses members.

Remedy: Chapters should never accept payment as a condition for the opportunity to speak at a chapter meeting. Participants of a Chapter's Product Show event are not allowed to address the members during the business session.

Problem 3. Speaker is in the middle of a chapter presentation that has visual references that are promotional in nature to a product in the HVAC market.

Remedy: Prior to the meeting, review the slides. During the meeting, the Chapter President, President Elect or the CTTC Chair should use discretion in how to handle the circumstance. If a member brings it up, the chapter leaders should thank the member for the observation, remind the membership of the policy and that

ASHRAE doesn't endorse the product. Ask the Presenter to omit the references in the future.

Problem 4: Speaker uses Innovation to make point, errors in noncompliance with policy.

Remedy: Prior to the meeting, review the slides. Error on the side of caution. This circumstance may happen more often than we want to realize. Technology in HVAC revolutionizes our industry, and we want Chapter Programs to be as cutting edge as possible. But if a presentation uses something new and unique, it can easily lead to a problem with following the ASHRAE Commercialism Policy. It's best to leave it out of the slide deck, and ask the speaker to address the topic less of a market tone.

h. That Appendix 5C, Working with Speakers for Chapter Meetings of the MCO be revised as shown below.

I. Selecting Speakers and Topics

The selection of good speakers and appropriate subjects for meetings is among the most important chapter responsibilities, because attendance at meetings depends mostly upon the excellence of the speakers and their subjects. Therefore, extreme care should be used in selecting speakers and subjects to appeal to the greatest number of potential attendees. The following procedure has produced good results:

- A. Survey the members early in April to find out which subjects will be of interest to the greatest number. The survey may contain as many subjects as deemed desirable.
- B. Using the results of the survey, the Chapter Technology Transfer Committee should start as soon as possible to line up suitable speakers for the coming year, with emphasis on speakers in the area. The committee may want to solicit the opinion of the Board of Governors.
- C. A panel of two or more people on a selected subject is often very effective, but should be properly prepared in advance.
- D. If practicable, all of the meetings during the year should be arranged by September, so that they may be published and promoted. Two chapters in close proximity can coordinate the exchange of speakers. Also, the regional vice-chair for Chapter Technology Transfer can be contacted for speaker suggestions.
- E. Two chapters in close proximity can coordinate the exchange of speakers. Also, the regional vice chair for Chapter Technology Transfer can be contacted for speaker suggestions
- F. Try to avoid speakers and/or topics that can lead to Problems with following the Society Commercialism Policy.
- G. Speakers should not be obtained via a solicitation for chapter support (Pay for Play).

IV. Advice to Speakers

Because most chapter speakers are not professional speakers, the Chapter Technology Transfer Committee Chair may want to provide the speaker with a few fundamentals for good programs.

- A. The presentation must be free of commercialism and the speaker cannot distribute company literature. It is the Chapter's responsibility to inform/educate the speaker about the policy. The chapter should give the speaker the Society's No Commercialism policy for review. The speaker should review Society's No

Commercialism Policy, which is available on the [ASHRAE Commercialism Policy](#) web page.

- B. An invitation to speak before an ASHRAE group is an honor that should not be abused. In addition to having a thorough knowledge of the subject, the speaker should be thoroughly prepared to deliver the message.
- C. Most programs are timed for the convenience of the members. Speakers will normally be allowed 45 minutes for their portion of the program.
- D. If a PowerPoint presentation is used, illustrations and graphics are preferable to too many words. The information on a slide should be large and legible enough for the entire audience to see without having to strain. Tips for speakers are available at www.ashrae.org/cttc.

i. That Appendix 5E, Ideas for Chapter Programs of the MCO be revised as shown below.

A. Technical Talks

- 1. General Topics: Many general topics are of broad interest to our members, for example, Comfort, Psychrometrics, Insulation Requirements, Refrigerants, Noise and Vibration, Industry Market Trends, Historical Talks and Weather Data.
- 2. Specific Topics: Some of these topics include Heating Methods and Equipment, Cooling Methods and Equipment, Refrigeration, Food Freezing Techniques, Fan Design and Performance Pumps, Coil Design and Application Sorbents, Automatic Controls and any other items of equipment, design and applications pertinent to our industry. Avoid Commercialism in the Program presentation.
- 3. Installation and Testing: These talks could cover installing equipment, ducts, piping, etc., to acquaint the audience with what to do and what not to do in the layout of a job or the selection of equipment. Methods of field testing, test procedure and analysis of results would reflect design criteria and equipment performance. However, do not ask two TAB agencies to participate in a panel discussion on the merits of their programs.
- 4. Maintenance and Operation: A great deal of emphasis is placed on system design, equipment selection, conservation of space and low initial cost of a project. What about maintenance and operation? What are the problems of the operating engineer who has to live with the job day after day? How can the design engineer improve the design to reduce operating and maintenance costs? How accessible is equipment for servicing and repair? Is equipment standard or special, requiring stocking of spare parts? A presentation by a good operating and maintenance professional can be interesting and informative.

C. Field Trips

- 1. Manufacturing Plants: Plant visits can be interesting and educational. Most manufacturers are proud of their plants, as well as their product, and usually welcome the opportunity to have groups visit them.
- 2. Application Installations: Visits to special and interesting refrigerating, heating and air-conditioning installations are conducted by many chapters in the interest of our profession. Including students in these visits helps to interest them in our industry, which is a part of our Society's selling campaign.
- 3. Research Laboratories: Many research laboratories welcome visits by interested groups and are willing to put on demonstrations which are sometimes akin to magic. Universities, private research laboratories and research departments of many manufacturers are potential sources of interesting

meetings. However, some of these organizations are for profit, so educate the speakers about the Society Commercialism Policy.

4. Sports Venues: Many local sports venues – such as hockey rinks, baseball stadiums and football facilities – welcome visits by interested groups. The facilities managers often are happy to conduct tours for visitors who are interested in maintenance and operations issues. (Then, of course, members may want to stay to watch a game after the tour.)

j. That Appendix 5H, Chapter Equipment Expositions (page 2), of the MCO be revised as shown below.

Chapter Clause Agreement

This agreement is between _____ (“Vendor”) and XYZ Chapter/Region of ASHRAE, an independent entity separate from ASHRAE, Inc. Vendor understands and agrees that neither XYZ Chapter/Region nor its representatives have any authority whatsoever, expressed or implied, to bind ASHRAE, Inc. in any manner whatsoever. Vendor may not rely upon any representations or warranties made by any XYZ Chapter/Region representative to infer that such Chapter/Region representative has any authority to bind ASHRAE, Inc. to this agreement or otherwise. (05-10-30-20)

Vendor may not address the membership during the business meeting, if in conjunction with the equipment exposition.

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|----|----|---|
| 51 | 34 | That MBO #2-2017-18 as shown in Attachment RO-B be approved. |
| 52 | 34 | That effective July 1, 2019 the PAOE points for YEA participation no longer be listed within other committee’s PAOE point categories and instead be listed in a YEA-specific category like the other grassroots committees. |
| 55 | 35 | That a new Vice Chair position of the RP Committee be approved by expanding the number of Vice Chairs from three to four effective July 1, 2019. |
| 56 | 36 | That the revisions to update the Young Engineers in ASHRAE (YEA) Manual of Operating Procedures (MOP) as shown below be approved and become effective immediately. |
| 57 | 37 | That effective July 1, 2019 the Youth Outreach Award be presented at the Plenary Session’s Honors and Awards Ceremony and that transportation costs to attend the Plenary be reimbursed for the award recipient out of the Honors & Awards budget. |
| 58 | 37 | That Members Council approve a waiver of the Transportation Reimbursement Policy for Regions (Appendix D of Region Operations Manual), to allow the DRCs of Regions VIII and XII to use allocated chapter visits to attend the Latin American Conclave Duo in March 2019. |

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 11/18
1	3	IT/Accounting Staff	Jan-2019	Open	To refer Motion 4 to staff for more information and costs.
2	3	Staff	Jan-2019	Open	To report status of Motion 4 to the Toronto Chapter and publish on the website.
3	3	Advertising Sales Staff	Jan-2019	Open	To determine if there is a solution to sustain advertising in the online digital Journal as valuable print.
4	3	Staff	Jan-2019	Open	To report results of Motion 5 to the Toronto Chapter and publish on the website.
5	4	Staff	Jan-2019	Open	To refer Motion 6 to Electronic Communications Committee and the Finance Committee for comment.
6	4	Staff	Jan-2019	Open	To report status of Motion 6 to the Montreal Chapter and publish on the website.
7	5	Staff	Jan-2019	Open	To refer Motion 7 to RP Committee for comment.
8	5	Staff	Jan-2019	Open	To report status of Motion 7 to the London Chapter and publish on the website.
9	5	RP Committee	Jan-2019	Open	To refer Motion 8 to RP Committee for implementation.
10	5	Staff	Jan-2019	Open	To report results of Motion 8 to the National Capital Chapter and publish on the website.
11	6	IT/Accounting Staff	Jan-2019	Open	To determine if there is a way for all chapters to have a point of sales device without compromising data or using a social security number.
12	6	Staff	Jan-2019	Open	To report status of Motion 9 to the Nebraska Chapter and publish on the website.
13	7	Staff	Jan-2019	Open	To refer Motion 10 to the Publishing and Education Council.
14	7	Staff	Jan-2019	Open	To report status of Motion 10 to the San Diego Chapter and publish on the website.
15	7	Staff	Jan-2019	Open	To refer Motion 11 to Ad Hoc and Publishing and Education Council for review and discussion.
16	7	Staff	Jan-2019	Open	To report status of Motion 11 to the Brasil Chapter and publish on the website.
17	9	Staff	Jan-2019	Open	To refer Motion 12 to the Conferences and Expositions Committee.
18	9	Staff	Jan-2019	Open	To report status of Motion 12 to the Golden Gate Chapter and publish on the website.
19	9	Staff	Jan-2019	Open	To refer Motion 13 to Technology Council for review and disposition.
20	9	Staff	Jan-2019	Open	To report status of Motion 13 to the Brasil Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 11/18
21	10	Staff	Jan-2019	Open	To report results of Motion 14 to the Central Florida Chapter and publish on the website.
22	11	Staff	Jan-2019	Open	To refer Motion 15 to the Standards Committee with copy to Technology Council.
23	11	Staff	Jan-2019	Open	To report status of Motion 15 to the Central Florida Chapter and publish on the website.
24	11	Staff	Jan-2019	Open	To send Motion 16 back to the Hellenic Chapter with certification instructions.
25	11	Staff	Jan-2019	Open	To report results of Motion 16 to the Hellenic Chapter and publish on the website.
26	11	Staff	Jan-2019	Open	To report results of Motion 17 to the Hellenic Chapter and publish on the website.
27	12	Staff	Jan-2019	Open	To report results of Motion 18 to the UK Midlands Chapter and publish on the website.
28	13	Staff	Jan-2019	Open	To refer Motion 19 to the Publishing and Education Council.
29	13	Staff	Jan-2019	Open	To report status of Motion 19 to the Cairo Chapter and publish on the website.
30	13	Staff	Jan-2019	Open	To refer Motion 20 to the Student Activities Committee.
31	13	Staff	Jan-2019	Open	To report status of Motion 20 to the Lebanese Chapter and publish on the website.
32	13	Staff	Jan-2019	Open	To refer Motion 21 to Accounting staff for implementation.
33	13	Staff	Jan-2019	Open	To report status of Motion 21 to the Sub Region II Chair and publish on the website.
34	14	Staff	Jan-2019	Open	To refer Motion 22 to the Standards Membership Model Ad Hoc Committee.
35	14	Staff	Jan-2019	Open	To report status of Motion 22 to the ASHRAE Deccan Chapter and publish on the website.
36	14	Staff	Jan-2019	Open	To refer Motion 23 to the Scholarship Committee and Research Administration Committee.
37	14	Staff	Jan-2019	Open	To report status of Motion 23 to the Western India Chapter and publish on the website.
38	15	Staff	Jan-2019	Open	To report refer Motion 24 to BOD to amend ROB.
39	16	Staff	Jan-2019	Open	To refer Motion 25 to the Electronics Communications Committee.
40	16	Staff	Jan-2019	Open	To report status of Motion 25 to the Granite State Chapter and publish on the website.
41	17	Staff	Jan-2019	Open	To refer Motion 26 to the Historical Committee.
42	17	Staff	Jan-2019	Open	To report status of Motion 26 to the London Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 11/18
43	17	Staff	Jan-2019	Open	To report results of Motion 27 to the NB/PEI Chapter and publish on the website.
44	18	Staff	Jan-2019	Open	To refer Motion 28 to the Technology Council.
45	18	Staff	Jan-2019	Open	To report status of Motion 28 to the Montreal Chapter and publish on the website.
46	19	Staff	Jan-2019	Open	To report results of Motion 29 to the Cincinnati Chapter and publish on the website.
47	19	Staff	Jan-2019	Open	To report results of Motion 30 to the El Paso Chapter and publish on the website.
48	19	Staff	Jan-2019	Open	To update Regional Award of Merit form.
49	19	Staff	Jan-2019	Open	To report results of Motion 31 to the Southern California Chapter and publish on the website.
50	21	Staff	Jan-2019	Open	To refer Motion 32 to the Technology Council.
51	21	Staff	Jan-2019	Open	To report status of Motion 32 to the Tucson Chapter and publish on the website.
52	22	Staff	Jan-2019	Open	To report results of Motion 33 to the Central Arizona Chapter and publish on the website.
53	22	Staff	Jan-2019	Open	To report results of Motion 34 to the Brasil Chapter and publish on the website.
54	22	Staff	Jan-2019	Open	To refer Motion 35 to IT staff for implementation.
55	22	Staff	Jan-2019	Open	To report results of Motion 35 to the Brasil Chapter and publish on the website.
56	23	Staff	Jan-2019	Open	To refer Motion 36 to IT staff for implementation.
57	23	Staff	Jan-2019	Open	To report results of Motion 36 to the Brasil Chapter and publish on the website.
58	23	Staff	Jan-2019	Open	To report status of Motion 37 to the Brasil Chapter and publish on the website.
59	24	Staff	Jan-2019	Open	To report results of Motion 38 to the Charleston Chapter and publish on the website.
60	24	Staff	Jan-2019	Open	To report results of Motion 39 to the El Paso Chapter and publish on the website.
61	25	Staff	Jan-2019	Open	To refer Motion 40 to all grassroots committees.
62	25	Staff	Jan-2019	Open	To report status of Motion 40 to the Hellenic Chapter and publish on the website.
63	25	Staff	Jan-2019	Open	To refer chapter to the ASHRAE Commercialism Policy on website events and advertising.
64	25	Staff	Jan-2019	Open	To report results of Motion 41 to the Hellenic Chapter and publish on the website.
65	25	Staff	Jan-2019	Open	To refer chapter to the commercialism guidelines in the Manual for Chapter Operations.
66	25	Staff	Jan-2019	Open	To report results of Motion 42 to the Hellenic Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 11/18
67	26	Staff	Jan-2019	Open	To report results of Motion 43 to the Spain Chapter and publish on the website.
68	26	Staff	Jan-2019	Open	To refer Motion 44 to the Membership Promotion Committee.
69	26	Staff	Jan-2019	Open	To report the status of Motion 44 to the ASHRAE Falcon Chapter and publish on the website.
70	27	Staff	Jan-2019	Open	To report the results of Motion 45 to the ASHRAE Falcon Chapter and publish on the website.
71	27	Staff	Jan-2019	Open	To refer Motion 46 to ECC staff and IT staff.
72	27	Staff	Jan-2019	Open	To report status of Motion 46 to the Pakistan Chapter and publish on the website.
73	28	Staff	Jan-2019	Open	To refer Motion 47 to Ad Hoc (TBD)
74	28	Staff	Jan-2019	Open	To report status of Motion 47 to the Pakistan Chapter and publish on the website.
75	28	Staff	Jan-2019	Open	To refer Motion 48 to staff to determine fiscal impact and feasibility.
76	28	Staff	Jan-2019	Open	To report status of Motion 48 to the Central Pakistan Chapter and publish on the website.
77	28	Staff	Jan-2019	Open	To refer Motion 49 to Finance Committee.
78	28	Staff	Jan-2019	Open	To report status of Motion 49 to the India Chapter and publish on website.
79	34	Staff	Jan-2019	Open	To refer Motion 50 to staff to amend MCO.
80	34	Staff	Jan-2019	Open	To report status of Motion 51 to Region Operations Subcommittee.
81	35	Staff	Jan-2019	Open	To report the results of Motion 52 to the Tucson Chapter and publish on website.
82	35	Staff	Jan-2019	Open	To refer Motion 53 to the Membership Promotion Ad Hoc of the PAOE subcommittee.
83	35	Staff	Jan-2019	Open	To report results of Motion 53 to Sub Region I Chair and publish on the website.
84	36	Staff	Jan-2019	Open	To refer Motion 54 to the Membership Promotion Ad Hoc of the PAOE subcommittee.
85	36	Staff	Jan-2019	Open	To report results of Motion 54 to the Sub Region I Chair and publish on the website.
86	37	Staff	Jan-2019	Open	To report results of Motion 55 to the RP Committee.
87	38	Staff	Jan-2019	Open	To report results of Motion 56 to the YEA Committee.
88	38	Staff	Jan-2019	Open	To report results of Motion 57 to the Student Activities Committee.
89	38	Staff	Jan-2019	Open	To report results of Motion 58 to the DRCs of Regions VIII and XII.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 11/18
90	39	Planning Subcommittee	Jun-2019	Open	MBO 1: Assess Members Council programs to determine if programs are still viable and valuable to ASHRAE members; determine why ASHRAE continues to invest in them. Value proposition of programs: Centralized Training, YEA Leadership Weekend, Distinguished Lecturers Program, etc.
91	39	Planning Subcommittee	Jun-2019	Open	MBO 2: Review membership trends, especially full dues paying members; develop strategies and determine an effective process of membership retention; getting and keeping new members after they join.
92	39	Planning Subcommittee	Jun-2019	Open	MBO 3: Simplify process for building Chapters outside the US and Canada. MCO is too detailed and can be overwhelming, change focus to develop ways of what to do in Year 1, Year 2, etc. Develop a flyer that quickly explains how to start a chapter. Consider options for starting out as a section and building into a chapter, e.g. Sections could be Phase 1 of creating new Chapters.
93	39	Region Operations Subcommittee	Jun-2019	Open	MBO 4: Determine the value of the Chapter Opportunity Fund; how are regions and chapters using the funds for their specific events and activities.
94	39	Region Operations Subcommittee	Jun-2019	Open	MBO 5: Develop effective ways on how to support small dispersed Chapters outside the US and Canada. Investigate whether a different model is needed.
95	39	Region Operations Subcommittee	Jun-2019	Open	MBO 6: Develop effective ways of training chapter officers and committee chairs using available technology to reduce transportation costs; determine if centralized training is still viable or if all training should be done during CRCs. Determine participation trends and the factors that impact them.
96	39	Region Operations Subcommittee	Jun-2019	Open	MBO 7: Develop effective and enhanced guidelines for region and chapter transportation costs when participating at the chapter and regional level, e.g. guidelines for joint CRCs to include reimbursements and participation drivers.



**MINUTES
MEMBERS COUNCIL MEETING
NOVEMBER 8-9, 2018**

MEMBERS PRESENT:

Darryl K. Boyce, Chair	Charles E. Gullledge, III, Vice-Chair
Essam Khalil, DAL	John Rieke, Region VI RMCR
Christopher G. Phelan, ExO	Chris Gray, Region VII RMCR
Jeff Clarke, ExO	Randy C. Schrecengost, Region VIII RMCR
Dunstan L Macauley, ExO	Tyler Glesne, Region IX RMCR
Daniel Rogers, ExO	Scott Wayland, Region X RMCR
William F. Walter, Region I RMCR	N. Eileen Jensen, Region XI RMCR
Ronald Gagnon, Region II RMCR	Robin Bryant, Region XII RMCR
Mark A. Tome, Region III RMCR	Cheng Wee Leong, Region XIII RMCR
Steven Marek, Region IV RMCR	Dimitris Charalambopoulos, Region XIV RMCR
Doug Zentz, Region V RMCR	Richie Mittal, Region-At-Large RMCR

VOTING MEMBERS ABSENT:

Russell J. Lavitt, Region XI DRC

NON-VOTING MEMBERS PRESENT:

Kevin L. Marple, CEC Chair	Adam C. Davis, SAC Chair
Michelle L. Swanson, MP Chair	Stephanie Kunkel, YEA Chair

NON-VOTING MEMBERS ABSENT:

Farhan Adil Mehboob, CTTC Chair	Tiffany Bates Abruzzo, H&A Chair
David T. Underwood, GAC Chair	Derek A. Crowe, RP Chair

GUESTS PRESENT:

Julia Keen	Mick Schwedler
Dennis Knight	Costas Balaras (11/9)

STAFF PRESENT:

Joyce Abrams	Vanita Gupta (11/8)	Anne Wilson (11/8)
Vickie Grant	Daniel Gurley	Craig Wright (11/8)
Tammy Catchings	Jeff Littleton (11/8)	Alice Yates
Candace DeVaughn (11/8)	Kim Mitchell	
Tony Giometti (11/8)	Mark Owen (11/8)	

1. CALL TO ORDER

The 2018 Fall Meeting of Members Council was called to order by Darryl K. Boyce, Chair, on Thursday, November 8, 2018 at 1:00 p.m. in the Carolyn and Damon Gowan Learning Center of ASHRAE Headquarters Atlanta. Introductions of the Members Council members, guests and staff were made and those in attendance are included in the list above.

2. CODE OF ETHICS COMMITMENT

Mr. Boyce began the meeting by reading the following statement into the record: "In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests." (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)



3. REVIEW OF AGENDA

There were no revisions to the agenda.

4. APPROVAL OF DRAFT MINUTES

It was moved by Mr. Zentz and seconded

- (1) That the draft minutes from the June 26, 2018 Annual Meeting of Members Council be approved.

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

5. CHAPTER AND STUDENT BRANCH CHARTERS

It was moved by Ms. Bryant and seconded

- (2) That the charter of the Jordan Chapter of ASHRAE, whose headquarters will be in the city of Amman, Jordan, and whose geographic area of activity will be the country of Jordan be approved (Region-At-Large).

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; 42 such members signed the petition for the proposed Jordan Chapter. The DRC of the Region-At-Large signed off on the petition to form the Jordan Chapter.

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

It was moved by Ms. Bryant and seconded

- (3) That consent motions a. through h. (8 Student Branches), as shown below be approved
 - a. That the charter of the Instituto Federal de Educação, Ciência e Tecnologia da Bahia-Salvador Student Branch, located in Salvador, Bahia, Brasil and sponsored by the Brasil Chapter be approved. (Region XII)
 - b. That the charter of the Florida Atlantic University Student Branch, located in Boca Raton, Florida and sponsored by the Gold Coast Chapter be approved. (Region XII)
 - c. That the charter of the Technological Institute of the Philippines(TUP) - Manila Student Branch, located in Manila, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
 - d. That the charter of the De Montfort University (DMU) Student Branch, located in Leicester, United Kingdom and sponsored by the UK Midlands Chapter be approved. (Region XIV)
 - e. That the charter of the Trident Academy of Technology Student Branch, located in Bhubaneswar, India and sponsored by the India Chapter be approved. (Region-At-Large)
 - f. That the charter of the Lovely Professional University Student Branch, located in Phagwara, India and sponsored by the India Chapter be approved. (Region-At-Large)
 - g. That the charter of the Shri Vithal Education & Research Institute (SVERI)'s College of Engineering, Pandharpur Student Branch, located in Pandharpur, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
 - h. That the charter of the Housing and Building National Research Center-Sphinx Student Branch, located in Giza, Egypt and sponsored by the Pyramids Chapter be approved. (Region-At-Large)

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



6. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

The following was reported by Robin Bryant, Planning Subcommittee Chair.

Planning Subcommittee CRC Motions:

It was moved by Ms. Bryant

- (4) That the following motion be referred to staff:

Region II (Toronto Chapter):

That Society provide an auto-renewal function for Society collected dues (includes chapter dues if paid through Society).

Background: The Society sends multiple emails and multiple mailed items to members as their membership renewal approaches. These efforts begin up to 4 months before the members' renewal date. Having an auto-renewal feature will eliminate these communication annoyances, save the society in mailing costs, and lead to better membership retention.

Fiscal Impact: \$1,000 to implement website programming costs. If a piece of mail costs \$0.50 and the society sends mail to 50% of its members, it will save \$28,000 per year in mailing costs.

MOTION 4 (TO REFER) PASSED. (19-1-0-1, chair not voting)

AI 1 Staff to refer Motion 4 to IT and Accounting Staff.

AI 2 Staff to report results of Motion 4 to the Toronto Chapter and publish on the website.

It was moved by Ms. Bryant

Region II (Toronto Chapter):

- (5) That the Society provide an option to its members to opt-out of paper copies of the Journal.

Background: The Journal is currently distributed as a hard copy to all its members. In the interest of fulfilling the ASHRAE mission statement “and promote a sustainable world.” It is counterintuitive to distribute a hard copy of the Journal (made from dead trees) for the sole interest of its advertisers while the majority of its members are likely to appreciate the electronic version. The Society should change its focus and develop a strategy to derive the equivalent amount, if not more income, from an online campaign.

Fiscal Impact: None to implement the opt-out feature. Likely will be able to derive more income from online advertisements.

MOTION 5 FAILED. (unanimous voice vote, chair not voting); Members can opt out now by contacting ASHRAE.

AI 3 Staff to determine if there is a solution to sustain advertising in the online digital Journal as valuable print.

AI 4 Staff to report results of Motion 5 to the Toronto Chapter and publish on the website.

It was moved by Ms. Bryant

- (6) That the following motion be postponed and referred to the Electronics Communications Committee and the Finance Committee for comment:

Region II (Montreal Chapter):

That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.

Background: Many chapters are currently managing their own events through a local provider of web platforms (like <http://www.simplesignup.ca/> or <https://www.eventbrite.ca>). There are tangible and measurable benefits to using such platforms; efficiency, reliable accounting, 24-7 availability, simplified tracking of attendees... Bigger and richer chapters can more easily afford the fees associated with these web platforms. Smaller, poorer chapters are likely not benefiting from this technology because the fees are prohibitive.

Additionally, keeping these local web platforms updated with the latest information available on the society membership database is very time consuming and costly. Again, larger, richer chapters, like those in Montreal, Quebec City or Ottawa, have hired a paid staffer to help manage the platform because they could not rely solely on volunteers. Security and access to personal information are also a serious concern. Information gets manipulated and shared over several locally run platforms, and the security of members' personal data may be at risk. Seeing as ASHRAE's leaders have recently recognize that our technical society should manage our volunteers' time more responsibly; this motion represents an excellent opportunity to improve on this goal.

A centrally run web platform would provide many advantages; let's highlight two. 1) Economy of scale: by pooling local and regional resources into a central, international web platform, the chapters would be saving a lot more money than society would spend (society could in turn find an elegant and simple way to share the cost among the growing number of participating chapters). 2) Efficiency: managing events, collecting fees to attend these events and tracking attendees are all very time-consuming activities; a central web platform would assuredly be easier to run and take up a lot less of the precious volunteers' time. A lesser benefit would be the improved reporting by the chapters to society on membership issues. There would be a far greater incentive on the part of the chapter officers to accurately and quickly report membership information up to society if the chapters could see an immediate and accurate database integrated into their chapters' events and activities.

Fiscal Impact: YES, important reduction in operations costs at the chapter level; but unknown.

MOTION 6 (TO REFER) PASSED: (unanimous voice vote, chair not voting)

AI 5 Staff to refer Motion 6 to Electronic Communications Committee and the Finance Committee for comment.

AI 6 Staff to report results of Motion 6 to the Montreal Chapter and publish on the website.

It was moved by Ms. Bryant

(7) That the following motion be referred to the RP Committee for comment:

Region II (London Chapter):

That Society give credit for RP cheques received after the deadline be credited to the next year's campaign.

Background: London chapter lost over half their RP contribution credit due to one member's oversight in sending in the cheque on time.

Fiscal Impact: None.



MOTION 7 (TO REFER) PASSED: (unanimous voice vote, chair not voting)

AI 7 Staff to refer Motion 7 to RP Committee for comment.

AI 8 Staff to report results of Motion 7 to the London Chapter and publish on the website.

It was moved by Ms. Bryant

Region III (National Capital Chapter):

(8) That any donations credited or allocated to a chapter shall not be reallocated to a Society Level Donation without first notifying the chapter’s RP Chair and Regional Vice Chair.

Background: Successful execution of a Chapter-level Research Promotion campaign requires clearly stated goals and planning, and each Chapter may have different strategies for accomplishing this goal. At times, and without prior notification, Society RP will ‘remove’ a donation (of undefined value) from a chapter, with the intent of recognizing that donation at a higher level. While a more prominent recognition of large donations is desirable at all levels of ASHRAE, it can leave the Chapters scrambling to offset the loss of such a donation. Additionally, a Chapter may ‘lose’ a donation very near to the June deadline, which further limits the ability to meet an RP goal. Defining the criteria by which Society RP will remove a donation, and offsetting that removal by adjusting the Chapter’s RP goal by an equal value, will provide transparency and make the most of Chapter Volunteers’ time.

Fiscal Impact: None

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

AI 9 Staff to send Motion 8 to RP Committee for implementation.

AI 10 Staff to report results of Motion 8 to the National Capital Chapter and publish on the website.

It was moved by Ms. Bryant

(9) That the following motion be referred to staff:

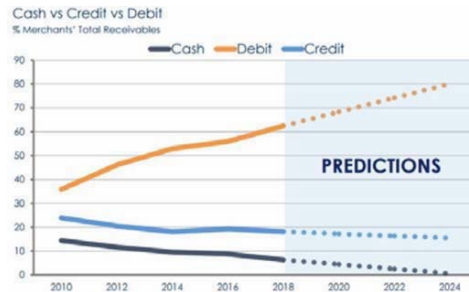
Region IX (Nebraska Chapter):

That ASHRAE Members Council create an action item for ASHRAE staff (as assigned by society) to search for and select a standard mobile point of sale device that can be used by chapters and sections.

Background: The Nebraska Chapter has explored many point of sale (POS) devices. This POS device would provide our membership with a more convenient way of paying for meeting attendance, event activities, auctions, and research promotion donations. Current Issues with obtaining a point of sale device (POS):

- Required to provide a social security number (this is how most chapters get POS now). With constant rotating positions, no single person would be viable or recommended to own this device.
- The POS device must be tied to a single device (i.e. laptop, phone or tablet) and is not easily transferable between devices. This causes logistical concerns among chapter users.
- Cannot be tied to an existing bank account causing additional account management.
- Due to only a single chapter and not a large organization the cost for fees are significant.

We recommend that the execution of this program be done similar to the society wide standard website service. We are requesting that ASHRAE Staff find a global banking company that could provide us with a reduced global rate on transaction fees and transfers. That each chapter are then eligible to apply for their own account and point of sale device though the ASHRAE Society banking and POS agreement. This agreement would also tie the POS devices with the applicable ASHRAE Chapter and its Tax ID number, not an individual person. The Nebraska Chapter has experienced over the past several years that attendees of all generations are no longer carrying cash or checks. This has noticeably dropped our attendance at our lunch meetings and especially at our fundraisers. Our fundraisers for scholarships and Research Promotion include side games and auctions that can reach relatively significant amounts of money. Our number one complaint from members at these is that people stop participating because they do not have cash or a check on them to participate. Below is a chart that shows worldwide trend in payment types.



This worldwide rise in debit and credit card usage at point of sale makes this an urgent issue that will continue its current trends according to many sources across the world. We would request that this issue is handled prior to July 1, 2019 or sooner by ASHRAE staff to expedite the process to minimize the current lost revenue.

Fiscal Impact: Total gain revenue for Society: \$226,000 annually. Over the past 2 years while we have been attempting to get a POS device for the chapter we have conservatively estimated that we have lost \$2,000 per year. The Nebraska Chapter has approximately 375 members. We have divided this loss out to find a loss per member, then multiplied that by the total number of ASHRAE members. There are a few chapters that use a POS device tied to a SSN we took that net gain by .75 to get a more accurate conservative number.

$$\left(\frac{\$2,000}{375} (56,500) \right) * .75 = \$226,000$$

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

AI 11 Staff to refer Motion 9 to Accounting/IT staff to determine if there is a way for all chapters to have a point of sales device without compromising data or using a social security number.

AI 12 Staff to report results of Motion 9 to the Nebraska Chapter and publish on the website.

It was moved by Ms. Bryant

(10) That the following motion be postponed and referred to Publishing and Education Council for comment:

Region X (San Diego Chapter):

That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings.

Background: Review of the current ASHRAE commercialism policy (online) suggests that it is clearly written for ASHRAE members who develop and present technical papers at the Winter and Summer annual meetings. It is much too “wordy” and difficult to understand let alone implement effectively regarding lay-person presenters. It is NOT written for non-ASHRAE members (lay-persons) who are often engaged by each chapter for regular chapter meetings. And the PowerPoint (online) is of little value. See attached current ASHRAE Commercialism Policy & the PowerPoint.

Fiscal Impact: None. Only requires an administrative action/function to develop the appropriate & ASHRAE-approved verbiage.

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

AI 13 Staff to refer Motion 10 to the Publishing and Education Council.

AI 14 Staff to report results of Motion 10 to the San Diego Chapter and publish on the website.

It was moved by Ms. Bryant

- (11) That the following motion be referred to Ad Hoc (Rogers/Macauley) and the Publishing and Education Council for review and discussion:

Region XII (Brasil Chapter):

That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media.

Background: Chapters can have computer during a program, like a Chapter Dinner or Seminar and promote bookstore sales among the attendance. The sale can be verified by means of a promotional code or sales coupon, available in every e-commerce tools. The objective is both promote sales of ASHRAE bookstore items and create incentive to Chapter Program participation.

Fiscal Impact: Develop a website platform + certificates, estimate US\$ 10,000.

MOTION 11 (TO REFER) PASSED. (19-1-0-1, chair not voting)

AI 15 Staff to refer Motion 11 to Ad Hoc and the Publishing and Education Council.

AI 16 Staff to report results of Motion 11 to the Brasil Chapter and publish on the website.

It was moved by Ms. Bryant

- (12) That the following motion be referred to Conferences and Expositions Committee and the amendments as shown in **Attachment A** be accepted:

Region X (Golden Gate Chapter):

That the executive committee implement a new policy that applies the intent of the ASHRAE Commercialism Policy to the Plenary Session, such that we no longer have a Sponsor of the Keynote Address use the opportunity at the podium to address the membership about their commercial product.



To reflect the adherence to the Commercialism Policy, the three sets of attached edits are recommended (changes in red and underlined, see documents attached):

- Rules of the Board 1.201.09 Commercialism Policy:

1.201.09.3.1.1.1.1.1 Guiding Principles

- I. ASHRAE activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum. ASHRAE councils, committees, regional officers and chapter board members shall explain and promote these values.

1.201.009.5 Examples of Policy Intent: Unacceptable Applications

H. The use of podium time by a sponsor of the Plenary Session and/or sponsor of the Keynote Speaker to address the Plenary Session attendees- may not be used to promote a commercial interest.

- Rules of The Board 2.431 Conferences and Expositions:

2.431.001 SCOPE AND PURPOSE

2.431.001.1 This committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective meeting experiences with balanced technical and business/professional content and consistent with ASHRAE's Commercialism Policy. It shall prepare technical presentations and expositions that expand on ASHRAE's position as leader in the HVAC&R industry, provide a venue for general education of people new to the HVAC&R industry and facilitate technology transfer of new innovations in the HVAC&R industry.

2.431.001.2 This committee shall oversee the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. It shall seek technical content for conferences through internal ASHRAE sources and external sources, schedule content delivery, facilitate technical and commercialism review of materials (including all speaker sponsors and plenary sponsor's presentations), and study the suitability of locations for the Winter and Annual meetings.

- "ASHRAE Conference Commercialism Policy" handout (Revised June 22, 2013)
Commercialism is the inclusion of visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization. This policy applies to sponsors of the Plenary Session/Keynote Speaker.

The Conferences and Expositions Committee will strictly enforce this policy for ASHRAE papers, presentations, sponsor introductions, and/or research documentation at the ASHRAE Winter and Annual Conferences and Specialty Conferences.

What is Not Allowed:

F. Sponsors of the Plenary Session and Sponsors of the Keynote Speaker shall not use the opportunity at the podium to address the membership to promote their organization for commercial benefit.

Background Information: "The Society is not organized to advance commercial interests" is the second statement in the ASHRAE Commercialism Policy. Yet in recent years, many members have voiced their concern that when we meet at the Plenary Session during the winter and annual meetings, prior to the keynote speakers' address, we are being sold something.

It is the opinion of the Golden Gate Chapter that the intent of the ASHRAE Commercialism Policy is not being met during the Plenary Session. We request that Society demonstrate to the members how to conduct Programs at both the Society or Grassroots levels using the same



purpose and goals.

It is understood that the ASHRAE Commercialism Policy applies to Chapter and Region Programs in a different way than it does to Conferences and Expositions. However, Chapter and Regional Leaders are the responsible parties trusted with task of implementing and ensuring compliance with the ASHRAE Commercialism Policy. Those Grassroots leaders have a difficult time with advocacy of the ASHRAE Commercialism Policy when observance is not demonstrated at the Plenary Session.

Fiscal Impact: \$0. Society has many other ways to find Sponsorship support at the Plenary Session without it being used as an opportunity to address the membership.

MOTION 12 (TO REFER) PASSED. (19-1-0-1, chair not voting)

AI 17 Staff to refer Motion 12 to the Conferences and Expositions Committee.

AI 18 Staff to report results of Motion 12 to the Golden Gate Chapter and publish on the website.

It was moved by Ms. Bryant

(13) That the following motion be referred to Technology Council for review and disposition:

Region XII (Brasil Chapter):

That a scoring system for TCs (Technical Committees) similar to the PAOE (Presidential Award of Excellence) scoring system for chapters be created.

Background: Some TCs are more active than others depending a lot, on the will of veterans and a few who "do the job." In this context, participating in TCs is sometimes difficult for newcomers. While the chapters have a detailed manual of operations (MOP) the TCs do not seem to have one. The creation of a scoring system for the operation of TCs could encourage greater participation of volunteers and increase the contribution of new ideas. Establish an MBO for each TC along with a new scoring system could improve TCs participation and communication to members.

Fiscal Impact: None if made by ASHRAE website programming service contract.

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

AI 19 Staff to refer Motion 13 to Technology Council.

AI 20 Staff to report results of Motion 13 to the Brasil Chapter and publish on the website.

It was moved by Ms. Bryant

(14) That the following motion be referred to the RP Committee for comment:

Region XII (Central Florida Chapter):

That the Research Promotion Committee create a fund by July 1, 2019 which allows Chapters to earmark, not more than 20% of the total Chapter RP dollars raised, donated RP funds for use in local projects and initiatives, within Chapter's geographic area, which aligns with ASHRAE's mission.

Background: When the ASHRAE Winter Conference was hosted in Orlando (2016), the Central Florida Chapter participated in the Conferences and Expositions Committee (CEC) sponsored Sustainability Project. The project involved the renovation of the HVAC system for a local women's shelter, the Women's Residential Counseling Center. Taking this project to



donors, we were able to raise \$114,505 of earmarked funds. We also had local participation within the industry which resulted in an additional \$150,000 of in-kind donations and a \$138,000 grant from Orange County. These additions brought the total value of the HVAC renovation budget to \$402,505. Without a mechanism to earmark these funds within ASHRAE RP, this project would not have been completed. As a result of this project we were able to raise awareness for the ASHRAE organization, encourage ASHRAE membership participation, leave a positive impact on the local community and foster student involvement, which will help to build the next generation of ASHRAE volunteers. As a chapter we would like to continue to participate in local projects and initiatives which align with the Society's mission, but there is not currently a mechanism to earmark annual RP funds for local project beyond the CEC Sustainability Project.

Fiscal Impact: There will be a fiscal impact to RP funds allocated to Society-level directed research disbursement. There will also be an impact to modify the RP tracking system to accommodate the Chapter Sustainability fund.

MOTION 14 (TO REFER) FAILED. (8-11-1-1, chair not voting)

(14A) Region XII (Central Florida Chapter):

That the Research Promotion Committee create a fund by July 1, 2019 which allows Chapters to earmark, not more than 20% of the total Chapter RP dollars raised, donated RP funds for use in local projects and initiatives, within Chapter's geographic area, which aligns with ASHRAE's mission.

MOTION 14A FAILED. (0-21-0, chair not voting); IRS Guidelines must be followed with use of donated funds - funds donated for RP must be used for RP.

AI 21 Staff to report results of Motion 14 to the Central Florida Chapter and publish on the website.

It was moved by Ms. Bryant

(15) That the following motion be referred to the Standards Committee with copy to Technology Council:

Region XII (Central Florida Chapter):

That by July 1, 2019 that the Standing Standards Project Committees (SSPC's) and Standards Project Committees (SPC's) create permanent liaison positions on the ASHRAE SSPC or SPC for a person in the society or organization who's published documents are referenced by that Standard.

Background: SSPCs generate Standards intended for code adoption that impact the scope of work which is typically governed by standards and documents created and maintained by other professional architecture/engineering societies (IEEE, ASPE, AIA) or code generating organizations (NFPA, FGI).

In the design and engineering industry, some ASHRAE members have expressed that they have been approached by representatives for other architecture and engineering disciplines claiming ASHRAE Standards have adversely impacted their required scope of work and are, at times, in seemingly in conflict with the codes and standards they are required to follow. Many of them have expressed that their own technical organizations claim to have no knowledge of the ASHRAE Standard's reach or impact until it has already been approved and published.



To minimize these miscommunications, the Central Florida Chapter proposes that a representative from the affect technical societies/organizations be ‘given a permanent seat at the table’ for the Standards which may affect their areas of expertise.

One example would be the relatively recent inclusion of certain lighting and receptacle controls in ASHRAE Standard 90.1. Some IEEE members complain that the consequences of these requirements are not fully understood by ASHRAE committee members and often lead to increased construction cost, labor costs and can even diminish the overall safety of a building, while provide little to no actual reduction in energy savings. In some instances, for office applications, the new room controllers required for the switched receptacles have been found to consume a greater parasitic load than the office equipment connected the switched receptacle (i.e., a monitor on standby mode).

Fiscal Impact: \$0.

MOTION 15 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 22 Staff to refer Motion 15 to the Standards Committee with copy to Technology Council.

AI 23 Staff to report results of Motion 15 to the Central Florida Chapter and publish on the website.

It was moved by Ms. Bryant

(16) That the following motion be sent back to the Hellenic Chapter:

Region XIV (Hellenic Chapter):

That ASHRAE establish a certification examination for Refrigeration.

Background: Refrigeration is an important and integral part of ASHRAE but little is currently available on the certification side. With this certification ASHRAE will play a vital role in the refrigeration industry from the design, to the construction and maintenance. This industry is expected only to increase in size.

Fiscal Impact: Cannot be estimated at this point.

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

AI 24 Staff to send Motion 16 to the Hellenic Chapter with certification proposal form.

AI 25 Staff to report results of Motion 16 to the Hellenic Chapter and publish on the website.

It was moved by Ms. Bryant

Region XIV (Hellenic Chapter):

(17) That ASHRAE provide HVAC training courses during the Region IV and Region XIV Mega CRC 2019.

Background: By doing so ASHRAE will be able to provide training, basically for EU professionals, without the overheads of a static physical training center and office. Should this be accepted by industry professionals it can become a permanent feature of Region XIV’s CRCs, and thus provide training in a different EU country every year. Lessons learnt from the Global Training Center in Dubai can be applied in this endeavor and establish another link in ASHRAE’s global training.

Fiscal Impact: Cannot be estimated at this point.

MOTION 17 FAILED. (4-15-1-1, chair not voting) ASHRAE Learning Institute (ALI) Courses are already available as long as they are coordinated ahead of time by the Region; this does not add value across the board.

AI 26 Staff to report results of Motion 17 to the Hellenic Chapter and publish on the website.

It was moved by Ms. Bryant

Region XIV (UK Midlands Chapter):

(18) That ASHRAE create a web-based platform for the ASHRAE members in the Region to find and contact fellow members based on their geographical locations.

Background: In the early days of the UK Midlands Section, we know that we have about 100 members in the area. But due to the lack of a population centre like London or Manchester, the members are not concentrated in any particular locality. This make it difficult for decisions such as where to hold meetings and events so that more members can get involved. So we plotted the locations of the members in the UK on a map, using data from ASHRAE >>>>

Not only showing their physical locations helped us find our members, knowing that there are fellow members in the vicinity actually help create a sense of belonging, which I think will be very valuable to all members, especially if this also facilitate a means to make contact with one another in the same area. A service like this hosted on the Chapters' and the Region's websites will help attract visitors as well. In the future, this platform may be extended to share location relevant information amongst members.

Fiscal Impact: Initial set up of the service would not cost much (e.g. £500). There will be a maintenance cost including the fees for accessing Google map service. The cost depends on the number of users.

MOTION 18 FAILED. (2-16-2-1, chair not voting); this goes against ASHRAE's privacy policy and membership data cannot be made public.

AI 27 Staff to report results of Motion 18 to the UK Midlands Chapter and publish on the website.

It was moved by Ms. Bryant

(19) That the following motion be referred to Publishing and Education Council:

Region-At-Large (Cairo Chapter):

That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA).

Background: The ASHRAE Cairo Chapter is seeking to make the Egyptian engineers syndicate to recognize all ASHRAE certificate tracks and make it mandatory for consultant offices registered within Egypt to have at least one (1) track certified member within its crew. We need the preparation codes to be reviewed for approval by the syndicate scientific board and we need the discount to encourage them to do it.

Fiscal Impact: Egyptian Engineers Syndicate as an engineering authority party has over 800,000 registered and licensed mechanical engineers within its manpower and over 200 working Mechanical Consulting Offices and firms. Once it becomes mandatory for each consulting office to have at least one (1) ASHRAE certified member within its crew, the result

will be a boost in ASHRAE members and ASHRAE certified members too and this will bring back more revenues to the society than the initial cost of the discounts. This is applicable to all countries.

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

AI 28 Staff to refer Motion 19 to the Publishing and Education Council.

AI 29 Staff to report results of Motion 19 to the Cairo Chapter and publish on the website.

It was moved by Ms. Bryant

(20) That the following motion be referred to the Student Activities Committee:

Region-At-Large (Lebanese Chapter):

That student branch presidents, vice presidents and treasurers along with their SBAs attend the online student congress, which occurs each year during the winter conference.

Background: The attendance of the student congress is currently restricted to people attending that are attending the winter conference in person. Even though the attendance fees are minimal for students and SBAs, the attendance is very difficult for people residing outside of the US, mainly for financial reasons related to the transportation cost. Enabling online attendance will provide an opportunity for these people to be active in the society.

Fiscal Impact: Negligible.

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

AI 30 Staff to refer Motion 20 to the Student Activities Committee.

AI 31 Staff to report results of Motion 20 to the Lebanese Chapter and publish on the website.

It was moved by Ms. Bryant

(21) That the following motion be referred to Accounting staff:

Region-At-Large (Sub Region II Chair):

That payments from the RAL funds/details of bank balance and statements be made within 15 days on receipt of instructions by Headquarters.

Background: Approved payments for members and officers are delayed sometimes by more than six (6) months, e.g. chapter opportunity funds has not been disbursed even though many months have passed (Central Pakistan Chapter), there are many such cases. It is also very difficult for the RAL Treasurer to get statement of account and balances in RAL funds.

Fiscal Impact: Nil.

MOTION 21 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 32 Staff to refer Motion 21 to Accounting staff.

AI 33 Staff to report results of Motion 21 to the Sub Region II Chair and publish on the website.

It was moved by Ms. Bryant

(22) That the following motion be referred to the Standards Membership Model Ad Hoc Committee:



Region-At-Large (ASHRAE Deccan Chapter):

That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019.

Background: This will infuse motivation for paying membership dues on time. Self-motivating programs could retain members and attract new members.

Fiscal Impact: Online program – Nil. Offline program – 50% of the program cost per participant.

MOTION 22 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 34 Staff to refer Motion 22 to the Standards Membership Model Ad Hoc Committee.

AI 35 Staff to report results of Motion 22 to the ASHRAE Deccan Chapter and publish on the website.

It was moved by Ms. Bryant

(23) That the following motion be referred to the Scholarship Committee and the Research Administration Committee (RAC):

Region-At-Large (Western India Chapter):

That ASHRAE provide formal feedback of the awarded performance (points) to all students participating in undergraduate scholarship programs and graduate student grant-in-aid award program, vis-à-vis successful applications selected for the awards.

Background: ASHRAE has defined a very structured process (including points for each category) to evaluate undergraduate scholarships and graduate student grant-in-aid award applications. However, after the evaluation process, participating students only receive an email that the application has been successful or not successful in securing the awards. The information of award results, without the necessary feedback on improvement area, can be very discouraging to the students participating in the programs. Participating students often approach student branch advisors or faculty advisors often wondering how they performed (and where they underperformed) against their peers.

This motion proposes to provide formal feedback to the students participating in the process vis-à-vis successful applications selected for the awards. Further, the input of the past applications will also assist the student branch and faculty advisors to support and improve the quality of applications submitted for the awards.

Fiscal Impact: Nil.

MOTION 23 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 36 Staff to refer Motion 23 to the Scholarship Committee and to RAC.

AI 37 Staff to report results of Motion 23 to the Western India Chapter and publish on the website.

• **ASSISTANT REGIONAL CHAIR (ARC)**

(24) That ROB Section 2.301 Members Council, 2.301.001 Membership (12-06-27-11/15-07-01-02) and ROB Section 4.5, Additional Responsibilities of Directors and Regional Chairs (DRCs) be amended as shown below:



Section 2.301 2.301.001 Membership

The members of this council are as follows:

- A. Chair: President Elect
- B. Vice Chair; Treasurer
- C. Voting Members: Chair, Vice Chair, up to five (5) Directors, and the Region Members Council Representative (RMCR) from each region.
- D. Non-Voting Members: Chair of each committee reporting to this council
- E. Alternates (16-06-29-13/09-06-24-11/10-06-30-15[5]/12- 01-25-06)

In the absence of a Region Members Council Representative, the Director and Regional Chair may appoint him or herself, ~~the Assistant Regional Chair (ARC)~~ or a Regional Vice Chair (RVC) to serve as an alternate. This temporary appointment can be made in the event the Region Members Council Representative is ill or otherwise incapacitated, but has not permanently vacated the office. The Region Members Council Representative shall notify the chair of Members Council and the Director of Member Services, as soon as possible, as to the dates and reasons for this temporary appointment. This alternate would have voice and voting rights at the committee meetings and meetings of Members Council.

Section 4.5, Additional Responsibilities of Directors and Regional Chairs (DRCs)

4.5.9 ~~g~~ Alternate for Director and Regional Chair (DRC) – In the absence of the Director and Regional Chair (DRC), the DRC may appoint ~~the Assistant Regional Chair (ARC), or a Regional Vice Chair (RVC);~~ or the Region Members Council Representative to serve as an alternate. This temporary appointment can be made in the event the DRC is ill or otherwise incapacitated, but has not permanently vacated the office. The DRC shall notify the President as soon as possible as to the dates and reasons for this temporary appointment. This alternate has voice but not voting rights at Board of Directors meetings.

Background: In its June 26, 2018 meeting, Members Council voted to eliminate the Assistant Regional Chair as a presidentially appointed position. The reasons for eliminating the ARC as a presidential appointment include that Region Members Council Representatives (RMCRs) now serve most of the functions previously assigned to ARCs, the ARC position is now optional for the Regions, and other Regional positions are filled by presidential appointment and so Regions have several options for representation in an instance in which the Director and Regional Chair (DRC) is not available for a meeting or conference call. The motion is intended to change the Rules of the Board (ROB) to reflect that the ARC should no longer be a presidential appointment. This motion was reviewed by the Society Rules Committee.

Fiscal Impact: None.

MOTION 24 PASSED. (unanimous voice vote, chair not voting)

AI 38 Staff to refer Motion 24 to BOD to amend ROB.

INFORMATION ITEMS

- 1. Planning Subcommittee postponed Region XIV, Hellenic Chapter CRC Motion 31, “That Region XIV be present and represented in all conferences, expositions and related events that ASHRAE participates in Europe” until the winter conference in Atlanta to have further discussion.
- 2. Region IX (New Mexico Chapter) – CRC Motion 12 will be postponed until the winter meeting.
- 3. Region XII (Puerto Rico Chapter) CRC Motion 30 was withdrawn.
- 4. Planning Subcommittee postponed the ROB and ASHRAE Bylaws motions as shown in **Attachment B** until the winter meeting in Atlanta.



5. Planning Subcommittee postponed CRC motions referred to the Nominating Committee as shown in **Attachment C** until the meeting in Atlanta.

Region Operations Subcommittee CRC Motions:

B. Region Operations Subcommittee Report

The following was reported by Douglas Zentz, Region Operations Subcommittee Chair.

It was moved by Mr. Zentz

- (25) That the following motion be referred to the Electronic Communications Committee:

Region I (Granite State Chapter):

That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.

Background: The cost and time commitment for each of the local chapters (particularly chapters with smaller membership) to create and host the local chapter ASHRAE website is quite high as a percentage of the local budget. This results in a sub-optimal website experience for local users (and especially young users) and poor representation for the ASHRAE organization. ASHRAE provides a hosting service that is available to chapters and regions, but this service has limited functionality to support applications such as Wordpress.

The request is to have the main ASHRAE.org website provide an advanced portal for each of the local chapters to use that could be referenced by the local chapter domain name (i.e. www.nh.ashrae.org) and would contain general information that could then be edited with content by the local ASHRAE organization. This would have a number of positive benefits:

- The “look and feel” of the local chapter website would be consistent with the main ashrae.org website.
- The domain names would be consistent (i.e. nh.ashrae.org) and therefore easier to find using search engines.
- The messaging would be consistent between the main ASHRAE national organization and the local chapters
- Access control to the site for editing and updates would be controlled by the same mechanism as the CIQ utilizes today. This would improve security of information and also prevent loss of login information. Loss of local website login information is often lost during chapter organization changes.
- Local documents would be stored in a more secure fashion

Fiscal Impact: Reduce local chapter expenses by an estimate of \$3000 per year. It is assumed that these resources would be developed by Society. The cost to enable this additional functionality is estimated to be low, considering the new technology used on the new ashrae.org website likely provides for this type of deployment.

MOTION 25 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 39 Staff to refer Motion 25 to the Electronics Communications Committee.

AI 40 Staff to report status of Motion 25 to the Granite State Chapter and publish on the website.

It was moved by Mr. Zentz

- (26) That the following motion be referred to the Historical Committee:



Region II (London Chapter):

That Society allow access by the Chapter Historian to Regional Members past Society participation information.

Background: The Chapter Historian needs access to members past Society participation information allow for easier review and preparation for any proposed Honors & Awards and preparation of historical records.

Member information is displayed when **the member** logs-in which lists in their “My Bio-Participation” and shows Chapter Participation, Region Participation, Committee Participation, and other information but this is only available to the Member.

Fiscal Impact: \$5000 (estimated).

MOTION 26 PASSED. (unanimous voice vote, chair not voting)

AI 41 Staff to refer Motion 26 to the Historical Committee.

AI 42 Staff to report status of Motion 26 to the London Chapter and publish on the website.

It was moved by Mr. Zentz

Region II (NB/PEI Chapter):

(27) That Society change the ruling that a candidate for Chapter Service Award or Regional Award of Merit need not be a member in good standing in order to receive the award.

Background: Several Past Chapter Presidents have enough documented historical involvement to warrant them receiving recognition from Society in the form of either a Chapter Service Award or a Regional Award of Merit. Since most of them are Past Presidents some are retired, some are just no longer active members of society, none of them could be recognized for their past efforts. In keeping with Society’s drive to recognize our volunteers for their efforts and given the fact that no one had done this in our chapters past we want to officially recognize these people.

Fiscal Impact: \$100

MOTION 27 FAILED. (unanimous voice vote, chair not voting); cancelled members cannot receive these awards that are presented at the CRC. Chapters are free to recognize past members on their own.

AI 43 Staff to report status of Motion 27 to the NB/PEI Chapter and publish on the website.

It was moved by Mr. Zentz

(28) That the following motion be referred to the Technology Council for consideration.

Region II (Montreal Chapter):

That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures.

Background: Standard design practices for air speed in the occupied space is 50 -100 FPM.

- The purpose of ASHRAE Standard 55 is to determine the conditions required for achieving thermal comfort and recommends limiting airspeed to under 40 FPM (unless additional calculations are done). The “comfort window” used by so many engineers is based on 20 FPM airspeed, with a note that over 40 FPM requires additional calculations.

- Figure 10 in ASHRAE Fundamentals 2017 page 9.15 shows the percent of people dissatisfied compared to air velocity, and the chart's MAXIMUM speed is 1.5 fps (90 FPM). Figure 11 in ASHRAE Fundamentals 2017 page 9.16 shows draft conditions causing discomfort, and the chart's maximum air speed is 100 FPM.
- The engineering guidelines from diffuser manufacturers recommend designing to a maximum of 50 FPM for standard conditions in order to achieve thermal comfort, and not cause drafts.
- Most distribution data available from standard and diffusers is available at 150/100/50 FPM air speed rates.
- Many school, hospital and federal specifications require a maximum airspeed of 50 FPM in the occupied zone.

The airspeed data was compared for 3 major VRF manufacturers for their ceiling-mounted ductless cassettes (application most similar to a standard diffuser). In all cases, the data is a wavy line that is determined/calculated to 1.6 ft/s (96 FPM), and although there are many configurations for the projection of their units (horizontal, various angles away from horizontal), none of the curves “hug” the ceiling, via the well-known coanda effect, but rather the airflow projections are typically down towards the occupied zone at various angles of attack from a 9' ceiling. Moreover, the airspeed charts are uniform in the scale of their x- and y-axes, and often truncate the 96 FPM airspeed curves, such that the effective maximum throw distance is not able to be determined.

In addition, it was noted that many of the air speed curves provided by the manufacturers are also accompanied by isotherm curves, and the space temperature used to test the isotherms and throws is 85F, which is well outside the “thermal comfort box” shown in ASHRAE Standard 55. Although the manufacturers and their agents claim that these systems have been used for many decades across the planet with “no problems”, this is insufficient to be able to properly engineer them to meet ASHRAE and local requirements. The motion is to ask that the Society encourage or assist its members in using these technologies, either by making recommendations to AHRI to standardize testing at 75F room temperatures, or else to have airspeed data that goes down to 50 FPM in an untruncated form. Alternately, the motion would propose that research be done on thermal comfort using air jets as commonly found in ceiling-mounted ductless evaporators.

Fiscal Impact: If Society is able to encourage the VRF industry to publish performance data that is more readily useable to ASHRAE members via their industry bodies, such as AHRI, then maybe the fiscal impact is the time to make a few phone calls. If research is required on this expansive, but poorly documented technology, the fiscal impact is to be determined by the T.Cs responsible for this research.

MOTION 28 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 44 Staff to refer Motion 28 to the Technology Council.

AI 45 Staff to report status of Motion 28 to the Montreal Chapter and publish on the website.

It was moved by Mr. Zentz

Region V (Cincinnati Chapter):

(29) That ASHRAE provide a means to auto-generate the CRC Chapter Summary report.

Background: Each chapter attending a CRC is required to generate and turn over a Chapter Summary Report. Currently, there are instructions on the CRC “Chapter Summary Report Instructions” portion of the Delegate-Alternate package, on how to generate each value



required for the report. There are multiple reports that must be generated, some with date inputs, in order to determine these values. This variability means that the values generated by different chapters may be based on different parameters. As the values required for the Chapter Summary Report already exist within the ASHRAE database, it would be possible to create a document which would automatically query the values from the database and auto-generate the report. Something such as a link on the Chapter Reports tab of the website would generate the report and prepare for the user to download.

Implementation of this auto-generated report would save time for each chapter as they prepare for CRC, but more importantly, it would provide consistent data across the society when looking at the Chapter Summary Reports. Additionally, this would provide consistent data year over year for chapters.

Fiscal Impact: No cost if executed by ASHRAE staff.

MOTION 29 FAILED. (unanimous voice vote, chair not voting); the required information can only be generated manually.

AI 46 Staff to report status of Motion 29 to the Cincinnati Chapter and publish on the website.

It was moved by Mr. Zentz

Region IX (El Paso Chapter):

(30) That Region IX include the city of Las Cruces in the Dona Ana County of New Mexico to be associated with the El Paso Chapter.

Background: Geographically, the El Paso would be the closest chapter to support any potential/existing members. Currently is supported by the New Mexico Albuquerque Chapter which is over 220 miles away.

Fiscal Impact: N/A

MOTION 30 PASSED. (unanimous voice vote, chair not voting)

AI 47 Staff to report status of Motion 30 to the El Paso Chapter and publish on the website.

Region X (Southern California Chapter):

(31) That the Regional Award of Merit form is updated to include the Region Members Council Representative (RMCR) position and assign 1 point per year, effective July 1st, 2019.

Background: ASHRAE's awards fall into one of six categories: Personal Honors; Personal Awards for General Society Activities; Personal Awards for Specific Society Activities; Paper Awards; Society Awards to Groups or Chapters; Chapter and Regional Awards. Currently the Chapter Service Award and Regional Award of Merit are administered by the Region Activities Section. Chapter and regional awards recognize activities and contributions of members at the regional and chapter level. Ten (10) points are required for the Regional Award of Merit; Twelve (12) points are required for the Chapter Service Award. Points are tallied through the Chapter Service Award and Regional Award of Merit forms. The forms do not include the Region Members Council Representative (RMCR) position in the Chapter Regional/Society Activity section. Currently the DRC receives 2 points per year and the ARC receives a ½ point per year.

Fiscal Impact: No expected financial impact.

MOTION 31 PASSED. (unanimous voice vote, chair not voting)

AI 48 Staff to update Regional Award of Merit form

AI 49 Staff to report status of Motion 31 to the Southern California Chapter and publish on the website.

It was moved by Mr. Zentz

(32) That the following motion be referred to the Technology Council for review and comment:

Region X (Tucson Chapter):

That ASHRAE include as an addition to the next climatic data update which is scheduled to be published in the 2021 version of the ASHRAE Handbook, Fundamentals with updated data for the locations as included in the ASHRAE CLIMATIC DATA FOR REGION X is the American Society of Heating, Refrigerating and Air-Conditioning Engineers document titled "ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994.

Background:

1. Our Design Temperature Publications Climatic Data For Region X – Arizona, California, Hawaii, Nevada, ASHRAE Publication SPCDX, Fifth Ed., May 1982, is our best source of western city-by-city outside air design temperatures.
2. Many ASHRAE members still retain and currently utilize a copy of this aged document.
3. In addition to increasing the quantity of Region X weather stations, an improvement in the quality of the data would benefit ASHRAE members.
4. Updating the data would benefit ASHRAE advocacy in Region X, as past adoption into state codes, such as California's Title 24 State Building Code by the California Energy Commission, indicate the acceptance of this data outside of ASHRAE membership.
5. Consideration for inclusion of the data in the updated Weather Data Viewer.

Responsible TC: It is likely that TC 4.2, Climatic Information, would be responsible for the update.

Recent ASHRAE Weather Station Updates:

1. In June 2017, ASHRAE announced that designers rely on data from more than 8,000 weather stations throughout the world to design properly sized HVAC systems for different climates.
2. This increase in the number of stations has also been accompanied by an improvement in the quality of the data.

Timeframe:

1. Researchers should be contracted in the 2018-2019 society year and target the next climatic data update is scheduled to be published in the 2021 version of ASHRAE Handbook – Fundamentals.
2. Additionally, a standalone update for Region X could be provided as early as 2019.

Justification and Value to ASHRAE: The climatic design conditions in Chapter 14 of the Handbook – Fundamentals are essential for the sizing and design of building energy systems. This latest update will to allow for optimal energy efficiency measures and ensure that the design conditions are related to the energy system capacity to meet the climatic loads in a probabilistic sense.



Applicability to the ASHRAE Research Strategic Plan: This update is applicable to the following sections of the ASHRAE Research Strategic Plan 2010-2018, Navigation for a Sustainable Future.

Fiscal Impact:

1. It is estimated that updating the existing Design Temperature Publications Climatic Data For Region X – Arizona, California, Hawaii, Nevada, ASHRAE Publication SPCDX, Fifth Ed., May 1982 would be significantly less than \$25,000.00 and could be completed in 12-24 months allowing inclusion in the 2021 ASHRAE Handbook, Standard 169, and the Handbook of Smoke Control Engineering should that be desired by society.
2. It is believed that this update/addition/expansion of Region X Weather Stations could be cost effectively incorporated into an existing project and utilize an existing work statement (WS) to expedite inclusion and minimize costs.
3. This equates to < \$5.31 per Region X ASHRAE member (4,707 used for calculation from March 31, 2018)

MOTION 32 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 50 Staff to refer Motion 32 to the Technology Council.

AI 51 Staff to report status of Motion 32 to the Tucson Chapter and publish on the website.

It was moved by Mr. Zentz

Region X (Central Arizona Chapter):

(33) That the “Point Score for the Chapter Service Award” will be revised to include, under the “CRC Activity” Section, categories for serving as the Chapter Delegate and Chapter Alternate, with both categories being worth ¼ points each (point total for each category open to discussion). Point Tally Form revision proposed to be put into effect July 1st, 2019 and proposed to recognize past years of service in these roles.

Background: Currently the Chapter Service Award recognizes CRC involvement for members that host the CRC, volunteers for involvement in committees (example: product show, welcome reception, etc.), and technical speakers. However, there is currently no recognition for the members that attend as Delegates and Alternates that are required to attend and represent their respective chapters. The work involved beforehand and during the CRC is extensive enough that it should be recognized. The work involved includes creating chapter summary report that summarizes the past year’s events and financial updates, attend and participate in the business meetings, caucus meetings, and regional meetings that affect both the chapters and regional level, and vote on the members to be nominated to the society level as well as vote on the members that will represent our region.

Additionally, it is common for the Chapter President to serve as the Delegate and the President-Elect to serve as the Alternate. With the current point structure for the Point Tally form, a chapter member cannot earn more than 3 points in an ASHRAE year. This would limit the chapter president from earning any additional points for being the Delegate as the Point Total Earned for being Chapter President is 3 points. However, if another member other than President is asked to participate as the Delegate or Alternate, they have an opportunity to earn points for recognition of increased participation versus the normal role they would be expected to handle.



Fiscal Impact: \$0. At this time, we anticipate no fiscal impact as we are asking for a restructure of the point tally form to include volunteer work that is currently not recognized. The updating of the Chapter Service Award Point Tally Form would require a revision to the Manual of Chapter Operations (MCO) book, but this update is not expected to be a financial impact. Updating the MCO would require time and a revision to the PDF that is currently placed on the ASHRAE website for free download.

MOTION 33 FAILED. (unanimous voice vote, chair not voting); the Delegate and Alternate points are counted under the Chapter Officers' section of the tally form as one (1) point per year, which is more than the ¼ point the chapter is requesting.

AI 52 Staff to report status of Motion 33 to the Central Arizona Chapter and publish on the website.

It was moved by Mr. Zentz

Region XII (Brasil Chapter):

(34) That the Student Branch President position be added to the CIQ to populate on the member's bio.

Background: Affiliates, Associate Members and Members that have been a past Student Branch President do not have this position recorded in his/her participation record. We believe that their leadership experience should be recognized.

Fiscal Impact: Nothing

MOTION 34 FAILED. (unanimous voice vote, chair not voting); student grade members are not applicable to the CIQ

AI 53 Staff to report status of Motion 34 to the Brasil Chapter and publish on the website.

It was moved by Mr. Zentz

Region XII (Brasil Chapter):

(35) That the automatic e-mail system be enhanced to send the chapter YEA chair a new YEA member notification as provided to the chapter Membership Promotion chairs.

Background: The objective of this system is to engage new YEA Members as quickly as possible. History has shown that young members are very enthusiastic and bring great value to our Society and Chapters. This service would make this system more streamline and timely.

MOTION 35 PASSED. (unanimous voice vote, chair not voting)

AI 54 Staff to refer Motion 35 to IT staff for implementation.

AI 55 Staff to report status of Motion 35 to the Brasil Chapter and publish on the website.

It was moved by Mr. Zentz

Region XII (Brasil Chapter):

(36) That the online registration form be enhanced to include the appropriate international addressing requirements.

Background: The current method of data entry is not in alignment with the postal system of Brasil. The ASHRAE reports do not produce accurate data to locate our members. This is



causing our members to not receive their handbooks and causing loss of members. There is also a financial cost to ASHRAE to have to replace lost materials.

Fiscal Impact: Develop a website platform + certificates, estimate US\$ 1,000. May save money by not having to replace materials.

MOTION 36 PASSED. (unanimous voice vote, chair not voting)

AI 56 Staff to refer Motion 36 to IT staff for implementation.

AI 57 Staff to report status of Motion 36 to the Brasil Chapter and publish on the website.

It was moved by Mr. Zentz

Region XII (Puerto Rico Chapter):

(37) That the Refrigeration Committee Chair be included for transportation reimbursement for attendance to CRC workshop training participation.

Background: Refrigeration Committee is struggling in participation in almost every chapter according to RVC reports at CRCs. By allowing the Refrigeration Committee chair to have travel reimbursement to CRC would help to promote and communicate refrigeration activities, programs, honors & awards of Chapters within our Society.

Fiscal Impact: USD \$45,750 (183 chapters x 500.00/travel and 50% participation).

MOTION 37 FAILED. (1-19-0-1, chair not voting); the Refrigeration Committee is not a grassroots committee and reports to Technology Council.

AI 58 Staff to report status of Motion 37 to the Brasil Chapter and publish on the website.

It was moved by Mr. Zentz

Region IV (Charleston Chapter):

(38) That transportation reimbursements for Region IV members eligible for reimbursements as outlined in the CRC Guidelines – Appendix DH – Transportation Reimbursement Policy for Regions, be set at a maximum of \$500 for one year only for the 2019-2020 Region IV joint CRC with Region XIV.

Background: ASHRAE Travel Reimbursement Policy states:

The basic reimbursable expense limit is for the lesser of (a) fourteen (14) day advance purchase (non-refundable) coach fare between the destination points and one checked bag only, or, (b) if an automobile is used for travel, the United States of America Internal Revenue Service reimbursement rate for miles driven. Cost of travel insurance, ground transportation (rental car, taxi, etc.), gratuities and other similar out-of-pocket expenses are not reimbursable. (13-04-15-01)

Averages of other Regions for SY 2017-18 CRC reimbursement budget from staff.

- If we include all 12 Regions that have North American Chapters, the average budgeted amount per Chapter for the Delegate and Alternate is about \$565.
- If we include the 11 Regions that have only North American Chapters, the average budgeted amount per Chapter for the Delegate and Alternate is about \$477.
- If we include the 10 Regions that have only US and Canadian Chapters, the average budgeted amount per Chapter for the Delegate and Alternate is about \$487.



Fiscal Impact: \$3,360, if \$500/person is compared to the staff calculated Region IV average reimbursements over the last 3 years, \$260/person, and 14 people.

\$11,760, if \$500/person is compared to the same \$260/person average, and the number of eligible Region IV reimbursements, 49 people.

MOTION 38 PASSED. (10-9-2, chair not voting)

AI 59 Staff to report status of Motion 38 to the Charleston Chapter and publish on the website.

It was moved by Mr. Zentz

Region IX (El Paso Chapter):

(39) That the Society include the City of Ciudad Juarez in the Mexican state of Chihuahua into Region IX. Or allow the residents of the City of Juarez to be associated with the El Paso Chapter of Region IX.

Background: Due to the close proximity to city of El Paso, the local chapter believes that it would benefit both the Society and individuals of Juarez to be included a part of this chapter. Geographically, the El Paso Chapter would be the closest chapter to support any potential members. Region VIII which currently includes The Juarez area as part of the Mexico City Chapter which is over 1,100 miles away.

Fiscal Impact: N/A

MOTION 39 PASSED. (unanimous voice vote, chair not voting)

AI 60 Staff to report status of Motion 39 to the El Paso Chapter and publish on the website.

It was moved by Mr. Zentz

(40) That the following motion be referred to the grassroots committees:

Region XIV (Hellenic Chapter):

That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.

Background: Two ASHRAE regions, IV and XIV, have agreed to have a common CRC in 2019 from September 25 to September 28. The benefits from this endeavor are significant as there is going to be a specialized conference and mini expo concurrently with the CRC. This will provide an ideal opportunity for ASHRAE members and industry stakeholders not only from the US and the EU, but from all over the world to get together, meet in person, exchange experiences, discuss and foster new ideas. Furthermore, this can be the initial steps in establishing a yearly regular “enhanced” event in the EU.

Fiscal Impact: Cannot be estimated at this point.

MOTION 40 (TO AMEND) PASSED. (19-0-1-1, chair not voting)

(40A) That the following motion be referred to all the grassroots committees:

Region XIV (Hellenic Chapter):

That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.

AMENDED MOTION 40A (TO REFER) PASSED. (19-0-1-1, chair not voting)



AI 61 Staff to refer Motion 40 to the grassroots committees.

AI 62 Staff to report status of Motion 40 to the Hellenic Chapter and publish on the website.

It was moved by Mr. Zentz

Region XIV (Hellenic Chapter):

(41) That advertisements can be placed in the regional website, event posters and all related electronic or physical media.

Background: Another source of revenue for the regional fund is advertisements that will improve the financial status of the region. All ads will be according to ASHRAE’s policies and rules and be approved by the DRC, the Treasurer and the ARC.

Fiscal Impact: None

MOTION 41 FAILED. (6-12-2-1, chair not voting); this is already being done.

AI 63 Staff to refer chapter to the ASHRAE Commercialism Policy on website events and advertising.

AI 64 Staff to report status of Motion 41 to the Hellenic Chapter and publish on the website.

It was moved by Mr. Zentz

Region XIV (Hellenic Chapter):

(42) That ASHRAE must unify and extend, to cover all cases, its guidelines and policies for electronic media in accordance with ASHRAE’s commercialism policy. This must apply to all Regions, Chapters and Branches and must take effect as soon as possible.

Background: ASHRAE must, clearly and in one place, provide the manual of Chapter operations, ASHRAE disclaimers, ASHRAE Electronic Communication guidelines for websites, social media and applications that apply to the Society, its Regions, Chapters and Branches. All electronic terms must be stated in detail and be formed according to ASHRAE commercialism policy. For the websites and social media, disclaimers must be issued from ASHRAE and must comply with all data regulations. For the social media, all terms and conditions must be described in detail. This is meant to address the fact that many social media were developed after the commercialism policy. An updated policy should ensure those media are also covered.

Fiscal Impact: None

MOTION 42 FAILED. (1-18-2, chair not voting); already published in the Manual for Chapter Operations.

AI 65 Staff to refer chapter to the commercialism guidelines in the Manual for Chapter Operations.

AI 66 Staff to report status of Motion 42 to the Hellenic Chapter and publish on the website.

It was moved by Mr. Zentz

Region XIV (Spain Chapter):

(43) That the Spain Chapter will hold the 2020 CRC in Spain and explore the possibility of organizing a joint CRC with Region XII.

Background: ASHRAE must, clearly and in one place, provide the manual of Chapter operations, ASHRAE disclaimers, ASHRAE Electronic Communication guidelines for websites, social media and applications that apply to the Society, its Regions, Chapters and Branches. All electronic terms must be stated in detail and be formed according to ASHRAE commercialism policy. For the websites and social media, disclaimers must be issued from ASHRAE and must comply with all data regulations. For the social media, all terms and conditions must be described in detail. This is meant to address the fact that many social media were developed after the commercialism policy. An updated policy should ensure those media are also covered.

Fiscal Impact: None

MOTION 43 FAILED. (1-19-1, chair not voting); this is a regional motion.

AI 67 Staff to report status of Motion 43 to the Spain Chapter and publish on the website.

It was moved by Mr. Zentz

(44) That the following motion be referred to the Membership Promotion Committee for costs and feasibility:

Region-At-Large (ASHRAE Falcon Chapter):

That MP centralized training be conducted during the RAL CRC and allow the MP chair and MP co-chair to have the option to attend the training either in the US or during the CRC.

Background: The centralized training for MP chair or vice chair for RAL should be outside the USA in addition to the training inside the USA because some nationalities find it difficult to get a USA visa; on the other hand, the flight from RAL countries to the US will vary from 14-22 hours with costs from \$1,500-\$2,000 USD. The training itself is only eight (8) hours, we have 50 MP chairs and co-chairs where they fly to the CRC under \$800 USD on average.

Also, attending the CRC for MP will be beneficial as they will be aware of the regional activities and coordinate their efforts toward the Region's goal.

Fiscal Impact: It will save on transportation alone around \$36,000 USD and \$20,000 USD if half of the chairs attend

MOTION 44 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 68 Staff to refer Motion 44 to the Membership Promotion Committee.

AI 69 Staff to report the status of Motion 44 to the ASHRAE Falcon Chapter and publish on the website.

It was moved by Mr. Zentz

Region-At-Large (ASHRAE Falcon Chapter):

(45) That Chapter Presidents have the authority to change the CIQ anytime during the year.

Background: Currently, the Chapter President can add an officer but cannot remove an officer or modify his position. It is possible that some officers leave the country during the year or some officer may not perform as desired. In these situations, the Chapter President should be able to modify the CIQ accordingly.



Fiscal Impact: It will save on transportation alone around \$36,000 USD and \$20,000 USD if half of the chairs attend

MOTION 45 FAILED. (unanimous voice vote, chair not voting); chapters can add to the CIQ, but not delete because this is live data. Staff responds quickly when needed to add or delete from the CIQ.

AI 70 Staff to report the status of Motion 45 to the ASHRAE Falcon Chapter and publish on the website.

It was moved by Mr. Zentz

(46) That the following motion be referred to Electronic Communications Committee and IT staff to determine if this is possible:

Region-At-Large (Pakistan Chapter):

That the ASHRAE portal be programmed to invite the entire chapter membership when a Chapter Meeting/Event is scheduled.

Background: Currently, when creating an event in the portal, it is just for the record and does not serve any other purpose. We would like it to automatically generate an email invite where the Chapter Administrator as defined in the CIQ can choose whether it is to be sent to a certain 'member' type or all in general. This would save the secretarial work in ensuring that all new registered members have been included in the mailing list.

Fiscal Impact: Nil

MOTION 46 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 71 Staff to refer Motion 46 to ECC staff and IT staff.

AI 72 Staff to report status of Motion 46 to the Pakistan Chapter and publish on the website.

It was moved by Mr. Zentz

Region-At-Large (Pakistan Chapter):

(47) That the Refrigeration Chair be incorporated as a grassroots committee chair as indicated in the Region Operations Manual.

Background: According to IIR estimation refrigerated storage (warehousing) sector is 552 million meter cube with Billion (includes 1.5 Billion domestic type) and having a global sale of US\$ 300 Billion. As per Food & Agriculture Organization (FAO) study, 30 to 40% of food produced for human consumption is lost before it can even make it to the market in the developing world namely due to spoilage. Consequently the issue of food safety and health has become a priority for the government in the area of industry and research. It is therefore necessary to work closely with the industry and ensure corrective action initiated during the coming years.

Appreciating the importance and necessity of promoting 'R' and giving its due place in HVAC&R, ASHRAE has taken many steps such as establishing a "Refrigeration Committee"(REF) at HQ level & creating a position of Refrigeration Chair at Regional and Chapter levels. CRC is an event which greatly helps this activity for the regions. It is therefore, important & necessary that the Refrigeration Chair is stipulated as a Grassroots Committee Chair.

Fiscal Impact:

MOTION 47 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 73 Staff to refer Motion 47 to Ad Hoc (TBD)

AI 74 Staff to report status of Motion 47 to the Pakistan Chapter and publish on the website.

It was moved by Mr. Zentz

Region-At-Large (Central Pakistan Chapter):

(48) That ASHRAE arranges annual Leadership Training events for developing RAL leadership at the ASHRAE Global Training Center in Dubai instead of USA effective Society year 2019-20.

Background: It is many times happened that an ASHRAE member is willing to attend trainings but face problems such as:

1. Getting the US Visa
2. Increased expense for travel (due to large distance between the training destination & attendee home country). As a result he/she is unable to attend.

Fiscal Impact: Nil

MOTION 48 (TO REFER) PASSED. (20-0-1, chair not voting)

AI 75 Staff to refer Motion 48 to staff to determine fiscal impact and feasibility.

AI 76 Staff to report Motion 48 to the Central Pakistan Chapter and publish on the website.

It was moved by Mr. Zentz

(49) That the following motion be referred to the Finance Committee:

Region-At-Large (India Chapter):

That Society institute a discounted multi-year dues payment option for developing economies starting July 1, 2019 with discounts corresponding to those provided for regular dues.

Background: ASHRAE offers a discount for multiple year membership for regular members, but not for Developing Economies members. If the same type of incentive will be created for Developing Economies members, RAL chapters can pursue members for multiple year signups and reduce time and effort pursuing delinquents and renewals each year. This will be supporting society membership growth.

Fiscal Impact: Positive as the reduction in dues collection from existing members will be offset by higher membership, as experienced for regular dues.

MOTION 49 (TO REFER) PASSED. (12-6-3, chair not voting)

AI 77 Staff to refer Motion 49 to Finance Committee.

AI 78 Staff to report status of Motion 49 to the India Chapter and publish on website.



It was moved by Mr. Zentz

MCO Revisions:

(50) That consent motions a. through j. as shown below, edits be accepted in reference to **Attachment D** be approved.

Background: Action Item 10 (02/18): Manual Subcommittee (Furman/Wayland) to review the commercialism policy in the Manual for Chapter Operations and make recommendations in Houston during the annual conference.

a. That Appendix 1A, Suggested Chapter Operations Calendar of the Manual for Chapter Operations (MCO) be revised as shown below.

MONTH	BOARD OF GOVERNORS	CHAPTER PRESIDENT	OFFICER OR COMMITTEE	MEETING
JUNE	As soon as possible after being elected, and prior to the first chapter meeting of the year, the President should call a meeting of the Board of Governors and invite members of the previous Board and committee chairs. At this first meeting, review the Manual for Chapter Operations to ensure that all officers and committee chairs are familiar with their duties and explain any special assignments. Incoming officers, Board of Governors and Committee Chairs should become familiar with chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities and materials.			
JULY	Organization meeting. Discuss and approve budget and committee appointments.	1. Submit list of committee appointments to BOG 2. Review Chapter Roster of previous year. Also, list of all member coded to chapter's geographic area. 3. Prepare MBOs for chapter with copy to regional chair.	1. SECRETARY–Receive all records and Manuals for Operations (published on website), etc. from previous Secretary and prepare new roster and mailing list. Notify all officers, candidates, committee chairs and members of appointments. 2. **CTTC COMMITTEE– Survey needs of chapter and organize programs for the season. 3. FINANCE COMMITTEE– Prepare new budget for Board of Governors approval.	
AUGUST	Develop items for CRC Meeting scheduled for the Fall.	Approves program for the year and publishes in the eNewsletter.	Chapter chairs submit MBOs to chapter president.	Obtain speaker presentations two weeks prior to each monthly meeting to check for commercialism
SEPTEMBER	Act on Agenda items for Fall CRC Meeting.		1. TREASURER–Mail out Dues Statements, after approval of budget at Sept. Meeting.	Confirm by Meeting vote– Board actions on budget and committee appointments. Follow with announcement that chapter dues are payable as of Oct. 1st.

b. That Section 2.7, Chapter Technology Transfer of the MCO be revised as shown below.

The Chapter Technology Transfer Committee (CTTC) is appointed by the President-Elect.

I. Planning the speakers and other logistics of monthly chapter meetings for the year; [including reviewing speaker presentations for Commercialism Policy infractions.](#)

c. That Appendix 2C, Organizing the Chapter Technology Transfer Committee’s Work be revised as shown below.

2. Secure speakers and schedule technical sessions.
 - a. Recruit willing, interested, and interesting chapter members
 - b. Ask chapter members for recommendations
 - c. Develop and maintain an active “Speakers Bureau”

- d. Make use of Society’s Distinguished Lecturer Program; information can be found at <https://www.ashrae.org/societysgroups/committees/chapter-technology-transfer-committee>
- e. Refer to the list of speakers from Society’s Winter and Annual Conferences
- f. Obtain speaker presentations two weeks prior to the meeting, review for adherence to the Commercialism Policy. Inform the speaker if CTTC and the Chapter President-Elect find any concerns.

- d. **That Section 5, Chapter Meetings, B. Commercialism of the MCO be revised as shown below.**

B. Commercialism

Chapters must comply with Society’s commercialism policy, which is available at [ASHRAE Commercialism Policy](#).

Commercialism is the inclusion of visual, written or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.

It is strongly suggested that Chapters ~~should~~ request to see the speaker’s presentation weeks in advance of the meeting, tech session or seminar. The chapter must notify the speaker if unacceptable commercialism is found in the presentation.

See Appendix 5A, Remedies for Common Chapter Meeting Problems to avoid commercialism issues.

- e. **That Section 5, Chapter Meetings, 5.7, Duties of Officers, Committee Chairs, and Members for a Typical Chapter Meeting of the MCO be revised as shown below.**

C. Chapter Program Committee:

- Check availability of equipment as requested by speaker(s)
- Check seating arrangements in meeting room including place cards for officers and speakers(s)
- Adhere to an established time schedule
- Distribute and collect Chapter Program Evaluation Forms. A sample evaluation form is provided in **Appendix 5D**.
- Ensure compliance with the Commercialism Policy by reviewing speaker presentations prior to chapter meetings.

- f. **That Section 5, Chapter Meetings, 5.8, Chapter Programs of the MCO be revised as shown below.**

A. Product Shows

Some chapters use a “product show” at one or more chapter meetings as a way to encourage attendance and to find sponsors for the pre-dinner refreshments or the meals. When conducting a product show at a regular monthly meeting, the following guidelines shall be followed:

- A maximum of three displays per meeting, with a 4' x 8' table for display.
- No restrictions on the number of products.
- The display and/or presentation cannot interfere with the technical or business session.
- No time shall be provided on the program for product discussion.

- A disclaimer will be posted adjacent to the display area and listed in any published announcements.
- Product Show presenters shall not address the membership at the business meeting.

B. Equipment Expositions

Chapters are allowed to sponsor, co-sponsor, conduct, manage or operate equipment exhibits or expositions of products, equipment and systems, subject to the following restrictions:

- Chapters may only sponsor, co-sponsor, conduct, manage or operate exhibits or expositions confined to the immediate community of the chapter and conducted for strictly scientific, educational and noncommercial use.
- Chapters may not sponsor, co-sponsor, conduct, manage or operate exhibits or expositions during any meeting sponsored by Society.
- Expo participants may not address the membership at the business meeting.
- Chapters *must* ensure that the chapter name is always used in any publications or marketing promotions for the exposition they are sponsoring or co-sponsoring. *If the ASHRAE logo is used without the chapter name, then it appears that Society is sponsoring the exposition, which is a violation of Society's exposition policy.*

g. That Appendix 5A, Remedies for Common Chapter Meeting Problems of the MCO be revised as shown below.

Commercialism Issues

Commercialism in Chapter Meetings can cause problems on many fronts. It can create conflict between fellow members. It can also put society at legal risk. It's imperative that Chapter leaders ensure that their speakers conduct themselves and make their presentations at chapter meetings and events with the Society Policy in mind.

It is highly recommended that the Chapter President-Elect and/or the CTTC Chair obtain the presentation (in PowerPoint or PDF format for example) prior to the meeting, and review it for conformance with the policy. The chapter should send a link to the policy to the speaker. See the CTTC website for the link.

Problem 1: Panel Discussion that leads to a competition between two industry interests

Remedy: Never plan to include more than one speaker in a panel discussion to talk about the merits of a particular topic if it can lead to an antagonistic circumstance. The topic does not have to be about a product necessarily for this to happen. The topic can be a trade concept like Test and Balance validation methodologies or smoke control protocol where organizations are in a competition in our industry. Don't set a panel up to get into it with each other.

Problem 2: Perception of a "Pay for Play." Speaker pays an honorarium to the chapter, addresses members.

Remedy: Chapters should never accept payment as a condition for the opportunity to speak at a chapter meeting. Participants of a Chapter's Product Show event are not allowed to address the members during the business session.

Problem 3. Speaker is in the middle of a chapter presentation that has visual references that are promotional in nature to a product in the HVAC market.



Remedy: Prior to the meeting, review the slides. During the meeting, the Chapter President, President Elect or the CTTC Chair should use discretion in how to handle the circumstance. If a member brings it up, the chapter leaders should thank the member for the observation, remind the membership of the policy and that ASHRAE doesn't endorse the product. Ask the Presenter to omit the references in the future.

Problem 4: Speaker uses Innovation to make point, errors in noncompliance with policy.

Remedy: Prior to the meeting, review the slides. Error on the side of caution. This circumstance may happen more often than we want to realize. Technology in HVAC revolutionizes our industry, and we want Chapter Programs to be as cutting edge as possible. But if a presentation uses something new and unique, it can easily lead to a problem with following the ASHRAE Commercialism Policy. It's best to leave it out of the slide deck, and ask the speaker to address the topic less of a market tone.

h. That Appendix 5C, Working with Speakers for Chapter Meetings of the MCO be revised as shown below.

I. Selecting Speakers and Topics

The selection of good speakers and appropriate subjects for meetings is among the most important chapter responsibilities, because attendance at meetings depends mostly upon the excellence of the speakers and their subjects. Therefore, extreme care should be used in selecting speakers and subjects to appeal to the greatest number of potential attendees. The following procedure has produced good results:

- A. Survey the members early in April to find out which subjects will be of interest to the greatest number. The survey may contain as many subjects as deemed desirable.
- B. Using the results of the survey, the Chapter Technology Transfer Committee should start as soon as possible to line up suitable speakers for the coming year, with emphasis on speakers in the area. The committee may want to solicit the opinion of the Board of Governors.
- C. A panel of two or more people on a selected subject is often very effective, but should be properly prepared in advance.
- D. If practicable, all of the meetings during the year should be arranged by September, so that they may be published and promoted. Two chapters in close proximity can coordinate the exchange of speakers. Also, the regional vice-chair for Chapter Technology Transfer can be contacted for speaker suggestions.
- E. Two chapters in close proximity can coordinate the exchange of speakers. Also, the regional vice chair for Chapter Technology Transfer can be contacted for speaker suggestions
- F. Try to avoid speakers and/or topics that can lead to Problems with following the Society Commercialism Policy.
- G. Speakers should not be obtained via a solicitation for chapter support (Pay for Play).

IV. Advice to Speakers

Because most chapter speakers are not professional speakers, the Chapter Technology Transfer Committee Chair may want to provide the speaker with a few fundamentals for good programs.

- A. The presentation must be free of commercialism and the speaker cannot distribute company literature. It is the Chapter's responsibility to inform/educate the speaker about the policy. The chapter should give the speaker the Society's No Commercialism policy for review. The speaker should review Society's No Commercialism Policy, which is available on the [ASHRAE Commercialism Policy](#) web page.
 - B. An invitation to speak before an ASHRAE group is an honor that should not be abused. In addition to having a thorough knowledge of the subject, the speaker should be thoroughly prepared to deliver the message.
 - C. Most programs are timed for the convenience of the members. Speakers will normally be allowed 45 minutes for their portion of the program.
 - D. If a PowerPoint presentation is used, illustrations and graphics are preferable to too many words. The information on a slide should be large and legible enough for the entire audience to see without having to strain. Tips for speakers are available at www.ashrae.org/cttc.
- i. **That Appendix 5E, Ideas for Chapter Programs of the MCO be revised as shown below.**
- A. Technical Talks
 1. General Topics: Many general topics are of broad interest to our members, for example, Comfort, Psychrometrics, Insulation Requirements, Refrigerants, Noise and Vibration, Industry Market Trends, Historical Talks and Weather Data.
 2. Specific Topics: Some of these topics include Heating Methods and Equipment, Cooling Methods and Equipment, Refrigeration, Food Freezing Techniques, Fan Design and Performance Pumps, Coil Design and Application Sorbents, Automatic Controls and any other items of equipment, design and applications pertinent to our industry. Avoid Commercialism in the Program presentation.
 3. Installation and Testing: These talks could cover installing equipment, ducts, piping, etc., to acquaint the audience with what to do and what not to do in the layout of a job or the selection of equipment. Methods of field testing, test procedure and analysis of results would reflect design criteria and equipment performance. However, do not ask two TAB agencies to participate in a panel discussion on the merits of their programs.
 4. Maintenance and Operation: A great deal of emphasis is placed on system design, equipment selection, conservation of space and low initial cost of a project. What about maintenance and operation? What are the problems of the operating engineer who has to live with the job day after day? How can the design engineer improve the design to reduce operating and maintenance costs? How accessible is equipment for servicing and repair? Is equipment standard or special, requiring stocking of spare parts? A presentation by a good operating and maintenance professional can be interesting and informative.
 - C. Field Trips
 1. Manufacturing Plants: Plant visits can be interesting and educational. Most manufacturers are proud of their plants, as well as their product, and usually welcome the opportunity to have groups visit them.
 2. Application Installations: Visits to special and interesting refrigerating, heating and air-conditioning installations are conducted by many chapters in the interest of our



profession. Including students in these visits helps to interest them in our industry, which is a part of our Society's selling campaign.

- 3. Research Laboratories: Many research laboratories welcome visits by interested groups and are willing to put on demonstrations which are sometimes akin to magic. Universities, private research laboratories and research departments of many manufacturers are potential sources of interesting meetings. However, some of these organizations are for profit, so educate the speakers about the Society Commercialism Policy.
- 4. Sports Venues: Many local sports venues – such as hockey rinks, baseball stadiums and football facilities – welcome visits by interested groups. The facilities managers often are happy to conduct tours for visitors who are interested in maintenance and operations issues. (Then, of course, members may want to stay to watch a game after the tour.)

j. That Appendix 5H, Chapter Equipment Expositions (page 2), of the MCO be revised as shown below.

Chapter Clause Agreement

This agreement is between _____ (“Vendor”) and XYZ Chapter/Region of ASHRAE, an independent entity separate from ASHRAE, Inc. Vendor understands and agrees that neither XYZ Chapter/Region nor its representatives have any authority whatsoever, expressed or implied, to bind ASHRAE, Inc. in any manner whatsoever. Vendor may not rely upon any representations or warranties made by any XYZ Chapter/Region representative to infer that such Chapter/Region representative has any authority to bind ASHRAE, Inc. to this agreement or otherwise. (05-10-30-20) Vendor may not address the membership during the business meeting, if in conjunction with the equipment exposition.

MOTION 50 PASSED. (unanimous voice vote, chair not voting)

AI 79 Staff to refer Motion 50 to staff to revise Manual for Chapter Operations.

It was moved by Mr. Zentz

MBO #2:

(51) That MBO #2-2017-18 as shown in **Attachment E** be approved.

Background: This MBO was completed by the 2017-18 Region Operations Subcommittee but was postponed until the fall meeting because of time restrictions in Houston. The subcommittee determined this MBO should have a plan of action for implementation.

MOTION 51 PASSED. (unanimous voice vote, chair not voting)

AI 80 Staff to report status of Motion 51 to Region Operations Subcommittee.

INFORMATION ITEMS

Region Operations Subcommittee Appointments

- Manual Subcommittee: Make recommendations for Members Council MCO, CRC and Region Operations manuals. Richie Mittal, Scott Wayland and Doug Zentz
- Direction Subcommittee: Review officer evaluation reports from CRCs and make recommendations for best practices. Steve Marek, Mark Tome, Chris Phelan, Cheng Wee Leong, Essam Kahlil, Doug Zentz



C. PAOE Subcommittee Report

The following was reported by John Rieke, PAOE Subcommittee Chair.

PAOE Subcommittee CRC Motions:

It was moved by Mr. Rieke

Region X (Tucson Chapter):

(52) That effective July 1, 2019 the PAOE points for YEA participation no longer be listed within other committee's PAOE point categories and instead be listed in a YEA-specific category like the other grassroots committees.

Background: Searching through all of the other committee's PAOE point categories to find where to enter YEA points is cumbersome and likely leads to lower participation/involvement in YEA-related activities. Additionally, it makes it more difficult for YEA RVCs to easily determine which Chapters are struggling or succeeding with YEA. Now that YEA is a grassroots committee it is time for their PAOE points to be separated and organized in an easier way for our YEA Chairs and RVCs.

Fiscal Impact: Minimal, will require staff time to update the website.

MOTION 52 PASSED. (unanimous voice vote, chair not voting)

AI 81 Staff to report the status of Motion 52 to the Tucson Chapter and publish on website.

It was moved by Mr. Rieke

(53) That the following motion be referred to the Membership Promotion Ad Hoc of the PAOE Subcommittee:

Region-At-Large (Sub Region I Chair):

That PAOE points are awarded under Membership Promotion for increasing Women Membership by a minimum of 5% of total membership.

Background: The number of women in ASHRAE needs to be increased for increasing diversity.

Fiscal Impact: None.

MOTION 53 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 82 Staff to refer Motion 53 to the Membership Promotion Ad Hoc of the PAOE subcommittee.

AI 83 Staff to report status of Motion 53 to Sub Region I Chair and publish on the website.

It was moved by Mr. Rieke

(54) That the following motion be referred to the Membership Promotion Ad Hoc of the PAOE subcommittee:

Region-At-Large (Sub Region I Chair):

That PAOE Subcommittee investigate allocating points for increasing chapter membership industry diversity.



Background: Some chapters are consultant heavy and maybe others are contractor heavy, etc. The health of a chapter can be positively improved by the diversity of its membership with more equal representation from every industry.

Fiscal Impact: Positive with more membership.

MOTION 54 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

AI 84 Staff to refer Motion 54 to the Membership Promotion Ad Hoc of the PAOE subcommittee.

AI 85 Staff to report results of Motion 54 to the Sub Region I Chair and publish on the website.

7. OLD BUSINESS

- A. Status of Referrals from Members Council to Other Councils (**Attachment F**)
- B. Review of Action Items (**Attachment G**)
- C. Review of CRC Schedules (**Attachment H**)

8. NEW BUSINESS

- a. ROB Motion – RP Additional Vice Chair Position

It was recommended by RP Committee to Members Council

(55) That a new Vice Chair position of the RP Committee be approved by expanding the number of Vice Chairs from three to four effective July 1, 2019.

2.422.002 MEMBERSHIP

2.422.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, ~~three (3)~~ four (4) vice chairs, and one representative from each region who services as Regional Vice Chair Research Promotion. (06-01-25-08)
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- C. The President of ASHRAE Research Canada shall be appointed as an ex-officio member to the ASHRAE Research Promotion Committee and travel expenses shall be paid to attend the meetings of this committee at the Society's Winter and Annual Meetings. (76-07-01-40/06-01-25/07-06-27-16)

2.422.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been members in the grade of Member and in good standing for three years prior to the start of their terms and shall reside in the Region they represent. (71-08-21-20/78-06-28-39/79-06-27-46/84-02-02-15)

Background: RP Executive Committee currently consists of a Chair, three Vice Chairs, and a Consultant. Each Vice Chair is responsible for RP activity in a number of ASHRAE Regions. The Consultant's job description is to help the Chair with any priorities as needed. For several years, the Consultant has been acting as a de facto fourth Vice Chair and has been charged with developing and supporting the RP

Campaign in Regions outside of North and South America. This position is now responsible for RP fundraising in Regions XIII, XIV, and Region-at-Large.

In light of the Appointments Roadmap group moving away from appointing consultants and Society's emphasis on increasing ASHRAE's presence outside of North America, the RP Committee believes that it can do its best work in these regions by having a permanent fourth Vice Chair – in lieu of a Consultant – to formalize this role and add them as a voting member within RP ExCom. The international RP Campaigns present a unique perspective for the RP Committee and can best be served by an individual with that perspective as their major focus.

Fiscal Impact: None. Society already reimburses transportation to Society meetings and one Centralized Training for the RP Consultant.

MOTION 55 PASSED. (unanimous voice vote, chair not voting)

AI 86 Staff to report results of Motion 55 to the RP Committee.

b. YEA Committee MOP Revisions

It was recommended by YEA Committee to Members Council

(56) That the revisions to update the Young Engineers in ASHRAE (YEA) Manual of Operating Procedures (MOP) as shown below be approved and become effective immediately.

Background: These changes serve as points of clarification to the existing At-Large Members section of the YEA MOP.

10 At-Large Members

10.1 Responsibilities:

- a) Assist the committee to accomplish the goals and organizing programs as assigned by the YEA Committee Chair.

10.2 Duties:

- a) Provide assistance to the committee on specific tasks to assist the committee members. These tasks shall be primarily assisting the society level programs to allow the YRVC's to focus on their regions and chapters.

10.3 Nomination:

- a) The incoming YEA Chair will make recommendations for At-Large members to serve during their year as YEA Chair. These recommendations will be reviewed and approved by the YEA Executive Committee.

10.4 Qualifications:

- a) At-Large members must be 35 years-of-age or younger at the start of their term.

10.5 Term:

- a) The At-Large position is a one-year term.
- b) A YEA member may serve as an At-Large member for up to three terms.

Fiscal Impact: Staff time to update document.

MOTION 56 PASSED. (unanimous voice vote, chair not voting)



AI 87 Staff to report results of Motion 56 to the YEA Committee.

c. Student Activities Committee – Youth Outreach Award

The Student Activities Committee recommends to Member’s Council

- (57) That effective July 1, 2019 the Youth Outreach Award be presented at the Plenary Session’s Honors and Awards Ceremony and that transportation costs to attend the Plenary be reimbursed for the award recipient out of the Honors & Awards budget.

Background: Currently, the Student Activities Achievement Award is presented at the Plenary Session’s Honors and Awards Ceremony but the Youth Outreach Award is sent to the Region of the recipient to be presented during that Region’s CRC. This award is only given to one member annually in all of Society. Youth Outreach via K-12/STEM activities is a very important part of Student Activities. It is an award that does not currently have many applicants. By presenting this award in the same manner as the Student Activities Achievement Award, ASHRAE is showing the value of youth outreach and involvement with K-12/STEM activities and will encourage, motivate, and grow participation in reaching the next generation of ASHRAE Members.

Fiscal Impact: \$1,000-1,500 (estimated airfare).

MOTION 57 PASSED. (18-0-3, chair not voting)

AI 88 Staff to report results of Motion 57 to the Student Activities Committee.

d. Waiver of Transportation Reimbursement Policy for Regions

- (58) That Members Council approve a waiver of the Transportation Reimbursement Policy for Regions (Appendix D of Region Operations Manual), to allow the DRCs of Regions VIII and XII to use allocated chapter visits to attend the Latin American Conclave Duo in March 2019.

Background: Region VIII and Region XII are planning a Latin American meeting Duo for the future leaders of all chapters in South America and Mexico that will be held in Panama City, Panama on March 1-2, 2019. Although funds from the Chapter Opportunity Funds from the President’s budget will be used to support this effort, it does not cover all costs involved. Regions VIII & XII has 34 allocated visits and want to allocate some of those assigned visits to this program’s participants.

This annual event is held jointly by Region VIII and Region XII and has evolved into a learning opportunity for all of the Mexico and Latin American chapters to discuss best practices, translate information such as chapter bylaws, chapter and regional operations into Spanish and to teach the chapter leadership on how to be a successful ASHRAE chapter.

Fiscal Impact: None, since we are using already assigned travel budget slots.

MOTION 58 PASSED. (unanimous voice vote, chair not voting)

AI 89 Staff to report results of Motion 58 to the DRCs of Regions VIII and XII.

Recess and Reconvene

Mr. Boyce recessed the 2018 Fall Meeting of Members Council at 6:00 p.m. and reconvened the meeting on Friday, November 9, 2018 at 9:00 a.m.



- **Financial Presentation**

Mr. Gulledge presented the 2019-20 budget with a projected deficit of 350K instead of the 500K as earlier reported. Mr. Gulledge stated that each Council are asked to review their budgeted line items with their reporting committees to determine which of their programs can be cut and/or reduced in the 2019-20 budget. IAQA is no longer be part of the budget and the Chapter Opportunity Fund will be cut from the budget. Members Council will need to determine which programs are still of value to its members.

- **2018-2019 MBOs**

Mr. Boyce assigned the following MBOs to the Planning and Region Operations Subcommittees:

Planning Subcommittee:

AI 90 MBO 1: Assess Members Council programs to determine if programs are still viable and valuable to ASHRAE members; determine why ASHRAE continues to invest in them. Value proposition of programs: Centralized Training, YEA Leadership Weekend, Distinguished Lecturers Program, etc. (Preliminary report due Thursday, January 10, 2019 before Sunday's BOD meeting; final report due 2019 Annual Meeting)

AI 91 MBO 2: Review membership trends, especially full dues paying members; develop strategies and determine an effective process of membership retention; getting and keeping new members after they join. (Due: 2019 Annual Meeting)

AI 92 MBO 3: Simplify process for building Chapters outside the US and Canada. MCO is too detailed and can be overwhelming, change focus to develop ways of what to do in Year 1, Year 2, etc. Develop a flyer that quickly explains how to start a chapter. Consider options for starting out as a section and building into a chapter, e.g. Sections could be Phase 1 of creating new Chapters. (Due: 2019 Annual Meeting)

Region Operations Subcommittee:

AI 93 MBO 4: Determine the value of the Chapter Opportunity Fund; how are regions and chapters using the funds for their specific events and activities. (Due: 2019 Annual Meeting)

AI 94 MBO 5: Develop effective ways on how to support small dispersed Chapters outside the US and Canada. Investigate whether a different model is needed. (Due: 2019 Annual Meeting)

AI 95 MBO 6: Develop effective ways of training chapter officers and committee chairs using available technology to reduce transportation costs; determine if centralized training is still viable or if all training should be done during CRCs. Determine participation trends and the factors that impact them. (Due: 2019 Annual Meeting)

AI 96 MBO 7: Develop effective and enhanced guidelines for region and chapter transportation costs when participating at the chapter and regional level, e.g. guidelines for joint CRCs to include reimbursements and participation drivers. (Due: 2019 Annual Meeting)

- **Presidential Theme**

Mr. Boyce is currently drafting his Presidential Theme for 2019-20 which will focus on Building Operations, interaction with contractors, occupant wellness, designing a successful



building and the building environment. Also, Mr. Boyce will draft ideas from his theme to address in his 2019-20 PAOE for the PAOE Subcommittee to incorporate.

- **Refrigeration**

Mr. Boyce and Mr. Gullledge will consider organizing a Members Council Refrigeration Ad Hoc. Doug Zentz, Dimitri Charalambopoulos, Riche Mittal and Essam Khalil are interested in serving on this proposed ad hoc.

9. NEXT MEETING

Tuesday, January 15, 2019, 8:15 am - Noon, Omni Hotel at CNN Center, Atlanta, GA

10. ADJOURNMENT

Mr. Boyce adjourned the Members Council Meeting at 10:45 a.m.

Attachments:

A – Motion 12

B – ROB and ASHRAE Bylaws Motions

C – Nominating Committee Motions

D – MCO Revisions

E – MBO #2 - 2017-18

F – Status of Referrals from Members Council to Other Councils

G – Carryover Action Items

H – CRC Schedules

ASHRAE Conference Commercialism Policy

Commercialism is the inclusion of **visual, written, or verbal references** to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.

The Conferences and Expositions Committee will strictly enforce this policy for ASHRAE papers, presentations, sponsor introductions, and/or research documentation at the ASHRAE Winter and Annual Conferences and Specialty Conferences.

What is Not Allowed:

- a. References or displays of trade names, logos or products provided by an HVAC&R related commercial organization, except as described in the “What is Allowed” section below. Such organizations shall include, but not be limited to: manufacturers, sales representatives, consulting firms, software/hardware providers, and contracting firms.
- b. Inference that ASHRAE approves or endorses any product, software or system for any reason, even if the product, software or system complies with an ASHRAE standard. The ASHRAE Logo may not be used without prior express permission from the Society.
- c. Copies of papers or portions thereof, draft position papers or recommendations, brochures, or other information SHALL NOT be made available at ASHRAE conference sessions without prior express permission from the Conferences and Expositions Committee.
- d. Clothing containing commercial logos, trade names or other commercial information can not be worn while presenting.
- e. Product presentations that feature particular companies or products are not permitted, even if the company or product is not specifically referenced by name.
- e-f. Sponsors of the Plenary Session and Sponsors of the Keynote Speaker shall not use the opportunity at the podium to address the membership to promote their organization for commercial benefit.

What is Allowed:

- a. First slide or presentation introductions: This may include the name of author(s)/presenter(s) and their e-mail addresses, their affiliations, companies, supporting organizations, sponsoring technical committee, and corporate logo. For case studies, with permission from the study subject, the slide or presentation introduction may also reference the facility owner, facility or site of the study.
- b. Research, programs, case studies, statements, policy, and/or legislation from any organization may be referenced only in order to maintain presentation clarity and relevance. Research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced only in order to maintain presentation clarity and relevance. Promotion or endorsement is prohibited and shall be excluded at the discretion of the Conferences and Expositions Committee Chair or the Chair’s representative. Reference to Universities, Research agencies, Government agencies, Government-sponsored agencies, and/or non-profit organizations shall be allowed as long as the reference is non-biased in nature, germane to the focus of the publication/presentation, and does not imply an ASHRAE endorsement of a product and/or service.
- c. Presentations may include reference to commercial software products and may include performance data of the inclusion of such references and data is necessary to illustrate use of the software.
- d. Trade or company names and/or logos of historical nature may be allowed where the featured equipment or its lineage is no longer manufactured, and the company and/or product names are used in the context of their historical development.
- e. Trade or company names and/or logos NOT related to the HVAC&R industry provided recognition of these items in not intended to be promotional, ASHRAE endorsement is not conveyed, and there is not implication that the audience is required to use the commercial entity.
- f. Specific reference may be made to industry-related standards, test methods and codes. Some examples include ANSI Z21.19-2002, UL 425, AHRI 1110-2006, NFPA 20-2010 etc.
- g. Make, model or sole source of critical test instrumentation, engineering software, reagents or apparatus may be identified as a footnote, so that others may duplicate the testing.
- h. The presenter’s name and email address may appear on the last slide (no phone number, company name or title allowed).

Policy Enforcement:

- a. The Conferences and Expositions Committee coordinates the review of all papers and presentations prior to publication or presentation. The Committee shall review all presentation materials. Nonconforming items within the presentation materials must be deleted by the presenter or the material will not be allowed to be presented.
- b. Exemptions for special cases will require the written approval of the Conferences and Expositions Committee Chair prior to the start of the Conference.

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1.201.09 ASHRAE Commercialism Policy (02-06-27-60/14-01-22-08)

1.201.09.1 ASHRAE is a technical society whose objective is to advance the arts and sciences of HVAC&R. The Society is not organized to advance commercial interests. ASHRAE's restriction of membership to individuals reflects the Society's non-commercial character. With the foregoing in mind, ASHRAE's Commercialism Policy is as follows:

ASHRAE's publications and activities shall be free of commercial bias and shall not imply ASHRAE endorsement of any commercial interest. Commercial recognition may be provided or implied when doing so is necessary to promote the arts and sciences of HVAC&R and the understanding of associated technology. Such opportunities for recognition shall be administered fairly and may include citations, sponsorships, advertising and acknowledgements.

1.201.09.2 ASHRAE Commercialism Guidelines

- A. To disseminate knowledge and fulfill its objective, ASHRAE publishes literature; conducts educational programs, conducts technical meetings, and makes available data in electronic form. These publications and activities may include commercial recognition to promote understanding of technical content and awareness of available technology. Such recognition, however, must not imply ASHRAE endorsement of a product or service, nor may the focus of any ASHRAE work or activity be to promote a commercial product or service, whether in the public or private sector.
- B. Responsibility for implementing ASHRAE's Commercialism Policy resides with the Society's councils and committees, Regional Officers and Chapter Board of Governors. These groups should draw upon their unique understanding of their assigned activities to establish operating procedures and make decisions that are consistent with the Society's policy. These Commercialism Guidelines are intended to be of assistance when applying the Commercialism Policy and making commercialism judgments that are fair, are beneficial to the membership, and protect the integrity of ASHRAE publications and activities. They apply to all levels of ASHRAE activity – Society, regional and chapter – and address ASHRAE recognition of all external groups – public and private; for profit and not for profit; commercial and non-commercial.
- C. ASHRAE's Commercialism Guidelines consist of two sections.
 - 1. The Guiding Principles section sets forth the basic criteria that each instance of commercial recognition must meet.
 - 2. The Examples of Policy Intent provide specific guidance as to what the Society has already determined to be acceptable and unacceptable instances of commercial recognition. These Examples of Policy Intent are not a complete list of policy applications, nor are they intended to cover the full intent of the policy. They provide guidance.
- D. When deciding on approval of activities that include commercial recognition, councils, committees, Regional Officers and Chapter Board members must determine if the intent of the Commercialism Policy Statement is met and if the criteria identified as Guiding Principles are satisfied. If so, it is the responsibility of councils and committees to revise their respective manuals of procedures as needed.

1.201.009.3 Guiding Principles

- A. ASHRAE use of commercial names and logos shall not be done in ways that imply ASHRAE endorsement, approval or certification.
- B. If ASHRAE publications and activities are sponsored by commercial entities or other external groups, the opportunities for sponsorship shall be widely available and fairly administered
- C. The intent of any ASHRAE presentation or paper shall be to educate the ASHRAE audience about research or technological application, not to advertise nor promote commercial entities or other external groups.
- D. The inclusion of commercial information shall be done in a fair and unbiased way so as to avoid explicit promotion of a product or commercial entity.

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- E. Commercial names and logos not related to the HVAC&R industry shall be permitted in presentations and papers providing recognition is pertinent to a better understanding of HVAC&R technology, such inclusion is not intended to be promotional, ASHRAE endorsement is not conveyed, and there is no implication that the audience is required to use the commercial entity.
- F. Some ASHRAE activities, such as ASHRAE participation in the AHR Exposition, ASHRAE Journal and the Society web site, are recognized as operating as commercial enterprises, fulfilling the Society's mission of technological advancement with adherence to business plans that generate income to offset operational expenses.
- G. Chapter and regional activities shall not compete with the Society's activities in the areas of advertising and sponsorships since chapter and regional activities detrimental to the Society are detrimental to the Society's membership.
- H. Chapters and regions participating in local or regional trade shows (including "product shows" and/or "equipment expositions") shall adhere to guidelines included in the Manual of Chapter Operation (MCO). The rules in the MCO allow the Society to fulfill its obligations in the contractual agreement for sponsorship of the AHR Exposition. It is essential that all ASHRAE events comply with these procedures.
- I. ASHRAE activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum. ASHRAE councils, committees, regional officers and chapter board members shall explain and promote these values.

1.201.009.4 Examples of Policy Intent: Acceptable Applications

- A. Society Winter and Annual Meeting events may be sponsored, such as welcome party, luncheons, registration kits and receptions.
- B. Commercial names and logos may be used to acknowledge sponsorships, such as on event banners, chapter tabletop displays, newsletters, rosters and websites.
- C. ASHRAE technical literature and educational materials may be sponsored.
- D. Commercial names and logos may be used in presentations and papers to provide author identification or to acknowledge contributions.
- E. Company names and products may be cited in historical works.
- F. Company names and products may be cited in presentations and papers if such information has historical significance directly relating to the technology discussed in a presentation or paper.
- G. Manufacturer and model number of test instruments may be noted if such identification is required to allow accurate reproduction of the work described.
- H. Commercial names not directly related to the HVAC&R industry may be displayed or cited in presentations and papers if inclusion of such reference is pertinent to a better understanding of the subject matter discussed or if such reference is unavoidable.
- I. Presentations may include logos and the names of computer hardware, operating systems, browsers, word processing programs, spreadsheets, presentation programs, etc., since the intent of the presentation is to examine HVAC&R technology, not to promote information management technology.
- J. Demonstrations of software used in the HVAC&R industry may include reference to commercial products and may include performance data if the inclusion of such references and data are necessary to illustrate use of the software.
- K. Chapters may allow advertising and sponsorships on their web sites providing that the advertisers and sponsors deal primarily in the chapter's local geographic area, such as a local sales office of a manufacturer, local manufacturer, or local distributor.
- L. Advertising on chapter web sites must be in a separate section of the web site and must comply with all requirements of the ASHRAE Policy for Chapter Websites.
- M. Chapters and regions may have web links to non-ASHRAE web sites if the purpose is informational and if it is made clear to viewers that they are leaving the chapter website.
- N. Web-based presentations may include excursions to commercial sites if the purpose is clearly not to promote a commercial entity.

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- O. Chapters may include advertising in chapter newsletters and publications if it is restricted to business card type advertising as described the Manual of Chapter Operation.
- P. ASHRAE technical literature and educational materials may be sponsored if the content of the material remains bias free, if equal opportunities are provided to commercial interests, and if such recognition is made public.

1.201.009.5 Examples of Policy Intent: Unacceptable Applications

- A. The title or the text of papers and presentations may not promote a commercial product or service.
- B. The use of commercial names may not be done in ways that promote the benefits of that commercial entity nor be used to principally further awareness of that commercial entity.
- C. The subject of presentations and papers may not be to promote a commercial entity's exclusively available commercial product and service.
- D. Commercial part numbers may not be used in a presentation's or paper's title, text or illustrations unless such information is necessary for advancing technical knowledge.
- E. Product-specific programs (programs whose main intent is to describe the features of a specific manufacturer's product) may not be scheduled or presented at a Society event because their very nature would be to further awareness of a specific commercial entity or to describe the advantages of the commercial entity.
- F. Chapter and regional web sites may not state by name products, services and companies, except in advertising, in sponsorships or to identify the business affiliations of persons named on the site.
- G. Events including chapter meetings where speakers or members in attendance are encouraged to voice commercial-based bias; be it for or against a particular commercial entity.
- H. The use of podium time by a sponsor of the Plenary Session and/or sponsor of the Keynote Speaker to address the Plenary Session attendees may not be used to promote a commercial interest.

ROB and ASHRAE Bylaws Motions
(see Attachment B1 – Dennis Knight Memo to BOD)

MOTION 1:

That the ASHRAE Society Bylaws (SBL) and ROB be amended as follows:

- A. **SBL Section 3.3 Voting.** At any annual, winter, or special meeting, each voting member, as defined in Section 2.11, shall be entitled to one vote, which may be cast in person or by proxy. A proxy shall not be valid longer than three months from its date of execution.

Nominations shall be put forward by the Nominating Committee as hereinafter provided in Section 7.6.

Nominations may also be made in writing by petition signed by not fewer than ~~fifty~~ one hundred members eligible to vote with no more than 50 of the petitioners belonging to any single Region of ASHRAE. Upon presentation of such nominations by petition to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

B. ROB 3.300.001 Board of Directors Elections

C. Nomination

Members of the Board of Directors, including officers, are nominated by the Society Nominating Committee and elected by the membership.

1. The Nominating Committee, consisting of members selected by the Regions and members elected by the Board of Directors, shall select candidates for elected officers and members of the Board of Directors. (SBL 7.6) Nominations may also be made in writing by petition signed by not fewer than ~~50~~ one hundred members eligible to vote with no more than 50 petitioners belonging to any single Region of ASHRAE not less than 120 days prior to the first session of the Annual Meeting. (SBL 3.3)

MOTION 2:

That SBL Article V, Officers be revised to include two subparagraphs under each officer's description to include the qualifications and duties required of the Member serving in the position:

A. Section 5.3 President.

Section 5.3.1 – Qualifications: The ASHRAE President is selected by automatic succession from the current office of President-Elect. Therefore, the only qualification to serve as ASHRAE President shall be to have served as the immediate past President-Elect.

Section 5.3.2 Duties and Responsibilities: The President shall have general direction of the affairs of the Society, and general supervision over its several officers, subject, however,

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to the control of the Board of Directors. The President shall, at each annual meeting and from time to time, report to the members and to the Board of Directors all matters within the President's knowledge which the interest of the Society may require to be brought to their notice; shall preside at all meetings of the members and at all meetings of the Board of Directors; and in general shall perform all duties incident to the office of President and such other duties assigned by the Board of Directors or prescribed by these Bylaws.

B. Section 5.4 President-Elect.

Section 5.4.1 – Qualifications: To serve in the office of President-Elect the person shall have held the membership grade of Member, or higher grade as stated in SBL Section 4.2 for a minimum of 10 years and have completed a term in the office of Treasurer for one full society year within the previous 5 society years. The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office.

Section 5.3.2 Duties and Responsibilities: If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of his/her immediate predecessor. If the time served is less than six months, he/she shall also serve as President for the next Society year. If the President-Elect dies, resigns, is removed from office or becomes President in accordance with the foregoing provisions, the office of President-Elect shall remain vacant until the next annual meeting of the Society. If there is a vacancy in the offices of both President and President-Elect, the Treasurer shall act as President until the next annual meeting of the Society. The President-Elect shall perform all duties assigned by the Board of Directors or prescribed by these Bylaws.

C. Section 5.6 Treasurer.

Section 5.6.1 – Qualifications: To serve in the office of Treasurer the person shall have held the membership grade of Member, or higher grade as stated in SBL Section 4.2 for a minimum of 10 years and have completed a term in the office of society Vice-President for one full society year within the previous 5 society years.

Section 5.6.2 Duties and Responsibilities: The Treasurer shall have custody of the funds of the Society and the Society's books of account, which shall be open to the inspection of any member of the Board of Directors. The Treasurer shall chair the Finance Committee.

D. Section 5.7 Vice Presidents.

Section 5.7.1 – Qualifications: To serve in the office of Vice-President the person shall have held the membership grade of Member, or higher grade as stated in SBL Section 4.2 for a minimum of 8 years, have completed one full term (3 years) on the Board of Directors as a Director and Regional Chair (DRC) or Director At Large (DAL) within the previous 5 society years.

Section 5.7.2 Duties and Responsibilities: There shall be four society Vice-Presidents. The Vice Presidents shall perform the duties assigned by the Board of Directors.

MOTION 3:

That ROB 1.120, Bylaws be revised as follows:

- 1.120 BYLAWS
- 1.120.001 General Requirements
- 1.120.002 Amendments (64-10-09-11)

Amendments to the bylaws of the Society shall be voted by the membership at any annual, winter or special meeting of the Society as defined in SBL Section 3.1 and as provided in the SBL Section 3.3 ~~the Annual Meeting of the Society, except by special direction of the President.~~

MOTION 4:

That ROB 3.300.001, Board of Directors Elections be revised as follows:

B. Qualifications

1. Only Fellows, Life Members and Members shall be eligible for election as voting members of the Board of Directors. (SBL 4.2)
2. Candidates for consideration as officer or director shall have attained ~~the grade of Member at least five years before the date of election~~ qualifications as provided in the Bylaws.
3. Candidates for consideration as a Director and Region Chair (DRC) or a Director At Large director shall have attained the grade of Member at least five years before the date of election.

C. Nomination

Members of the Board of Directors, including officers, are nominated by the Society Nominating Committee and elected by the membership.

1. The Nominating Committee, consisting of members selected by the Regions and members elected by the Board of Directors, shall select candidates for elected officers and members of the Board of Directors. (SBL 7.6) Nominations may also be made in writing by petition as provided in the Bylaws ~~not fewer than 50 members eligible to vote not less than 120 days prior to the first session of the Annual Meeting.~~

Background:

1. That for the first time since the Certificate of Consolidation (COC) was filed in 1959 in the State of New York, USA, SBL Section 3.3 has been exercised by the members to nominate a candidate for society Vice-President by writing (petition) signed by no fewer than 50 members to be placed on the ballot for this year's elections in addition to the candidates put forth by the society Nominating Committee.
2. By exercising this option for nominating candidates for Officers of Society, other than Society President, namely for the offices of society President-Elect, society Treasurer and the society Vice-Presidents, it has pointed out some potentially unforeseen conditions and

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ramifications that may have not been considered by the authors and signatories to the COC in January of 1959 including, but not limited to the points enumerated below.

3. That the COC, the ASHRAE Society Bylaws (SBL) and the ASHRAE Rules of the Board (ROB) are silent with respect to the qualifications required for a person to be considered a candidate for officer of Society and, if elected, serve as ASHRAE's President-Elect, Treasurer and Vice President. This group, along with the Society President and the Society Secretary, a non-voting member defined in SBL Section 5.3, is most often referred to as the ASHRAE Executive Committee or ExCom for short (SBL Section 7.3 – Executive Committee).
4. The only requirement in the SBL to be eligible for election as a voting member of the ASHRAE Board of Directors (BOD) is that the candidate hold one of the following ASHRAE membership grades: Fellow, Life Member or Member (SBL 4.2).
5. That ASHRAE Society Membership is nearly 4 times the number of members as it was in 1959 when the COC was filed and that SBL 3.3 should require more than 50 members to nominate a candidate for a position as an officer of society and it should also require that the nominee to be proposed by members in more than a single Region, however, the number of signatures should not be so onerous as to discourage members from exercising this option or require a number of signatures greater than the number of signatures or votes required to actually affect a change in the SBL (see SBL Section 12.1).
6. The only additional requirement to be elected to the BOD contained in the ROB is that the candidate holding one of those membership grade have held at least the membership grade of "Member" for 5 years.
7. That the Nominating Committee Manual of Procedures (MOP) contains some additional qualifications for these positions but is worded in non-mandatory, guideline language that is not binding on the ASHRAE ExCom, BOD or General membership in any way.
8. That ASHRAE is a Not-For Profit Corporation registered in the State of New York, USA with annual revenues of more than \$20 million dollars (US) and having even greater assets and that the BOD of that Corporation have a fiduciary responsibility to all of the Members of ASHRAE, which is one of the highest standards of care that exist in our corporate legal system.
9. That no corporation, public or private, for profit or not-for-profit, would or should open the determination of its highest levels of governance, leadership and fiduciaries up to the "free-for-all" open democratic nomination and election process that the SBL Section 3.3 and the two proposed motions would allow without explicit qualifications for the persons being nominated for the positions of society President-Elect, Treasurer and the Vice- Presidents being defined. This would not be considered a sound nor prudent business practice under any stretch of the imagination.
10. That qualifications for the offices of President-Elect, Treasurer and the Vice-Presidents should be included in the Society's most fundamental and highest ranking governing document, the Society Bylaws.

Fiscal Impact: Staff administrative time and the cost of mailing notice to all of society members at their last known address as provided in the SBL for any proposed change in the Bylaws.

Memorandum

From: M. Dennis Knight, P.E., ASHRAE Director At Large

To: ASHRAE Board of Directors

Date: May 17, 2018

Subject: Nominations by Petition and ASHRAE Society Bylaws (SBL) Section 3.3 - Voting and other matters as more fully described below and in the Attachments to this

Fellow ASHRAE Board of Directors Voting and Non-Voting Members and Colleagues:

I have reviewed the proposed motions to change a portion of the language in the SBL Section 3.3 and would like to provide you with the following comments and the attached proposed motion that I am suggesting should be made in lieu of the two motions referenced above. In addition, I have carefully reviewed the ASHRAE Certificate of Consolidation (COC), the ASHRAE Society Bylaws (SBL), the ASHRAE Rules of the Board (ROB) and the Nominating Committee Manual of Procedures (MOP).

My reasons for submitting this to you for consideration is that I think that the more serious threat to the future governance and leadership of ASHRAE lies not in the wording of SBL Section 3.3 but in the following:

1. That the COC, SBL and the ROB are silent with respect to the qualifications required for a person to be considered a candidate and, if elected, serve as ASHRAE's President-Elect, Treasurer and Vice President. This group, along with the Society President is most often referred to as the ASHRAE Executive Committee or ExCom for short. I will use that abbreviation when referring to that group in this correspondence.
2. The only requirement in the SBL to be eligible for election as a voting member of the ASHRAE Board of Directors (BOD) is that the candidate hold one of the following ASHRAE membership grades: Fellow, Life member or Member (SBL 4.2).
3. The only additional requirement to be elected to the BOD contained in the ROB is that the candidate holding one of those membership grade have held at least the membership grade of "Member" for 5 years.
4. The Nominating Committee MOP contains some additional qualifications for these positions but is worded in non-mandatory, guideline language that is not binding on the ASHRAE ExCom, BOD or General membership in any way.
5. That ASHRAE is a Not-For Profit Corporation registered in the State of New York, USA with revenues in excess of \$20 million dollars and even greater assets and the BOD have a fiduciary responsibility to all of the Members of ASHRAE, which is one of the highest standards of care that exist in our corporate legal system.

Memorandum to the ASHRAE BOD

From: M. Dennis Knight, P.E.,

Dated: May 17, 2018; Ref. Nominations and Society Officer Qualifications

6. That no corporation, public or private, for profit or not-for-profit, would or should open the determination of its highest levels of governance and leadership up to the “free-for-all” open democratic nomination and election that the SBL Section 3.3 and the two proposed motions would allow.

Therefore, I am respectfully making the attached motion with detailed background to the BOD for consideration in the BOD meeting being held by web conference this morning, May 17, 2018 at 9:00 a.m. Eastern Daylight Time. I also recommend that, at the end of the meeting today that this motion and the two motions submitted by Regions VI and XI regarding SBL Section 3.3 be referred to Members Council to be taken up for deliberation and debate at our upcoming ASHRAE Annual Conference being held in Houston, Texas during the dates of June 23-27, 2018. I do not see the urgency to make a decision on any of these motions since any decision we make to make a SBL change must be in accordance with SBL Section 12.1 – Notice, and be voted on by the full membership of ASHRAE at a duly convened meeting of the Society as defined in SBL Section SBL Sections 3.1 - Annual, Winter and Special Meetings and SBL Section 3.2 – Notice of Meetings.

Memorandum to the ASHRAE BOD

From: M. Dennis Knight, P.E.,

Dated: May 17, 2018; Ref. Nominations and Society Officer Qualifications

2017 CRC Motions

Region VI (Illinois Chapter) – CRC Motion 1.2:

That the Rules of the Board Section 2.104.008 regarding the nature of any ASHRAE meetings held under the guise of “Executive Session” be modified as follows:

2.104.008.02 Master List of Potential Nominees
Committees engaged in the process of determining candidates for ASHRAE offices, shall have access to information containing separate records of potential nominees from previous unsuccessful nominated positions that are carried over from the previous three years. Candidates shall be referred to only by name for the nominated position.

Region VI (Illinois Chapter) – Motion 2:

That the Rules of the Board, Volume 2, Paragraph 2.415, Nominating Committee, be amended as follows:

2.415 NOMINATING COMMITTEE

2.415.002 MEMBERSHIP

2.415.002.1 Composition (16-06-29-32/86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/01-01-28-01/10-01-24-02/13-01-27-01)

A. This committee shall consist of at least ~~twenty-two (22)~~ twenty-one (21) voting members, including a chair and vice chair. (SBL 7.6)

[NOTE: Number determined as follows 13 Numbered Regions, Region-At-Large, Region XIV, 4 BOD elected members and Committee Chair and Vice Chair.]

B. There shall be one voting member one non-voting alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and ~~8~~ 4 voting members and ~~8~~ 4 non-voting alternates selected by the Board of Directors. (2.434.002SBL 7.6).

Background: The intent of this motion is to limit the number of Board Selected voting members to the Nominating Committee. Between ex board members and officers participating as Regionally elected members of the Nominating Committee and those members selected by the BOD to serve, BOD influence over the nominating process can be too great. Too often, BOD NC positions are meted out to members as “favors” for service in other parts of the Societies operations, adding a “political” flavor to workings of the Committee. Too often, these participants act with too limited a knowledge of Society participation and experience. There is minimal if any ways to eliminate Regional elected members with “recent” BOD experience. Limiting BOD selected members should at least allow for a stronger regional impact on the nominating process.

Fiscal Impact: COST SAVINGS. Reducing the quantity of Board Elected members to the Nominating Committee and their alternates reduces transportation expenses for three meetings per year.

Vote: 9-0-2 (chair not voting)

Region III (Hampton Roads) – Motion #12: (see Motion #25)

That Section 7.6 of the Society Bylaws be revised as shown below:

Section 7.6 Nominating Committee. This standing committee of the Society shall select candidates for elected officers and members of the Board of Directors. It shall consist of at least twenty-two members, each of whom shall hold the grade of Member or higher in the Society. Each

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shall have been a full Member in good standing in the Society for a period of at least five years at the time of selection. Committee membership shall be comprised of the chair, the vice chair, one member and one alternate from each region of the Society selected by the Chapters Regional Committee of each respective region, and at least eight members and eight alternates selected by the Board of Directors.

~~The immediate Past President or the most recent Past President willing to serve shall serve as Vice Chair of the committee and then advance to Chair when replaced as Vice Chair.~~

The Vice Chair of the committee shall be nominated by the members of the Nominating Committee and elected by the Board of Directors. The nominee will have served at least three years on the committee and have demonstrated their performance and a determination to provide leadership for the nominations of the best leadership for consideration by the Society Membership. He will then advance to Chair of the committee when replaced as Vice Chair.

The Nominating Committee shall serve during the Society year for which it is elected. Members and alternates shall be selected as follows: Regional electees by the Chapters Regional Committees at their regularly-called meetings; Board of Directors selectees by the Board at a regular meeting.

There shall not be more than three members and three alternates from any one region, except for the Chair and Vice Chair. No member of the Board of Directors shall be eligible to serve on the Nominating Committee.

Background: ASHRAE must be a nimble reacting to the industry trends and the desires of its Membership. As ASHRAE Presidential Members typically serve five years on the Executive Committee and also serve as Council Leadership, they direct committee selections, ad hocs, special assignments, and countless other activities that give individuals high visibility within the Society. Continuing service as Chair and Vice Chair of the Nominating Committee could allow past officers to continue to promote those of shared views into higher leadership positions. It is in ASHRAE's best interest and to reduce the potential of such influence. It is suggested that the Vice Chair have served three years on the Nominating Committee and have demonstrated his/her leadership on non-bias performance and determination to provide the committee leadership necessary to put forward the best candidates.

Fiscal Impact: None.

Vote: 7-0-4 (chair not voting)

Region XII (Gold Coast) – Motion #25: (see Motion #12)

That Members Council revise Section 7.6 of the Society Bylaws as noted below:

Section 7.6 Nominating Committee. This standing committee of the Society shall select candidates for elected officers and members of the Board of Directors. It shall consist of at least twenty-two members, each of whom shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least five years at the time of selection. Committee membership shall be comprised of the chair, the vice chair, one member and one alternate from each region of the Society selected by the Chapters Regional Committee of each respective region, and at least eight members and eight alternates selected by the Board of Directors.

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~~The immediate Past President or the most recent Past President willing to serve shall serve as Vice Chair of the committee and then advance to Chair when replaced as Vice Chair.~~

The Vice Chair of the committee shall be nominated by the members of the Nominating Committee in the Fall Meeting and elected by the Board of Directors at the Winter Conference. The nominee shall have served at least three years on the committee and have demonstrated their performance and a determination to provide leadership for the nominations of the best leaders for consideration by the Society Membership. The Vice Chair shall become Chair upon completion of their term as Vice Chair.

The Nominating Committee shall serve during the Society year for which it is elected. Members and alternates shall be selected as follows: Regional electees by the Chapters Regional Committees at their regularly-called meetings; Board of Directors selectees by the Board at a regular meeting.

There shall not be more than three members and three alternates from any one region, except for the Chair and Vice Chair. No member of the Board of Directors shall be eligible to serve on the Nominating Committee.

Background: As ASHRAE Presidential Members typically serve five years on the Executive Committee and also serve as Council Leadership, they direct committee selections, ad hocs, special assignments, and countless other activities that give individuals high visibility within the Society. Continuing service as Chair and Vice Chair of the Nominating Committee could allow past officers to continue to promote those of shared views into higher leadership positions. It is in ASHRAE's best interest and to reduce the potential of such influence. It is suggested that the Vice Chair have served three years on the Nominating Committee and have demonstrated their leadership on non-bias performance and determination to provide the committee leadership necessary to put forward the best candidates. In most years the Past President is taking on a Vice Chair role on a committee they have never served.

Fiscal Impact: None. The committee will have no more members than currently organized.

Vote: 11-1-0 (chair not voting)

Region XII (Southwest Florida) – Motion #28:

That a referral be made to the Nominating Committee to add two members, and revise the nominating process for "Directors-at-Large" to include an equal and alternate path as nominated from Technology Council, in a similar executive caucus session, beginning June 2018.

Background: There needs to be alternate and equal path to nominate qualified candidates for ASHRAE Board service, especially to preserve the interests for the DAL Board position and technical integrity of ASHRAE. The DAL position qualification reads in part, that this individual would need to have extensive experience and expertise in the various standards and technical committees of ASHRAE. While it is ok to have one path for nominating DAL's from the grassroots CRC, many times potential DAL candidates are not active in grassroots activities and therefore are not known by the chapters that need to nominate and vote for them in the caucus. At the society level of ASHRAE, Technology Council could have an executive caucus session whereby all technical portions of ASHRAE are represented on the Council, and they could bring names forward for Nominating Committee to consider, at their Fall meeting. The NC would need to re-write their process to give equal weight to this recommendation similar to the CRC recommendation. (In addition, more weight should also be given to individual nominations) This would require NC to add a NC member and alternate from the current roster of Technology Council. The term of that new

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position would be reviewed and renewed annually by TechC. The intent is to change the ROB's/MOP's of NC and TechC to achieve this.

Fiscal Impact: \$None; these members would be a part of the BOD elected members already funded.

Vote: 12-0-0 (chair not voting)

Region XII (Southwest Florida) – Motion #29:

That Members Council appoint an independent balanced “task group or ad hoc” to study the process and procedures of “Society Nominating Committee” ROB 2.415, its MOP, and related Bylaw sections pertaining to the Society Nominating Committee, and make recommendations to Members Council, for updates and enhancements, beginning January 1, 2018.

Background: Our Nominating process is very important to the life of our Society and has not been reviewed or substantially updated by an independent task group or ad hoc, other than themselves for as long as it has been archived to be searched and recovered. This task group is intended to include members from Members Council, Nominating Committee, both past and current, with the balance and bias controls that we use in our ANSI processes.

The “essence” of this motion, as well as other similar motions, targeting the Nominating Committee process and procedures, have been previously considered and rejected by the Nominating Committee. This motion again asks for an independent task group or ad hoc to be formed and work under the supervision of MC.

Fiscal Impact: None.

Vote: 12-0-0 (chair not voting)

Region VII (Tennessee Valley) – Motion #20:

That Staff create a temporary secure site that the Regional Nominating Member can post ASHRAE Bios for members being considered for a position.

Background: Currently, each delegate and alternate must look up each member’s bio for review prior to considering them for a position. Additionally, if the member’s number isn’t known, the bio cannot be accessed. Nominating is a critical function and this process would streamline the effort to elect/propose well qualified individuals.

Fiscal Impact: Minimal. Programming time to create a temporary secure site.

Vote: 14-0-0 (chair not voting)

1.201.009 ASHRAE Commercialism Policy (02-06-27-60/14-01-22-08)

1.201.009.1 ASHRAE is a technical society whose objective is to advance the arts and sciences of HVAC&R. The Society is not organized to advance commercial interests. ASHRAE's restriction of membership to individuals reflects the Society's non-commercial character. With the foregoing in mind, ASHRAE's Commercialism Policy is as follows:

ASHRAE's publications and activities shall be free of commercial bias and shall not imply ASHRAE endorsement of any commercial interest. Commercial recognition may be provided or implied when doing so is necessary to promote the arts and sciences of HVAC&R and the understanding of associated technology. Such opportunities for recognition shall be administered fairly and may include citations, sponsorships, advertising and acknowledgements.

1.201.009.2 ASHRAE Commercialism Guidelines

1. To disseminate knowledge and fulfill its objective, ASHRAE publishes literature; conducts educational programs, conducts technical meetings, and makes available data in electronic form. These publications and activities may include commercial recognition to promote understanding of technical content and awareness of available technology. Such recognition, however, must not imply ASHRAE endorsement of a product or service, nor may the focus of any ASHRAE work or activity be to promote a commercial product or service, whether in the public or private sector.
2. Responsibility for implementing ASHRAE's Commercialism Policy resides with the Society's councils and committees, Regional Officers and Chapter Board of Governors. These groups should draw upon their unique understanding of their assigned activities to establish operating procedures and make decisions that are consistent with the Society's policy. These Commercialism Guidelines are intended to be of assistance when applying the Commercialism Policy and making commercialism judgments that are fair, are beneficial to the membership, and protect the integrity of ASHRAE publications and activities. They apply to all levels of ASHRAE activity – Society, regional and chapter – and address ASHRAE recognition of all external groups – public and private; for profit and not for profit; commercial and non-commercial.
3. ASHRAE's Commercialism Guidelines consist of two sections.
 1. The Guiding Principles section sets forth the basic criteria that each instance of commercial recognition must meet.
 2. The Examples of Policy Intent provide specific guidance as to what the Society has already determined to be acceptable and unacceptable instances of commercial recognition. These Examples of Policy Intent are not a complete list of policy applications, nor are they intended to cover the full intent of the policy. They provide guidance.
4. When deciding on approval of activities that include commercial recognition, councils, committees, Regional Officers and Chapter Board members must determine if the intent of the Commercialism Policy Statement is met and if the criteria identified as Guiding Principles are satisfied. If so, it is the responsibility of councils and committees to revise their respective manuals of procedures as needed.

1.201.009.3 Guiding Principles

1. ASHRAE use of commercial names and logos shall not be done in ways that imply ASHRAE endorsement, approval or certification.
2. If ASHRAE publications and activities are sponsored by commercial entities or other external groups, the opportunities for sponsorship shall be widely available and fairly administered.
3. The intent of any ASHRAE presentation or paper shall be to educate the ASHRAE audience about research or technological application, not to advertise nor promote commercial entities or other external groups.
4. The inclusion of commercial information shall be done in a fair and unbiased way so as to avoid explicit promotion of a product or commercial entity.
5. Commercial names and logos not related to the HVAC&R industry shall be permitted in presentations and papers providing recognition is pertinent to a better understanding of HVAC&R technology, such inclusion is not intended to be promotional, ASHRAE endorsement is not conveyed, and there is no implication that the audience is required to use the commercial entity.

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6. Some ASHRAE activities, such as ASHRAE participation in the AHR Exposition, ASHRAE Journal and the Society web site, are recognized as operating as commercial enterprises, fulfilling the Society's mission of technological advancement with adherence to business plans that generate income to offset operational expenses.
7. Chapter and regional activities shall not compete with the Society's activities in the areas of advertising and sponsorships since chapter and regional activities detrimental to the Society are detrimental to the Society's membership.
8. Chapters and regions participating in local or regional trade shows (including "product shows" and/or "equipment expositions") shall adhere to guidelines included in the Manual of Chapter Operation (MCO). The rules in the MCO allow the Society to fulfill its obligations in the contractual agreement for sponsorship of the AHR Exposition. It is essential that all ASHRAE events comply with these procedures.
9. ASHRAE activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum. ASHRAE councils, committees, regional officers and chapter board members shall explain and promote these values.

1.201.009.4 Examples of Policy Intent: Acceptable Applications

1. Society Winter and Annual Meeting events may be sponsored, such as welcome party, luncheons, registration kits and receptions.
2. Commercial names and logos may be used to acknowledge sponsorships, such as on event banners, chapter tabletop displays, newsletters, rosters and websites.
3. ASHRAE technical literature and educational materials may be sponsored.
4. Commercial names and logos may be used in presentations and papers to provide author identification or to acknowledge contributions.
5. Company names and products may be cited in historical works.
6. Company names and products may be cited in presentations and papers if such information has historical significance directly relating to the technology discussed in a presentation or paper.
7. Manufacturer and model number of test instruments may be noted if such identification is required to allow accurate reproduction of the work described.
8. Commercial names not directly related to the HVAC&R industry may be displayed or cited in presentations and papers if inclusion of such reference is pertinent to a better understanding of the subject matter discussed or if such reference is unavoidable.
9. Presentations may include logos and the names of computer hardware, operating systems, browsers, word processing programs, spreadsheets, presentation programs, etc., since the intent of the presentation is to examine HVAC&R technology, not to promote information management technology.
10. Demonstrations of software used in the HVAC&R industry may include reference to commercial products and may include performance data if the inclusion of such references and data are necessary to illustrate use of the software.
11. Chapters may allow advertising and sponsorships on their web sites providing that the advertisers and sponsors deal primarily in the chapter's local geographic area, such as a local sales office of a manufacturer, local manufacturer, or local distributor.
12. Advertising on chapter web sites must be in a separate section of the web site and must comply with all requirements of the ASHRAE Policy for Chapter Websites.
13. Chapters and regions may have web links to non-ASHRAE web sites if the purpose is informational and if it is made clear to viewers that they are leaving the chapter website.
14. Web-based presentations may include excursions to commercial sites if the purpose is clearly not to promote a commercial entity.
15. Chapters may include advertising in chapter newsletters and publications if it is restricted to business card type advertising as described the Manual of Chapter Operation.
16. ASHRAE technical literature and educational materials may be sponsored if the content of the material remains bias free, if equal opportunities are provided to commercial interests, and if such recognition is made public.

1.201.009.5 Examples of Policy Intent: Unacceptable Applications

1. The title or the text of papers and presentations may not promote a commercial product or service.
2. The use of commercial names may not be done in ways that promote the benefits of that commercial entity nor be used to principally further awareness of that commercial entity.
3. The subject of presentations and papers may not be to promote a commercial entity's exclusively available commercial product and service.
4. Commercial part numbers may not be used in a presentation's or paper's title, text or illustrations unless such information is necessary for advancing technical knowledge.
5. Product-specific programs (programs whose main intent is to describe the features of a specific manufacturer's product) may not be scheduled or presented at a Society event because their very nature would be to further awareness of a specific commercial entity or to describe the advantages of the commercial entity.
6. Chapter and regional web sites may not state by name products, services and companies, except in advertising, in sponsorships or to identify the business affiliations of persons named on the site.
7. Events including chapter meetings where speakers or members in attendance are encouraged to voice commercial-based bias; be it for or against a particular commercial entity.

Report on MBO#2

MBO #2: Define the goals for holding CRCs (e.g. conducting regional business, information sharing, training and networking) [Due date: 2018 Annual Conference]

Background:

- CRCs initially were structured for a U.S./Canadian organization, but now ASHRAE is global and other changes have taken place, but maybe CRCs haven't evolved appropriately.
- Plan to ask DRCs and RVCs for feedback – what has worked well, what are the issues/challenges/ areas of struggle; can we ask DRCs and RMCRs to keep this MBO in mind during the upcoming CRCs?
- What should the objectives for CRCs be? Are we doing what we should be doing?
- How can we improve the CRCs? How do we make them more valuable?

CRC Challenges:

- Location/travel, even within the U.S.
- What and how do Chapters pay for officer attendance at CRC?; some Regions use Regional Assessment to pay for transportation/travel

The Chapters Regional Conference (CRC) is intended to provide a forum for the dissemination of information pertaining to chapter, regional and society activities.

Purpose of CRC: To provide a medium for:

- A. Chapters to report their activities for the previous year and establish goals for the coming year.
- B. Regional officers to report their activities and plans.
- C. Society officers and staff to inform the region of Society plans, review chapter activities within the region and participate in workshops.
- D. Chapter delegates to submit motions for proper review.
- E. Chapter delegates to present nominees for Society and regional offices and candidates for honors and awards.
- F. Conducting chapter workshops that will educate and prepare officers and committee members to fulfill their responsibilities.
- G. Conducting technical sessions on subjects that will educate as well as increase attendance.
- H. Organizing social activities that will increase attendance and promote camaraderie.
- I. Recognizing and presenting awards to chapter and regional members.

The ask for this MBO:

- Determine metrics to use to evaluate the success of a CRC
- Develop best practices for accomplishing these goals and prepare recommendations that regions can use as guidance when planning and conducting their CRCs

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Voice of the Regions

Email sent to each DRC and RMCR in December 2017 to ask about their own reality. We received a 70% response.

1. What do you think should be the objectives for CRCs?
2. List of what has worked well for your region so far
3. List of issues/challenges/areas of struggle you have been facing in your region
4. Initiatives that your region has put in place in order to make CRC work better
5. Ideas you are having to improve your next CRC
6. How can we improve the CRCs? How do we make them more valuable?
7. How much time you are currently allowing for each workshop at your CRC?
8. Do you have a MP workshop at the CRC?
9. Do you have a RP workshop at the CRC?
10. Do you have a SA workshop at the CRC?

Summary of Feedback received:

1. Most are in agreement with existing Purpose of CRCs as stated in the MOP
2. Chapters should see CRC as an investment for the health of their chapters
3. Most CRC have RP, MP and SA workshops. But in general they are under 2 hours
4. Biggest Challenges of CRC:
 - a. Money
 - b. Time
 - c. Low attendance
 - d. Lack of training happening
 - e. Business meetings too long
 - f. Lack of technical content

Recommendations to Members Council:

We recommend to keep the same Purpose of CRCs as stated in the MOP as it is still relevant.

What needs to change is more the delivery and the time that is allocated for specific activities.

Best Practices and Recommendations that regions can use as guidance when planning and conducting their CRCs

These best practices and recommendations can be implemented by the regions to address their specific needs and challenges. Each region has the responsibility to deep dive and decide how moving forward CRC should be improved.

Regions have the responsibility to cascade to the chapters how important CRC are and how they represent an investment in the health of a chapter. This should be stressed and discussed during planning meeting or president elect training.

Regions have the responsibility to put in place appropriate CRC budget verification to ensure it is healthy.

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Regions should consider not having small chapters organize a CRC as it could be an enormous burden on their regular chapter activities.

1. Best practices and recommendations to address the Money challenge
 - a. Understanding that CRC could be a financial burden for a chapter but chapters should be investing into chapter future by sending and training more members. There is a good ROI to send attendees at CRC Chapter to budget early in the year to be able to send a good amount of attendees
 - b. Implement seed money to help the host chapter with the down-payment.
 - c. Creation of regional funds to pay expenses for volunteers as needed for struggling chapters
 - d. Limit to 2 nights maximum for partial registration and 3 nights for full registration
 - e. To increase the amount of sponsor, consider sponsors that could benefit from a regional exposure
2. Best practices and recommendations to address the time challenge
 - a. If the content of the CRC is well balanced and relevant, people should feel it is a better use of their time
 - b. Consider adjusting time period for option activities such as golf
 - c. Prepare nomination ahead of CRC to reduce the need of too many caucus-executive sessions
3. Best practices and recommendations to address the Low Attendance challenge
 - a. Add technical training content to help convince the employers to support sending their employees
 - b. Local chapters to present the CRC as a great opportunity of development and a well investment of personal time. Chapters should be investing into chapter future by sending and training more members.
 - c. Encourage families to participate
 - d. Consider Joint CRC with another region
 - e. Organize a small trade show along the CRC
 - f. Society to consider having centralized training happening during a CRC. Regions could apply to get a centralized training held in their region.
4. Best practices and recommendations to address the Lack of Training challenge
 - a. Increase the time for workshops and commit to that time. It needs to become a must. Not just a nice to have. The 2 hours average that is happening right now is not sufficient.
 - b. Make the workshop also a place of exchange and discussions
 - c. Have the chairs work on their planning of the year during the workshop
 - d. Ensure the trainings by RVCs are informative and valuable
 - e. Add Leadership training
 - f. Professional development training

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5. Best practices and recommendations to address the Business meeting too long challenge
 - a. Only keep the essential reporting
 - b. Before putting a topic on the agenda, ask the questions: is this topic relevant to the objective we want to achieve?
 - c. Chapter Reports: Keep the reporting to essential elements such as: chapter highlights, challenges to keep them interesting and relevant : Keep the element to present to one slide
 - d. RVC Reports : Keep the reporting to essential elements such as: chapter highlights, challenges
 - e. Allow more time for discussion versus just reporting
 - f. Assign a Robert rules of order manager to allow for better managed meetings

6. Best practices and recommendations to address the Lack of Technical content challenge
 - a. Add a technical training portion to the CRC: Training on a specific topic (ex. HVAC essentials)
 - b. Technical speakers
 - c. Leadership training
 - d. DL presentation
 - e. Technical tours

Metrics to evaluate the success of a CRC

- Each region to establish an acceptable baseline of attendance for each chapters to take into consideration each chapter reality (small chapters that have the same person holding more than one committee chair position: Success would be to meet that baseline or exceed it
 - ✓ At a minimum 100% of attendance by all delegates and Alternates
 - ✓ At a minimum 100% of attendance by all regional officers
 - ✓ Have 85% of committee chairs attending
- Nomination - Regional Planning happening ahead of CRC
 - ✓ expectations to have the chapters follow up with the names of potential candidates and be ready for caucus-executive sessions
- 100% of Chapter chairs attending the CRC workshops to submit their plan for the year at the end of workshop: planning for success
- Motions are presented in a clear and articulate concise manner

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region-At-Large, Hellenic Chapter – 2014 Fall CRC)	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p align="center">OPEN</p>
Atlanta – 11/2015	13o	That the Refrigeration RVCs be restored as grassroots in each region. (Region XIII, Thailand Chapter – 2015 Fall CRC)	Technology Council	<p>02/22/2018 – Members Council defeated a similar motion from the UK Midlands Chapter during the Council’s February 2018 conference call. It was noted that the referred motion was open. It was also noted that refrigeration is covered at the grassroots level through CTTC.</p> <p>10/26/2018 – There are important differences between grassroots committees and standing committees, including expectations that every one of our 190 chapters has a Chair (and Committee) for each grassroots committee, that each of the Chapter Chairs is reimbursed for transportation to his/her CRC, that each Region has a Regional Vice Chair (RVC) for each grassroots committee, and that each RVC is reimbursed for transportation to the CRC and to each ASHRAE conference. Also, the Chair of each Society-level grassroots Committee by definition is a non-voting member of Members Council, so this position would be reimbursed for transportation to each MC meeting – we usually have 3 each Society Year. As a result, the fiscal impact for adding one more grassroots committee can be several thousand dollars each year. In addition, as is mentioned in the motion, Refrigeration was a grassroots committee in the past. Its status was changed because although refrigeration is a significant part of the industry in some geographic areas, it is not as significant in many others and because some Chapters find filling all currently “required” positions difficult.</p> <p align="center">COMPLETE</p>
Atlanta – 10/2016	4i	That GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017. (Region XII, Brasil Chapter – 2016 Fall CRC)	<p>Grassroots-Government Advocacy-Committee</p> <p>Executive Committee</p>	<p>01/23/2018 – The chair of GGAC will assign a GGAC member to attend the ASHRAE Associate Societies Alliance meetings at the Winter and Annual meetings. GGAC has not established and developed a published committee methodology to identify, contact, and work with the AASA representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States. This, however, is on the agenda for the MBO Ad Hoc Subcommittee on Global Affairs for their recommendation.</p> <p>06/26/2018 – GGAC asked Members Council to refer this motion to Society ExCom because many of the contacts with non-US Government Officials take place by the Board of Directors and ExCom, not through GGAC.</p> <p align="center">OPEN</p>
Atlanta – 10/2016	7i	That the Handbook includes a chapter on ventilation for the textile and garment industries. (Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)	Technical Activities Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Long Beach – 06/2017	15	That ASHRAE extend membership for low income countries to upper middle income countries as defined by the World Bank. (Region VIII, Monterrey Chapter – 2017 Spring CRC)	Finance Committee	OPEN
Atlanta – 11/2017	12	That the SmartStart fees for new members are changed from \$21-\$78-\$103 to \$20-\$80-\$100 starting in FY2018-19. In the future, when an increase to the dues is warranted for this program, the annual dues for SmartStart new members should be rounded up or down to a multiple of 10 to make it easier to sell. (Region II, Montreal Chapter – 2017 Fall CRC)	Finance Committee	OPEN
Atlanta – 11/2017	14	That Society begin to research and publish ventilation information and recommendations on retail cannabis outlets as well as cannabis growing and transformation facilities. (Region II, NB/PEI Chapter – 2017 Fall CRC)	Technology Council	OPEN
Chicago – 01/2018	17	That a referral be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in ASHRAE documentation by January 1, 2019. (Region XII, Florida West Coast Chapter – 2017 Fall CRC)	Technology Council	01/23/2018 – Members Council approved this motion and referred it to Technology Council for consideration. OPEN
Houston – 06/2018	21	That the Membership Promotion Committee in conjunction with Society's Board or Directors; and, per ASHRAE Bylaws Section 2.10 Student Member, establish criteria for acceptable student membership regarding accredited vocational and/or apprentice trade school students (union, non-union, or similar international designation depending on the country) involved in secondary or post-secondary education; and, designed to provide technical skills which are required to perform the tasks of a particular, specific job for entry directly into the workforce. (Region VI – Central Oklahoma Chapter – 2018 Spring CRC)	Student Activities Committee & Membership Promotion Committee	10/23/2018 – This has been something that the SA Committee has discussed for quite some time. The Student Activities Committee was aware of this before the formal Members Council referral at the annual meeting. This was actually discussed in SAC's full committee meeting in Houston. In Houston, an unofficial vote was taken since the motion had not yet been recommended to SA Committee, it had a 100% approval from the committee. Following the Members Council meeting in Houston, the Student Activities Committee held a vote on this motion by email. The results were 14-0-4 chair not voting (the 4 abstentions were members who did not respond to the email vote). OPEN
Atlanta – 11/2018	6	That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.	Electronic Communications Committee & Finance Committee	OPEN
Atlanta – 11/2018	7	That Society give credit for RP cheques received after the deadline be credited to the next year's campaign.	RP Committee	OPEN
Atlanta – 11/2018	10	That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings.	Publishing and Education Council	OPEN
Atlanta – 11/2018	11	That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media.	Publishing and Education Council & Ad Hoc	OPEN
Atlanta – 11/2018	12	That the Society Executive Committee implement a new policy that applies the intent of the ASHRAE Commercialism Policy to the Plenary Session, such that we no longer have a Sponsor of the Keynote Address stand at the podium, introduce the speaker, and use that opportunity to address the membership about their commercial industry or product. To reflect the adherence to the Commercialism Policy, the three sets of attached edits are recommended (changes in <u>red and double underlined</u> , see documents attached): <ul style="list-style-type: none"> Rules of the Board 1.201.009 ASHRAE Commercialism Policy: <ol style="list-style-type: none"> 1.201.09.3 Guiding Principles <ol style="list-style-type: none"> ASHRAE activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum. ASHRAE councils, committees, regional officers and chapter board members shall explain and promote these values. <u>This includes compliance with the policy by a sponsor of the Plenary Session and/or sponsor of the Keynote Speaker.</u> 	Conferences and Expositions Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		<p>1.201.009.5 Examples of Policy Intent: Unacceptable Applications H. The use of podium time by a sponsor of the Plenary Session and/or sponsor of the Keynote Speaker to address the Plenary Session attendees with a presentation that promotes a commercial interest.</p> <ul style="list-style-type: none"> Rules of The Board 2.431 Conferences and Expositions: 2.431.001 SCOPE AND PURPOSE 2.431.001.1 This committee shall provide ASHRAE members and other meeting attendees with fully coordinated, commercialism-free, and cost effective meeting experiences with balanced technical and business/professional content. It shall prepare technical presentations and expositions that expand on ASHRAE's position as leader in the HVAC&R industry, provide a venue for general education of people new to the HVAC&R industry and facilitate technology transfer of new innovations in the HVAC&R industry. 2.431.001.2 This committee shall oversee the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. It shall seek technical content for conferences through internal ASHRAE sources and external sources, schedule content delivery, facilitate technical and commercialism review of materials (including all speaker sponsors and plenary sponsor's presentations), and study the suitability of locations for the Winter and Annual meetings. "ASHRAE Conference Commercialism Policy" handout (Revised June 22, 2013) Commercialism is the inclusion of visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization. This policy applies to sponsors of the Plenary Session/Keynote Speaker. The Conferences and Expositions Committee will strictly enforce this policy for ASHRAE papers, presentations, sponsor introductions, and/or research documentation at the ASHRAE Winter and Annual Conferences and Specialty Conferences. What is Not Allowed: L. Sponsors of the Plenary Session and Sponsors of the Keynote Speaker shall not use the opportunity at the podium to address the membership to promote their organization for commercial benefit. 		
Atlanta – 11/2018	13	That a scoring system for TCs (Technical Committees) similar to the PAOE (Presidential Award of Excellence) scoring system for chapters be created.	Technology Council	OPEN
Atlanta – 11/2018	15	That by July 1, 2019 that the Standing Standards Project Committees (SSPC's) and Standards Project Committees (SPC's) create permanent liaison positions on the ASHRAE SSPC or SPC for a person in the society or organization who's published documents are referenced by that Standard.	Standards Committee & Technology Council	OPEN
Atlanta – 11/2018	19	That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA).	Publishing and Education Council	OPEN
Atlanta – 11/2018	20	That student branch presidents, vice presidents and treasurers along with their SBAs attend the online student congress, which occurs each year during the winter conference.	Student Activities Committee	OPEN
Atlanta – 11/2018	22	That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019.	Standards Membership Model Ad Hoc Committee	OPEN
Atlanta – 11/2018	23	That ASHRAE provide formal feedback of the awarded performance (points) to all students participating in undergraduate scholarship programs and graduate student grant-in-aid award program, vis-à-vis successful applications selected for the awards.	Scholarship Committee & RAC	OPEN
Atlanta – 11/2018	25	That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.	Electronic Communications Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 11/2018	26	That Society allow access by the Chapter Historian to Regional Members past Society participation information.	Historical Committee	OPEN
Atlanta – 11/2018	28	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures.	Technology Council	OPEN
Atlanta – 11/2018	32	That ASHRAE include as an addition to the next climatic data update which is scheduled to be published in the 2021 version of the ASHRAE Handbook, Fundamentals with updated data for the locations as included in the ASHRAE CLIMATIC DATA FOR REGION X is the American Society of Heating, Refrigerating and Air-Conditioning Engineers document titled "ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994.	Technology Council	OPEN
Atlanta – 11/2018	40	That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.	Grassroots committees: CTTC, GAC, MP, RP, SAC, YEA	OPEN
Atlanta – 11/2018	44	That MP centralized training be conducted during the RAL CRC and allow the MP chair and MP co-chair to have the option to attend the training either in the US or during the CRC.	Membership Promotion Committee	OPEN
Atlanta – 11/2018	47	That the Refrigeration Chair be incorporated as a grassroots committee chair as indicated in the Region Operations Manual.	Refrigeration Ad Hoc (TBD)	OPEN
Atlanta – 11/2018	49	That Society institute a discounted multi-year dues payment option for developing economies starting July 1, 2019 with discounts corresponding to those provided for regular dues.	Finance Committee	OPEN

ATTACHMENT G

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
2018 MEMBERS COUNCIL ANNUAL MEETING (06/26/2018)					
1	7	Staff	11/18	Complete	To refer Motion 10 (06/26/2018) to the Publications Committee for consideration.
2	10	Staff	11/18	Complete	To revise MCO Section 2 as indicated in Motion 12 (06/26/2018).
3	11	Staff	6/18	Complete	To send Motion 13 to the BOD during the Houston meeting.
4	11	Staff	11/18	Complete	To report the results of CRC Motion 42 from the Pune Chapter using approved Motion 13 (06/26/2018) from MPC and publish on the website.
5	12	SAC, MPC & YEA Committee Chairs	01/19	Open	To work with Members Council Chair to come up with members of the ad hoc as indicated in Motion 14A (06/26/2018).
6	12	Staff	11/18	Complete	To report results of CRC Motion 5 from the Central New York Chapter using approved Motion 14A (06/26/2018) and publish on the website.
7	15	Staff	11/18	Complete	To send Motion 18 (06/26/2018) from the H&A Committee to SRC before sending to the BOD for approval.
8	16	Staff	11/18	Complete	To send Motion 19 (06/26/2018) from GGAC to SRC before sending to the BOD for approval.
9	17	Planning Subcommittee	01/18	Open	To continue reviewing the report to the BOD from Dennis Knight and make recommendations during the 2018 fall meeting of Members Council.
10	17	Staff	11/18	Complete	To send results of CRC Motion 1 to the La Crosse Area Chapter and CRC Motion 5 to the Regina Chapter using Motion 20 (06/26/2018) and publish on the website.
11	18	Staff	11/18	Complete	To send results of withdrawn CRC Motion 6 to the Regina Chapter and publish on the website.
12	18	Staff	11/18	Complete	To refer Motion 21 (06/26/2018) from the Central Oklahoma Chapter to SAC and MPC for review.
13	18	Staff	11/18	Complete	To report the status of Motion 21 (06/26/2018) from the Central Oklahoma Chapter and publish on the website.
14	19	Staff	11/18	Complete	Staff to report the results of CRC Motion 4 from the Illinois Chapter and CRC Motion 31 from the Central Florida Chapter using Motion 22 (06/26/2018) and publish on the website.
15	21	Staff	11/18	Complete	To report status of CRC Motion 1.2 and CRC Motion 2-Illinois Chapter; CRC Motion 12-Hampton Roads Chapter; CRC Motion 25 Gold Coast Chapter; and CRC Motion 28-Southwest

ATTACHMENT G

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
					Florida Chapter using postponed Motion 23 and publish on the website.
16	22	Staff	11/18	Complete	To refer Motion 24 (06/26/2018) from the Rocky Mountain Chapter to the Standards Membership Model Ad Hoc Committee.
17	22	Staff	11/18	Complete	To report the results of Motion 25 (06/26/2018) to the Rocky Mountain Chapter.
18	23	Staff	11/18	Complete	To send Motion 25 (06/26/2018) to SRC before sending to the BOD for approval.
19	24	Bryant/Macauley	11/18	Open	To continue discussing referred CRC Motion 34 from the Brasil Chapter (10% royalty) with Publishing and Education Council.
20	26	Staff	11/18	Complete	To include the awards calculation information in email communications to the chapters.
21	26	Staff	11/18	Complete	To report results of Motion 26 (06/26/2018) from the Iowa Chapter and publish on the website.
22	26	Staff	11/18	Complete	To include the CIQ advance notification due date of 60 days prior to the CRC information in email communications to the chapters.
23	26	Staff	11/18	Complete	To report results of Motion 27 (06/26/2018) from the Iowa Chapter and publish on the website.



CRC SCHEDULE 2018-2019

<u>FALL 2018</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NEW JERSEY JERSEY CITY, NJ	NIAGARA FRONTIER BUFFALO, NY	AUGUST 3 RD WEEK	AUGUST 16-18	GULLEDGE MASTON	GIOMETTI	DORRIE MERCURIO CHRIS PHELAN
REGION II	WINDSOR WINDSOR, ON	HALIFAX HALIFAX, NS	AUGUST 4 TH WEEK	AUGUST 24-26	BOYCE KNIGHT	REINICHE	JAMES SMITH
REGION III	PITTSBURGH PITTSBURGH, PA	HAMPTON ROADS NORFOLK, VA	AUGUST 3 RD WEEK	AUGUST 16-18	KEEN KNIGHT	WRIGHT	ROB DRUGA
REGION IV**	SOUTH CAROLINA & SPACECOAST CHAPTERS LAKE BUENA VISTA, FL	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK	AUGUST 9-11	BOYCE GULLEDGE KNIGHT	ABRAMS	COLIN SHROPSHIRE
REGION V	TOLEDO TOLEDO, OH	WESTERN MICHIGAN GRAND RAPIDS, MI	JULY 4 TH WEEK	JULY 26-28	BOYCE KEEN	ABRAMS	TIM MITZEL
REGION VII	TENNESSEE VALLEY CHATTANOOGA, TN	BLUEGRASS** LEXINGTON, KY	AUGUST 1 ST WEEK	AUGUST 2-4	GULLEDGE SCHWEDLER	RATCLIFF	KAY THRASHER STEPHEN WREN
REGION IX	SOUTH DAKOTA SIOUX FALLS, SD	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 ST WEEK	AUGUST 2-4	HAYTER KNIGHT	MITCHELL	WADE MYRABO BRENT TJEERDSMA KASEY ABBOTT
REGION X	SAN JOAQUIN FRESNO, CA	SAN DIEGO SAN DIEGO, CA	AUGUST 3 RD WEEK	AUGUST 16-18	BOYCE BRANDT	OWEN	CATHY JOHNSON
REGION XII**	SPACECOAST & SOUTH CAROLINA CHAPTERS LAKE BUENA VISTA, FL	FLORIDA WEST COAST** TAMPA, FL	AUGUST 2 ND WEEK	AUGUST 9-11	BOYCE GULLEDGE KNIGHT	ABRAMS	JOHN CONSTANIDE
REGION XIII	HONG KONG HONG KONG, HKG	MALAYSIA KUALA LUMPUR, MYS	AUGUST 4 TH WEEK	AUGUST 17-18	HAYTER SCHWEDLER	YATES	YING WAI "ALAN" LAM
REGION XIV	UK MIDLANDS LOUGHBOROUGH, UK	HELLENIC ATHENS, GREECE	SEPTEMBER 3 RD WEEK	SEPTEMBER 5-9	HAYTER SCHWEDLER	COMSTOCK	MAHROO EFTEKHARI
RAL	TURKISH ANTALYA, TURKEY		SEPTEMBER 3 RD WEEK	OCTOBER 4-7	HAYTER KEEN	GUPTA	MEHMET ZAHID POYRAZ
<u>SPRING 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	WISCONSIN MILWAUKEE, WI		MAY 1 ST WEEK	MAY 2-4	BOYCE MEHBOOB	ABRAMS	JASON LEFFINGWELL
REGION VIII	MEXICO CITY CANCUN, MEX	HOUSTON HOUSTON, TX	APRIL 4 TH WEEK	APRIL 11-13	BOYCE MEHBOOB	OWEN	BRENDA ZAMORA
REGION XI	ALASKA ALASKAN CRUISE	NORTHERN ALBERTA EDMONTON, AB	MAY 2 ND WEEK	MAY 6-14	HAYTER BOYCE	LITTLETON	RON THOMPSON

Additions and/or revisions are shaded. **Joint CRC Meeting

Revised: October 3, 2018 – Regions I, III, X and XIII CRCs are scheduled the same weekend.

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CRC SCHEDULE 2019-2020

FALL 2019	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NIAGARA FRONTIER BUFFALO, NY	MAINE LEWISTON, ME	AUGUST 3 RD WEEK	AUGUST 15-17			BECCA HOJNACKI
REGION II	HALIFAX NOVA SCOTIA, CANADA	QUEBEC VILLE DE QUEBEC	AUGUST 4 TH WEEK	AUGUST 23-25			MARK LAWRENCE
REGION III	HAMPTON ROADS NORFOLK, VA	NATIONAL CAPITAL WASHINGTON, DE	AUGUST 3 RD WEEK	AUGUST 15-17			BRIAN DERBY
REGION IV**	HELLENIC & SOUTHERN PIEDMONT CHAPTERS MYKONOS, GREECE	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK	SEPTEMBER 25-28			DEMITRIS CHARALAMBOPOULOS DAVID MCDANIEL
REGION V	WESTERN MICHIGAN GRAND RAPIDS, MI	FORT WAYNE FORT WAYNE, IN	JULY 4 TH WEEK	JULY 25-27			ADAM DOUBLSTEIN
REGION VII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL		AUGUST 1 ST WEEK	AUGUST 7-11			GRANT PAGE DAN ROGERS
REGION IX**	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 ST WEEK	AUGUST 18-20			HEATHER SCHOPPLEIN JOE HIGHAM STEPHEN FORNER KEVIN BLANKEMEIER
REGION X**	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	TUCSON TUCSON, AZ	AUGUST 3 RD WEEK	AUGUST 18-20			HEATHER SCHOPPLEIN KEVIN BLANKEMEIER JOE HIGHAM STEPHEN FORNER
REGION XII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL	ARGENTINA BUENOS AIRES, ARG	AUGUST 2 ND WEEK	AUGUST 7-11			DAN ROGERS GRANT PAGE
REGION XIII	MALAYSIA PETALING JAYA, MYS		AUGUST 4 TH WEEK				CHEA SUEI KEONG
REGION XIV**	HELLENIC & SOUTHERN PIEDMONT CHAPTERS MYKONOS, GREECE	SPAIN MADRID, SPAIN	SEPTEMBER 3 RD WEEK	SEPTEMBER 25-28			DEMITRIS CHARALAMBOPOULOS DAVID MCDANIEL
RAL			SEPTEMBER 3 RD WEEK				
SPRING 2020	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	CENTRAL ILLINOIS PEORIA, IL		MAY 1 ST WEEK	MAY 7 - 9			
REGION VIII	HOUSTON HOUSTON, TX		APRIL 4 TH WEEK	APRIL 23-26			BRUCE FLANIKEN
REGION XI	NORTHERN ALBERTA EDMONTON, AB		MAY 2 ND WEEK				

Additions and/or revisions are shaded. **** Joint CRC Meeting.**

Revised: October 12, 2018

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CRC SCHEDULE 2020-2021

<u>FALL 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 RD WEEK				
REGION II			AUGUST 4 TH WEEK				
REGION III	NATIONAL CAPITAL WASHINGTON, DC	CENTRAL PENNSYLVANIA HARRISBURG, VA	AUGUST 3 RD WEEK				ERIN MILLER LAURA MORDER
REGION IV	GREENVILLE GREENVILLE, SC	CHARLESTON CHARLESTON, SC	AUGUST 2 ND WEEK				JAMES D. MCDANIEL
REGION V	FORT WAYNE FORT WAYNE, IN		JULY 4 TH WEEK	JULY 23-25			MATTHEW KLOK
REGION VII			AUGUST 1 ST WEEK				
REGION IX	PIKES PEAK COLORADO SPRINGS, CO	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 ST WEEK	AUGUST 6-8			
REGION X	TUCSON TUCSON, AZ	TRI COUNTY REDLANDS, CA	AUGUST 3 RD WEEK	AUGUST 20-23			BUZZ WRIGHT
REGION XII	ARGENTINA BUENOS AIRES, ARGENTINA	CENTRAL FLORIDA ORLANDO, FL	AUGUST 2 ND WEEK				
REGION XIII			AUGUST 4 TH WEEK				
REGION XIV	SPAIN MADRID, SPAIN		SEPTEMBER 3 RD WEEK				
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2021</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI			MAY 1 ST WEEK				
REGION VIII			APRIL 4 TH WEEK				
REGION XI			MAY 2 ND WEEK				

Additions and/or revisions are shaded.

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