



MEMBERS COUNCIL

MINUTES

Winter Conference – January 23, 2024

These minutes have been approved by Members Council
on June 25, 2024.

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PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That the North Central Florida Section, sponsored by the Jacksonville Chapter, whose headquarters will be Gainesville, Florida, whose geographic area of activity will be Lake City, Gainesville, and Ocala, Florida be approved
3	6	That consent motions a. through j. as shown below be approved:
		a. That the charter of the Sweden Student Branch, located in Stockholm, Sweden, and sponsored by Region XIV – Other be approved. (Region XIV)
		b. That the charter of the University of Hull Student Branch, located in Hull, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
		c. That the charter of the Hellenic Open University Student Branch, located in Patras, Greece, and sponsored by the Hellenic Chapter be approved. (XIV)
		d. That the charter of the Infocal Santa Cruz De La Sierra Student Branch, located in Santa Cruz De La Sierra, Bolivia, and sponsored by the Argentina Chapter be approved. (XII)
		e. That the charter of the Weber State University Student Branch, located in Ogden, Utah, and sponsored by the Utah Chapter be approved. (IX)
		f. That the charter of the UTHM Student Branch, located in Batu Pahat, Johor, Malaysia, and sponsored by the Malaysia Chapter be approved. (XIII)
		g. That the charter of the ADCET Student Branch, located in Ashta, Maharashtra, India, and sponsored by the Pune Chapter be approved. (RAL)
		h. That the charter of the Poornima Student Branch, located in Vidhani, Rajasthan, India, and sponsored by the Rajasthan Chapter be approved. (RAL)
		i. That the charter of the RUET Student Branch, located in Rajshahi, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (RAL)
		j. That the charter of the Oxford School of Architecture Student Branch, located in Bangalore, Kamataka, India, and sponsored by the ASHRAE Bangalore Chapter be approved. (RAL)
4	6	That Society create a budget line item to pay for Distinguished Lecturer (DL) travel carbon mitigation measures, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process.
8	9	GAC recommends to Members Council that the revisions to the GAC Manual of Procedures that merge the responsibilities of the Rules Subcommittee into the Executive Subcommittee and updates to other sections of the manual be approved.
9	9	That the travel cost of the chapter GAC and YEA committee Co-chairs who join CRC training session as a substitute and in the absence of the chapter committee Chair to be reimbursed with effect from 01 Jul 2024.
10	10	H&A recommends to Members Council that the H&A Manual of Procedures be updated as follows, effective immediately. (change Technical Paper Awards to Best Paper Awards)
12	11	Substitute Motion: The Honors and Awards Committee recommends the following changes to the ASHRAE Rules of the Board (ROB) and Honors & Awards Manual of Procedures (MOP): (add Associate Member to qualifications for ESA)
16	11	That effective Society Year 2024-2025, the George B. Hightower Technical Achievement Award be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference and that transportation costs to attend the Plenary be reimbursed for the award recipient.
17	11	That effective January 1, 2024, the YEA Award of Individual Excellence be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference.
19A	12	That Members Council create an ad hoc to investigate creating a DEI grassroots committee.
20	12	That ASHRAE extend the newly introduced benefits for Full Members and Associate Members of developed economies to the Full members and Associate members in Developing Economies where they would be able to select one of the following – eLearning Course OR ASHRAE Standard OR pdf Version of recent ASHRAE HANDBOOK

PRINCIPAL APPROVED MOTIONS (continued)

30	18	Planning Subcommittee recommends to Members Council that the following MOP additions be approved: (add Roles and Responsibilities of Committee Chair as voting member)
31	19	Planning Subcommittee recommends to Members Council that the following changes for the ROB be approved: (temporary Alternate for RMCR or Committee Chair)
32	19	That the Regional Award of Merit Point Tally Form be amended by removing “one-time only” for the Regional Ad Hoc for Special Assignment Committee Chair, and Regional ad hoc or special assignment committee member and change to “per year.”
35	22	That ASHRAE extend corporate discount and benefits to developing economy new members.

ACTION ITEMS

Chicago W24 - Action Items

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

MINUTES
MEMBERS COUNCIL WINTER MEETING
JANUARY 23, 2024

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

VOTING MEMBERS PRESENT:

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

NON-VOTING MEMBERS PRESENT:

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

GUESTS PRESENT:

Billy Austin	Nolan Demos	Richie Mittal	Daniel Redmond	Larry Smith
Gregory Avina-Rodriguez	Ioan S Dobosi	Spencer Morasch	David Roberts	Akinbowale Soluade
Ade Awujoola	Sheila Hayter	Shaun Nienhueser	Omar Rojas	Katlyn Stoker
Darryl Boyce	Stephanie Kunkel	Les Pereira	Rachel Romero	Jason Urso
Daniel Brown	Ching Wee Leong	Thomas Phoenix	Joe Sanders	Krishnan Viswanath
Wade Conlan	Sarah Maston	Erica Powell	Heather Schopplein	Buzz Wright
John Constantinide	Louise McKenzie	Liz Primeau	Ginger Scoggins	
Mai Anh Dao	Farooq Mehboob	Ashish Rakheja	Jonathan Smith	

STAFF PRESENT:

Tammy Catchings	Daniel Gurley	Rhiannon Masterson	Mark Owen	Katie Thomson
Sami Cowan	Jacob Karson	Jeanette McCray	Kirstin Pilot	Anne Wilson
Tony Giometti	Tanisha Lisle	Ragan McHan	Joslyn Ratcliff	Pacia Wright
Vanita Gupta	Jeff Littleton	Julia Mumford	Lizzy Seymour	Alice Yates

1. CALL TO ORDER

The Winter Meeting of Members Council was called to order by Dennis Knight, Chair, on Tuesday, January 23, 2024 at 8:15 am in the Marriott Marquis Grand Horizon C (4), Chicago, Illinois.

2. CODE OF ETHICS COMMITMENT

"In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests." (Code of Ethics: [Code of Ethics | ashrae.org](#)); (Core Values: [ASHRAE's Core Values | ashrae.org](#))

3. ROLL CALL

Those in attendance are included in the list above.

4. REVIEW OF AGENDA

No changes

5. APPROVAL OF DRAFT MINUTES

(1) **MOTION:** It was moved by Heather Gulledge and seconded by Ron Gagnon that the following consent motions be approved:

- That the draft minutes from the October 17, 2023 Fall Meeting of Members Council be approved.
- That the draft minutes from the December 20, 2023 Special Meeting of Members Council be approved.

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

- (2) **MOTION:** It was moved by Dennis Knight and seconded by Rob Craddock that the North Central Florida Section, sponsored by the Jacksonville Chapter, whose headquarters will be Gainesville, Florida, whose geographic area of activity will be Lake City, Gainesville, and Ocala, Florida be approved.

Background: A minimum of 10 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new section; 12 such members signed the petition for the proposed North Central Florida Section. The DRC of Region XII and the sponsoring Chapter President signed off on the petition to form the North Central Florida Section.

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

- (3) **MOTION:** It was moved by Dennis Knight and seconded by Keith Reihl that the following consent motions a. through j. shown below be approved.
- That the charter of the Sweden Student Branch, located in Stockholm, Sweden, and sponsored by Region XIV - Other be approved. (Region XIV)
 - That the charter of the University of Hull Student Branch, located in Hull, UK, and sponsored by the ASHRAE UK Chapter be approved. (Region XIV)
 - That the charter of the Hellenic Open University Student Branch, located in Patras, Greece, and sponsored by the Hellenic Chapter be approved. (XIV)
 - That the charter of the Infocal Santa Cruz De La Sierra Student Branch, located in Santa Cruz De La Sierra, Bolivia, and sponsored by the Argentina Chapter be approved. (XII)
 - That the charter of the Weber State University Student Branch, located in Ogden, Utah, and sponsored by the Utah Chapter be approved. (IX)
 - That the charter of the UTHM Student Branch, located in Batu Pahat, Johor, Malaysia, and sponsored by the Malaysia Chapter be approved. (XIII)
 - That the charter of the ADCET Student Branch, located in Ashta, Maharashtra, India, and sponsored by the Pune Chapter be approved. (RAL)
 - That the charter of the Poornima Student Branch, located in Vidhani, Rajasthan, India, and sponsored by the Rajasthan Chapter be approved. (RAL)
 - That the charter of the RUET Student Branch, located in Rajshahi, Bangladesh, and sponsored by the Bangladesh Chapter be approved. (RAL)
 - That the charter of the Oxford School of Architecture Student Branch, located in Bangalore, Kamataka, India, and sponsored by the ASHRAE Bangalore Chapter be approved. (RAL)

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

6. MEMBERS COUNCIL REPORTING COMMITTEE REPORTS

6.1 Chapter Technology Transfer (CTTC) Committee Report (Attachment A)

The following was reported by Andrew Reilman, CTTC Chair:

- (4) **MOTION:** CTTC recommends that the referral motion from Region III (Anthracite Chapter) Motion 12 (08/11/2023) regarding travel carbon offsets be approved as amended. The motion to approve was moved by Andrew Reilman and seconded by Carrie Keltz.

That Society create a budget line item to pay for Distinguished Lecturer (DL) travel carbon ~~offsets~~ mitigation measures, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process. ~~These funds shall be managed by Society Staff to offset the environmental impact of DL travel each society year.~~

MOTION 4 PASSED. (23-1-0, chair not voting)

CTTC Information Items

- PAOE Recommendation: 100 points for having a YEA member serve on a chapter CTTC committee.
- We received 43 Technology Award entries for this year's Society-level competition, which is a 23% increase from last year. The judging panel selected 20 projects for awards: one for the Award of Engineering Excellence, nine first place, five for second place, four for honorable mention, and one for new Exemplary Decarbonization Recognition. The Award of Engineering Excellence and first place winners were recognized at the Plenary on Saturday.

3. DL Program:
 - a. The DL program has a total of 195 allocated visits for the current 2023-24 Society Year. A total of 245 visits have been scheduled so far (115 allocated visits, 88 non-allocated visits, and 42 common pool visits).
 - b. CTTC reviewed 37 DL nomination as well as the performance of all current DLs. CTTC has approved a roster of 93 DLs for the 2024-25 Society Year. The DL review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. Evaluations received continue to indicate that DLs are well received by ASHRAE Chapters.
4. Two Tech Hours are on the calendar and hope to record two more before the end of the Society Year.
 - a. Mick Schwedler's "Building Decarbonization (Electrification) for Hydronic Systems" was released on November 14, 2023.
 - b. Erin McConahey's "The Fraternal Twins of Decarbonization and Climate Resilience" will be released on March 12, 2024.

6.2 Communications Committee Report (Attachment B)

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

- (5) MOTION:** Communications Committee recommends to Members Council that the referral motion from Region XII (Central Florida Chapter) Motion 30 (08/12/2023) be defeated. The motion to defeat was moved by Anuj Gupta and seconded by Rob Craddock.

That Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2024.

MOTION 5 (TO DEFEAT) PASSED. (20-4-0, chair not voting)

Communications Information Items

1. Communications Committee reviewed revisions to its Best Practices for Social Media presentation. The current presentation is available on the Communications Committee page of the ASHRAE website and will be updated by the Annual Conference.
2. Communications Committee expects to have a comprehensive Social Media planning calendar available by the Annual Conference.
3. Communications Committee continues to prioritize communicating with Regional Communications Chairs and members of the Committee have personally reached out in addition to regular communications regarding meetings that are sent to the RCC through Basecamp.
4. Communications Committee held an open discussion for Regional Communications Chairs on November 28. The discussion was attended by 31 individuals representing 22 chapters from 6 regions.
5. The Committee planned Spring Office Hours as follows:
 - a. February 22 – Tips and Information on How-to Record Videos for Communication, presented by Anuj Gupta
 - b. March 14 (tentative) – Pointers for Creative Effective Chapter Newsletters, presented by Brad White
 - c. April – Topic is to be determined; presenter will be Jeanette Hay from the Monterrey Chapter
 - d. May 9 – Comprehensive Planning Calendar for Chapters Overview, presented by Daniel Bourque
6. The Committee discussed the Strategic Plan and does not have any feedback for Planning Committee at this time. Members were encouraged to submit individual feedback via the feedback form available on ashrae.org prior to the January 31 next data pull of responses.
7. The Committee continues to support and encourage use of the chapter website template for Wix and theme for WordPress and plans to reach out to RCCs to ask if chapters in their regions are considering a change and advising them to communicate with Communications Committee if they are considering a change.
8. The Committee is reviewing/updating all its Guidance/Best Practices documentation posted on the Communications Committee page of the ASHRAE Website. There are approximately 30 documents being reviewed.
9. The Committee was made aware of and discussed new storage limits in Basecamp 4. Previously there were no storage limits, but now ASHRAE's account has a 2 TB storage limit. It is possible to purchase additional storage and the committee/staff will be looking into the various options to be prepared to make recommendations for future needs.
10. The Committee discussed whether it would be advisable to recommend adding a description to the MCO for the Chapter Communications Co-Chair position and agreed no addition is needed at this time. Currently 52 chapters have Communications Co-Chair positions filled.

6.3 Conferences and Expositions (CEC) Committee Report (Attachment C)

The following was reported by Raul Simonetti, CEC Chair:

Status of Referred Motions

- (6) MOTION:** CEC recommends to Members Council that the referral motion from Fall 2023 CRC, Region-at-Large (Sub Region 2 Chair), Motion 40 (October 7, 2023) be defeated. The motion to defeat was moved by Raul Simonetti and seconded by Keith Reihl.

That Society walks the talk by demonstrating leadership by starting the de-carbonization initiative from its meetings & conferences by curtailing serving meat.

MOTION 6 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

- (7) MOTION:** CEC recommends to Members Council that the referral motion from Fall 2023 CRC, Region-at-Large (Pune Chapter), Motion 43 (October 7, 2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Maggie Moninski.

That Society develop guidelines to quantify the emissions due to ASHRAE events and Conferences, with an intent to organize Net Zero Carbon/ Carbon neutral events for major events (e.g., CRC).

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

CEC Information Items

1. CEC approved the registration rates for the 2025 Winter and Annual Conferences. The 2025 rates are \$35 higher than the 2024 rates, which is less than a 5% increase.

	Member	1st time Member	Non-Member	1st time Non-Member
Early Bird	\$ 790.00	\$ 765.00	\$ 1,065.00	\$ 1,040.00
Advance	\$ 835.00	\$ 810.00	\$ 1,090.00	\$ 1,065.00
Onsite	\$ 1,090.00	\$ 1,065.00	\$ 1,340.00	\$ 1,315.00
One Day	\$ 420.00		\$ 500.00	
Life Member/Speaker/BOD/PM/LeaDRs/CEC	\$ 195.00			
SBA/Student Member	\$ 25.00		\$ 55.00	
Companion	\$ 60.00			
One Session – Onsite	\$ 75.00			
Virtual	\$ 500.00		\$ 550.00	
Virtual Reduced (Life Members/LeaDRs/PM)	\$ 125.00			
Virtual Company Package (3-5)	\$ 2,135.00			
Virtual Company Package (6-10)	\$ 4,020.00			
Virtual Company Package (11-20)	\$ 7,535.00			

2. The 2024 Winter Conference had a total of 124 sessions and events scheduled, comprised as follows: 65 seminars, 28 Paper Sessions, 5 Poster Sessions, 1 Virtual Paper Session, 11 Panel discussions, 4 Forums, 2 Debates and 2 Workshops. There were a total of 356 presentations, 125 papers and 16 live-streamed sessions. As of January 21, registration for in-person attendance is 2,876, which is 489 more than the 2023 Winter Conference in Atlanta conference and 1,282 ahead of the 2022 Winter Conference in Las Vegas. Virtual registrations are 175 and committee-only registrations are 644.
3. The report of the Joint Exposition Policy Committee, which now reports to CEC instead of the Executive committee is shown in Attachment A.
4. Topical Conferences Held Since June 2023
- September 11-13, 2023 – Building Performance Analysis Conference, Austin, Texas. 230 registrants attended the conference from 11 countries; 45% of the registrants were ASHRAE members. The conference featured a strong technical program with up to three concurrent sessions; there were 2 keynote presentations, 23 seminars, 5 panels and 1 debate with a total of 111 speakers. There were 10 conference sponsors totaling \$40,000; the conference had a budget deficit of \$25,000 due to increases in hotel expenses related to inflation.
 - October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia. The conference was organized by ASHRAE, IFMA, AIA, APPA and MCAA. 430 registrants attended the conference from 7 countries; 53% of the registrants were ASHRAE members. The conference featured a strong technical program with up to four concurrent sessions; there were 4 keynote presentations, 23 seminars and 17 panels with a total of 149 speakers. There were 18 conference

sponsors totally \$143,000; the conference had a budget surplus of \$47,000.

- c. November 28-30, 2023 – ICERD-8, Kuwait. The conference was organized by ASHRAE, Kuwait University and the Kuwait Chapter. 165 people attended the formal Opening Ceremony and Conference. There were 5 keynote speakers, 1 panel, 2 workshops, 2 industrial sessions, 10 paper sessions with a total of 42 papers presented. Kuwait University was financially responsible for this conference.

Topical Conferences In-Process

- a. April 17-19, 2024 -- ASHRAE International Conference on Building Decarbonization, Madrid
- b. June 24-26, 2024 – Conference on Integrated Design, Construction and Operations, Indianapolis, IN
- c. September 26-27, 2024, Women in ASHRAE Leadership Symposium, Chicago, IL
- d. October 3-4, 2024 – 6th Conference on Efficient Building Design, Beirut
- e. October 21-23, 2024 – 2024 ASHRAE Decarbonization Conference: Decarbonizing Existing Tall Buildings, New York City
- f. September 2025 – IEQ 2025, Montreal, QC, Canada
- g. Dec 8-11, 2025 -- Buildings XVI, Clearwater, FL

Topical Conferences Proposed

- a. April 15-17 or April 22-24, 2025, Hot Climates Conference, Doha, Qatar
 - b. June 2025 – Industrial Ventilation Conference co-located with the 2025 Annual Conference (tracks only), Phoenix, AZ
5. Future Annual and Winter Conference Sites
- a. Annual, June 22-26, 2024 – Indianapolis
 - b. Winter, February 8-12, 2025 – Orlando
 - c. Annual, June 21-25, 2025 – Phoenix
 - d. Winter, January 31-February 4, 2026 – Las Vegas
 - e. Annual, June 27-July 1, 2026 – Austin
 - f. Winter, January 23-27, 2027 – Chicago
 - g. Annual, June 12-16, 2027 – New Orleans

6.4 Government Affairs (GAC) Committee Report (Attachment D)

The following was reported by Robert Hoadley, GAC Chair:

- (8) **MOTION:** GAC recommends to Members Council that the revisions to the GAC Manual of Procedures that merge the responsibilities of the Rules Subcommittee into the Executive Subcommittee and updates to other sections of the manual be approved.

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

- (9) **MOTION:** GAC recommends to Members Council that Region-At-Large (Bangladesh Chapter), Motion 37 (10/07/2023) be approved. The motion to approve was moved by Rob Hoadley and seconded by Colin Laisure-Pool.

That the travel cost of the chapter GAC and YEA committee Co-chairs who join CRC training session as a substitute and in the absence of the chapter committee Chair to be reimbursed with effect from 01 Jul 2024.

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

GAC Information Items

1. Government Outreach Events (GOE): The GAC set a goal of 100 Government Outreach Events to be held during Society Year 2023-2024. The GAC has so far held **44 events** and has 14 scheduled and planned. With the majority of the domestic outreach events typically occurring in the Spring when the legislatures are in session, the GAC is in a strong position to meet its goals. The GAC is also reviewing how meetings and events with government officials are counted and how to best assess impact.
2. Public Policy Issue Brief on Building Electrification: The GAC approved unanimously an updated Public Policy Issue Brief (PPIB) on Building Electrification, which was previously reviewed by the TFB. All edits from the TFB were accepted by the GAC. The GAC intends to develop 3 new PPIBs: Wildfires and Indoor Environmental Health; Embodied Carbon; and Infectious Disease Mitigation. In addition, 10 existing PPIBs are under review and are expected to be updated and approved this spring.
3. Subject Matter Expert Program to Support Government Outreach: The GAC is developing application details, along with a process for reviewing, evaluating and approving individuals to serve as subject matter experts at government outreach meetings and events. This pilot program is expected to be launched this spring.

4. Translation of Standards and Public Policy Issue Briefs: The GAC had a robust discussion on the need to translate ASHRAE standards and other publications, as well as Public Policy Issue Briefs for government advocacy. Staff will investigate the costs and process for translation of publications. The GAC Global Affairs Subcommittee will provide a report on priorities for translation (language(s) and publications), working with the Planning Committee to ensure the priorities align with Society's strategic direction and consulting with the Global Technical Interaction Committee through its GAC liaison.
5. Response to the Motion Referred from the RAL CRC to Allow GAC Chapter Co-Chairs to attend CRCs if Chairs are Unavailable: The GAC response to this motion is provided as Attachment C to this report.
6. Opportunities for Collaboration and Further Engagement: Several guests attended the GAC meeting, including AIA, AHRI, HRAI, GBI, and UNEP, which provided productive reports concerning past and future collaboration opportunities for government advocacy and outreach. UNEP has expressed interest in the GAC SME pilot program as a means of connecting ASHRAE subject matter experts with National Ozone Units. In addition, we had guests from inside ASHRAE, including SSPC 100 which has a new Engagement and Communications Working Group that the GAC can work with for government engagement and education efforts including for BPS adoption and implementation, and with the Student Activities Committee, which GAC can work with on advocacy and outreach.

6.5 Honors and Awards (H&A) Committee Report (**Part 1**) (Attachment E)

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

- (10) **MOTION**: H&A recommends to Members Council that the H&A Manual of Procedures be updated as follows, effective immediately.

6. Subcommittees

2. Paper and Pass-Through Awards

A. Recommends papers to receive the Crosby Field Award, ~~Technical Best~~ Paper Award, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award

19. Paper Awards

1. Description and Selection Process for Paper Awards

A. The following paper awards shall be considered for each calendar year: Crosby Field Award, ~~Technical Best~~ Paper Awards, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award.

D. The ratings will determine the following awards for the year:

1. Crosby Field Award (see Section 18.2 for details)
2. ~~Technical Best~~ Paper Awards (see Section 18.3 for details)
3. Willis H. Carrier Award (see Section 18.4 for details)
4. Poster Presentation Award (see Section 18.6 for details)

3. ~~Technical Best~~ Paper Awards (~~Formerly Transactions Paper Awards~~)

A. A maximum of four of the papers presented each year before a Technical Paper Session or an ASHRAE Poster Session at Society conferences will be designated for the ~~Technical Best~~ Paper Award. The papers having the second through the fifth highest score from the PRSP will be selected for these awards. In the event of a scoring tie, the Conferences and Expositions Committee will select the winner(s) by majority vote.

Background: Housekeeping edits to update "Technical Paper Award" to "Best Paper Award", per approved recommendation from CEC.

Fiscal Impact: None

Staff Impact: None

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

Status of Referred Motions

- (11) **MOTION**: Honors and Awards recommends to Members Council that Region IX (Nebraska Chapter), Motion 11 (08/04/2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Heather Gullledge.

That the ten-year Full Member grade requirement for Exceptional Service Award nominees be eliminated and allow anyone at Full Member grade to meet the membership requirement.

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

- (12) MOTION** (Substitute): The Honors and Awards Committee recommends the following changes to the ASHRAE Rules of the Board (ROB) and Honors & Awards Manual of Procedures (MOP):

ASHRAE ROB:

2.411 Honors and Awards Committee
2.411.003.4 Awards Not Named for Individuals

I. The Exceptional Service Award is established to recognize members who have served the Society faithfully with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been a Full Member or Associate Member for a minimum of ten years and a recipient of the Distinguished Service Award.

Honors and Awards MOP:

17. Personal Awards for General Society Activities

A. The Board approves the establishment of the Exceptional Service Award to recognize members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been Full Member or Associate Member grade for a minimum of ten years and a recipient of the Distinguished Service Award.

MOTION 12 PASSED. (24-0-0, chair not voting)

- (13) MOTION:** The Honors and Awards Committee recommends to Members Council that Region IX (Utah Chapter), Motion 12, (08/04/2023) be defeated. The motion to defeat was moved by Sherry Abbott-Adkins and seconded by Anuj Gupta.

That Honors & Awards Committee implement a formal appeal process for rejected Fellow Grade nominations.

MOTION 13 (TO DEFEAT) PASSED. (22-0-2, chair not voting)

- (14) MOTION:** The Honors and Awards Committee recommends to Members Council that Region IX (Utah Chapter), Motion 13, (08/04/2023) be defeated. The motion to defeat was moved by Andy Reilman and seconded by Sherry Abbott-Adkins.

That Honors & Awards Committee publish detailed explanation, criteria, examples for the meaning of the requirement of "Attained distinction and made a substantial contribution in HVAC&R and in the built environment", and define in greater detail the following term: "exceptional accomplishments", regarding the nomination of consulting design engineers for Fellow Grade nominations.

MOTION 14 (TO DEFEAT) PASSED. (23-0-1, chair not voting)

- (15) MOTION:** The Honors and Awards Committee recommends to Members Council that Region IX (Utah Chapter), Motion 14, (08/04/2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Keith Reihl.

That Honors & Awards Committee provide individualized feedback to all rejected College of Fellow nominations to explain the reasons the nominee did not meet the criteria, including recommended improvements to the nominating materials for resubmission.

MOTION 15 (TO DEFEAT) PASSED. (23-0-1, chair not voting)

- (16) MOTION:** The Honors and Awards Committee recommends to Members Council that Region X (Central Arizona Chapter), Motion 21, (08/04/2023) be approved.

That effective Society Year 2024-2025, the George B. Hightower Technical Achievement Award be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference and that transportation costs to attend the Plenary be reimbursed for the award recipient.

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

- (17) MOTION:** The Honors and Awards Committee recommends to Members Council that Region X (Central Arizona Chapter), Motion 23, (08/04/2023) be approved.

That effective January 1, 2024, the YEA Award of Individual Excellence be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference.

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

H&A Information Items

1. We have created an ad hoc that will focus on Fellow marketing and communication. Specifically, they have the following action items:
 - a. To review current material to ensure the qualifications for Fellow is clear and that nominators fully understand what is needed to become Fellow.
 - b. To create training material for chapter-regional H&A to help better understand Fellow Award and requirements.
 - c. To update the Fellow PPT for CRC presentation.
2. This is the inaugural year of the Eunice Foote Decarbonization Award and the recipient will be recognized at the upcoming 2024 Annual Conference Plenary in Indianapolis. We received six nominations and look forward to the continued success of this new award!
3. We continue to focus on marketing to promote our awards and encourage nominations. We will run a social media campaign to highlight recent female Fellow recipients leading up to the upcoming May 1, 2024 nomination deadline. With the help of ASHRAE Marketing we are excited to continue our efforts moving forward.
4. H&A voted on recipients for the following awards, which will be presented during Executive Session:
 - a. Andrew T. Boggs Service Award
 - b. Louise and Bill Holladay Distinguished Fellow Award
 - c. Distinguished Service Award
 - d. Exceptional Service Award
 - e. Distinguished 50-Year Member Award
 - f. Distinguished 75-Year Member Award
 - g. Pass Through Awards
 - h. Paper & Post Awards

6.6 Membership Promotion (MP) Committee Report (Attachment F)

The following was reported by Daniel Chudecke, MP Chair:

- (18) MOTION:** That a fund be created to support individual Society memberships.

It was moved by Rob Craddock and seconded by Heather Platt-Gulledge that Motion 18 be referred to Development

MOTION 18A (TO REFER) PASSED. (24-0-0, chair not voting)

AI 1 Staff to refer Motion 18A to Development for comment.

- (19) MOTION:** That a DEI grassroots committee be officially created.

MOTION 19 WAS AMENDED.

(19A) That Members Council create an ad hoc to investigate creating a DEI grassroots committee.

MOTION 19A (TO AMEND) PASSED. (unanimous vote, chair not voting)

(19A) That Members Council create an ad hoc to investigate creating a DEI grassroots committee.

AMENDED MOTION 19A PASSED. (unanimous vote, chair not voting)

AI 2 Members Council to create DEI ad hoc.

- (20) MOTION:** MP Committee recommends to Members Council that Region-At-Large (Pune Chapter), Motion 9, (10/13/2022) be approved.

That ASHRAE extend the newly introduced benefits for Full Members and Associate Members of developed economies to the Full members and Associate members in Developing Economies where they would be able to select one of the following – eLearning Course OR ASHRAE Standard OR pdf Version of recent ASHRAE HANDBOOK.

MOTION 20 PASSED. (24-0-0, chair not voting)

- (21) MOTION:** MP Committee recommends to Members Council that Region XII (Florida West Coast Chapter), Motion 27, (08/10/2023) be defeated.

That the printed Handbook be restored as a free member benefit option made available during membership renewal, and that the selection of the PDF Handbook and Handbook Online member benefits yield a modest monetary credit, redeemable towards the purchase of an ASHRAE publication through TechStreet, beginning July 1, 2024.

MOTION 21 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

(22) MOTION: MP Committee recommends to Members Council that Region-At-Large (Lebanese Chapter), Motion 39, (08/10/2023) be defeated.

That ASHRAE Standards be offered as an option to ASHRAE Handbooks for members in Developing Countries.

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

(23) MOTION: MP Committee recommends to Members Council that Region-At-Large (SRC-I), Motion 45, (10/07/2023) be defeated.

That the existing members of the Sudanese Chapter as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.

MOTION 23 (TO DEFEAT) PASSED. (21-2-2, chair not voting)

AI 3 Region RMCR/DRC to get membership roster and send to staff to apply for hardship case.

(24) MOTION: MP Committee recommends to Members Council that Region-At-Large (SRC-I), Motion 46 (10/07/2023) be defeated.

That the existing members of the Libya Chapter, as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.

MOTION 24 (TO DEFEAT) PASSED. (22-1-2, chair not voting)

MP Information Items:

- Implemented bulk member discount of 5 new members from a company to receive a 10% off membership discount. We have only received 4 group discounts of 5 members each ut will continue to advertise this option.
- Implemented new benefit to new full dues paying members to attend one conference for free within 2 years of joining. We had 131 new members take advantage of attending in Atlanta and 10 for Tampa.
- With the upcoming dues increase, the MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Full dues paying members, not including delinquents, is up slightly over this time last year. Not as high as the previous year, but only about a 1,000 less.
- Committee passed a motion to change its internal transportation policy to limit Membership Promotion Centralized Training travel reimbursements to only two members (Membership Promotion Chair and/or CoChair) from each chapter in a fiscal year. Vote: 13,1,0, 3 absent, CNV, motion passed. This is to ensure that the budget is spent appropriately to train.

PAOE Updates:

Item #1: Revise MP6

Change point value from “5 points (50 points maximum)” to “10 points per meeting; (100 points maximum)”

Item 2: New RVC Assigned Points

Add MP19:

MP19	50 points per survey; (100 points maximum)	Performing a Society issued membership satisfaction survey exercise during a Chapter event.
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Additional MP Information Items:

1. Retention:

As of Dec 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2022	52,606	47,405	3,543	4,408	1,658
2023	53,673	48,053	3,316	4,226	2,004

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2023, there were a total of 2,609 (includes all new grades that were added) members participating.

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

Review of the annual Member Satisfaction Survey showed identical results as the year prior.

Chapter Chair Training & Development:

- a) MP hosted an in person Centralized Training in Tampa with 62 registered.
- b) Held Centralized Training in conjunction with the RAL CRC in Sri Lanka in October with 29 attendees
- c) A Centralized Training is being planned in Indianapolis in conjunction with the Annual Meeting. Once again, we will be under the ASHRAE Annual Meeting contract.
- d) MP continues to investigate the best options to ensure MP Chairs/CoChairs are trained.

2. Recruitment:

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

3. Member Communication:

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

6.7 RP Committee Report (Attachment G)

The following was reported by Aakash Patel, RP Chair:

(25) MOTION: That the following consent motions 1 -7 shown below be referred to the PAOE Subcommittee.

1. RP Committee recommends to Members Council the following PAOE amendment to RP6 For Chapter Full Circle Award (by November 15): Emerging economies to pay \$50 per officer to achieve Full Circle.
2. RP Committee recommends to Members Council the following PAOE amendment to RP20: Reduce the minimum required amount to \$250 for chapters in emerging economies, and remove the virtual event category.
3. RP Committee recommends to Members Council to amend RP22 to lower the threshold to \$25 per area assigned member for emerging economies.
4. RP Committee recommends to Members Council to amend RP24 to add additional points for first time donors and those who have not donated in the past three years.
5. RP Committee recommends to Members Council to add a new RP point category for chapters that receive donations from 10% or more of their area assigned members.
6. RP Committee recommends to Members Council to add a new RP point category for chapters that conduct an RP announcement at a chapter meeting. This announcement should follow a template: campaign update, thank donors, announce upcoming events. (15 pts/ 100 pts max).
7. RP Committee recommends the following amendment be made to RP13 (For a succession plan for RP chair submitted to RP Staff and RVC by April 1 (100 pts)): Add to this category a requirement for the outgoing RP Chair to include the Succession Plan Training Template (Attachment A) in the succession plan.

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

- (26) MOTION:** RP Committee recommends to Members Council that Region X (Golden Gate Chapter), Motion 25A (08/19/2023) be referred to Student Activities. The motion to refer was moved by Maggie Moninski and seconded by Kellie Huff.

New PAOE points for establishing or maintaining a chapter scholarship ~~fund~~. (Amended by PAOE Subcommittee 9/26/2023)

MOTION 26 (TO REFER) PASSED. (24-0-0, chair not voting)

AI 4 Staff to refer Motion 26 to Student Activities for comment.

- (27) MOTION:** RP Committee recommends to Members Council that Region X (Golden Gate Chapter), Motion 26 (08/19/2023) be referred to Student Activities.

New PAOE points – for event held by a Chapter where the profits are used for scholarships.

MOTION 27 (TO REFER) PASSED. (24-0-0, chair not voting)

AI 5 Staff to refer Motion 27 to Student Activities for comment.

Status of Referred Motions

Motion: Halifax Chapter Motion 2023- (8/27/2023): That the LYBUNTS and SYBUNTS reports for RP include ALL donations to a chapter campaign – even those from donors outside the chapter

Answer: The motion asks for the 10 Year History Report to be updated to allow Chapter volunteers to see gifts from everyone who gave to that campaign, even if it's a donor outside of their home chapter. Currently, gift records are assigned to chapters in our database. After modifying existing reports and building new ones, staff determined that it is not possible to modify the report in this way. Instead, we offer a different solution: Chapter volunteers can now pull up to 10 years of their donor detail reports, which show all donors to a campaign regardless of chapter affiliation. They can access this information through the reports available at ASHRAERP.com.

RP Information Items

1. Goal: \$2,575,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
RVC: Eric Fontaine - Regional Full Circle					
I	\$46,885	\$51,205	-8.4%	\$218,000	21.5%
RVC: David Sinclair					
II	\$46,872	\$43,511	7.7%	\$186,000	25.2%
RVC: Laura Petrillo-Groh					
III	\$52,700	\$69,142	-23.8%	\$210,000	25.1%
RVC: Brian Justice					
IV	\$85,154	\$89,523	-4.9%	\$200,000	42.6%
RVC: Devin Snowberger					
V	\$80,060	\$60,897	31.5%	\$152,872	52.4%
RVC: Kelly Gunn - Regional Full Circle					
VI	\$46,819	\$51,223	-8.6%	\$171,000	27.4%
RVC: Jennings Davis - Regional Full Circle					
VII	\$38,957	\$36,426	6.9%	\$149,000	26.1%
RVC: Chris Dolan					
VIII	\$86,322	\$145,380	-40.6%	\$415,140	20.8%
RVC: Dahl Carmichael					
IX	\$53,840	\$43,087	25.0%	\$270,000	19.9%
RVC: Kevin Baldwin					
X	\$65,230	\$52,078	25.3%	\$212,050	30.8%
RVC: John Farley - Regional Full Circle					
XI	\$55,295	\$46,295	19.4%	\$168,000	32.9%
RVC: Javier Korenko					
XII	\$54,024	\$36,203	49.2%	\$140,853	38.4%
RVC: Sui Keong Chea - Regional Full Circle					
XIII	\$20,975	\$21,108	-0.6%	\$51,500	40.7%
RVC: Aleksandar Andjelkovic					
XIV	\$1,060	\$547	93.8%	\$5,777	18.3%
RVC: Umar Kahn					
RAL	\$15,779	\$19,005	-17.0%	\$31,650	49.9%
TOTALS:	\$749,971	\$765,628	-2.0%	\$2,575,000	29.1%
				(Campaign Goal)	

2. The RP Committee discussed the proposed attached 2024-2025 Centralized Training Plan (Attachment B). This schedule does not include supporting Region XIII, XIV, XV, and RAL by conducting staff led Training at these Regions' CRCs when possible.
3. The RP Committee has been continuing to work with its three subcommittees (Information and Materials & Awards, Training, and PAOE) to streamline committee work and engage members.
4. For the first time at an ASHRAE Conference, we have set up QR codes on easels around the meeting rooms and registration for donors to easily make gifts to the RP Campaign here in Chicago.
5. This year, the RP Committee has rolled out semimonthly online mini-trainings on RP-specific topics for our fundraising volunteers, and we've been getting good feedback from attendees.
6. RP ExCom visited the RAC meeting on Saturday, January 20 to greet the committee and get an update on current research projects. We intend to work with them to produce a report that will give specific Research information by topic and location to our donors and volunteers.

6.8 Student Activities (SAC) Committee Report (Attachment H)

The following was reported by Kellie Huff, SAC Chair:

(28) MOTION: Student Activities recommends to Members Council that RAL (India Chapter), Motion 36 (10/7/2023) be defeated. The motion to defeat was moved by Keith Reihl and seconded by Rob Craddock.

Increase the prize money to \$5,000 for the first prize money for the HVAC Design Calculations and HVAC System Selection students' competition. Starting SY 2024-2025.

MOTION 28 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

(29) MOTION: Student Activities recommends to Members Council that RAL (Pune Chapter), Motion 42 (10/7/2023) be defeated. The motion to defeat was moved by Rob Hoadley and seconded by Isabelle Lavoie.

That Society initiate a student exchange program between regions. This will help inter-region interaction and students will be able to experience the activities carried out at different regions. Experience different technologies in use and develop connections with professionals. Starting SY 2024-2025.

MOTION 29 (TO DEFEAT) PASSED. (24-0-0, chair not voting)

SAC Information Items

1. Executive Committee
 - Review of all subcommittees were made.
 - Current PAOE points were discussed and recommendations for changes for SY24-25 were made – see [Attachment A](#)
2. Centralized Training
 - Live webinar session to be scheduled in June ahead of Annual Meeting
 - On-demand videos have been created by each subcommittee and uploaded to the website.
 - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
 - ASHRAE had one assignment in this year's accreditation cycle at College of Technological Studies, PAAET in Kuwait and Dr. Samir Traboulsi was the PEV for his first visit.
 - Two new PEVs will participate in training this Spring.
 - Ongoing collaboration with ASME and ASCE to get our PEVs assigned to visits.
4. K-12/STEM Subcommittee
 - The subcommittee supported the development of the second children's book (K-6) with Danielle Passaglia with the Publications and Education Committee.
 - Various translations of the first book have been developed to focus on our DEI initiatives.
 - A 3D modeling competition for high school students was piloted in SY22-23 with prize money from the existing SA budget. For the SY23-24 competition there were five submissions reviewed by the subcommittee and the winners will be notified in March.
 - K-12/STEM marketing material is being reviewed and will be updated.
 - No nominations were received for the Youth Outreach Award.

5. Post High Subcommittee

- In-person Student Program on Saturday and Sunday of Winter Conference. See [Attachment B](#) for details.
- No nominations were received for the SA Achievement Award.
- Student Membership
 - The total number of student members as of Dec 31, 2023 was 6,483 with 4,438 active and 2,045 in grace (6.87% increase from Dec 2022)
 - Branches – Ten pending branches bringing the total to 13 new branches for SY23-24

REG	Student Branch	School	Chapter	Location
XIV	Sweden Student Branch	KTH Royal Institute of Tech	Reg XIV - Other	Stockholm, Sweden
XIV	University of Hull Student Branch	Hull University	ASHRAE UK	Hull, UK
XIV	Hellenic Open University SB	Hellenic Open University	Hellenic	Patras, Greece
XII	Infocal Santa Cruz De La Sierra SB	Fundacion Infocal Santa Cruz	Argentina	Santa Cruz, Bolivia
IX	Weber State University SB	Weber State University	Utah	Ogden, Utah
XIII	UTHM Student Branch	Universiti Tun Hussein Onn MYS	Malaysia	Batu Pahat, JHR, MYS
RAL	RUET Student Branch	Rajshahi University of Eng & Tech	Bangladesh	Rajshahi, Bangladesh
RAL	ADCET Student Branch	Annasaheb Dange College of Eng & Tech	Pune	Ashta, MH, India
RAL	Poornima University SB	Poornima University	Rajasthan	Vidhani, RJ, India
RAL	Oxford School of Architecture SB	Oxford School of Architecture	ASHRAE Bangalore	Bangalore, KA, India

6. Grants Subcommittee

- 88 applications were reviewed and scored. 38 projects will be funded for SY24-25 for a total of \$155,000 and \$10,000 will be used to fund travel for the top two scoring teams to present at the 2025 Winter Conference in Orlando.
- Plans to create new marketing material (videos and flyers) to support the equipment grants and travel grants programs.
- 72 applications were received for the Winter Conference travel grants funded by Life Members Club. Five \$1,000 grants were awarded.

7. Design Competition Subcommittee

- The 2025 Design Competition location (England) and building type (Medical Office Building) were finalized and the competition details will be added to the website before the 2024 competition deadline.
- The Building EQ Competition was run for a second year, but we received only one submission. For the 2024 competition the deadline will match with the Design Competitions to hopefully increase participation.

6.9 Young Engineers in ASHRAE (YEA) Committee Report (Attachment I)

The following was reported by Branislav Cvijetinovic, YEA Chair:

Status of Referred Motions

Motion: South Brazil Chapter Motion 26 (8/04/2022)- That the YEA Committee set PAOE item YEA12 to have each YEA scholarship applicant be worth **25 50** points with a 200 maximum point threshold, effective July 1, 202**34**.

Answer: Passed Status: Complete Vote: 20-0-0, passed unanimously, CV

Comments: The YEA Committee agrees with the amended changes as it will help to keep with the integrity of the YEA HVAC Scholarship.

YEA Information Items

- YEA membership has decreased slightly to 9123 members.
- SmartStart transfers are up by 1.5% from this time last year.
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
 - Jati Widiputra, Region XIII
 - Zehui Hong, Region X
 - Michelle Shadpour, Region X
 - Luis Miguel Alvarado, Region XII
- Registration for the 2024 Annual Conference is now open until March 21, 2024.

- YEA has increased digital presence by continuing to create content for the YEA Instagram and YEA Twitter account in addition to continuing to develop short videos to post on ASHRAE social media about various ASHRAE and YEA topics. YEA currently has 947 Instagram followers.
- YEA is continuing to reach out to TCs to help encourage more YEA involvement.
- YEA maintains liaisons to the following committees: CEC, CTTC, GAC, H&A, MP, RP, SA, TCs, TEC, BeQ
- Decarbonization Challenge Ad Hoc
 - Received a total of 43 applications
 - With the help of 8 COF along with YEA all grading has been completed and the top 9 candidates will be awarded funding for their projects.
 - Board approved additional \$15,000 in funds in addition to the original \$50,000 to fund the top 9 candidates
 - Winners will be announced at the President's Luncheon in Chicago
- YEA Award
 - Ghina Annan received the YEA Inspirational Leader Award at the Plenary in Chicago.
 - The YEA Developing Leader Award- eight recipients received this award at the YEA Hospitality Suite in Chicago.
 - YEA Individual Award of Excellence- three recipients approved for the award. Recommended recipients' information will be passed along to Honors and Awards. Recipients are anticipated to receive their awards at the 2024 Annual Conference in Indianapolis, IN at the Plenary.
 - YEA Inspirational Leader nominations are now open until May 1st
 - YEA Developing Leader Award nominations are now open until May 1st
- Upcoming YEA Events
 - Spring 2024 YEA Leadership Weekend (YLW) will be in Mexico City, Mexico on March 22-24, 2024. Registration will close on February 1, 2024.
 - YEA Leadership Weekend (YLW) 2.0 will be held on May 3-5, 2024 in Park City, Utah. Registration now open until March 17, 2024.
 - YEA Leadership International (YLI) will be held in Singapore on October 18-20, 2024. Registration is now open until April 17, 2024.

6.10 College of Fellows (COF) Report (Attachment J)

COF Information Items

1. The College of Fellows were pleased to welcome new Fellows to their meeting. All new Fellows received a Training on the activities and resources of the College of Fellows.
2. The COF agreed to renew their support of one graduate travel award. They also funded the purchase of several books to assist in mentorship.
3. The Fellows have been utilizing Basecamp as a resource to connect with one another, share documents, make announcement, and request feedback.

6.11 Life Members Club (LMC) Report (Attachment K)

LMC Information Items

1. The Life Members Club have raised just over \$45,500 during the 2022-23 fiscal year. They are pleased to
2. announce they were able to fund all their current programs in addition to renewing their support for two Grants-in-Aid.
3. The Life Members held a well-attended luncheon, including 4 new Life Members and multiple new 50 year Life Members, with a presentation by Dan Rogers on the History of Tampa.

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

a. Planning Subcommittee Report (Attachment L)

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

(30) MOTION: Planning Subcommittee recommends to Members Council that the following MOP additions be approved:

7. COMMITTEE CHAIR RESPONSIBILITIES

7.1. Roles and Responsibilities

7.1.1. Serves as a voting member of Members Council.

- 7.1.2. Represent the reporting committee in Members Council deliberations.
- 7.1.3. Report any relevant issues and activities of the reporting committees to Members Council.
- 7.1.4. Maintain communications with the reporting committee on actions and deliberations that effect the Society, Regions, and Chapters.
- 7.1.5. Provide assistance to Members Council in furthering the aims of the Society through Members Council Standing Committees
- 7.1.6. Report all approved Society level motions to Members Council staff.
- 7.1.7. Fully participate in all Members Council, assigned subcommittee and Ad Hoc Committee meetings.

MOTION 30 PASSED. (24-0-0, chair not voting)

- (31) **MOTION:** Planning Subcommittee recommends to Members Council that the following changes for the ROB be approved:

ROB 2.301.001

F. 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 themselves, or a ~~Regional Vice Chair (RVC)~~ Regional Executive Committee Member 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 In the absence of a standing committee chair, the Committee Chair may appoint a standing committee Executive Committee member to serve as an alternate. This temporary appointment can be made in the event the Committee Chair is ill or otherwise incapacitated but has not permanently vacated the office. The Committee Chair 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

MOTION 31 PASSED. (24-0-0, chair not voting)

Planning Subcommittee Information Items:

1. The Planning Subcommittee reviewed the MOP and applicable sections of the ROB and made recommendations.

b. Region Operations Subcommittee Report (Attachment M)

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

- (32) **MOTION:** Region Operations Subcommittee recommends to Members Council that the following motion be approved:

That the Regional Award of Merit Point Tally Form be amended by removing “one-time only” for the Regional Ad Hoc for Special Assignment Committee Chair, and Regional ad hoc or special assignment committee member and change to “per year.”

Background: A motion came from the Region XIII Fall CRC from the Malaysia Chapter to allow for members of the Asia-Pacific Conference on the Built Environment (APCBE) steering committee to earn RAOB points for their participation on the steering committee. The subcommittee felt like the APCBE fell inline with the “Regional ad hoc or special assignment committee chair,” and “Regional ad hoc or special assignment committee member” categories on the point tally form. Members of the APCBE steering committee must enter their participation as Member Entry Data on the CIQ to receive the points. Since this is a reoccurring conference, the subcommittee felt that offering the allocated points on a yearly basis was appropriate for APCBE steering committee members as well as any other Regional ad hoc or special assignment committee participation either as the chair or a member.

MOTION 32 PASSED. (24-0-0, chair not voting)

1. **Status of Referred Motions**

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

Answer: Postponed until June 23, 2024 in Indianapolis.

Comments: The subcommittee is working on a mechanism to update the Regional Award of Merit point tally sheet to allow for this change (see Motion 1 in section above).

Fall 2023 CRC Motion 28: The Gold Coast Chapter recommends to Members Council that the guidance statements below to add Section F to MCO, Section 1, 1.6 (Board of Governors), effective January 1, 2024:

F. Chapters should annually assess and communicate the following to the Host CRC Committee:

- a. By eight months preceding the CRC, identify and communicate prospective sponsors.
- b. By four months preceding the CRC, identify and communicate the number of people attending the CRC.

It would also be desired that the Chapter pledge to the CRC committee when they will start registering for the CRC, book hotel rooms, and indicate when registration payments can be made. This is done to help the Chapter plan its resources and will help the Host CRC Committee with anticipating number of attendees and prospective funding early in the process, so they can pay their current financial obligations.

Comments: The subcommittee will send this to the Manual Subcommittee to be included in the revisions that will be presented to the Council at the June 2024 Annual Conference in Indianapolis.

Region Operations Subcommittee Information Items

1. Since the Annual Conference in Tampa, the subcommittee worked with the DRCs and RMCRs to assess the health of the chapters to identify weak, struggling and failing chapters. The subcommittee recommends each Region to evaluate the health of their chapters on a yearly basis using the criteria in Section 11 and Appendix 11G in the MCO.
2. In the fall, the subcommittee created a regional composition and structure survey completed by DRCs and RMCRs. The analysis of findings resulted in the following action items for subcommittee:
 - a. Review Section 11.9 Guidelines for Identification of Struggling Chapters and Appendix 11G Chapter Health Assessment Checklist and provide recommended updates to better evaluate chapter health.
 - b. Further define the role of the RMCR for all regions to follow to bring consistency to the role across all regions. Suggested edits will be submitted to the Manual Subcommittee to include in the Region Operations Manual for approval by Members Council. The subcommittee plans to work with DRCs to further define and expand this role.
 - c. Update the Chapter Operations Workshop PowerPoint using feedback from regions.
 - d. Research what resources are available to provide chapters and regions with leadership plans or succession planning resources.
3. Additional key findings of the regional composition and structure survey are:
 - a. Based on the results of the survey, the subcommittee does not recommend that the regions be restructured more than they already have with the Region-at-Large split at this time.
 - b. Should a “hibernate” status be created for chapters whose membership and chapter activities suffer from temporary circumstances beyond their control such as war, natural disaster, etc. This could be a good solution as opposed to permanently dissolving the chapter who may eventually become active again.
4. The subcommittee recommends to Members Council to form an ad hoc to focus on creating a virtual CRC General Chair training to include topics such as preparation, timelines, sponsorship, budgets, logistics planning, the option to use Helms Briscoe, etc.
5. The Direction Subcommittee is working on compiling reports from CRCs to create a list of ideas from Society officers during CRCs that are worth passing on to other regions.
6. The Manuals Subcommittee is reviewing the Manual of Chapter Operations, Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual and will bring requested edits to Members Council for approval at the 2024 Annual Conference in Indianapolis.

c. PAOE Subcommittee Report (Attachment N)

The following was reported by Charles Bertuch, PAOE Subcommittee Chair

PAOE Subcommittee Information Items:

1. PAOE Ad Hoc Assignments

The following PAOE ad hoc appointments were made. The grassroots committees will present their PAOE recommendations for 2024-25 during the winter conference in Chicago.

Category	PAOE ad hoc		Category	PAOE ad hoc	
Chapter Ops:	Daniel Bourque	Heric Holmes	MP	Jason Urso	Bruno Martinez
CTTC	Heric Holmes	Charlie Bertuch	RP	Les Pereira	Rob Craddock
Comms	Daniel Bourque	Heather Gullledge	SAC	Kellie Huff	Genevieve Lussier
GAC	Sheila Hayter	Kellie Huff	YEA	Bruno Martinez	Jason Urso &
History	Carrie Kelty	Heather Gullledge			Carrie Kelty

2. Referred Motions

[Golden Gate Chapter Motion 25 \(8/19/2023\):](#)

That new PAOE points be given for establishing or maintaining a scholarship fund.

MOTION 25 WAS AMENDED

That new PAOE points be given for establishing or maintaining a chapter scholarship ~~fund~~.

MOTION 25A (TO AMEND) PASSED

That new PAOE points be given for establishing or maintaining a chapter scholarship.

AMENDED MOTION 25A PASSED (7-1-0, chair not voting); Referred to RP

[Golden Gate Chapter Motion 26 \(8/19/2023\):](#)

That new PAOE points be given for events held by a Chapter where the profits are used for scholarships.

MOTION 26 PASSED 5-3-0, cnv; Referred to RP

[Iowa Chapter Motion 3 \(5/05/2023\):](#)

That the process for obtaining PAOE points for having members on Society Technical Committees/Groups and Obtaining ASHRAE certifications be automated. (PAOE – CT18, CT20, YEA5, YEA6) **(Complete)**

MOTION 3 PASSED Unanimous voice vote, cnv

[Minnesota Chapter Motion 5 \(5/05/2023\):](#)

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

It was moved by Dan Bourque to postpone Motion 5 and form Ad Hoc.

MOTION 5A (TO POSTPONE) PASSED Unanimous voice vote, cnv

AI 6 PAOE Subcommittee to form Ad Hoc: Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong

[Central Florida Chapter Motion 21 \(8/04/2022\):](#)

That the following PAOE Points be awarded starting in Society Year 2023-2024.

1. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in the annual voting (max 500 points).
2. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in each society issued survey of the members (max 500 points).

[Brasil Chapter Motion 19 \(8/04/2022\):](#)

That the insertion of one new score in the PAOE, which would be complementary, related to female participation in the Chapter CIQ. 50 points would be added per female member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

MOTION 19 WAS AMENDED

That the insertion of one new score in the PAOE, which would be complementary, related to ~~female DEI~~ participation in the Chapter CIQ. 50 points would be added per ~~female DEI~~ member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

MOTION 19A (TO AMEND) PASSED

That the insertion of one new score in the PAOE, which would be complementary, related to DEI participation in the Chapter CIQ. 50 points would be added per DEI member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

AMENDED MOTION 19A PASSED (7-0-0, chair not voting)

8. MEMBERS COUNCIL MBO UPDATES (Attachment O)

9. OLD BUSINESS

9.1 Status of Motion Review Process (Attachment P)

9.1.1 CRC Motions (Attachment 9.1.1)

- (33) MOTION:** Finance Committee recommends to Members Council that the referral motion from Fall 2023 CRC, Region IX (Nebraska Chapter), Motion 10 (8/7/2023) be defeated. The motion to defeat was moved by Rob Craddock and seconded by Sherry Abbott-Adkins.

That ASHRAE allow regions to host Region Planning Meetings at HQ triennially.

MOTION 33 (TO DEFEAT) PASSED. (21-2-0-1, chair not voting)

- (34) MOTION:** Finance Committee recommends to Members Council that the referral motion from Fall 2023 CRC, Region X (Tucson Chapter), Motion 22 (8/19/2023) be defeated. The motion to defeat was moved by Heather Gulledge and seconded by Rob Craddock.

That travel costs for Chapter Treasurers to attend CRC be covered by Society

MOTION 34 (TO DEFEAT) PASSED. (15-4-0, chair not voting)

- (35) MOTION:** Finance Committee recommends to Members Council that the referral motion from Fall 2022 CRC, Region-At-Large (Pune Chapter), Motion 56 (10/22/2022) be approved:

That ASHRAE extend corporate discount and benefits to developing economy new members.

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

a. Review of Carryover Action Items (Attachment Q)

2023 MEMBERS COUNCIL FALL MEETING (10/17/2023)					
AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1	4	To refer Motion 9 to Finance Committee for comment (Modify Region Operations Manual – Appendix D)	Staff	Complete	
2	4	To refer Motion 10 to Finance for comment (travel costs for Chapter Treasurers)	Staff	Complete	
3		Gather paperwork as outlined in ROB 3.190.000 along with a fiscal impact statement of the proposed restructuring of Region-At-Large	Staff	Complete	
2023 MEMBERS COUNCIL ANNUAL MEETING (6/27/2023)					
1	3	To refer Defeated Motion 5 to Finance Committee (accept local currency)		Complete	
2	5	All committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	Open	1/2024
3	13	To refer Motion 13 to PubEd Council (add ASHRAE Guideline (pdf) as member benefit)	Bill McQuade	Complete	
4	14	Region Operations Subcommittee to make Motion 14 an MBO (redefine Chapters/Sections)	Region Ops	Complete	
5	23	Move “Questions” section of the Logo Merchandise webpage to the top of the webpage and modify the wording to include reference to bulk orders	Marketing Staff	Complete	
6	27	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	Complete	12/2023

Review of Carryover Action Items (Continued)

2022 MEMBERS COUNCIL FALL MEETING (9/30 – 10/1/2022)					
AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	STATUS	DUE
1	4	MP to create small group to work with RP/ Fundraising on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta	MP Committee/ MP Staff Liaison	Open	2/2023
2022 MEMBERS COUNCIL ANNUAL MEETING (6/28/2022)					
2	12	CEC to make sure all chapters know about hosting opportunities for Annual Conference	CEC	Ongoing	
4	17	Planning Subcommittee to revise the Members Council MOP to reference visiting each ASHRAE chapter, not only those in the Region-At-Large, once every five years.	Planning	Complete	
8	20	Staff to update CRC Manual	Staff	Open	01/2023
2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022)					
8	17	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures. Status: This will be updated in the Region Operations Manual, Manual of Chapter Operations and CRC Manual by June 2024	Staff	In Process	06/2022
2021 MEMBERS COUNCIL FALL MEETING (11/4-5/2021)					
19	15	To follow up and talk through what the real issues are and how this should be addressed and to come up with a plan for the RP exceptions to keep members from being frustrated for not meeting the RP deadline date for year-end donations. This ad hoc will meet in February following the winter conference and will have a recommendation for Members Council at their next meeting.	Abrams, Karnik, Khankari, Peach, Abbott-Adkins & Mumford	Complete	06/2022
28	21	MBO 2: Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval.	Planning Subcommittee	Complete	06/2022

9.3 Review of CRC Schedules (Attachment R)

10. OTHER BUSINESS

Brand Ambassador (Program) Ad Hoc - Khankari

AI 7 Members Council to schedule special meeting to review Brand Ambassador Program motion

11. CONTINUED BUSINESS

Honors & Awards Committee – Lavoie (Part 2)

- Executive Session (Members Council 2023-24 voting members only)

12. ADJOURNMENT

Meeting adjourned at 12:24 pm

CHAPTER TECHNOLOGY TRANSFER COMMITTEE (CTTC)

Report to Members Council
From Meeting of January 19-20, 2024

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Andrew Reilman		Brandon Sheiner	Rhiannon Masterson
Daniel Redmond		Bratislav Blagojevic	Anastasia Meadows
Heric Holmes		Jonathan Smith	
Frank Rivera		Nitin Naik	
Abhi Khurana		Nathan Ducey	
Matthew Archey		Joseph Sanders	
Christopher Adams		Marko Ignjatovic	
Matthew Klok		Triantafyllos Alkis	
		Triantafyllopoulos	
Eric Johansen		Nikoletta Develekou	
Kevin Muldoon		Alexandre Kontoyanis	
Kenneth Shifflett		Tsz Kiu Wong	
Abigail Brophy		Richie Mittal	
Tyler Bradshaw		Nolan Demos	
Matt Parkes		Larry Smith	
Thiago Corrêa Fonseca Portes		Nikolaos Nikolopoulos	
Sivakumar Gadam		Kishor Khankari	
Conor Murray		Buzz Wright	
Osama Khayata		Reaz Usmanali	
John Constantinide		James Arnold	
Elizabeth Zakelj		Keith Reihl	
Wei Sun		Katlyn Stoker	
		Cheng Wee Leong	
		Chris Larry	

Status of Referred Motions

Motion: The Anthracite Chapter moves that Society create a budget line item to pay for Distinguished Lecturer (DL) travel carbon ~~offsets~~ mitigation measures, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process. ~~These funds shall be managed by Society Staff to offset the environmental impact of DL travel each society year.~~

Answer: Amended as noted and approved.

Status: Complete

Vote: 19-0-0 CNV

Comments: After thorough discussion, CTTC agreed that the intent of the motion needed to be clarified as amended to allow execution of the motion.

Information Items

1. PAOE Recommendation: 100 points for having a YEA member serve on a chapter CTTC committee.
2. We received 43 Technology Award entries for this year's Society-level competition, which is a 23% increase from last year. The judging panel selected 20 projects for awards: one for the Award of Engineering Excellence, nine first place, five for second place, four for honorable mention, and one for new Exemplary Decarbonization Recognition. The Award of Engineering Excellence and first place winners were recognized at the Plenary on Saturday.
3. DL Program:

- a. The DL program has a total of 195 allocated visits for the current 2023-24 Society Year. A total of 245 visits have been scheduled so far (115 allocated visits, 88 non-allocated visits, and 42 common pool visits).
 - b. CTTC reviewed 37 DL nomination as well as the performance of all current DLs. CTTC has approved a roster of 93 DLs for the 2024-25 Society Year. The DL review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. Evaluations received continue to indicate that DLs are well received by ASHRAE Chapters.
4. We have two Tech Hours on the calendar and hope to record two more before the end of the Society Year.
- a. Mick Schwedler's "Building Decarbonization (Electrification) for Hydronic Systems" was released on November 14, 2023.
 - b. Erin McConahey's "The Fraternal Twins of Decarbonization and Climate Resilience" will be released on March 12, 2024.

MBO Update

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

COMMUNICATIONS COMMITTEE

Report to Members Council
From Meeting of January 21, 2024

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
<u>Anuj Gupta, Chair</u>	Niss Feiner	Anoop Peediayaakkan	Joslyn Ratcliff
<u>Daniel Bourque, Vice Chair</u>		Ashish Mathur	
<u>Kinga Hydras</u>		Athena Zamiri	
<u>*Thursten Simonsen</u>		Buzz Wright	
<u>Jeanette Hay</u>		Franco D'Atri	
<u>Sandeep Mendiratta</u>		Iliana Georgia Georgakakou	
<u>Brad White</u>		Katlyn Stoker	
<u>Jim Arnold, BOD Ex-Officio</u>		Lucas Roy	
		Mark Miller	
		Nick Armstrong	
		Pedro Garza	
		Richard Gunpat	
		Tom Pollard	
		Neha Goyal	
		Ashu Gupta	
		Ziyu Chen	
		Ashish Mathur	
		Tim Cannon	
		David Roberts	

**Virtual Attendee*

Motions

None.

Status of Referred Motions

Motion: **Communications Committee suggests Members Council moves to defeat Fall 2023 CRC Motion, Region XII Central Florida Chapter - Motion 30 (August 10, 2023): The Central Florida Chapter recommends to Communication Committee that Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2024 due to transportation being a regional consideration and suggests Chapter Communication Chairs seeking reimbursement for transportation to CRCs consult with their Chapter President and/or Director and Regional chair in cases where funding for transportation reimbursement would be beneficial to the Chapter.**

Answer: Suggests Members Council Defeat the Motion.

Status: Complete.

Vote: 8-0-0, CV

Comments: Communications Committee discussed this motion in multiple meetings and although they agree with the spirit of the motion and believe Communications training at the CRCs is crucial to the health and growth of ASHRAE chapters, transportation to CRCs is a Regional consideration, not a Society consideration. Furthermore, some individuals hold Communications Chair positions for multiple years and would not need annual training. In addition, not all CRCs have Communications Workshops and not all Regions have Regional Communication Chairs and full agreement would be needed from Regional Communications Chairs

to host workshops before funding Chapter Chairs to travel to CRCs. Communications Committee would be open to hosting virtual training for all Communications chairs similar to Centralized Training done for Research Promotion, Student Activities and Membership Promotion and hosted a virtual open session November 28th. Communications Committee recommends defeating this motion, and referring Chapter Communication Chairs seeking reimbursement to the [Manual for Chapter Operations](#) and [Manual for Region Operations](#) for the existing policy and consulting with their Chapter President and/or Director and Regional chair in cases where funding for transportation reimbursement would be beneficial to the Chapter.

Information Items

1. Communications Committee reviewed revisions to its Best Practices for Social Media presentation. The current presentation is available on the Communications Committee page of the ASHRAE website and will be updated by the Annual Conference.
2. Communications Committee expects to have a comprehensive Social Media planning calendar available by the Annual Conference.
3. Communications Committee continues to prioritize communicating with Regional Communications Chairs and members of the Committee have personally reached out in addition to regular communications regarding meetings that are sent to the RCC through Basecamp.
4. Communications Committee held an open discussion for Regional Communications Chairs on November 28. The discussion was attended by 31 individuals representing 22 chapters from 6 regions.
5. The Committee planned Spring Office Hours as follows:
 - a. February 22 – Tips and Information on How-to Record Videos for Communication, presented by Anuj Gupta
 - b. March 14 (tentative) – Pointers for Creative Effective Chapter Newsletters, presented by Brad White
 - c. April – Topic is to be determined; presenter will be Jeanette Hay from the Monterrey Chapter
 - d. May 9 – Comprehensive Planning Calendar for Chapters Overview, presented by Daniel Bourque
6. The Committee discussed the Strategic Plan and does not have any feedback for Planning Committee at this time. Members were encouraged to submit individual feedback via the feedback form available on ashrae.org prior to the January 31 next data pull of responses.
7. The Committee continues to support and encourage use of the chapter website template for Wix and theme for WordPress and plans to reach out to RCCs to ask if chapters in their regions are considering a change and advising them to communicate with Communications Committee if they are considering a change.
8. The Committee is reviewing/updating all its Guidance/Best Practices documentation posted on the Communications Committee page of the ASHRAE Website. There are approximately 30 documents being reviewed.
9. The Committee was made aware of and discussed new storage limits in Basecamp 4. Previously there were no storage limits, but now ASHRAE's account has a 2 TB storage limit. It is possible to purchase additional storage and the committee/staff will be looking into the various options to be prepared to make recommendations for future needs.
10. The Committee discussed whether it would be advisable to recommend adding a description to the MCO for the Chapter Communications Co-Chair position and agreed no addition is needed at this time. Currently 52 chapters have Communications Co-Chair positions filled.

MBO Update

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

Attachments

No Attachments.

Respectfully Submitted,

Anuj Gupta
2023-2024 Communications Committee Chair
January 23, 2024

JM:ag

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of January 20, 2024

Members Present

Raul Simonetti, Chair
Maggie Moninski Vice Chair
Aaron Boranian
Kevin Brown
Robin Bryant
Cindy Callaway
Kristen Cetin
Joe Chow
Jon Cohen
Brian Fronk
Ng Yong Kong
Suzanne LeViseur
Jim Liston
Anoop Peediayakkan
Bert Phillips
Erik Sanchez
Som Shrestha
Davide Ziviani
Cheng Wee Leong, BOD ExO

Members Absent

Ahmed Abdelsalam
Atilla Biyikoglu
Craig Bradshaw
Lina Maged Hashem
Ehab Mamdouh
Stephanie Mages

Guests

Jason Aphonso
Doug Cochrane
Kevin Summers
Michael Cooper
Scott Peach
Ashish Rakheja
Buzz Wright
Isabelle Lavoie
Susanna Hanson
Devin Abellon

Staff

Haley Booker-Lauridson
Tony Giometti
Ragan McHan

Motions

None

Status of Referred Motions

Motion: Fall 2023 CRC, Region-at-Large Sub Region 2 Chair, Motion #40 ((October 7, 2023): “It is proposed that Society walks the talk by demonstrating leadership by starting the de-carbonization initiative from its meetings & conferences by curtailing serving meat.”

Answer: The implementation of such a motion presents a variety of technical and social challenges. It was noted that an initiative to “curtail serving meat” at ASHRAE conferences would not have the carbon impact desired based upon preliminary discussion. Furthermore, this initiative would be reducing the choices for members attending the conferences. Based on historical initiatives ASHRAE already provides up to 20% of meals as vegetarian at each conference. CEC will explore other ways to reduce the carbon impact of conferences.

Status: Complete

Vote: 16-0-0, CNV

Motion: 2. Fall 2023 CRC Motion, Region-at-Large Pune Chapter - Motion 43 (October 7, 2023): “We propose the development of guidelines to quantify the emissions due to ASHRAE events and Conferences, with an intent to organize Net Zero Carbon/ Carbon neutral events for major events (e.g., CRC).”

Answer: There are a number of tools being developed by ASHRAE to quantify emissions. CEC will seek guidance to determine if the existing tools to provide the guidance to develop such guidelines to quantify emissions from ASHRAE events and conferences.

Status: Complete

Vote: 16-0-0, CNV

Information Items

1. CEC approved the registration rates for the 2025 Winter and Annual Conferences. The 2025 rates are \$35 higher than the 2024 rates, which is less than a 5% increase.

Member Early Bird	\$790
First Time Member Early Bird	\$765
Non Member Early Bird	\$1065
First Time Non Member Early Bird	\$1040
Life Member/Speaker/BOD/PM/LeadDRs/CEC	\$195
Member Advance	\$835
First Time Member Advance	\$810
Non Member Advance	\$1090
First Time Non Member Advance	\$1065
Member Onsite	\$1090
First Time Member Onsite	\$1065
Non Member Onsite	\$1340
First Time Non Member Onsite	\$1315
One Day Member	\$420
One Day Non Member	\$500
SBA/Student Member	\$25
Student Non Member	\$55
Companion	\$60
One Session Onsite	\$75
Virtual Member	\$500
Virtual Non Member	\$550
Virtual Reduced	\$125
Virtual Company Package (3-5)	\$2135
Virtual Company Package (6-10)	\$4020
Virtual Company Package (11-20)	\$7535
2. The 2024 Winter Conference had a total of 124 sessions and events scheduled, comprised as follows: 65 seminars, 28 Paper Sessions, 5 Poster Sessions, 1 Virtual Paper Session, 11 Panel discussions, 4 Forums, 2 Debates and 2 Workshops. There were a total of 356 presentations, 125 papers and 16 live-streamed sessions. As of January 21, registration for in-person attendance is 2,876, which is 489 more than the 2023 Winter Conference in Atlanta conference and 1,282 ahead of the 2022 Winter Conference in Las Vegas. Virtual registrations are 175 and committee-only registrations are 644.
3. The report of the Joint Exposition Policy Committee, which now reports to CEC instead of the Executive committee is shown in Attachment A.
4. Topical Conferences Held Since June 2023
 - a. September 11-13, 2023 – Building Performance Analysis Conference, Austin, Texas. 230 registrants attended the conference from 11 countries; 45% of the registrants were ASHRAE members. The conference featured a strong technical program with up to three concurrent sessions; there were 2 keynote presentations, 23 seminars, 5 panels and 1 debate with a total of 111 speakers. There were 10 conference sponsors totaling \$40,000; the conference had a budget deficit of \$25,000 due to increases in hotel expenses related to inflation.
 - b. October 25-27, 2023 – Decarbonization Conference for the Built Environment, Arlington, Virginia. The conference was organized by ASHRAE, IFMA, AIA, APPA and MCAA. 430 registrants attended the conference from 7 countries; 53% of the registrants were ASHRAE members. The conference featured a strong technical program with up to four concurrent sessions; there were 4 keynote presentations, 23

seminars and 17 panels with a total of 149 speakers. There were 18 conference sponsors totaling \$143,000; the conference had a budget surplus of \$47,000.

c. November 28-30, 2023 – ICERD-8, Kuwait. The conference was organized by ASHRAE, Kuwait University and the Kuwait Chapter. 165 people attended the formal Opening Ceremony and Conference. There were 5 keynote speakers, 1 panel, 2 workshops, 2 industrial sessions, 10 paper sessions with a total of 42 papers presented. Kuwait University was financially responsible for this conference.

Topical Conferences In-Process

- a. April 17-19, 2024 -- ASHRAE International Conference on Building Decarbonization, Madrid
- b. June 24-26, 2024 – Conference on Integrated Design, Construction and Operations, Indianapolis, IN
- c. September 26-27, 2024, Women in ASHRAE Leadership Symposium, Chicago, IL
- d. October 3-4, 2024 – 6th Conference on Efficient Building Design, Beirut
- e. October 21-23, 2024 – 2024 ASHRAE Decarbonization Conference: Decarbonizing Existing Tall Buildings, New York City
- f. September 2025 – IEQ 2025, Montreal, QC, Canada
- g. Dec 8-11, 2025 -- Buildings XVI, Clearwater, FL

Topical Conferences Proposed

- a. April 15-17 or April 22-24, 2025, Hot Climates Conference, Doha, Qatar
- b. June 2025 – Industrial Ventilation Conference co-located with the 2025 Annual Conference (tracks only), Phoenix, AZ

5. Future Annual and Winter Conference Sites

- a. Annual, June 22-26, 2024 – Indianapolis
- b. Winter, February 8-12, 2025 – Orlando
- c. Annual, June 21-25, 2025 – Phoenix
- d. Winter, January 31-February 4, 2026 – Las Vegas
- e. Annual, June 27-July 1, 2026 – Austin
- f. Winter, January 23-27, 2027 – Chicago
- g. Annual, June 12-16, 2027 – New Orleans

MBO Update

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

Attachments

Attachment A – Joint Exposition Policy Committee Report

Respectfully submitted,

Raul Simonetti, Chair
Conferences and Expositions Committee

**REPORT TO CONFERENCES AND EXPOSITIONS
COMMITTEE From ASHRAE/AHRI Joint Expo Policy
Committee Sunday, January 21, 2024**

Information Items:

1. The committee touched on the addition of young professional's party for people under 40 at AHR Expo. Updates to the 2023 marketing strategy had an outcome of 2,000 hits on the decarbonization page on the AHR Expo Website.
2. It was brought to the committee's attention that IEC has been negotiating a contract for future AHR shows in Las Vegas. Starting in 2031, AHR Expo could secure a guaranteed spot in Las Vegas for March 3, 4, and 5th every other year. Alternating Las Vegas with Orlando and Chicago for ten years. The committee discussed many potential outcomes, both challenging and positive, if we decided to go this route. It was decided for all parties to conduct research and touch base via virtual meeting next week (Tuesday January 30th) because the committee has two weeks to make this decision. Final decision is desired by end of day February 2nd.
3. Report of AHR Expo Show Statistics (Attachment A)
 - a. Chicago 2024 – 526,780 sq. ft. of exhibitor space sold to date, which is the second largest amount ever sold.
4. List of Future AHR Expo Sites & Dates (Attachment B)
 - a. 465,000 sq. ft. sold to date for Orlando 2025, which is 90% of all available space.
5. List of Future AHR Expo Mexico Sites & Dates (Attachment B)
 - a. 97,730 sq. ft. sold to date for Monterrey 2025

February 21, 2024

Date

Chair

AHR Expo | Show Statistics

Show #	YEAR	Show Dates	City	Net Square Feet	Exhibitors	Int'l Exhibitors	First Time Exhibitors	Total Visitors	International Visitors	Exhibitor Personnel
67	2015	Jan. 26 - 28	Chicago	486,600	2,118	593	237	42,344	7,421	19,330
68	2016	Jan. 25 - 27	Orlando	469,540	2,063	561	349	42,396	10,103	17,978
69	2017	Jan. 30 - Feb.1	Las Vegas	500,159	1,968	541	259	48,568	11,953	20,047
70	2018	Jan. 22 - 24	Chicago	534,080	2,155	702	308	49,995	9,830	22,080
71	2019	Jan. 14 - 16	Atlanta	493,120	1,824	496	116	27,047**	4,868**	18,031**
72	2020	Feb. 3 - 5	Orlando	506,090	1,988	577	295	32,172**	6,641**	18,470**
73	2022	Jan. 31 - Feb. 2	Las Vegas	440,669	1,574	281	218	22,732**	2774**	7946**
74	2023	Feb. 6 - 8	Atlanta	486,605	1,779	425	242	31,252**	5,187**	11,542**
75	2024	Jan. 22 - 24	Chicago	526,760*	1,864*	344*	183*	TBD	TBD	TBD

* as of 1/2/2024

**verified attendance

AHR Expo | Hotel Pickup Report - 3 weeks out from the show (as of 1/2/2024 for current show).

	2024 Chicago	2023 Atlanta	2018 Chicago
Total peak nights sold	20,166	14,488	18,316
Total room nights sold	70,932	53,550	66,568

AHR Expo - Mexico | Show Statistics

YEAR	Show Dates	City	Net Square Feet	Exhibitors	First Time Exhibitors	Total Visitors	Exhibitor Personnel
2015	Oct. 20 - 22	Guadalajara	47,025	277	86	4,729	2,088
2016	Sept. 20 - 22	Monterrey	76,175	362	113	7,424	3,455
2018	Oct. 2 - 4	Mexico City	87,650	414	120	9,809	3,851
2021	Sept. 21 - 23	Monterrey	50,130	220	80	6,007	1,886
2022	Sept. 20 - 22	Guadalajara	61,373	303	90	6,629	2,302
2023	Sept. 19 - 21	Mexico City	85,180	298	110	11,460	2,942
2025	Sept. 23 - 25	Monterrey	96,135*	277*	39*	TBD	TBD

* as of 1/2/2024

Future Show Sites & Dates

AHR Expo

as of January 2024

Year	City	Dates	Chinese New Year
2024	Chicago	Jan. 22 - 24	Feb. 10
2025	Orlando	Feb. 10 - 12	Jan. 29
2026	Las Vegas	Feb. 2 - 4	Feb. 17
2027	Chicago	Jan. 25 - 27	Feb. 6
2028	Orlando	Feb. 7 - 9	Jan. 26
2029	Las Vegas	Feb. 27 - Mar. 1*	Feb. 13
2030	Chicago	Jan. 28 - 30	Feb. 3
2031	Atlanta	Jan. 13 - 15	Jan. 23
2032	Orlando	Feb. 2 - 4	Feb. 11
2033	Chicago	TBD	Jan. 31

* Tuesday opening, short move-in for north hall (as discussed in May 2023 meeting)

AHR Expo - Mexico

as of January 2024

Year	City	Dates	Center
2023	Mexico City	Sept. 21 - 23	Centro Citibanamex
2025	Monterrey	Sept. 23 - 25	Cintermex
2026	Guadalajara	Sept. 29 - Oct. 1	Expo Guadalajara
2027	Mexico City	Sept. 21 - 23	Centro Citibanamex
2029	Monterrey	TBD	Cintermex

GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
 From Meeting of January 19, 2024
 ~ Winter Conference Chicago, IL ~

ATTENDANCE**Members Present**

Robert Hoadley, Chair
 Sheila Hayter, Vice Chair
 Bassel Anbari
 Jason Alphonso
 Chris Phelan
 Tim Wentz
 Artorius Reyes
 Michael Genin
 Weston Hockaday
 Louis Van Belle
 Beth Tomlinson
 Doug Cage
 Peter Koneck-
 Wilwerding*
 Tracey Jumper
 Tim Theriault
 Albert Sin
 Ioan Dobosi
 Ahmed Bolbol*
 Sonya Pouncy
 Eleazar Rivera
 Geoff Jenks
 Andrew Persily*
 Bryan Holcomb
 Bill McQuade
 Mike Wolf*

Members Absent

Will Fisher
 RJ Hartman

Guests

Georgios Pantelidis, GTIC
 Shaun Nienhueser, SAC
 Daniel Russell
 Ronald Gagnon
 David Underwood
 Erica Powell
 Buzz Wright
 Benjamin Pignatelli
 Katlyn Stoker
 James Arnold
 Samantha Slater, AHRI
 Colin Laisure-Pool
 Michele Mihelic, AIA
 Arturo Thur de Koos
 Iliana Georgia Georgakakou
 William McQuade
 Ashish Rakheja
 Gregory Avina-Rodriguez
 Ragan McHan
 Kevin Wong*
 Haily Mick*
 Luis Alaradra, Region XII
 Martin Luymes
 Vicki Worden
 Steve Comstock, UNEP
 Jim Curlin, UNEP
 Jeremy Zeedyl, NEMI
 Kimberly Cheslak, PNNL
 Nastase Kline
 Tobi Showunmi
 Matthew Hinds
 Darryl Boyce
 Chris Ruch
 Sue Phelan
 Helen Walter-Terrinoni

Staff

Alice Yates
 Emily Porcari*
 Jacob Karson

Guests (cont.)

Julia Timberman
 Jeanette Hay
 Pedro Garza
 Jennifer Dickinson
 Doug Fick
 Mark Penchoff
 Peter Luftik

*Indicates Remote Participation

Motions

Motion 1 (Revisions to the GAC Manual of Procedures): That the Government Affairs Committee recommends that Members Council approve the attached revisions to the GAC Manual of Procedures that merge the responsibilities of the Rules Subcommittee into the Executive Subcommittee, and provide updates to other sections of the manual.

Background: The GAC Executive and Rules Subcommittees have discussed merging the responsibilities of the Rules Subcommittee into the Executive Subcommittee to help streamline GAC operations. Following this recommendation, GAC leadership and staff recommended revisions to the GAC Manual of Procedures (MOP) to reflect this change, as well as other revisions to update language and ensure consistency. On December 21, 2023, a majority of the Rules Subcommittee voted by letter ballot in favor of these changes. The GAC Executive Subcommittee approved this change unanimously on January 19. The GAC approved this change unanimously on January 19.

Fiscal Impact: NONE

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

Information Items

1. Information Item 1. Government Outreach Events (GOE): The GAC set a goal of 100 Government Outreach Events to be held during Society Year 2023-2024. The GAC has so far held **44 events** and has 14 scheduled and planned. With the majority of the domestic outreach events typically occurring in the Spring when the legislatures are in session, the GAC is in a strong position to meet its goals. The GAC is also reviewing how meetings and events with government officials are counted and how to best assess impact.
2. Information Item 2. Public Policy Issue Brief on Building Electrification: The GAC approved unanimously an updated Public Policy Issue Brief (PPIB) on Building Electrification, which was previously reviewed by the TFBD. All edits from the TFBD were accepted by the GAC. The GAC intends to develop a 3 new PPIBs: Wildfires and Indoor Environmental Health; Embodied Carbon; and Infectious Disease Mitigation. In addition, 10 existing PPIBs are under review and are expected to be updated and approved this spring.
3. Information Item 3. Subject Matter Expert Program to Support Government Outreach: The GAC is developing application details, along with a process for reviewing, evaluating and approving individuals to serve as subject matter experts at government outreach meetings and events. This pilot program is expected to be launched this spring.
4. Information Item 4. Translation of Standards and Public Policy Issue Briefs: The GAC had a robust discussion on the need to translate ASHRAE standards and other publications, as well as Public Policy Issue Briefs for government advocacy. Staff will investigate the costs and process for translation of publications. The GAC Global

Affairs Subcommittee will provide a report on priorities for translation (language(s) and publications), working with the Planning Committee to ensure the priorities align with Society's strategic direction and consulting with the Global Technical Interaction Committee through its GAC liaison.

5. Information Item 5. Response to the Motion Referred from the RAL CRC to Allow GAC Chapter Co-Chairs to attend CRCs if Chairs are Unavailable: The GAC response to this motion is provided as Attachment C to this report.
6. Information Item 6. Opportunities for Collaboration and Further Engagement: Several guests attended the GAC meeting, including AIA, AHRI, HRAI, GBI, and UNEP, which provided productive reports concerning past and future collaboration opportunities for government advocacy and outreach. UNEP has expressed interest in the GAC SME pilot program as a means of connecting ASHRAE subject matter experts with National Ozone Units. In addition, we had guests from inside ASHRAE, including SSPC 100 which has a new Engagement and Communications Working Group that the GAC can work with for government engagement and education efforts including for BPS adoption and implementation, and with the Student Activities Committee, which GAC can work with on advocacy and outreach.

Attachment B: GAC Recommendations for PAOE points

GAC is recommending no changes to the existing PAOE structure or points.



TO: Lizzy Seymour, Staff Director of Members Services
FROM: Rob Hoadley, Government Affairs Committee Chair
DATE: January 19, 2024
SUBJECT: Response from the GAC to Members Council Referral: Motion 37 (RAL CRC Fall 2023)

During the Fall 2023 CRC meeting on October 7th, 2023, the below was referred to the Government Affairs Committee (GAC) for consideration. Below is the response from the GAC that was considered by the full committee on January 19, 2024, which approved this response by a 15-1-0 CNV vote.

Region At Large Bangladesh Chapter – Motion 37:

That the travel cost of the chapter GAC and YEA committee co-chairs who join CRC training sessions as a substitute and in absence of the chapter committee Chair to be reimbursed with effect from 01 July 2024.

GAC Response:

GAC believes that allowing a co-chair to attend the CRC in the chair's stead is a simple, straightforward adjustment that is entirely in the spirit of the rules as they are currently written, and would allow for important training to carry out the duties of the Chapter's Government Affairs Committee. We believe that this motion will allow CRC presentations to reach more chapters, and in so doing, improve the quality and scope of the work of the Government Affairs Committee.

However, the GAC disagrees with reimbursement of "travel" and can only support the reimbursement of "transportation," consistent with the Manual of Chapter Operations, page 25, under "Chapter Transportation Reimbursement Policy for CRCs" which allows for "Transportation reimbursement . . . for attendance at the CRC for . . . Chapter Government Affairs Chair (no substitutes)."

In addition, the GAC believes that the chapter should receive approval from the GAC RVC for the substitute to attend the CRC prior to the CRC if the GAC subcommittee chair is not able to attend.

The GAC recommends instead approval of the following wording change to this section of the Manual:

- Chapter Government Affairs Chair (~~no substitutes~~) (co-chair substitute allowed if the Chair is unable to attend, and if RVC approves of the co-chair substitute)
- Young Engineers in ASHRAE Chair (~~no substitutes~~) (co-chair substitute allowed if the Chair is unable to attend, and if RVC approves of the co-chair substitute)

Background:

The CRC meetings are one of the most important opportunities for Government Affairs Committee Regional Vice Chairs to share about the work the Government Affairs Committee conducts, how the committee operates, and how Chapter Chairs are expected to contribute and engage. Government Affairs Chapter Chairs are expected to attend this conference and the training workshop, but in some cases we understand that other commitments and responsibilities may make their attendance impossible. The motion was brought forward to reflect the view that in the situation where a



Government Affairs Chapter Chair cannot attend, the chapter and the work of the Government Affairs Committee is better served by a Co-chair attending the meeting *in lieu of the Chapter Chair*, instead of no one from that chapter attending at all. Subsequently, any resources that would have gone to facilitate the Chapter Chair's attendance can go to their lieutenant with no fiscal impact or staff time impact. However, the GAC has concerns about the specific wording of the motion. As written, it would increase fiscal and staff impact because it calls for reimbursement of "travel" versus the current status quo which is reimbursement of "transportation" which is a more limited category. This information can be found on page 25 and 26 of the Manual for Chapter Operations.



Shaping Tomorrow's
Built Environment Today

Government Affairs Committee

Manual of Procedures

**Approved, as amended by Government Affairs Committee on January 29, 2022 and accepted
by Members Council on February 2, 2022.**

Approved by Government Affairs Committee on January 29,
2022

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1. INTRODUCTION

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

2. EXPECTATIONS OF COMMITTEE MEMBERS

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

3. DUTIES OF COMMITTEEMEMBERS

a. Chair

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

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

b. Vice Chair

Duties of the Vice Chair include the following:

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

Commented [PE1]: Sheila suggested adding items #11 and 12

Commented [YA2R1]: Staff added language re the Winter Conference because a report needs to be submitted then as well.

Commented [PE3]: Sheila mentioned that this should say Annual Conference instead of Annual Meeting, and suggested replacing each mention of this throughout the document, which I've done

Commented [EP4]: Jacob suggested adding something like this to the duties of the Chair, Vice Chair, and Members at Large. The RVCs have something similar listed as one of their duties: "Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities." I've added a sentence to the Vice Chair and Members at Large sections below as well.

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2. In the event the Chair is unable to perform its duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.

3. Prepare recommended budgets for the operation of this Committee for the coming year, in consultation with this Committee's Executive Subcommittee, the staff liaisons, and the BOD ex-officio members, for consideration by this Committee.
4. Perform other duties which may be assigned by the Chair.
- ~~5. Serve as the Chair of the Rules Subcommittee.~~
6. Serve on this Committee's Executive Subcommittee.
7. Serve as GAC representative to the Members Council PAOE Subcommittee.
- ~~8. Coordinate all training activities, which include RVC training, at-large Member and Council Representative trainings held at Winter and Annual meetings, as well as throughout the year.~~
Coordinate training activities to enable GAC members (RVCs, at-large members, and Council representatives) to effectively fulfill their GAC responsibilities. A new member training is typically offered in the spring just prior to the Annual Conference. The Vice Chair will also be responsible for other trainings as are determined to be necessary in consultation with the GAC Executive Subcommittee.
9. Prepare Committee objectives for the next Society Year in consultation with the Executive Subcommittee and present the objectives to the full GAC Committee for review during the Society Annual Meeting occurring at the end of the Vice Chair's term.
10. Assist with planning and participate in Government Outreach Events as needed.

Commented [PE5]: Sheila suggested these revisions to #8 and adding #9.

c. Communications Coordinator

Duties of the Communications Coordinator shall include working with members and staff to:

1. Work with staff to manage and update relevant ASHRAE webpages and social media outlets.
- ~~2. Produce newsletter and/or email updates on a quarterly basis, at a minimum.~~
- ~~3. Work with staff to manage distribution channels for government activity clearing house efforts to the membership.~~
4. Work with ~~staff~~ RVCs to solicit and publish *Journal* and *Insights* articles.
5. Serve on this Committee's Executive Subcommittee.
6. ~~Attend meetings of the Member Mobilization and Public Policy Subcommittees as needed.~~

Commented [PE6]: Sonya suggested this be removed, as it's handled by staff.

Commented [PE7]: Sonya suggested this can be removed, as it fits under #1.

Commented [PE8]: Sonya suggested that this be changed to RVCs instead of staff.

Commented [PE9]: Sonya suggested that this be added since those SCs are relevant to the Coordinator's work.

d. Regional Vice Chairs

Duties of the Regional Vice Chairs include:

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

entries for each award from the Chapters, and forward qualified entries for Society consideration.

10. Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.

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

e. Representative of Technology Council

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

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

Commented [PE10]: Sheila has added a similar statement for Members Council and Pub Ed Council liaisons below

f. Representative of Members Council

Duties of the Representative of Members Council include:

1. Serve as the liaison between GAC and Members Council.
2. Ensure that ASHRAE's grassroots interests are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to the status of activities occurring within Members Council that are of interest to the GAC.

g. Representative of Publishing and Education Council (PubEd)

Duties of the Representative of PubEd Council include:

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

h. At-Large Members

Duties of the At-Large Members include:

1. Serve on the Committee's Subcommittees as assigned by the Chair
2. Provide support and advice as an advocate for assigned Committees in communication and interpretation of Committee's goals; guidance in fiscal planning, assistance in preparation and monitoring of annual objectives; assistance in developing and monitoring of action plans to achieve Strategic Plan Objectives; and assist in preparing recommendations to the Members Council.
3. Attend all meetings of the Committee.

4. Other duties from time to time as directed by the Committee Chair.

5. Assist with planning and participate in Government Outreach Events as needed.

i. **Ex Officio Member**

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

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

j. **Staff Liaisons**

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

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

Commented [YA11]: GAC reports to Members Council, not to the Board.

Commented [YA12]: Modernizing language

Commented [YA13]: Rob wanted to make sure GAC activities were aligned with the Strategic Plan. Several mentions of the Strategic Plan Objectives are included in the MOP; suggest aligning MBOs with Strategic Plan, and adding language to Executive Subcommittee. Staff would support MBOs.

Commented [PE14]: Sheila: The website is not included in the Vice Chair list of responsibilities in section 3.b. Should the website be added to section 3.b. or removed from section 3.j.?

Commented [YA15R14]: Staff notes that this task is redundant with #18 and should be removed - which also addresses Sheila's concern.

Commented [PE16]: Sheila: In the section describing the Communications Coordinator's responsibilities (section 3.c.), the term "webpages" was used instead of "website." I recommend using the same term in both section 3.c. and here in section 3.j.

Commented [PE17R16]: This task has been eliminated, concern addressed.

- ~~16-15.~~ Provide information and appropriate contact with government agencies in support of Committee government activities.
- ~~17-16.~~ Provide administrative support for this Committee's programs.
- ~~18-17.~~ Coordinate update of website per this Committee's directives.
- ~~19-18.~~ Offer public policy updates and guidance to the Committee on:
 - a. Summary of recent government activities (as informed by the Society's Public Policy Priorities).
 - b. Trends relative to such priorities at the grassroots government level.
 - c. Existing or potential collaboration with partnering policy organizations.
 - d. Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.

4. SUBCOMMITTEES

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

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

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

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

Standing Subcommittee membership and responsibilities are assigned as follows:

a. Executive

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

Responsibilities of the Executive Subcommittee shall include:

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

Commented [YA18]: Rob Hoadley suggested that the Strategic Plan should be consulted when developing MBOs that guide the GAC.

Commented [PE19]: Sheila added

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

7. Transfer all relevant GAC materials, information, standards, and related information to the successor Executive Subcommittee members.

8. When deemed necessary by the Subcommittee, conduct a review of the Committee's governing documents and make revisions or updates in accordance with the process below.

a. Rules of the Board (ROB):

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

Commented [PE20]: Sheila suggested that this item (which is listed under the RVC duties) should also be under the Executive Subcommittee responsibilities, as each person rolling off of the subcommittee should help their successor.

Commented [EP21]: The sections below include the responsibilities that will be moved from Rules to Executive Subcommittees.

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

b. **Manual of Procedures (MOP):**

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

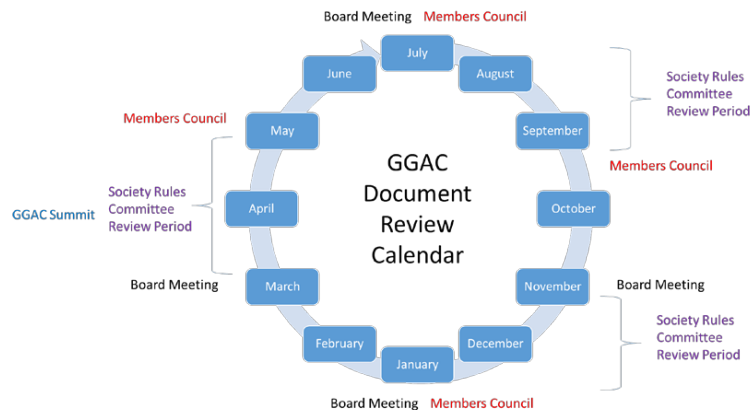
c. **GAC Resource Manual (RM):**

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

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

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

Commented [PE22]: The diagram below will be removed.



b. **Policy and Programs**

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

Responsibilities of the Policy and Programs Subcommittee shall include:

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

c. Member Mobilization

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

Responsibilities of the Member Mobilization Subcommittee shall include:

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

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

d. Global Affairs

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

Responsibilities of this Subcommittee shall include:

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

Commented [PE23]: Sheila: Should we add a responsibility to liaise with the AASA Government Affairs Subcommittee?

Commented [YA24R23]: Other bodies/committees like the GTIC are also relevant to the GAC's work; suggest adding a more general responsibility to allow for coordination with relevant bodies as needed - this would also mean we don't have to change the MOP if other bodies change their titles.

e. Rules

- ~~1. The Vice Chair of GAC will be the chair of this Subcommittee.~~
- ~~2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, the Members Council Representative, the Board Ex-Officio, and up to three additional members at the GAC Chair's discretion. At least one of the subcommittee members shall have served on the subcommittee the previous year, and at least three of the subcommittee members shall have served on the GAC the previous year.~~
- ~~3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP, ROB, the Resource Manual, and Section 2.5 of the Manual of Chapter Operations.~~

a. Rules of the Board (ROB):

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

~~"what" and "why". The "how" should be described in the Manual of Procedures.~~

b. Manual of Procedures (MOP):

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

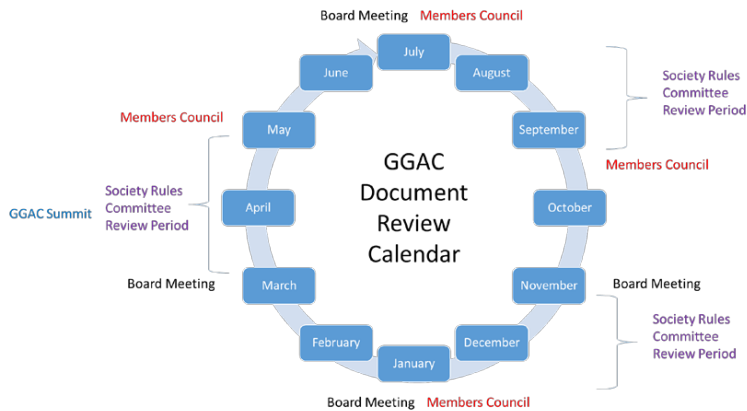
c. GAC Resource Manual (RM):

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

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

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

Commented [PE25]: These paragraphs (along with the flow chart below) have been moved to Section 4.a.7 above, under the Executive Subcommittee's responsibilities.



f. Nominating

1. Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, the Communication Coordinator, the GAC ExO and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GAC Chair.
2. The Subcommittee shall select a Vice Chair to serve in the absence of the Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee through the Board ExO for the next year's GAC Committee Chair and Vice Chair.
4. The Subcommittee shall seek input from Chairs of Subcommittees on their recommendations regarding nominations.
5. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the newly appointed GAC Committee Chair and Vice Chair.
6. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.
7. All nominations should be submitted by the nominating subcommittee within a maximum of two weeks' time after the Winter Meeting.

5. Committee Objectives (MBOs)

Prior to the Society Annual ~~Conference Meeting~~, the incoming Committee Chair, in consultation with the Executive Subcommittee, will prepare objectives for the Committee for the next Society Year and present these objectives to the Committee for review during the Society's Annual ~~Conference Meeting~~. The objectives will be included in the Committee's report to the Members Council at the Annual ~~Conference Meeting~~ as an information item, ~~and a copy of the objectives will be sent to ASHRAE Headquarters staff, Assistant to the BOD.~~

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

Commented [PE26]: Per Alice, this will be taken out as the MBOs are shared with PLC through Members Council.

Commented [PE27]: These are submitted to Members Council

Commented [PE28]: Per Alice, the GAC MOP should not speak to another staff director's responsibilities

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

6. AWARDS PROGRAM

a. Government Affairs Award

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

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

HONORS AND AWARDS COMMITTEE (H&A)

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

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Isabelle Lavoie		Abdulla Mohammad	Rhiannon Masterson
Thomas Phoenix		Jacques Moreau	Anastasia Meadows
Mohammad Al Tassi		Subash Nagalapati	
Adam Davis		Charles Henck	
Maged Fouad Hashem		Humaid Alkindi	
Pamela Immekus		Ashu Gupta	
Karine Leblanc		David Underwood	
Scott Martin			
Daniel Rogers			
Mohammad A Sajid			
Juliana Pellegrini Lemos Trigo			
Wei Sun			

Motions

Motion 1: The Honors and Awards Committee recommends to Members Council that the Honors and Awards Manual of Procedures (MOP) be updated as follows, effective immediately:

6. Subcommittees**2. Paper and Pass-Through Awards**

A. Recommends papers to receive the Crosby Field Award, ~~Technical Best~~ Paper Award, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award

19. Paper Awards**1. Description and Selection Process for Paper Awards**

A. The following paper awards shall be considered for each calendar year: Crosby Field Award, ~~Technical Best~~ Paper Awards, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award.

D. The ratings will determine the following awards for the year:

1. Crosby Field Award (see Section 18.2 for details)
2. ~~Technical Best~~ Paper Awards (see Section 18.3 for details)
3. Willis H. Carrier Award (see Section 18.4 for details)
4. Poster Presentation Award (see Section 18.6 for details)

3. ~~Technical Best~~ Paper Awards (Formerly Transactions Paper Awards)

A. A maximum of four of the papers presented each year before a Technical Paper Session or an ASHRAE Poster Session at Society conferences will be designated for the ~~Technical Best~~ Paper Award. The papers having the second through the fifth highest score from the PRSP will be selected for these awards. In the event of a scoring tie, the Conferences and Expositions Committee will select the winner(s) by majority vote.

Background: Housekeeping edits to update “Technical Paper Award” to “Best Paper Award”, per approved recommendation from CEC.

Fiscal Impact: None

Staff Impact: None

Vote: 9-0-0 CNV

Motion 2: Award Nominations – Executive Session

Status of Referred Motions

Motion 11: Nebraska Chapter recommends eliminating the ten year Full Member grade requirement for Exceptional Service Award nominees and allow anyone at Full Member grade to meet the membership requirement.

Substitute Motion: The Honors and Awards Committee recommends the following changes to the ASHRAE Rules of the Board (ROB) and Honors & Awards Manual of Procedures (MOP):

ASHRAE ROB:

2.411 Honors and Awards Committee

2.411.003.4 Awards Not Named for Individuals

I. The Exceptional Service Award is established to recognize members who have served the Society faithfully with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been a Full Member or Associate Member for a minimum of ten years and a recipient of the Distinguished Service Award.

Honors and Awards MOP:

17. Personal Awards for General Society Activities

A. The Board approves the establishment of the Exceptional Service Award to recognize members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been Full Member or Associate Member grade for a minimum of ten years and a recipient of the Distinguished Service Award.

Answer: Defeated, but H&A approved the substitute motion shown above.

Status: Complete

Vote: 8-0-0-1 CNV

Comments: H&A felt that the membership tenure requirement was necessary, but wanted to also allow members to qualify who have been an Associate Member for a minimum of ten years.

Motion 12: Utah Chapter motions for Honors & Awards Committee to implement a formal appeal process for rejected Fellow Grade nominations.

Answer: Defeated

Status: Complete

Vote: 8-0-0-1 CNV

Comments: Both H&A and the College of Fellows are adamantly opposed to an appeals process. We believe there is a thorough evaluation process. The H&A subcommittee that reviews nominations must have a unanimous approval vote before going to the full H&A Committee, which also must have a unanimous approval vote.

Motion 13: Utah Chapter motions for Honors & Awards Committee to publish detailed explanation, criteria, examples for the meaning of the requirement of "Attained distinction and made a substantial contribution in HVAC&R and in the built environment", and define in greater detail the following term: "exceptional accomplishments", regarding the nomination of consulting design engineers for Fellow Grade nominations.

Answer: Defeated

Status: Complete

Vote: 8-0-0-1 CNV

Comments: H&A already provides a full definition of the criteria for Fellow. We do not want to create a "check-list" for what may qualify toward becoming a Fellow. H&A is happy to answer any questions regarding the Fellow nomination process and we continually review our Fellow documentation.

Motion 14: Utah Chapter motions for the Honors & Awards Committee to provide individualized feedback to all rejected College of Fellow nominations to explain the reasons the nominee did not meet the criteria, including recommended improvements to the nominating materials for resubmission.

Answer: Defeated

Status: Complete

Vote: 8-0-0-1 CNV

Comments: H&A feels it is not appropriate to share a marked-up or notated nomination that was discussed in Executive Session. H&A does already provide individualized feedback to nominators whose nomination was not selected, however information within a nomination is confidential.

Motion 21: The Central Arizona Chapter recommends to Member's Council that, effective Society Year 2024-2025, the George B. Hightower Technical Achievement Award be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference and that transportation costs to attend the Plenary be reimbursed for the award recipient.

Answer: Passed

Status: Complete

Vote: 7-0-0 CNV

Comments: H&A has communicated this update and next steps to TAC.

Motion 23: The Central Arizona Chapter recommends to Member's Council that effective January 1, 2024, the YEA Award of Individual Excellence be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference.

Answer: Passed

Status: Complete

Vote: 7-0-0 CNV

Comments: H&A will communicate this update and next steps to YEA.

Information Items

1. We have created an ad hoc that will focus on Fellow marketing and communication. Specifically, they have the following action items:
 - a. To review current material to ensure the qualifications for Fellow is clear and that nominators fully understand what is needed to become Fellow.
 - b. To create training material for chapter-regional H&A to help better understand Fellow Award and requirements.
 - c. To update the Fellow PPT for CRC presentation.
2. This is the inaugural year of the Eunice Foote Decarbonization Award and the recipient will be recognized at the upcoming 2024 Annual Conference Plenary in Indianapolis. We received six nominations and look forward to the continued success of this new award!
3. We continue to focus on marketing to promote our awards and encourage nominations. We will run a social media campaign to highlight recent female Fellow recipients leading up to the upcoming May 1, 2024 nomination deadline. With the help of ASHRAE Marketing we are excited to continue our efforts moving forward.
4. H&A voted on recipients for the following awards, which will be presented during Executive Session:
 - a. Andrew T. Boggs Service Award
 - b. Louise and Bill Holladay Distinguished Fellow Award
 - c. Distinguished Service Award
 - d. Exceptional Service Award
 - e. Distinguished 50-Year Member Award
 - f. Distinguished 75-Year Member Award
 - g. Pass Through Awards
 - h. Paper & Post Awards

MBO Update

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

Attachments

1. Executive Session Motion

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of Saturday, January 20, 2024, Chicago Illinois

Members

Daniel Chudecke, Chair
 Jason Urso, 1st Vice Chair
 Louise McKenzie, 2nd Vice Chair
 Rob Druga, Consultant
 Chonghui Liu
 Reaz Usmanali
 Ryan Westlund
 Timothy Cannon
 Akshay Bhargava
 Fiona McCarthy
 Stephen Grant
 Ron McCarty
 Mark N Penchoff
 Greg Jernstrom
 Guillermo Massuco **Virtual**
 Nicolas Rosner
 Sam Hui **Absent**

Members

Adelio Gaspar **Absent**
 Adil Inam

Board ExO

Bryan Holcomb

Staff

Daniel Gurley, Staff Liaison **Virtual**
 Anne Wilson, Staff Liaison

Guest

Tsz Kiu Wong	Buzz Wright
Greg Schnable	Gregory Avinia
Joel Deddens	Nikoletta Develekou
Estaban Baccini	Lizzy Seymour
Devin Abellon	Dunstan McCauley
Jason Alphonso	Megan Cruz
Shaun Nienhueser	
Greg Schnable	
Genevieve Lussier	
Anuj Gupta	
Alkis Triantafyllopoulos	
Michelle Swanson	
Erik Sanchez	

Motion Number: 1

Motion: Create a fund to support individual Society memberships.

Background: For some areas of the world, the cost of ASHRAE membership is cost prohibitive based on the average professional salary. A fund should be created so that individuals, chapters, or companies could donate. The funds could then be applied for by individuals. This fund would not be available to members in the US and Canada.

Total Fiscal Impact: Minimal cost to add the selection on the RP page, create the fund, then a staff member or small committee to accept and review applications.

Staff Impact:

Vote: 15,0,0, 2 absent, CNV, Motion

Motion Number 2:

Motion: Officially create a DEI grassroots committee.

Background: There is currently a DEI Chapter Chair and a DEI Region Chair appointed by the DRC. In some regions the DEI RC is either the DRC or another RVC which duplicates efforts, roles, and responsibilities. While MP has a DEI subcommittee, the responsibility of MP is to grow and retain membership and cannot take on the full responsibility and effort that DEI deserves.

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

Another benefit of this motion includes reducing the financial impact to the regions (they won't have to cover the cost of the RC attending Regional Planning or CRC), even though Society would have to absorb it.

Point of interest - in the MP committee next year there will only be 1 female board member and no female RVCs. This is not how we foster diversity. There needs to be a focus from the regions and nominating committee on diversifying our committees and membership.

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

There is currently a DEI Chapter Chair and a DEI Region Chair appointed by the DRC. In some regions the DEI RC is either the DRC or another RVC which duplicates efforts, roles, and responsibilities.

The new committee would include an RVC position that is voted upon through CRC nominating committee and reports to Members Council.

Fiscal Impact: MP committee annual travel expenditure for ASHRAE is \$50,000, therefore the expected expenditure for the proposed DEI committee would be about the same. There would be additional cost incurred for a staff member supporting the committee as well as potential meeting room costs at conferences etc. However there would be a gain in new membership revenue to help offset those costs.

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

Vote: 11,4,0, 2 absent, CNV, Motion Passes

Motion referred to Membership Promotion for Recommendation to Members Council:

Please provide a recommendation to Members Council in your report to Members Council by the 2024 Winter Conference in Chicago.

1. Pune Chapter - CRC Motion 9: That ASHRAE extend the newly introduced benefits for Full Members and Associate Members of developed economies to the Full members and Associate members in Developing Economies where they would be able to select one of the following – eLearning Course OR ASHRAE Standard OR pdf Version of recent ASHRAE HANDBOOK.

Background: In the Developing Economies getting new members and retaining members is a challenge. Members are looking at upgrading their skills and expecting benefits which will upgrade them professionally. This initiative will help motivate Full Members and Associate Members to continue their association with ASHRAE. Additionally, it will help in attracting NEW members.

Fiscal Impact: The pdf Version of ASHRAE Handbook is an existing benefit for Developing Economies. The other options are in lieu of the existing benefit, which we believe to be of equal value. Therefore, there should be no negative fiscal impact. In fact, this could result in a positive fiscal impact by way of addition and retention of few members as result of this extended benefit.

CRC Vote: 17-0-4

Staff Note: This was passed in Atlanta at the 2023 Winter Meeting, however, it was not brought up to MC for approval. *Note from Director of Publications: My initial analysis says the fiscal impact would indeed be minimal, as they assert. This is based on my thinking that DE members are not currently purchasing the other options now anyway because they can't afford them. So no lost sales.*

MP Vote: 15,0,0, 2 absent, CNV (Atlanta, 2023)

2. Fall 2023 CRC Motion, Region XII Florida West Coast Chapter - Motion 27 (August 10, 2023): Florida West Coast Chapter recommends to Members Council that the Printed Handbook be restored as a free member benefit option made available during membership renewal, and that the selection of the PDF Handbook and Handbook Online member benefits yield a modest monetary credit, redeemable towards the purchase of an ASHRAE publication through TechStreet, beginning July 1, 2024.

Background: Presently a member benefit is selected from a list of five potential items: All Current Handbooks online, Current Handbook PDF, Certification Study Guide PDF, ASHRAE Standard PDF or ASHRAE E-Learning Course. All these items have a cost if purchased by themselves. There is an incremental cost for the printed book (\$25-\$50) for printing. The motion is intended to encourage the choice of paperless handbook options instead of penalizing the printed handbook option. This intention is to support decarbonization and resiliency efforts in accordance with ASHRAE strategic plan, Initiative Area 1: Resiliency and Decarbonization in Buildings, Initiative Area 4: Improve Chapter Engagement Capacity and Support and Goal 2C: leverage technology to increase member engagement, awareness, and value.

Fiscal Impact: Print and shipping cost of printed handbook.

Staff Impact: Change of member benefit option and implementation.

CRC Vote: 12-4-0 CNV

Staff Note: This motion will require a recommendation to Members Council that will also need Board of Directors approval, if passed by the Council, you will be asked to also submit the attached [Project Evaluation Tool workbook](#). As the tool is owned by the Finance Committee, questions regarding the tool may be directed to [Craig Wright](#). Committees with motions that will also need BOD approval after Council consideration will be contacted regarding the tool before the motion is sent to the BOD if it has not been received.

MP Committee Vote: 1,14,0,2 absent, CNV, Motion Fails

Notes: The cost impact and complexity are prohibited. There is a large discount already, \$260 vs \$70 for members.

3. Fall 2023 CRC Motion, Region-at-Large Lebanese Chapter - Motion 39 (October 7, 2023): Offering ASHRAE Standards as an option to ASHRAE Handbooks for members in Developing Countries.

Background: ASHRAE members of developing countries are offered ASHRAE Handbooks in PDF with their annual subscription renewal, but are not given the option to select ASHRAE Standards instead. We recommend to offer

the option of ASHRAE Standards to developing countries as an option, to help spread the knowledge to all ASHRAE members and to give members incentives to stay with ASHRAE.

Fiscal Impact: No cost impact.

Staff Impact: Left blank.

CRC Vote: 28-0-0 CNV

Staff Notes: This motion becomes moot, if Members Council passes the motion MP passed in Atlanta 2023.

MP Committee Vote: Postponed to later date, vote unanimously

Notes: Motion going forward to Members Council already that will address this motion.

4. Fall 2023 CRC Motion, Region-at-Large Sub Region Chair 1 - Motion 45 (October 7, 2023):

Sub Region Chair moves that the existing members of the Sudanese Chapter as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.

Background: The political situation in Sudan including civil war and consequent economy hardship have made it difficult for chapter's activities to take place. Access to the internet for virtual meeting has been constrained by the impasse. Members are not able pay dues as banking and financial system have restriction in making USD transaction.

Fiscal Impact: Unknown, to be determined by Society.

Staff Impact: Left Blank.

CRC Vote: 28-0-0 CNV

Staff Note: The Sudan Chapter was chartered in November 2020 and currently has 0 AAM. In SY21-22 the Sudan Chapter had 52 members. To reinstate those members and waive their fees through SY24-25 it would be a loss in revenue of about \$24,000 (52 Developing Economy members over three years).

MP Committee Vote: 0,15,0,2 absent, CNV

Notes: Members can apply for hardship clause.

5. Fall 2023 CRC Motion, Region-at-Large Sub Region Chair 1 - Motion 46 (October 7, 2023):

Sub Region Chair moves that the existing members of the Libya Chapter, as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.

Background: The political situation in Libya including civil war, natural disaster and consequent economy hardship have made it difficult for chapter's activities to take place. Access to the internet for virtual meeting has been constrained by the impasse. Members are not able pay dues as banking and financial system have restriction in making USD transaction.

Fiscal Impact: Unknown, to be determined by Society

Staff Impact: Left Blank.

CRC Vote: 28-0-0 CNV

Staff Note: The Libya Chapter was chartered in February 2020 and currently has 0 AAM. In SY21-22 the Libya Chapter had 41 members. To reinstate those members and waive their fees through SY24-25 it would be a loss in revenue of about \$32,000 (41 full dues paying members over three years).

MP Committee Vote: 0,15,0,2 absent, CNV Motion Fails

Notes: Members can apply for hardship clause.

Referred motions to the Membership Promotion Committee by the PAOE Subcommittee that will also need to be included in the reports for PAOE recommendations.

6. Central Florida Chapter Motion 21 (8/04/2022):

That the following PAOE Points be awarded starting in Society Year 2023-2024.

1. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in the annual voting (max 500 points).
2. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in each society issued survey of the members (max 500 points).

Staff Note: 1. *Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in the annual voting (max 500 points).* To obtain the list of voting members from our vendor will require additional cost of approximately \$6,000 per year. This information will then need to be stored in the database and staff will need to create a report for RVCs/MP Chairs to enter the points in the PAOE report.

I believe the intent is to increase participation in the annual ballot, but I don't think providing points in PAOE will do that. The only time we saw an uptick in voter response was the one year we had a contested VP election. As seen in the comments received on the annual ballot, members see the election as a "rubber stamp" and not much reason to participate. Until this changes, I don't think we will see an increase in participation as the motivation isn't changing.

2. *Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in each society issued survey of the members (max 500 points).* The annual MSS does not require people to provide their contact information. Staff is also looking at different formatting that may not allow to track who responds. As we saw with this year's results, traditional survey is only getting responses from a certain demographic. There again, providing points will not force members of other demographics to respond to a survey monkey. We need to investigate other options that will reach a younger demographic. This may be one question that pops up when someone logs into the Website or may be a question that appears on the Facebook page or Instagram. We want to know how to better serve the members, not just get 30% of members to tell us that we are doing a good job.

MP Committee Vote: 0,15,0,2 absent, CNV, Motion Fails

Notes: Cost prohibitive and MP is working on improving the survey format and response rate. PAOE adjustments are also being submitted.

Motion referred to Membership Promotion for Action:

Please act on this motion and report the outcome to Members Council by the 2024 Winter Conference in Chicago as an information item.

Fall 2023 CRC Motion, Region XII Jacksonville Chapter - Motion 31 (August 10, 2023): Jacksonville Chapter moves that Members Council allow Life Members that are deceased to be removed from a chapter's membership roster without penalizing the chapter's MP12 membership growth points, effective June 30, 2024.

Background: Deceased Life Members should have a special designation to count toward the end-of-year membership count for the MP12 membership growth points but should not count towards the following year's Area Assigned Members (AAM).

Life Members can remain on a chapter's roster without any action.

If a Life Member is deceased, they will continue to stay on the roster indefinitely.

A chapter is penalized against their growth in membership for the year for removing deceased members.

The only disincentive of leaving a deceased member on the chapter membership roster is the additional regional dues owed by the chapter to the region for said member on the AAM.

Fiscal Impact: None

Staff Impact: [Left Blank]

CRC Vote: 10-2-4 CNV

MP Vote: 2,13,0,2 absent, CNV, Motion Fails

Notes: Life Members are not the only members that ASHRAE loses. The motion can be resubmitted and the ASHRAE IT group should figure out a way to clear out the rosters of deceased members.

Information Items to report to Members Council:

- Implemented bulk member discount of 5 new members from a company to receive a 10% off membership discount. We have only received 4 group discounts of 5 members each but will continue to advertise this option.
- Implemented new benefit to new full dues paying members to attend one conference for free within 2 years of joining. We had 131 new members take advantage of attending in Atlanta and 10 for Tampa.
- With the upcoming dues increase, the MP Committee, in conjunction with staff, have reviewed our Retention and Recruitment collateral to ensure we are presenting an enhanced value proposition to members. MP will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Full dues paying members, not including delinquents, is up slightly over this time last year. Not as high as the previous year, but only about a 1,000 less.

- Committee passed a motion to change its internal transportation policy to limit Membership Promotion Centralized Training travel reimbursements to only two members (Membership Promotion Chair and/or CoChair) from each chapter in a fiscal year. Vote: 13,1,0, 3 absent, CNV, motion passed. This is to ensure that the budget is spent appropriately to train.

PAOE Updates:

Item #1: Revise MP6

Change point value from “5 points (50 points maximum)” to “10 points per meeting; (100 points maximum)”

Item 2: New RVC Assigned Points

Add MP19:

MP19	50 points per survey; (100 points maximum)	Performing a Society issued membership satisfaction survey exercise during a Chapter event.
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Additional Information Items:

1. Retention:

As of Dec 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2022	52,606	47,405	3,543	4,408	1,658
2023	53,673	48,053	3,316	4,226	2,004

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2023, there were a total of 2,609 (includes all new grades that were added) members participating.

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

Review of the annual Member Satisfaction Survey showed identical results as the year prior.

2. Chapter Chair Training & Development:

- MP hosted an in person Centralized Training in Tampa with 62 registered.
- Held Centralized Training in conjunction with the RAL CRC in Sri Lanka in October with 29 attendees
- A Centralized Training is being planned in Indianapolis in conjunction with the Annual Meeting. Once again, we will be under the ASHRAE Annual Meeting contract.
- MP continues to investigate the best options to ensure MP Chairs/CoChairs are trained.

3. Recruitment:

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

4. Member Communication:

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

MBO Update 2023-2024 SY

[illegible]

RESEARCH PROMOTION COMMITTEE

Report to Members Council
From Meeting of January 20, 2024

<u>Members Present</u>	<u>Guests</u>
Aakash Patel, Chair	Devin Abellon
Les Pereira, 1 st Vice Chair	Billy Austin
Haley Goslinga, 2 nd Vice Chair	Gregory Avina-Rodriguez
Andy Manos, 3 rd Vice Chair	Lambros Doulos
Adeeba Mehboob, 4 th Vice Chair	Mike Hart
Eric Fontaine, Region I	Bryan Holcomb
David Sinclair, Region II	Trent Hunt
Laura Petrillo-Groh, Region III	Cheng Wee Leong
Brian Justice, Region IV	Tacyo Pantoja
Devin Snowberger, Region V	Erica Powell
Jennings Davis, Region VII	Heather Schopplein
Chris Dolan, Region VIII	Dalip Singh
Kevin Baldwin, Region X	Jonathan Smith
John Farley, Region XI	Buzz Wright
Javier Korenko, Region XII	
Aleksander Andjelkovic, Region XIV	<u>Members Absent</u>
Md. Umer Khan, RAL	Kelly Gunn, Region VI
Kishor Khankari, Board Ex-O	
Guy Perrault, ARC	
<u>Members Present Virtually</u>	<u>Staff</u>
Dahl Carmichael, Region IX	Julia Mumford
Suei Keong Chea, Region XIII	Megan Gotzmer
	Sami Cowan

Motions

Motion 1: RP Committee recommends to Members Council the following PAOE amendment to RP6 For Chapter Full Circle Award (by November 15): Emerging economies to pay \$50 per officer to achieve Full Circle.

Background: Since \$100 is a significant amount in Developing economies, we need to consider reducing the amount each chapter officer must donate to receive Full Circle. This is in line with the percentage of membership dues paid by emerging economies.

Fiscal Impact: Minimal. Because many chapter officers in emerging economies do not give \$100 annually to be recognized in RP Full Circle, this amendment may help increase giving throughout these chapter.

Staff Impact: Estimate additional four hours of staff time to calculate and administer Full Circle and Donor Recognition each year.

Vote: **MOTION 1 PASSED** 17-0-0, cnv

Motion 2: RP Committee recommends to Members Council the following PAOE amendment to RP20: Reduce the minimum required amount to \$250 for chapters in emerging economies, and remove the virtual event category.

Background: The criteria of required minimums from special events of \$500 and \$100 for virtual events may be unfair for emerging economies. We should consider lowering this amount for these chapters.

Fiscal Impact: Minimal. Most chapters in these emerging economies do not currently hold special events for RP. This may encourage these chapters to do so going forward.

Staff Impact: None. Staff will continue to award PAOE points for events as they currently do.

Vote: **MOTION 2 PASSED** 17-0-0, cnv

Motion 3: RP Committee recommends to Members Council to amend RP22 to lower the threshold to \$25 per area assigned member for emerging economies.

Background: \$50 raised per area assigned member is out of reach for many chapters in emerging economies.

Fiscal Impact: None. Most chapters in these emerging economies do not reach the current standard of \$50 raised per area assigned member. This change may encourage them in their fundraising efforts.

Staff Impact: None.

Vote: **MOTION 3 PASSED** 17-0-0, cnv

Motion 4: RP Committee recommends to Members Council to amend RP24 to add additional points for first time donors and those who have not donated in the past three years.

Background: RP24 currently reads: *Per 10% growth in number of donors at the end of the fiscal year above starting point. (50 points each/ 200 pts maximum)*. The intention of this category appears to be to encourage new members who may be disengaged from ASHRAE. Rewording this category will incentivize chapters to collect donations from new and lapsed donors.

Fiscal Impact: Positive. Encouraging new donors will grow the RP Campaign.

Staff Impact: Estimated 12 hours of staff time to develop new reports for measuring the new donors per chapter.

Vote: **MOTION 4 PASSED** 17-0-0, cnv

Motion 5: RP Committee recommends to Members Council to add a new RP point category for chapters that receive donations from 10% or more of their area assigned members.

Background: We should incentivize chapters to reach out to members to collect donations and reward chapters who get donations from many sources (rather than a single source such as a corporation that contributes a large amount).

Fiscal Impact: Positive. Encouraging members to give will grow the RP Campaign.

Staff Impact: Estimated 12 hours to create new reports to track donations by area assigned members.

Vote: **MOTION 5 PASSED** 17-0-0, cnv

Motion 6: RP Committee recommends to Members Council to add a new RP point category for chapters that conduct an RP announcement at a chapter meeting. This announcement should follow a template: campaign update, thank donors, announce upcoming events. (15 pts/ 100 pts max).

Background: Chapters should be encouraged to mention RP at chapter meetings. This category would not only incentivize chapters to do so, but would also provide them with the structure of the important talking points. The point of this category is not to solicit donations, but to spread awareness of RP and thank donors.

Fiscal Impact: Positive. Spreading awareness of the RP Campaign will help grow the campaign.

Staff Impact: Estimate four additional hours per year to track and record this category.

Vote: **MOTION 6 PASSED** 17-0-0, cnv

Motion 7: RP Committee recommends the following amendment be made to RP13 (For a succession plan for RP chair submitted to RP Staff and RVC by April 1 (100 pts)): Add to this category a requirement for the outgoing RP Chair to include the Succession Plan Training Template (Attachment A) in the succession plan.

Background: Adding the attached succession plan training template will give a quick overview of key tasks and dates for the incoming RP Chair. This is a supplement to the current training manual.

Fiscal Impact: None

Staff Impact: None. Staff already tracks the succession form for RP.

Vote: **MOTION 7 PASSED** 17-0-0, cnv

Status of Referred Motions

Motion: Halifax Chapter Motion 2023- (8/27/2023):

That the LYBUNTS and SYBUNTS reports for RP include ALL donations to a chapter campaign – even those from donors outside the chapter

Answer: The motion asks for the 10 Year History Report to be updated to allow Chapter volunteers to see gifts from everyone who gave to that campaign, even if it's a donor outside of their home chapter. Currently, gift records are assigned to chapters in our database. After modifying existing reports and building new ones, staff determined that it is not possible to modify the report in this way. Instead, we offer a different solution: Chapter volunteers can now pull up to 10 years of their donor detail reports, which show all donors to a campaign regardless of chapter affiliation. They can access this information through the reports available at ASHRAERP.com.

Status: Complete

Vote: 17-0-0, cnv

Comments: Staff requests that similar motions for reports come to them first for a solution.

Motion: Golden Gate Chapter Motion 25 (8/19/2023):

That new PAOE points be given for establishing or maintaining a chapter scholarship.

AMENDED MOTION 25A PASSED (7-1-0, chair not voting); *Refer to RP*

Answer: Refer to Student Activities

Status: In Progress

Vote: 17-0-0, cnv

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

Motion: Golden Gate Chapter Motion 26 (8/19/2023):

That new PAOE points be given for events held by a Chapter where the profits are used for scholarships.

AMENDED MOTION 25A PASSED (7-1-0, chair not voting); *Refer to RP*

Answer: Refer to Student Activities

Status: In Progress

Vote: 17-0-0, cnv

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

Information Items**1. Goal: \$2,575,000**

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
RVC: Eric Fontaine - Regional Full Circle					
I	\$46,885	\$51,205	-8.4%	\$218,000	21.5%
RVC: David Sinclair					
II	\$46,872	\$43,511	7.7%	\$186,000	25.2%
RVC: Laura Petrillo-Groh					
III	\$52,700	\$69,142	-23.8%	\$210,000	25.1%
RVC: Brian Justice					
IV	\$85,154	\$89,523	-4.9%	\$200,000	42.6%
RVC: Devin Snowberger					
V	\$80,060	\$60,897	31.5%	\$152,872	52.4%
RVC: Kelly Gunn - Regional Full Circle					
VI	\$46,819	\$51,223	-8.6%	\$171,000	27.4%
RVC: Jennings Davis - Regional Full Circle					
VII	\$38,957	\$36,426	6.9%	\$149,000	26.1%
RVC: Chris Dolan					
VIII	\$86,322	\$145,380	-40.6%	\$415,140	20.8%
RVC: Dahl Carmichael					
IX	\$53,840	\$43,087	25.0%	\$270,000	19.9%
RVC: Kevin Baldwin					
X	\$65,230	\$52,078	25.3%	\$212,050	30.8%
RVC: John Farley - Regional Full Circle					
XI	\$55,295	\$46,295	19.4%	\$168,000	32.9%
RVC: Javier Korenko					
XII	\$54,024	\$36,203	49.2%	\$140,853	38.4%
RVC: Sui Keong Chea - Regional Full Circle					
XIII	\$20,975	\$21,108	-0.6%	\$51,500	40.7%
RVC: Aleksandar Andjelkovic					
XIV	\$1,060	\$547	93.8%	\$5,777	18.3%
RVC: Umar Kahn					
RAL	\$15,779	\$19,005	-17.0%	\$31,650	49.9%
TOTALS:	\$749,971	\$765,628	-2.0%	\$2,575,000	29.1%
				(Campaign Goal)	

2. The RP Committee discussed the proposed attached 2024-2025 Centralized Training Plan (Attachment B). This schedule does not include supporting Region XIII, XIV, XV, and RAL by conducting staff led Training at these Regions' CRCs when possible.
3. The RP Committee has been continuing to work with its three subcommittees (Information and Materials & Awards, Training, and PAOE) to streamline committee work and engage members.
4. For the first time at an ASHRAE Conference, we have set up QR codes on easels around the meeting rooms and registration for donors to easily make gifts to the RP Campaign here in Chicago.
5. This year, the RP Committee has rolled out semimonthly online mini-trainings on RP-specific topics for our fundraising volunteers, and we've been getting good feedback from attendees.
6. RP ExCom visited the RAC meeting on Saturday, January 20 to greet the committee and get an update on current research projects. We intend to work with them to produce a report that will give specific Research information by topic and location to our donors and volunteers.

MBO Update

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

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

Attachments

Attachment A (Succession Plan Training Template)

Attachment B (Centralized Training Schedule for 2024-25)

_____ Chapter

**RP Campaign
Succession Plan**

RP Annual Calendar of Events

(This is where a chapter will list out when they hold RP Specific events such as PAOE deadlines, Events, RP Meeting Nights, etc.)

Example:

July – Review RP Spreadsheet and reports for corrections and return any corrections to Julia by July 10 (previous RP Chair responsibility).

August – Attend CRC RP Workshop and start communications with RVC.

September – Attend RP Centralized Training! Order Donor Recognition items. Work with Special Events chapter chair to plan November golf outing.

October – Complete Full Circle, Volunteer Committee, and plan RP Recognition Night.

November – Check Spreadsheet for correct PAOE points. Host RP Recognition Night during November chapter meeting. Host golf outing to raise money for RP, fill out contribution form and send money to HQ.

December – Send any donations collected to HQ to receive proper calendar year tax credit. Reach 30% of Goal.

January – Reach out to RVC to discuss status of RP campaign before they attend the Winter Meeting.

February – Work with Special Events chapter chair to plan Spring fishing tournament. Reach out to Major Donors who haven't renewed support.

March – Submit succession form (incoming chair information) and reach 60% of Goal.

April – Hold an RP Night during the April chapter meeting. Hold a 50/50 raffle, ask for support, and highlight a research project in our area.

May – Host fishing tournament, fill out contribution form and send to HQ.

June - Reach out to RVC to discuss status of RP campaign before they attend the Annual Meeting. Send in all donations by June 15th for points. Contact LYBUNTs, SYBUNTs, and donors close to the next giving level for last minute donations. Final day for donations – June 30!!

Major Donors

(This is where major donors, giving history, time of year to solicit, etc. would go so the incoming chair knows who to reach out to and when.)

Important Contacts

(This would be the place to list companies, individuals, etc. with contact info. This would primarily be special event venues, major donors, members who like to help, etc.)

2024-25 Dates for RP Centralized Training

July 21-22: Denver, CO: Regions IX, X, XI
Sunday-Monday

Sept 15-16: Chicago, IL: Regions I, III, IV, VI
Sunday-Monday

Sept 29-30: Chicago, IL: Regions II, V, VII, VIII, XII
Saturday-Sunday

**Student Activities Report to Members Council
From Student Activities Committee Meeting
January 19, 2024
Chicago, Illinois, USA**

Members Present

Kellie Huff, Chair
 Shaun Nienhueser, Vice-Chair
 Ashley Keller, Reg I
 Elizabeth Primeau, Reg II
 Andy Hobson, Reg III
 Natalie MacDonald, Reg IV
 Bob Snow, Reg V
 Kevin Summers, Reg VI
 Jackie Hay, Reg VIII
 Corey Chinn, Reg IX
 Omar Rojas, Reg X
 Justin Albo, Reg XI
 Juliana Pellegrin, Reg XII
 Fu-Jen Wang, Reg XIII
 Alkis Triantafyllopoulos, Reg XIV
 Yashkumar Shukla, RAL
 Dennis O'Neal, ABET BOD
 Mansour Zenouzi, ABET EAC

Members Absent

Nancy McBee, Reg VII
 Robert Bittle, ABET ETAC

Guests

James Arnold
 Andreas Antzoulatos
 Daniel Brown
 Petros Dalavouras
 Nikoletta Develekou
 Lambros Doulos
 Sara Fazel
 Chonghui Liu
 Nikolaos Nikolopoulos
 George Orfanos
 Honey Patel
 Katlyn Stoker
 Filza Walters
 Buzz Wright

Staff

Katie Thomson

Referred Motions

Fall 2023 CRC Region-at-Large India Chapter - Motion 36 (October 7, 2023): Increase the prize money to \$5,000 for the first prize money for the HVAC Design Calculations and HVAC System Selection students' competition. Starting SY 2024-2025.

Background: The prize money for Student Design Competition Award for first position is only 2000 USD. Time involvement is intensive around 18 months, in which students has to learn about building physics, HVAC Concepts and undergo reading of several standards & Handbook. This has led to low level participation and involvement time by the students. To encourage and motivate, it is recommended to Increase prize money to 5000 USD from the next society year.

Fiscal Impact: \$6,000

Staff Impact: Left Blank

CRC Vote: 27-0-1

Answer: Defeated

Vote: 0-14-CNV

Comments: The Student Activities Committee feels the prize money for the HVAC Design Calculations and HVAC System Selection categories is adequate. We receive an adequate number of submissions in both categories (28 for HVAC Design Calculations and 18 for HVAC System Selection) in SY23-24 and do not feel that the prize money is a driving factor in submission quantity. The Student Activities Committee would support a motion to increase travel funding for more of the winning team members to attend the Winter Conference because we feel that would be beneficial to the students.

Fall 2023 CRC Region-at-Large Pune Chapter - Motion 42 (October 7, 2023): It is proposed to initiate a student exchange program between regions. This will help inter-region interaction and students will be able to experience the activities carried out at different regions. Experience different technologies in use and develop connections with professionals. Starting SY 2024-2025.

Background: Students are exposed to activities within their chapter. Student exchange program will give an opportunity to experience activities done in a different geographical region and interact with students, chapter members, industry or site visits etc. 3 Students can be selected from each region through a pre-determined criteria through a system where they can apply to their home chapter.

Fiscal Impact: 3 students x 15 regions x USD 350 per student = USD 15750/year by Society and accommodation and other expenses can be shared by the applicant and the home Chapter and/or Region.

Staff Impact: Left Blank

CRC Vote: 18-7-3

Answer: Defeated

Vote: 0-14-CNV

Comments: The Student Activities Committee believes the intent behind this proposed initiative is good but feels it is something that should be coordinated by regions rather than Society. There is not enough information about what the program would entail, and the fiscal impact seems inaccurate.

Information Items

1. Executive Committee
 - Review of all subcommittees were made.
 - Current PAOE points were discussed and recommendations for changes for SY24-25 were made – see [Attachment A](#)
2. Centralized Training
 - Live webinar session to be scheduled in June ahead of Annual Meeting
 - On-demand videos have been created by each subcommittee and uploaded to the website.
 - All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
 - ASHRAE had one assignment in this year's accreditation cycle at College of Technological Studies, PAAET in Kuwait and Dr. Samir Traboulsi was the PEV for his first visit.
 - Two new PEVs will participate in training this Spring.
 - Ongoing collaboration with ASME and ASCE to get our PEVs assigned to visits.
4. K-12/STEM Subcommittee
 - The subcommittee supported the development of the second children's book (K-6) with Danielle Passaglia with the Publications and Education Committee.
 - Various translations of the first book have been developed to focus on our DEI initiatives.
 - A 3D modeling competition for high school students was piloted in SY22-23 with prize money from the existing SA budget. For the SY23-24 competition there were five submissions reviewed by the subcommittee and the winners will be notified in March.
 - K-12/STEM marketing material is being reviewed and will be updated.
 - No nominations were received for the Youth Outreach Award.
5. Post High Subcommittee
 - In-person Student Program on Saturday and Sunday of Winter Conference. See [Attachment B](#) for details.
 - No nominations were received for the SA Achievement Award.
 - Student Membership
 - The total number of student members as of Dec 31, 2023 was 6,483 with 4,438 active and 2,045 in grace (6.87% increase from Dec 2022)
 - Branches – Ten pending branches bringing the total to 13 new branches for SY23-24

Region	Student Branch	School	Chapter	Location
XIV	Sweden Student Branch	KTH Royal Institute of Technology	Region XIV - Other	Stockholm, Sweden
XIV	University of Hull Student Branch	Hull University	ASHRAE UK	Hull, UK
XIV	Hellenic Open University Student Branch	Hellenic Open University	Hellenic	Patras, Greece
XII	Infocal Santa Cruz De La Sierra Student Branch	Fundacion Infocal Santa Cruz	Argentina	Santa Cruz De La Sierra, Bolivia
IX	Weber State University Student Branch	Weber State University	Utah	Ogden, Utah
XIII	UTHM Student Branch	Universiti Tun Hussein Onn Malaysia	Malaysia	Batu Pahat, Johor, Malaysia
RAL	RUET Student Branch	Rajshahi University of Engineering & Technology	Bangladesh	Rajshahi, Bangladesh
RAL	ADCET Student Branch	Annasaheb Dange College of Engineering & Technology	Pune	Ashta, Maharashtra, India
RAL	Poornima University Student Branch	Poornima University	Rajasthan	Vidhani, Rajasthan, India
RAL	Oxford School of Architecture Student Branch	Oxford School of Architecture	ASHRAE Bangalore	Bangalore, Karnataka, India

6. Grants Subcommittee

- 88 applications were reviewed and scored. 38 projects will be funded for SY24-25 for a total of \$155,000 and \$10,000 will be used to fund travel for the top two scoring teams to present at the 2025 Winter Conference in Orlando.
- Plans to create new marketing material (videos and flyers) to support the equipment grants and travel grants programs.
- 72 applications were received for the Winter Conference travel grants funded by Life Members Club. Five \$1,000 grants were awarded.

7. Design Competition Subcommittee

- The 2025 Design Competition location (England) and building type (Medical Office Building) were finalized and the competition details will be added to the website before the 2024 competition deadline.
- The Building EQ Competition was run for a second year, but we received only one submission. For the 2024 competition the deadline will match with the Design Competitions to hopefully increase participation.

MBO Update

[illegible]

[illegible]

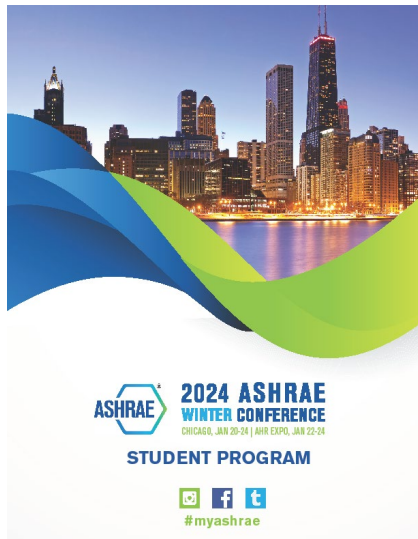
Attachment A: PAOE Recommendations

South Brazil Chapter Motion 27 (8/04/2022):

That the Student Activities Committee makes Student Member attendance at the ASHRAE Winter Conference Student Program from international chapters worth 50 points for each student, effective July 1, 2024

Committee response: The Student Activities Committee is supportive of the idea but overall do not agree with the motion. We propose an additional 25 bonus points for any student coming from outside of the continental united states to attend the Winter Conference which could be automated.

- SA9.1, 9.2, 9.3 – Increase to 100 points and propose making these all under 9.1 with a list of the awards that qualify (SBA of the Year, Youth Outreach, SA Achievement Award)
- Automate student society scholarships (SA6.8)
- SBA involvement – how to reward?
- Idea for early input to avoid SA Chairs submitting all their PAOE points at the last minute - if you hit PAR by January 31st; you get an extra 100 points
- SA5 For each K-12 event: base is 25 points for event with bonus points (50 pts) if chapter member plans the event
- High School Design Competition is currently awarded 50 points per submission with a 300 pt cap. We propose increasing the point value to 100 points with no cap to reflect the effort that goes into it as well as to incentivize chairs to promote and encourage participation. (this could also be applied to Design Comp as well)

Attachment B: 2024 Winter Conference Student Program

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council
From Meeting of January 20, 2024

Members Present

Keiron Nanan

Ben Oliver
Ronald Gagnon
Madison Schultz
Blake Forsythe
Elise Kiland
Zachary Alderman
Marie VanderVliet
Cailin MacPherson
Baki Cvijetinovic
Drew Samuels
Joshua Vasudevan
Elise Backstrom
Marisa Higgins
Bruno Martinez
Tyler Berry
Paul Fernandez
Elizabeth Jedrlnic
Christopher Kriepps
Eman Sherrif
Money Khanna
Chak Mou Lam
Ben Bingham

Members Absent

Jake Lenahan

Guests

Megan Cruz

Abhishek Khurana
Conor Murray
Richard Gunpat
Stephanie Kunkel
Joe Lollo
Kevin Marple
Harrison Pere
Ashanti Perkins
Lorcán Mooney
Howard Neville
Bin Lin
Kok Zhen (Kozen) Law
Athena Zamiri
Humaid Alkindi
Alexandre Kontoyanis
Petros Dalavouras
Genevieve Lussier
Iliana Georgia Georgakakou
Buzz Wright
Nikoletta Develekou
ANDREAS ANTZOULATOS
NIKOLAOS NIKOLOPOULOS
Franco DAtri
George Orfanos
Triantafyllos Alkis Triantafyllopoulos
Gregory Avina-Rodriguez
Shaun Nienhueser
Anuj Gupta
Jonathan Alo
John Constantinide
Erica Powell
Bryan Holcomb
Katlyn Stoker
James Arnold
Jonathan Smith
Nathan Ducey
Trent Hunt
Fiona McCarthy
Abhishek Sharma
Julia Timberman

Staff

Jacob Karson
Jeanette
McCray

Sana Hafsa
 Francesca James
 Erato Vasileiou
 John Daher
 Daniel Russell
 Mick Schwedler
 Devin Abellon
 Dunstan Maccauley
 Scott Peach

Status of Referred Motions

Motion: South Brazil Chapter Motion 26 (8/04/2022)- That the YEA Committee set PAOE item YEA12 to have each YEA scholarship applicant be worth ~~25~~ 50 points with a 200 maximum point threshold, effective July 1, 202~~34~~.

Answer: Passed

Status: Complete

Vote: 20-0-0, passed unanimously, CV

Comments: The YEA Committee agrees with the amended changes as it will help to keep with the integrity of the YEA HVAC Scholarship.

Information Items

- YEA membership has decreased slightly to 9123 members.
- SmartStart transfers are up by 1.5% from this time last year.
- Leadership U program continues to be successful with four awesome candidates shadowing Society VPs during this conference.
 - Jati Widiputra, Region XIII
 - Zehui Hong, Region X
 - Michelle Shadpour, Region X
 - Luis Miguel Alvarado, Region XII
 - Registration for the 2024 Annual Conference is now open until March 21, 2024.
- YEA has increased digital presence by continuing to create content for the YEA Instagram and YEA Twitter account in addition to continuing to develop short videos to post on ASHRAE social media about various ASHRAE and YEA topics. YEA currently has 947 Instagram followers.
- YEA is continuing to reach out to TCs to help encourage more YEA involvement.
- YEA maintains liaisons to the following committees: CEC, CTTC, GAC, H&A, MP, RP, SA, TCs, TEC, BeQ
- Decarbonization Challenge Ad Hoc
 - Received a total of 43 applications
 - With the help of 8 COF along with YEA all grading has been completed and the top 9 candidates will be awarded funding for their projects.
 - Board approved additional \$15,000 in funds in addition to the original \$50,000 to fund the top 9 candidates
 - Winners will be announced at the President's Luncheon in Chicago
- YEA Award
 - Ghina Annan received the YEA Inspirational Leader Award at the Plenary in Chicago.
 - The YEA Developing Leader Award- eight recipients received this award at the YEA Hospitality Suite in Chicago.
 - YEA Individual Award of Excellence- three recipients approved for the award. Recommended recipients' information will be passed along to Honors and Awards. Recipients are anticipated to receive their awards at the 2024 Annual Conference in Indianapolis, IN at the Plenary.
 - YEA Inspirational Leader nominations are now open until May 1st
 - YEA Developing Leader Award nominations are now open until May 1st

- Upcoming YEA Events
 - Spring 2024 YEA Leadership Weekend (YLW) will be in Mexico City, Mexico on March 22-24, 2024. Registration will close on February 1, 2024.
 - YEA Leadership Weekend (YLW) 2.0 will be held on May 3-5, 2024 in Park City, Utah. Registration now open until March 17, 2024.
 - YEA Leadership International (YLI) will be held in Singapore on October 18-20, 2024. Registration is now open until April 17, 2024.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment A

Information Items

1. Professional Development Subcommittee:
 - i. YEA Individual Award of Excellence process
 - a. Developed new grading rubric
 - ii. Automation for awards
 - a. IT is currently working on prototype for YEA Developing Leader award
 - b. Staff to set up meeting with IT to work on more testing to automate the award after 2024 Winter Conference
 - iii. YEA HVAC Scholarship
 - a. Look at revamp current application questions
 - b. Want to explore offering this scholarship to more than five members per round (10 total a year)
 - c. May look into requesting more funding in the future to be able to offer more scholarships
 - iv. Future YEA Topical Conference Attendance
 - a. Sent two committee members to the 2023 Decarb Conference in D.C. for the first time
 - b. Would like to make this an ongoing part of the subcommittee and will be requesting funds for at least two YEA committee members to attend in the future
 - v. YEA TC involvement
 - a. Continue to find ways to increase YEA involvement
 - b. TAC announced that they will be working with the TC chairs to make joining a TC more inviting to YEA members
2. Personal Development Subcommittee:
 - a. YEA Webinars
 - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
 - ii. Upcoming webinars are being planned at this time.
 - b. YEA Leadership Weekend Fall 2023
 - i. Was held October 27-29, 2023 in Chicago, IL this event was successful with 30 attendees and was facilitated by Ralph Kison
 - c. Future YEA Leadership Weekends
 - i. Spring 2024 YLW 1.0 be held in Mexico City, Mexico March 22-24, 2024. Registration is now open until February 1, 2024
 - ii. 2024 YLW 2.0 will be held in Park City, Utah on May 3-5, 2024. Registration is now open.
 - d. Conference Programs
 - i. ASHRAE Conference Crash Course - 9:45 AM Sunday 1/21
 1. Marriott Marquis, 2nd flr, Great Lakes B
 - ii. Mentorship Workshop – 8-9:30 AM Monday 1/22
 1. Marriott Marquis, 2nd flr, Great Lakes C
 - e. Future YLW Planning
 - i. Switch YLW 2.0 between fall and spring
 1. Will need to review the budget to see if this is possible
 - ii. Consider better ways to serve South America
 - f. CRC Workshop Update
 - i. CRC PowerPoint will be updated by March 2023
 - g. Mentorship Motion Update
 - i. Currently working to revamp the Mentorship Program
 - ii. Meetings with AIRAH and ASHRAE IT to be scheduled for February to discuss ideas and logistics
 - iii. Elise K., Liz, Cailin, Paul, Erato (CIBSE) will be joining call with AIRAH
 - iv. Should have more information by 2024 Annual Conference
 - h. Ralph Kison Succession Planning
 - i. Need to start looking at replacement options for Ralph within the next five years.
3. Outreach Development Subcommittee:
 - a. YLI 2023 Galway

- i. Successful event with 27 attendees, the largest YLI to date
- ii. Challenges:
 - 1. Was held in conjunction with the Region XIV CRC which made planning more difficult
 - 2. Registration cost was an issue
 - a. Look at what can be done around the registration cost for YLI like maybe offering a Developing Economies registration rate for some countries
 - 3. Make sure that attendees are aware of Regional sponsorships to attend YLI (Regions III, XIV, and RAL already do this)
- b. YLI 2024
 - i. Will be held October 18-20, 2024 in Singapore
 - ii. Tricia Evans will be the facilitator
 - iii. Registration is currently open until April 17, 2024
- c. Partner Organizations
 - i. AIA
 - 1. Drew is partnering with Lizzy to establish a relationship with the new contact at AIA
- d. Social Media
 - i. Instagram
 - 1. Goal is 1200 followers by June 30th
 - a. Currently at 947 followers up by 239 followers from this time last year
- e. CIBSE Report
 - i. CIBSE Global Chair Erato Vasileiou attended in place of Jake Lenahan
 - ii. YEA Chair Baki Cvijetinovic attend the CIBSE YEN Gala in Glasgow in November
 - iii. Working on getting CIBSE and ASHRAE more involved in each other's organizations' events
 - iv. CIBSE is looking for more YEA members to join their monthly meetings to speak and give input
- f. Foreign Currency Motion Draft
 - i. Will look at partnering with Planning and/or DEI and possibly other groups with in ASHRAE to draft a motion for foreign currencies to be accepted at least by five countries.

COLLEGE OF FELLOWS
Courtesy Report to Members Council
From Meeting of January 21, 2024

Members Present

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

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

Megan Gotzmer, Staff Liaison
Julia Mumford
Sami Cowan

Motions

NA

Status of Referred Motions

NA

Information Items

1. The College of Fellows were pleased to welcome new Fellows to their meeting. All new Fellows received a Training on the activities and resources of the College of Fellows.
2. The COF agreed to renew their support of one graduate travel award. They also funded the purchase of several books to assist in mentorship.
3. The Fellows have been utilizing Basecamp as a resource to connect with one another, share documents, make announcement, and request feedback.

MBO Update

NA

Attachments

NA

LIFE MEMBERS CLUB
Courtesy Report to Members Council
From Meeting of June 27, 2023

Members Present

Dennis Wessel, Chair
Mike Beda, Vice Chair*
Erich Binder,
Secretary/Treasurer*
Ken Cooper
Charlie Culp
Bill Harrison
Randy Jones

Members Absent**Guests**

Don Brandt
Edison Tito Guimaraes
Samir Traboulsi

Staff

Megan Gotzmer, Liaison
Julia Mumford

Motions

NA

Status of Referred Motions

NA

Information Items

1. The Life Members Club have raised just over \$45,500 during the 2022-23 fiscal year. They are pleased to announce they were able to fund all their current programs in addition to renewing their support for two Grants-in-Aid.
2. The Life Members held a well-attended luncheon, including 4 new Life Members and multiple new 50 year Life Members, with a presentation by Dan Rogers on the History of Tampa.

MBO Update

NA

Attachments

NA

**PLANNING SUBCOMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETINGS OF OCTOBER 24, 2023, NOVEMBER 16, 2023, and JANUARY 20, 2024**

Members Present:

Sherry Abbott-Adkins-Chair
Charles Bertuch
Carrie Kelty
Dan Russell
Tulia Rios
Ching Loon Ong
Bryan Holcomb
Wei Sun
Eileen Jensen

Members Absent:

Ronald Gagnon

Guests

Rob Craddock
Dan
Colin Laisure-Pool
Buzz Wright

STAFF:

Tammy Catchings
Kierra Weaver

1. MOTIONS

Planning Subcommittee recommends to Members Council that the following motions be approved:

(1) That the following MOP additions be approved:

7. COMMITTEE CHAIR RESPONSIBILITIES**7.1. Roles and Responsibilities**

- 7.1.1. Serves as a voting member of Members Council.
- 7.1.2. Represent the reporting committee in Members Council deliberations.
- 7.1.3. Report any relevant issues and activities of the reporting committees to Members Council.
- 7.1.4. Maintain communications with the reporting committee on actions and deliberations that effect the Society, Regions, and Chapters.
- 7.1.5. Provide assistance to Members Council in furthering the aims of the Society through Members Council Standing Committees
- 7.1.6. Report all approved Society level motions to Members Council staff.
- 7.1.7. Fully participate in all Members Council, assigned subcommittee and Ad Hoc Committee meetings.

(2) That the following changes for the ROB be approved:

ROB 2.301.001

F. 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 themselves, or a ~~Regional Vice Chair (RVC)~~ Regional Executive Committee Member 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

In the absence of a standing committee chair, the Committee Chair may appoint a

standing committee Executive Committee member to serve as an alternate. This temporary appointment can be made in the event the Committee Chair is ill or otherwise incapacitated but has not permanently vacated the office. The Committee Chair 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

INFORMATION ITEMS:

1. The Planning Subcommittee reviewed the MOP and applicable sections of the ROB and made recommendations.

Review of MBOs

MBO #	Initiatives	Action	Category	MC Assignment
MBO #1	3: Organizational Streamlining	Each committee in Members Council shall provide recommendations for the 2026-29 Strategic Plan, relative to their area of focus. Members Council will compile these recommendations into a report to the Planning Committee no later than the Winter Meeting 2024.		Planning
	<ul style="list-style-type: none"> • All of the information has been gathered from all the committees • Created a lessons learned and created procedures for the Strategy Planning information 			
MBO #2	4: Improve Chapter Engagement, Capacity and Support	Develop methods for promoting the value and benefits of employee participation in ASHRAE to employers to encourage sponsorship and support.		
	<ul style="list-style-type: none"> • Had several high level methods gathered from the Planning Subcommittee • During the W2024 meeting, we had more high level discussions 			

**REGION OPERATIONS SUBCOMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETING OF SUNDAY, JANUARY 21, 2024**

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Bassel Anbari, Chair	None	Buzz Wright	Tammy Catchings
Rob Craddock		Tulia Rios	Lizzy Seymour
Heather Platt-Gulledge		Ioan Dobosi	
Maggie Moninski		David Roberts	
Julia Timberman		Sherry Abbotts-Adkins	
Genevieve Lussier		Eileen Jensen	
Eduardo Maldonado		Aakash Patel	
Keith Reihl			
Colin Laisure-Pool			
Kishor Khankari			
Cheng Wee Leong			

1. **MOTIONS**

Region Operations Subcommittee recommends to Members Council that the following motion be approved:

- (1) That the Regional Award of Merit Point Tally Form be amended by removing “one-time only” for the Regional Ad Hoc for Special Assignment Committee Chair, and Regional ad hoc or special assignment committee member and change to “per year.”

Background: A motion came from the Region XIII Fall CRC from the Malaysia Chapter to allow for members of the Asia-Pacific Conference on the Built Environment (APCBE) steering committee to earn RAOM points for their participation on the steering committee. The subcommittee felt like the APCBE fell inline with the “Regional ad hoc or special assignment committee chair,” and “Regional ad hoc or special assignment committee member” categories on the point tally form. Members of the APCBE steering committee must enter their participation as Member Entry Data on the CIQ to receive the points. Since this is a reoccurring conference, the subcommittee felt that offering the allocated points on a yearly basis was appropriate for APCBE steering committee members as well as any other Regional ad hoc or special assignment committee participation either as the chair or a member.

Fiscal Impact: None.

Staff Impact: Staff time to update the RAOM point tally form and website.

Vote: 8-0-0 CNV

2. **STATUS OF REFERRED MOTIONS**

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

Answer: Postponed until June 23, 2024 in Indianapolis.

Status: In process

Vote: 8-0-0 CNV

[Comments: The subcommittee is working on a mechanism to update the Regional Award of Merrit point tally sheet to allow for this change \(see Motion 1 in section above\).](#)

Fall 2023 CRC Motion 28: The Gold Coast Chapter recommends to Members Council that the guidance statements below to add Section F to MCO, Section 1, 1.6 (Board of Governors), effective January 1, 2024:

- F. Chapters should annually assess and communicate the following to the Host CRC Committee:
 - a. By eight months preceding the CRC, identify and communicate prospective sponsors.

- b. By four months preceding the CRC, identify and communicate the number of people attending the CRC.

It would also be desired that the Chapter pledge to the CRC committee when they will start registering for the CRC, book hotel rooms, and indicate when registration payments can be made. This is done to help the Chapter plan its resources and will help the Host CRC Committee with anticipating number of attendees and prospective funding early in the process, so they can pay their current financial obligations.

Answer: Passed.

Status: In process

Vote: 6-2-0 CNV

Comments: The subcommittee will send this to the Manual Subcommittee to be included in the revisions that will be presented to the Council at the June 2024 Annual Conference in Indianapolis.

Information Items

1. Since the Annual Conference in Tampa, the subcommittee worked with the DRCs and RMCRs to assess the health of the chapters to identify weak, struggling and failing chapters. FINDINGS The subcommittee recommends each Region to evaluate the health of their chapters on a yearly basis using the criteria in Section 11 and Appendix 11G in the MCO.
2. In the fall, the subcommittee created a regional composition and structure survey completed by DRCs and RMCRs. The analysis of findings resulted in the following action items for subcommittee:
 - a. Review Section 11.9 Guidelines for Identification of Struggling Chapters and Appendix 11G Chapter Health Assessment Checklist and provide recommended updates to better evaluate chapter health.
 - b. Further define the role of the RMCR for all regions to follow to bring consistency to the role across all regions. Suggested edits will be submitted to the Manual Subcommittee to include in the Region Operations Manual for approval by Members Council. The subcommittee plans to work with DRCs to further define and expand this role.
 - c. Update the Chapter Operations Workshop powerpoint using feedback from regions.
 - d. Research what resources are available to provide chapters and regions with leadership plans or succession planning resources.
3. Additional key findings of the regional composition and structure survey are:
 - a. Based on the results of the survey, the subcommittee does not recommend that the regions be restructured more than they already have with the Region-at-Large split at this time.
 - b. Should a “hibernate” status be created for chapters whose membership and chapter activities suffer from temporary circumstances beyond their control such as war, natural disaster, etc. This could be a good solution as opposed to permanently dissolving the chapter who may eventually become active again.
4. The subcommittee recommends to Members Council to form an ad hoc to focus on creating a virtual CRC General Chair training to include topics such as preparation, timelines, sponsorship, budgets, logistics planning, the option to use Helms Briscoe, etc.
5. The Direction Subcommittee is working on compiling reports from CRCs to create a list of ideas from Society officers during CRCs that are worth passing on to other regions.
6. The Manuals Subcommittee is reviewing the Manual of Chapter Operations, Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual and will bring requested edits to Members Council for approval at the 2024 Annual Conference in Indianapolis.

MBO Update

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

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

Attachments

Attachment A Regional Award of Merit Point Tally Form with recommended change.

After reading the criteria, press the tab key to enter points on the form.

**REGIONAL AWARD OF MERIT CRITERIA
(99-10-2-3/06-09-30-44D)**

1. The purpose of this award is to recognize the activities and contributions of members of ASHRAE at the chapter and regional level.
2. The form of the award is a certificate setting forth the achievements for which the awards are to be made.
3. The number of Regional Award of Merits to be awarded by each region is unlimited.
4. There is no limit to the number of times that an individual can be nominated for the award but receiving the award shall be limited to one time per recipient.
5. The nomination of a candidate shall be made by the delegate from the candidate's chapter to the Chapters Regional Conference. The final selection shall be made by majority vote of the Chapters Regional Conference delegates in Executive Session at the CRC.
6. Qualifications of a candidate shall be a minimum of the credit points from the list of activities. The qualifications must be submitted in writing to the Chapters Regional Committee and include a biographical record of the services rendered and the year of accomplishment.
7. Final selection does not require the approval of either the Honors and Awards Committee or the Board of Directors.
8. Presentation of the award shall be made by the Regional Chair at the Chapters Regional Conference, (or at a suitable location) following the candidate's nomination and election.
9. Candidates should be reviewed by the Regional Chair and the Regional Nominating Committee Member for accuracy of the data submitted prior to submitting to Society.

**POINT SCORE FOR THE REGIONAL AWARD OF MERIT
(10 POINT REQUIREMENT)**

(98-10-24-27B/02-10-19-12B/02-10-19-29B/02-10-19-45/03-06-29-40/BOD 03-06-27-1C/04-10-09-14/06-09-30-44D/21-06-22)

NAME:		Member #:		Chapter #:	
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NOTE:

CHAPTER ACTIVITIES:	MAXIMUM 6 POINTS
SOCIETY/REGIONAL ACTIVITIES:	MAXIMUM 6 POINTS

A. CHAPTER POINTS	POINTS/YEAR	TOTAL
President	2/yr	
Vice-President (or President Elect)	1/yr	
Secretary	1/2/yr	
Treasurer	1/2/yr	
Chapter Chair:		
Membership Promotion, Student Activities, Research Promotion, Chapter Technology Transfer, Government Affairs, Programs, Refrigeration, Communications, YEA and Historical	1/2/yr	
Chapter Board of Governors	1/2/yr	
Seminar Chair or Instructor	1/yr	
Newsletter Editor	1/2/yr	
Chapter Webmaster	1/2/yr	
Other Chapter Position	1/4/yr	
Section Representative	1/yr	
Student Branch Advisor	1/yr	
(Max 2 per year)		
B. REGIONAL CONFERENCE (CRC)		
General Chair (Conference)	2/CRC	
CRC Program/Technical Session Chair	1/CRC	
CRC Technical Session Speaker	1/2/CRC	
CRC Committee Chair (other than Program Chair)	1/2/CRC	
(Max 2 per CRC)		

C. REGIONAL/SOCIETY ACTIVITY		
Regional Chair	2/yr	
Region Members Council Representative	1/yr	
Assistant Regional Chair	1/2/yr	
DAL involved in Region (CRC, Regional Planning, etc.)	1/2/yr	
CRC Delegate	1/yr	
CRC Alternate	1/2/yr	
Regional Vice Chair	1/yr	
Regional Officers:		
Regional Historian	1/2/yr	
Regional Webmaster	1/2/yr	
Regional Refrigeration	1/2/yr	
Regional Chapter Programs	1/2/yr	
Regional Secretary	1/2/yr	
Regional Treasurer	1/2/yr	
Regional ECC	1/2/yr	
Regional Newsletter/communication	1/2/yr	
Nominating Committee Member	1/yr	
Nominating Committee Alternate	1/2/yr	
*Other Regional Positions	1/2/yr	
Regional ad hoc or special assignment committee chair	1/2/ one-time only <u>per year</u>	
Regional ad hoc or special assignment committee member	1/4/ one-time only <u>per year</u>	
Chair of regional event that supports Society ideals, such as technical sessions, seminars, sporting or social events	1/2/one-time only	
Assistant Regional Vice Chair	1/2/yr	
Regional Technology or Paper award recipient	1/2/one-time only	
*Example of other regional positions: e.g. DRC Alternate who serves at a Society meeting for DRC.		
(Max 2 per year)		
TOTAL POINTS		

**PAOE SUBCOMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETINGS OF OCTOBER 31 & NOVEMBER 17, 2023**

October 31, 2023**Members Present:**

Charles Bertuch-Chair
Rob Craddock
Genevieve Lussier
Heather Platt-Gulledge
Carrie Kelty
Daniel Bourque
Heric Holmes
Jason Urso
Les Pereira
Kellie Huff
Bruno Cerqueira Martinez

Members Absent:

Sheila Hayter
Ching Loon Ong

STAFF:

Tammy Catchings
Megan Gotzmer
Pacia Wright

November 17, 2023**Members Present:**

Charles Bertuch-Chair
Rob Craddock
Carrie Kelty
Ching Loon Ong
Daniel Bourque
Sheila Hayter
Les Pereira
Bruno Cerqueira Martinez

Members Absent:

Genevieve Lussier
Heather Platt-Gulledge
Heric Holmes
Jason Urso
Kellie Huff

STAFF:

Tammy Catchings
Pacia Wright

Information Items:**1. PAOE Ad Hoc Assignments**

The following PAOE ad hoc appointments were made. The grassroots committees will present their PAOE recommendations for 2024-25 during the winter conference in Chicago.

Category	PAOE ad hoc	PAOE ad hoc
Chapter Operations:	Daniel Bourque	Heric Holmes
Chapter Technology Transfer:	Heric Holmes	Charlie Bertuch
Communications:	Daniel Bourque	Heather Platt-Gulledge
Government Affairs:	Sheila Hayter	Kellie Huff
History:	Carrie Kelty	Heather Platt-Gulledge
Membership Promotion:	Jason Urso	Bruno Martinez
Research Promotion:	Les Pereira	Rob Craddock
Student Activities:	Kellie Huff	Genevieve Lusser
Young Engineers in ASHRAE:	Bruno Martinez	Jason Urso & Carrie Kelty

2. Referred Motions**Golden Gate Chapter Motion 25 (8/19/2023):**

That new PAOE points be given for establishing or maintaining a scholarship fund.

MOTION 25 WAS AMENDED

That new PAOE points be given for establishing or maintaining a chapter scholarship ~~fund~~.

MOTION 25A (TO AMEND) PASSED

That new PAOE points be given for establishing or maintaining a chapter scholarship.

AMENDED MOTION 25A PASSED (7-1-0, chair not voting); Refer to RP

Golden Gate Chapter Motion 26 (8/19/2023):

That new PAOE points be given for events held by a Chapter where the profits are used for scholarships.

MOTION 26 PASSED 5-3-0, cnv; Refer to RP

Iowa Chapter Motion 3 (5/05/2023):

That the process for obtaining PAOE points for having members on Society Technical Committees/Groups and Obtaining ASHRAE certifications be automated. (PAOE – CT18, CT20, YEA5, YEA6) **(Complete)**

MOTION 3 PASSED Unanimous voice vote, cnv

Minnesota Chapter Motion 5 (5/05/2023):

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

It was moved by Dan Bourque to postpone Motion 5 and form Ad Hoc.

MOTION 5A (TO POSTPONE) PASSED Unanimous voice vote, cnv

Ad Hoc: Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong

Central Florida Chapter Motion 21 (8/04/2022):

That the following PAOE Points be awarded starting in Society Year 2023-2024.

1. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in the annual voting (max 500 points).
2. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in each society issued survey of the members (max 500 points).

Brasil Chapter Motion 19 (8/04/2022):

That the insertion of one new score in the PAOE, which would be complementary, related to female participation in the Chapter CIQ. 50 points would be added per female member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

MOTION 19 WAS AMENDED

That the insertion of one new score in the PAOE, which would be complementary, related to ~~female~~ **DEI** participation in the Chapter CIQ. 50 points would be added per ~~female~~ **DEI** member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

MOTION 19A (TO AMEND) PASSED

That the insertion of one new score in the PAOE, which would be complementary, related to DEI participation in the Chapter CIQ. 50 points would be added per DEI member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023.

AMENDED MOTION 19A PASSED (7-0-0, chair not voting)

Review of MBOs

MBO 5 How can we establish two new development partnerships with key scientific, technical, government, and non-government organizations to advance building decarbonization, research, technology, education, and policy.

MBO 6 How can we establish two new development partnerships to advance IEQ research, technology, and policy. Promote communications among researchers, practitioners, and policymakers through conferences, publications, and marketing efforts.

The Canva collaboration platform was used to organize notes (see Attachment A). The attachment contains much more information than outlined below.

Findings:

1. There are a number of organizations with which ASHRAE has existing memoranda of understanding signifying established partnerships (see Attachment B). Many of these have current ASHRAE liaisons assigned, although it is not clear how to identify with which organizations and/or whether the liaisons are active. These organizations fall into every sector relevant to both MBOs. In addition, several other organizations have been identified as key targets for partnership development.
2. Colleges with strong Architectural Engineering programs are likely to have faculty currently researching Decarbonization. Medical centers associated with teaching hospitals are likely to have faculty currently researching IEQ.
3. ASHRAE and target organizations can mutually benefit through areas such as: content for training programs; technical expertise; research funding; brand recognition; assistance with standards development; data collection; and marketplace for associated products.
4. Conferences sponsored by specific organizations or industry-wide trade groups present excellent opportunities to develop and nurture relationships.
5. ASHRAE Marketing may be able to assist in outreach efforts to specific targeted organizations.

Recommendations:

1. Form small committee(s) to coordinate development activities.
2. Review list of organizations with current MOUs and select a small number where current relationships can be expanded. Determine whether there are active liaison activities, expand or initiate as required.
3. Review organizations identified in the brainstorming session and select a small number with the potential to be most mutually beneficial. Identify active ASHRAE members within these organizations and initiate discussions. Develop a contact/marketing plan specific to each.
4. Track progress and adjust efforts and resources to those with greatest likelihood for success.

CRC MOTIONS STATUS

ATTACHMENT 9A

REG	#	<u>Motions - 2023 Fall CRCs</u>	Referred to:	Answer/Next Steps	Status	Official Response
I	1	Niagara Frontier Chapter - Motion 1 (08/20/2023): Move to rename the Niagara Frontier Chapter to Buffalo Chapter effective immediately.	Members Council	Passed; Name changed in ASHRAE database	Complete	
I	2	Boston Chapter - Motion 2 (08/18/2023): The process to change the name of a Chapter should be voted on at the Region CRC and not sent up to Member's Council.	Members Council	Defeated	Complete	
II	3	Toronto Chapter (08/27/2023): For automation of CT18 regarding each ASHRAE certification earned, or renewed by a chapter member during the current fiscal year should be updated automatically in chapter PAOE.	IT Staff	Passed; Estimated completion by W2024 Conference	Complete	CT18 is now automated; went live 10/20/2023
II	4	Halifax Chapter (08/27/2023): That the LYBUNTS & SYBUNTS reports for RP include ALL donations to a chapter campaign-even those from donors outside the chapter	RP Staff		Complete	Staff determined that it is not possible to modify this report as requested.
II	5	Hamilton Chapter (08/27/2023): To allow an events page link to be posted to the Chapter Meetings page on the Society website in lieu of manually entering event information on the current portal.	IT Staff	Estimated comp. by W2024 Conference	In Process	
II	6	Halifax Chapter (08/27/2023): Society to provide a website that allows for processing of ASHRAE Research Canada donations in Canadian Dollars.	Finance	Finance Committee discussed at Fall Meeting	Complete	Setting up a website to process transactions in Canadian Dollars is not possible.
III	7	Anthracite Chapter (08/11/2023): The Anthracite Chapter moves that Society create a budget line item to pay for Distinguished Lecturer (DL) travel carbon offsets, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process. These funds shall be managed by Society Staff to offset the environmental impact of DL travel each society year.	CTTC	CTTC to submit recommendation to MC by W2024 Conference	Open	
III	9	Baltimore Chapter (August 11, 2023): Society create digital badges giving Regions the option to convert Chapter awards traditionally given at CRCs to a digital format.	Staff/Mbrs Council	Staff is currently investigating options and plan to present findings at W2024 Conference	In Process	
IX	10	Nebraska Chapter (08/04/2023): That the Region Operations Manual (ROM) Appendix D, Section II be modified as follows: "A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region <u>(annually) or at the ASHRAE headquarters (triennially)</u> to plan their upcoming year's activities for the following individuals: D. The DRC has the option to invite the region's presidents elect for President Elect Training to the Regional Planning Meeting however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B- utilizing allocated regional discretionary visits. The chapter visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend."	Members Council	Added to Winter MC agenda (1/23/24)	Open	Referred to Finance for comment. Finance does not support the motion.
REG	#	<u>Motions - 2023 Fall CRCs (continued)</u>	Referred to:	Answer/Next Steps	Status	Official Response

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IX	11	Nebraska Chapter (08/04/2023): That the following changes be made to website and the ROB and H&A MOP. Rules of the Board Change: "The Exceptional Service Award is established to recognize members who have served the Society faithfully with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been a <u>be a</u> Full Member for a minimum of ten years and a recipient of the Distinguished Service Award. (96-06-27-34/97-01-30-36)" H&A MOP Change: "The Board approves the establishment of the Exceptional Service Award to recognize members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been <u>be a</u> Full Member grade for a minimum of ten years and recipient of the Distinguished Service Award. ROB 520-134-006, (96-06-27-34/97-01-30-36)" Website changes: (taken from ashrae.org/membership/honors-and-awards) "Exceptional Service Award This award recognizes members who have served the Society faithfully and with exemplary effort, far in excess (45 service points) of that required for the Distinguished Service Award (15 service points). The individual must be have been a Full Member for a minimum of ten years and be a past recipient of the Distinguished Service Award."	H&A	Added to H&A agenda W2024 Conference; will present new motion	Open	
IX	12	Utah Chapter (08/04/2023): That Honors & Awards Committee implement a formal appeal process for rejected Fellow Grade nominations.	H&A	Added to H&A agenda W2024 Conference	Open	
IX	13	Utah Chapter (08/04/2023): That Honors & Awards Committee publish detailed explanation, criteria, examples for the meaning of the requirement of "Attained distinction and made a substantial contribution in HVAC&R and in the built environment," and define in greater detail the following term: "exceptional accomplishments," regarding the nomination of consulting design engineers for Fellow Grade nominations.	H&A	Added to H&A agenda W2024 Conference	Open	
IX	14	Utah Chapter (08/04/2023): That Honors & Awards Committee provide individualized feedback to all rejected College of Fellow nominations to explain the reasons nominee did not meet the criteria, including recommended improvements to the nominating materials for resubmission.	H&A	Added to H&A agenda W2024 Conference	Open	
VII	16	West Virginia Chapter (07/29/2023): ASHRAE Society to forward related attendee contact data of virtual ASHRAE hosted company webinars to US Chapter Memberships Chairs using the MP alias email address.	Staff Greg Martin & IT	Estimated completion by W2024 Conference	In Process	Response: The motion refers to the Supplier Webinars hosted by ASHRAE.
		Response (continued): There is a current process in place to provide Non-Member data to certain chapter officers (like the MP Chair) through the Chapter Reports section of the member porta using a report called the "Non Member Prospect List." ASHRAE currently pulls non-member contacts into these Chapter Reports by zip code for products purchased (i.e. Journal subscriptions) and event registrations (i.e., conferences). This motion would add back-filled non-member registrants and future non-member registrants of Supplier Webinars to the Non-Member Prospect List which is kept updated and active on the Chapter Reports page where certain chapter officers (including the MP Chair) can access and download at any time. Attendees give consent to share their contact information with ASHRAE when they register for these webinars. ASHRAE staff is currently testing adding non-member registrants of the Supplier Webinars to the Non Member Prospect List. The estimated completion date is the 2024 Winter Conference.				
VII	17	New Orleans Chapter (07/29/2023): Section 5.1 of the bylaws to be edited to allow for elected officers to receive compensation if funded by the Society. Specifically beginning at line 11 remove "shall receive no", and insert "may receive"	BOD	Added to Fall BOD agenda (10/19/2023). Defeated	Complete	
VII	18	New Orleans Chapter (07/29/2023): That the society officers may be provided an honorarium to compensate for lost wages & provide an allowance for healthcare costs.	BOD	Contingent upon outcome of Motion 17	Complete	
REG	#	Motions - 2023 Fall CRCs (continued)	Referred to:	Answer/Next Steps	Status	Official Response

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X	21	Central Arizona Chapter (08/19/2023): The Central Arizona Chapter recommends to Member's Council that, effective Society Year 2024-2025, the George B. Hightower Technical Achievement Award be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference and that transportation costs to attend the Plenary be reimbursed for the award recipient.	H&A	Passed	Complete	
X	22	Tucson Chapter (08/19/2023): That effective July 1, 2024, travel costs for Chapter Treasurers to attend CRC be covered by Society.	Members Council	Added to Winter MC agenda (1/23/24)	Open	Referred to Finance for comment. Finance does not support this motion.
X	23	Central Arizona Chapter (08/19/2023): The Central Arizona Chapter recommends to Member's Council that effective January 1, 2024 the YEA Award of Individual Excellence be presented at the Plenary Session's Honors and Awards Ceremony during the Annual Conference.	H&A	Passed	Complete	
X	25	Golden Gate Chapter (08/19/2023): New PAOE points for establishing or maintaining a chapter scholarship fund . (Amended by PAOE Subcommittee 9/26/2023)	PAOE SubC	Passed; Refer to RP and Student Activities	Open	
X	26	Golden Gate Chapter (08/19/2023): New PAOE points – for event held by a Chapter where the profits are used for scholarships.	PAOE SubC	Passed; Refer to RP	Open	
XII	27	Florida West Coast Chapter (08/10/2023): Florida West Coast Chapter recommends to Members Council that the Printed Handbook be restored as a free member benefit option made available during membership renewal, and that the selection of the PDF Handbook and Handbook Online member benefits yield a modest monetary credit, redeemable towards the purchase of an ASHRAE publication through TechStreet, beginning July 1, 2024.	MP	MP to submit recommendation to MC by W2024 Conference	Open	
XII	28	Gold Coast Chapter (08/10/2023): The Gold Coast Chapter recommends to Members Council that the guidance statements below to add Section F to MCO, Section 1, 1.6 (Board of Governors), effective January 1, 2024: F. Chapters should annually assess and communicate the following to the Host CRC Committee: a. By eight months preceding the CRC, identify and communicate prospective sponsors. b. By four months preceding the CRC, identify and communicate the number of people attending the CRC. It would also be desired that the Chapter pledge to the CRC committee when they will start registering for the CRC, book hotel rooms, and indicate when registration payments can be made. This is done to help the Chapter plan its resources and will help the Host CRC Committee with anticipating number of attendees and prospective funding early in the process, so they can pay their current financial obligations.	Region Operations SubC	Will be added to the Region Ops Subcommittee agenda with a target recommendation to MC at the W2024 Conference	Open	
XII	30	Central Florida Chapter (08/10/2023): The Central Florida Chapter recommends to Communication Committee that Chapter Communications Chairs be reimbursed for transportation to CRC to participate in CRC Communication training workshops, effective July 1, 2024.	Communications	Communications to submit recommendation to MC by W2024 Conference	Open	
XII	31	Jacksonville Chapter (08/10/2023): Jacksonville Chapter moves that Members Council allow Life Members that are deceased to be removed from a chapter's membership roster without penalizing the chapter's MP12 membership growth points, effective June 30, 2024.	MP	Added to MP agenda for the W2024 Conference.	Open	
REG	#	Motions - 2023 Fall CRCs (continued)	Referred to:	Answer/Next Steps	Status	Official Response

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XIII	32	Malaysia Chapter (08/19/2023): That society recognize the steering committee members of Asia-Pacific Conference on the Built Environment (APCBE) which is being organized biennially in ASHRAE Region XIII and to be awarded 1/2 points/year for each committee member for Regional Award of Merit.	Region Operations SubC	Added to the next Region Ops SubC agenda; target recommendation to MC at the W2024 Conference.	Open	
XIV	33	Portugal Chapter (08/11/2023): The training sessions held by the RVC's at the CRC must be evaluated by the attendees in the same way that other ASHRAE Instructors/Trainers are evaluated. The evaluation forms should be prepared by the respective Society level RVC committees.	Staff Liaisons	Investigating options and will share w/committees for reaction by W2024 Conference.	Open	
XIV	34	Portugal Chapter (08/11/2023): The training sessions held by the RVC's at the CRC should include a section dedicated to PAOE. They should teach Chapter officers how to input their PAOE and monitor their individual performance against the desirable targets, how to enter data in the fields and how to take advantage of the "reports" and "Export" files, and to explain the purpose of all the PAOE fields in their specific themes.	Staff Liaisons	Investigating options and will share w/committees for reaction by W2024 Conference.	In Process	
RAL	36	India Chapter (10/07/2023): Increase the first prize money to 5,000 USD for the six student design Competitions starting SY 2024-2025	Student Activities	SA to provide recommendation by W2024 Conf.	Open	
RAL	37	Bangladesh Chapter (10/07/2023): That the travel cost of the chapter GAC and YEA committee Co-chairs who join CRC training session as a substitute and in the absence of the chapter committee Chair to be reimbursed with effect from 01 Jul 2024.	GAC and YEA	YEA and GAC to provide recommendation by W2024 Conf.	Open	
RAL	38	Western India Chapter (10/07/2023): It is proposed to have a provision for uploading a picture (head shot) of the member on their ASHRAE BIO. SY 2024-2025	IT Staff		Complete	
		Response: A similar motion was put forth by the Portugal Chapter in 2019 (Motion 36 from Fall 2019 Region XIV CRC). At this time, staff is unable to implement the ability to upload a picture (head shot) of a member into the ASHRAE membership database to display on the member's bio. There are several barriers to allowing headshots to be added to members' bios including by not limited to: <ul style="list-style-type: none"> • The inability to monitor images uploaded into the membership database, • The significant staff time to configure and update the members database to allow for uploads of images, and • The concern of whether the ability to upload a headshot will have unintended consequences of unconscious bias related to viewing a head shot of a nominee during the H&A/Nominating Committee process. 				
RAL	39	Lebanese Chapter (10/07/2023): Offering ASHRAE Standards as an option to ASHRAE Handbooks for members in Developing Countries.	MP	MP to provide recommendation by W2024 Conf.	Open	
RAL	40	Sub Region II (10/07/2023): That Society walks the talk by demonstrating leadership by starting the de-carbonization initiative from its meetings & conferences by curtailing serving meat.	CEC	CEC to provide recommendation by W2024 Conf.	Open	
RAL	41	Sri Lankan Chapter (10/07/2023): That all RAL Chapters facing financial difficulties should be allowed to pay membership dues in installments.			Under Review	
RAL	42	Pune Chapter (10/07/2023): It is proposed to initiate a student exchange program between regions. This will help inter-region interaction and students will be able to experience the activities carried out at different regions. Experience different technologies in use and develop connections with professionals. Starting SY 2024-2025	Student Activities	SA to provide recommendation by W2024 Conf.	Open	
RAL	43	Pune Chapter (10/07/2023): We propose the development of guidelines to quantify the emissions due to ASHRAE events and Conferences, with an intent to organize Net Zero Carbon/ Carbon neutral events for major events (e.g., CRC).	CEC	CEC to provide recommendation by W2024 Conf.	Open	

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REG	#	<u>Motions - 2023 Fall CRCs (continued)</u>	Referred to:	Answer/Next Steps	Status	Official Response
RAL	44	Pune Chapter (10/07/2023): Designate Refrigeration as Grass Root Chair/Committee and provide the same privileges as available for other Grass root chairs/committees. This will provide an impetus to promote Refrigeration activities through ASHRAE. SY 2024-2025	Tech Council	Tech Council to provide recommendation by W2024 Conf.	Under Review	
RAL	45	Sub Region I (10/07/2023): That the existing members of the Sudanese Chapter as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.	MP	MP to provide recommendation by W2024 Conf.	Open	
RAL	46	Sub Region I (10/07/2023): That the existing members of the Libya Chapter, as of July 1st 2021 have their society membership dues for the Society Years starting 2022/23, 2023/24, 2024/25, be waived.	MP	MP to provide recommendation by W2024 Conf.	Open	

REG	#	<u>Motions - 2023 Spring CRCs</u>	Referred to:	Answer/Next Steps	Status	Official Response
VI	3	Iowa Chapter (5/05/2023): That the process for obtaining PAOE points for having members on Society Technical Committees/Groups and Obtaining ASHRAE certifications be automated. (PAOE – CT18, CT20, YEA5, YEA6)	PAOE Sub-Committee	Passed	Complete	
VI	5	Minnesota Chapter (5/05/2023): That ASHRAE Society establish a DEI Category for PAOE points by July 1, 2023.	PAOE Sub-Committee	Postponed	Open	
VI	6	La Crosse Area Chapter (5/05/2023): That society provide an electronic form for the DL lecture surveys.	CTTC	Passed; estimated completion by W2024 Conference	In Process	
VIII	8	Monterrey Chapter (4/29/2023): That a Chapter Administrator Roster be created <u>to include the email aliases for Chapter Presidents and CTTC Chairs</u> for all chapters in the society to facilitate partnerships between chapters from different regions.	Region Operations SubC	Passed; ASHRAE staff is in the process of completing the report and adding it to the Chapter Reports portal. Estimated completion by W2024 Conference.	In Process	

REG	#	<u>Motions - 2022 Fall CRCs</u>	Referred to:	Answer/Next Steps	Status	Official Response
II	5	Toronto Chapter (8/26/2022): That ASHRAE Society should create API's (Application Programming Interface) / web services or another electronic means to allow chapters to automatically update their membership lists (to keep track of chapter dues paid on the society website vs chapter website/active members).	MP	Passed; Refer to IT/Staff	Open	
II	7	Halifax Chapter (8/26/2022): That Society increase the PAOE points YEA16 for each YEA event at chapter meetings or separate organized YEA event to 100 points, & YEA17 for each YEA activity outside of chapter meetings that include a technical component to 100.	PAOE SubC	Defeated	Complete	This will cause double counting points; intent is to conduct more than one event
II	8	Halifax Chapter (8/26/2022): That Society allow purchase of carbon offset for all transportation costs.	BOD	Referred to BOD Scope 3 subgroup; will discuss at next meeting 3-NOV-2023	Open	This item is currently underway and options for Society to purchase carbon offsets are being investigated.
REG	#	<u>Motions - 2022 Fall CRCs (continued)</u>	Referred to:	Answer/Next Steps	Status	Official Response

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II	10	Halifax Chapter (8/26/2022): That Society pay for a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications.	Planning SubC	Passed; assigned to staff to provide update by W2024 Conference	In Process	Members Council passed this motion as amended (see blue updates on motion) on June 27, 2023 with a vote of 20-2-0 CNV. Staff is currently working on hiring a consultant and will communicate with Canadian Chapters and Regional Leaders with more information
X	17	San Jose Chapter (8/19/2022): That during ASHRAE Society Year 2022-2023, a method be established and implemented to provide the ability for ASHRAE members seeking mentorship to discover mentors via an online database with other ASHRAE members willing to be mentors by matching certain criteria indicated by both the mentee and the mentor via online application forms.	YEA	This motion will be added to the YEA agenda at the W2024 Conference	Open	
XII	19	Brasil Chapter (8/04/2022): That the insertion of one new score in the PAOE, which would be complementary, related to female DEI participation in the Chapter CIQ. 50 points would be added per female DEI member on the Chapter CIQ. This change should be for the Society Year 2023-2024, starting on July 1, 2023. (Amended by PAOE Subcommittee 9/26/2023)	PAOE SubC	Passed; as amended	In Process	
XII	20	Central Florida Chapter (8/04/2022): That the following PAOE Points be awarded starting in Society Year 2023-2024. 1. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in the annual voting (max 500 points). 2. Chapters will be awarded 5 points per percent of chapter Area Assigned Members that participate in each society issued survey of the members (max 500 points).	PAOE SubC		Complete	
XII	21	Central Florida Chapter (8/04/2022): That the Student Activities Committee change PAOE item SA6.13 to exclude Student Branch Advisor participation, clarify post-high school activity to not overlap with other SA PAOE items, and create a 200 maximum point threshold, effective July 1, 2023.	PAOE SubC		Complete	Change has already been made
XII	22	Central Florida Chapter (8/04/2022): That the ASHRAE member bio details pertaining to internship employment status be automatically populated for PAOE item SA6.17 starting July 1, 2023.	PAOE SubC	Added to next PAOE Subcommittee agenda	Open	
XII	24	Central Florida Chapter (8/04/2022): That chapter PAOE items should be seen only by that chapter's members, except for regional officers, effective July 1, 2023.	PAOE SubC	Defeated	Complete	
XIV	45	UK London Chapter (9/08/2022): That ASHRAE restrict access to Chapter CIQs to read only for Regional Officers and make changes traceable	RegOps SubC	ASHRAE Staff is currently investigating if the ability to limit regional access to just DRCs and RMCRs is possible.	Open	Members Council decided that the DRC and RMCR needs access to the CIQ and does not want their access restricted. Staff is currently investigating if we can limit regional access to just the DRC and RMCR. As far as changes being traceable, the creator and the last person to make changes to a record will show on the record.
REG	#	Motions - 2022 Fall CRCs (continued)	Referred to:	Answer/Next Steps	Status	Official Response

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RAL	49	Lebanese Chapter (10/12/2022): That Society dues be lowered for Developing Economies according to their GDP's or GDP per Capita. Lower Middle Income and Lower Income: GDP per Capita less than \$4250, Member dues \$60; Upper Middle Income: GDP per Capita less than \$13200, Member dues \$120	Finance		Ongoing	This will be part of an analysis of Member Dues performed by FC in FY23-24. Ongoing.
RAL	56	Pune Chapter (10/12/2022): That ASHRAE extend corporate discount and benefits to developing economy new members.	Finance		Open	Finance is in favor of this motion.
REG	#	<u>Motions - Spring CRCs 2022</u>	<u>Referred to:</u>	<u>Answer/Next Steps</u>	<u>Status</u>	<u>Official Response</u>
VI	1	Illinois Chapter (5/08/2022): That ASHRAE Society automatically initiate the upgrade from Associate grade to Member grade based upon the Associate updating their ASHRAE Biography information.	MP	Passed; Refer to IT		IT Staff is currently working to implement this automation.
VI	3	Illinois Chapter (5/08/2022): That ASHRAE should establish an ongoing Membership demographic and compensation survey. (same as CRC Motion 7)	BOD		In Process	This is currently under investigation by staff. Ongoing.
VIII	7	Dallas Chapter (4/27/2022): That ASHRAE should establish an ongoing Membership demographic and compensation survey. (same as CRC Motion 3)	BOD		Open	This is currently under investigation by staff. Ongoing.
XI	9	Regina Chapter (5/04/2022): That Section 4.2, Election, of the ASHRAE Bylaws be revised	ExCom		Open	

Recommendations from Finance to Members Council:

(1) Fall 2023 CRC, Region IX, Nebraska Chapter - Motion 10 (August 4, 2023): That the Region Operations Manual (ROM) Appendix D, Section II be modified as follows:

“A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region ~~(annually)~~ or at the ASHRAE headquarters (triennially) to plan their upcoming year's activities for the following individuals:

“D. The DRC has the option to invite the region’s presidents elect for President Elect Training to the Regional Planning Meeting ~~however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.~~ utilizing allocated regional discretionary visits.

The ~~chapter~~ visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.”

Background: Section A Edits:

Adding the option to host the planning meeting (and President Elect training) at ASHRAE headquarters offers all regions the chance to showcase the incredible ASHRAE facility, enlivens the training, invigorates the regional leadership and incoming presidents, and exposes volunteer leaders to the larger ASHRAE Society. A facility funded by many members who also serve as volunteers within the organization.

For North American regions, there is a potential regional cost savings opportunity compared to the historical approach of costly hotel venues (when a good, negotiated room rate is not available) or other retreat location. Offering headquarters as a location, only adds travel costs to the few participants who may have been located in the area hosting the planning meeting and/or president elect training.

Section D Edits:

President Elect Training has proven to be the most effective tool used for preparing chapter presidents for a successful year. President elects have historically been allowed to use regional allocated travel visits for this training. This updates the manual to reflect this usage.

Fiscal Impact: Allocated regional visits: No change

Transportation costs: vary by region should they choose to host at the ASHRAE headquarters.

- North American Regions: Increase of 500-1500USD per region (triennially).
- Non-North American Regions: Increase of 1500-2000USD per person in attendance per region (triennially).

Headquarters rental income: \$2000 increase (avg - annually)

Staff Impact: Staff assistance to secure reservations to headquarters spaces.

CRC Vote: 13-0-0 CNV

Finance Committee Recommendation: Finance Committee does not support the first part of the motion related to allowing for a Regional Planning Meeting to happen at the ASHRAE HQ in Atlanta triennially. While the Finance Committee believes the ASHRAE HQ building should be open for use by members, the motion supports an expensive proposition with little added value to the Society and its members. Also allowing for out-of-region travel for a Regional Planning Meeting would also support a larger carbon footprint than hosting the meeting within the geographic boundaries of the region. If this motion is passed by Members Council, a plan to create offsetting revenue or program cuts would need to accompany a motion to the Board of Directors for final approval. (2023-11-27)

Notes from Staff: The motion is two-fold. The proposed changes to Section II Paragraph A refer to hosting an RPM at the ASHRAE HQ triennially. The proposed changes to Section II Paragraph D refer to allowing for society to reimburse for transportation to President Elect Training.

In regard to the proposed change in Section II Paragraph A: There are 14 regional positions that are eligible to attend a Regional Planning Meeting (RPMs). When regions hold RPMs in conjunction with their CRC there is cost savings. If the North American Regions (12) sent 14 regional positions to Atlanta instead of a location within their Region there is the potential of increased transportation costs. The motion estimates an increase of \$500-\$1500 per North American regions (triennially). This estimate averages a transportation expense increase of \$35-\$110 more per person (14 people per region). For a total estimated increase of **\$6,000-\$18,000** triennially.

The motion estimates an increase of \$1,500-\$2,000 per person in attendance per region (triennially) for Non-American Regions. This would be a total of **\$63,000-\$84,000** (14 people per region over 3 regions).

There is no rental cost to reserve space at HQ. However, \$50/hour should be factored into fiscal impact for all meetings planned over the weekend to cover the cost of facilities onsite staff.

- (2) **Fall 2023 CRC Motion, Region X Tucson Chapter - Motion 22 (August 19, 2023):** That effective July 1, 2024, travel costs for Chapter Treasurers to attend CRC be covered by Society.

Background: Per Appendix D of the Region Operations Manual, the Chapter positions that receive travel reimbursement from Society are:

- Delegate
- Alternate
- CTTC Chair
- GAC Chair
- SA Chair (if they do not seek reimbursement for Centralized Training)
- YEA Chair

The Treasurer role is a very important one for Chapters and the Treasurer's Workshop is very valuable for ensuring Chapter finances are handled appropriately. With Society providing travel reimbursement, Chapter Treasurer attendance would increase, providing significant benefit to the Organization.

Fiscal Impact: \$60,000 assuming 75% participation and an average flight cost of \$400.

Staff Impact: Some time will be necessary to update documentation and process reimbursements.

CRC Vote: 12-2-0 CNV

Finance Committee Recommendation: Finance Committee does not support this motion due to the fiscal impact. Finance Committee recommends hosting a virtual training for chapter Treasurers within the Region or having the DRC cover treasurer training during a chapter visit. Updated training presentations for US Chapters and International Chapters have been posted on the [Chapters Resource](#) page. (2023-11-27)

- (3) **Fall 2022 CRC, Region-at-Large, Pune Chapter – Motion 56 (10/12/2022):** That ASHRAE extend corporate discount and benefits to developing economy new members.

Background: There is a good potential to have group memberships from companies. More employees can be motivated for ASHRAE Membership with this benefit. Besides, we can have the involvement of companies in ASHRAE activities to further the goal of ASHRAE. Such benefit has been introduced by ASHRAE HQ in developed economies.

Fiscal Impact: Yes, positive impact as it will increase membership in developing economy.

Finance Committee Recommendation: Finance Committee is in favor of this motion. The motion was approved with a unanimous vote.

Fall 2024	Host Chapter/ Location	Dates	CRC General Chair
Region I	Northeast Albany, NY		Richard E Vehlow (#5159004)
		TARGET: August 3rd Week	
Region II	Toronto Toronto, ON, CAN	August 23-25	
		TARGET: August 4th Week	
Region III	Lehigh Valley Bethlehem, PA	August 15-17	Frank Paretti, Jr (#8110492)
		TARGET: August 3rd Week	
Region IV	Atlanta Atlanta, GA	August 8-10	Reed Coggins (#8225443)
		TARGET: August 2nd Week	
Region V	Cincinnati Cincinnati, OH		
		TARGET: July 4th Week	
Region VII	Memphis Memphis, TN	July 25-27	Mike Bilderbeck (#62705)
		TARGET: July 5th Week	
Region IX	Idaho Boise, ID	August 1-3	Dan Russell (#8082007)
		TARGET: August 1st Week	
Region X	Central Arizona Tempe, AZ	August 16-18	Kellie R Huff (#8121635)
		TARGET: August 3rd Week	
Region XII	Brasil Rio de Janeiro, BRA	August 7-10	Leonilton T Cleto (#5031595)
		TARGET: August 2nd Week	
Region XIII	Macao Studio City, MAC	August 17-18	Seng Fat (Alfred) Wong (#8293408)
		TARGET: August 4th Week	
Region XIV	ASHRAE UK Oxford, UK	September 19-22	Dulhas Kanhirothkandi (#8310132)
		TARGET: September 3rd Week	
Region XV	India New Delhi, IND		Kanagaraj Ganesan (#8277412)
		TARGET: September 3rd Week	
RAL	Falcon Dubai, UAE		Abdallah Mahmoud (#8166946)
		TARGET: October 1st Week	

Spring 2025	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Mississippi Valley Davenport, IA	May 1-3	Justin Clegg
		TARGET: May 1st Week	
Region VIII	NE Oklahoma Tulsa, OK	April 24-26	Dan Owens (#5203794) Mike Beda (#49788)
		TARGET: April 4th Week	
Region XI	Oregon Portland, OR	April 17-20	John Tijerina (#8302194)
		TARGET: May 2nd Week	

Fall 2025	Host Chapter/ Location	Dates	CRC General Chair
Region I			
		TARGET: August 3rd Week	
Region II	Hamilton Hamilton, ON, CAN	August 22-24	
		TARGET: August 4th Week	
Region III	Richmond Richmond, VA	August 21-23	Andrew Steven Hobson (#8227565) Kevin Dofflemyer (#8210548)
		TARGET: August 3rd Week	
Region IV	North Piedmont Greensboro, NC	August 14-16	Thomas Phoenix (#2002776) Chuck Gullledge (#2053287)
		TARGET: August 2nd Week	
Region V	Columbus Columbus, OH		Robert Edward Snow, III (#8266947)
		TARGET: July 4th Week	
Region VII	Birmingham Birmingham, AL	July 25-27	
		TARGET: July 5th Week	
Region IX	El Paso El Paso, TX		Joint w/Region X
		TARGET: August 1st Week	
Region X	Golden Gate San Francisco, CA	August 22-24/Aug 15-17	Brian Chacon (#8262229) Joint w/Region IX
		TARGET: August 3rd Week	
Region XII	Ecuador Guayaquil, ECU		Guillermo Soriano (#8281595)
		TARGET: August 2nd Week	
Region XIII	Korea Seoul, KOR		
		TARGET: August 4th Week	
Region XIV	Portugal Lisbon, PRT		
		TARGET: September 2nd Week	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2026	Host Chapter/ Location	Dates	General Chair
Region VI	St. Louis St. Louis, MO		
		TARGET: May 1st Week	
Region VIII	Arkansas Little Rock, AR	April 23-25	
		TARGET: April 4th Week	
Region XI	Manitoba Winnipeg, MB, CAN		
		TARGET: May 2nd Week	

Fall 2026	Host Chapter/ Location	Dates	CRC General Chair
Region I			
		TARGET: August 3rd Week	
Region II			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV			
		TARGET: August 2nd Week	
Region V	Cleveland Cleveland, OH		
		TARGET: July 4th Week	
Region VII			
		TARGET: July 5th Week	
Region IX			
		TARGET: August 1st Week	
Region X	Hawaii Honolulu, HI	August 21-23/Aug 14-16	Marites Calad
		TARGET: August 3rd Week	Joint w/Region XI
Region XII			
		TARGET: August 2nd Week	
Region XIII			
		TARGET: August 4th Week	
Region XIV	Israeli Jerusalem, ISR		
		TARGET: September 2nd Week	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

Spring 2027	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Madison Madison, WI		
		TARGET: May 1st Week	
Region VIII	West Texas Lubbock, TX		
		TARGET: April 4th Week	
Region XI	British Columbia Vancouver, BC, CAN		Joint w/Region X (August 2026)
		TARGET: May 2nd Week	

Fall 2027	Host Chapter/ Location	Dates	CRC General Chair
Region I			
		TARGET: August 3rd Week	
Region II			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV			
		TARGET: August 2nd Week	
Region V	Central Indiana		
		TARGET: July 4th Week	
Region VII			
		TARGET: July 5th Week	
Region IX			
		TARGET: August 1st Week	
Region X			
		TARGET: August 3rd Week	
Region XII			
		TARGET: August 2nd Week	
Region XIII			
		TARGET: August 4th Week	
Region XIV	Danube Timisoara, Romania		
		TARGET:	
Region XV			
		TARGET: September 3rd Week	
RAL			
		TARGET: September 3rd Week	

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

Region XI		
		TARGET: May 2nd Week