



MINUTES

**MEMBERS COUNCIL
CHICAGO, ILLINOIS
JANUARY 23, 2018**

These minutes were approved by Members Council June 26, 2018.

TABLE OF CONTENTS

PAGE(S)

Principle Motions	I-II
Action Items	III
Call to Order	1
Review of Agenda.....	1
Approval of Draft Minutes.....	2
New Charters	
New Section.....	2
New Student Branches	2-3
Members Council Standing Committee Reports	
RP Committee Report.....	3-4
Chapter Technology Transfer Committee Report	4-6
Conferences and Expositions Committee Report.....	6-7
Membership Promotion Committee Report	7-9
Student Activities Committee Report.....	10-12
Young Engineers in ASHRAE Committee Report.....	12-13
Grassroots Government Advocacy Committee Report.....	13-15
Honors and Awards Committee Report.....	16
Members Council Subcommittee Reports	
Planning Subcommittee Report.....	16-17
Region Operations Subcommittee Report.....	17
PAOE Subcommittee Report.....	17
Old Business	
Rescind Motion from Scholarship Trustees	17
Status of Referrals from Members Council.....	17
Review of Carryover Action Items	17
Review of CRC Schedules	17
New Business	
Major Giving Program	18
Presidential Theme	18
Other Business	
Members Council Programs.....	18
Adjournment	18

Attachments:

RP Committee Report.....	Attachment 5.1
RP PAOE Recommendations	Attachment 5.1A
RP Centralized Training Schedule	Attachment 5.1B
RP MBO Update	Attachment 5.1C
CTTC Committee Report	Attachment 5.2
CTTC Section 9 MCO/Appendix 9A MCO	Attachment 5.2A
CTTC MBO Update	Attachment 5.2B
CTTC PAOE Recommendations	Attachment 5.2C
CEC Committee Report	Attachment 5.3
CEC MBO Update	Attachment 5.3A
MP Committee Report.....	Attachment 5.4
SAC Committee Report.....	Attachment 5.5
SAC Revised Program Criteria	Attachment 5.5A
SAC MBO Update	Attachment 5.5B
SAC PAOE Recommendations	Attachment 5.5C
YEA Committee Report.....	Attachment 5.6
GGAC Committee Report	Attachment 5.7
GGAC ROB Revisions	Attachment 5.7A
GGAC MOB Revisions	Attachment 5.7B
H&A Committee Report.....	Attachment 5.8
H&A MBO Update	Attachment 5.8A
Original Motion from Scholarship Trustees.....	Attachment 7A
Status of Referrals from Members Council to other Councils	Attachment 7B
Review of Action Items.....	Attachment 7C
CRC Schedules	Attachment 7D

MO# PG# PRINCIPLE MOTIONS – CHICAGO, ILLINOIS – JANUARY 23, 2018

- | | | |
|---|----|---|
| 2 | 2 | That the charter of the Cedars Section, located in Koura, Lebanon and sponsored by the Lebanese Chapter be approved. |
| 3 | 2 | <p>That consent motions a. through i. as shown below be approved.</p> <ul style="list-style-type: none"> a. That the charter of the New York Institute of Technology (NYIT) Student Branch, located in New York, New York and sponsored by the Long Island Chapter be approved. (Region I) b. That the charter of the University of Central Oklahoma (UCO) Student Branch, located in Edmonton, Oklahoma and sponsored by the Central Oklahoma Chapter be approved. (Region VIII) c. That the charter of the Dublin Institute of Technology (DIT) Student Branch, located in Dublin, Ireland and sponsored by the Ireland Chapter be approved. (pending completion of paperwork; Region XIV) d. That the charter of the International School of Business and Media (ISB&M) Student Branch, located in Pune, India and sponsored by the Pune Chapter be approved. (Region-At-Large) e. That the charter of the Indian Institute of Technology Bombay (IIT) Student Branch, located in Mumbai, India and sponsored by the ASHRAE Mumbai Chapter be approved. (Region-At-Large) f. That the charter of the Finolex Academy of Management and Technology (FAMT Ratnagiri) Student Branch, located in Ratnagiri, India and sponsored by the ASHRAE Mumbai Chapter be approved. (pending completion of paperwork; Region-At-Large) g. That the College of Engineering Pune (COEP) Student Branch, located in Pune, India and sponsored by the Pune Chapter be approved. (Region-At-Large) h. That the Akdeniz University Student Branch, located in Antalya, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large) i. That the International Institute of Information Technology (IIIT) Student Branch, located in Hyderabad, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large) |
| 4 | 4 | That Section 9 and Appendix 9A of the MCO be updated as indicated in ATTACHMENT A to recognize Distinguished Lecturers as honored guests. |
| 5 | 7 | That Society include <i>Diversity</i> as one of Society's core values. |
| 6 | 7 | That Society develop a <i>Diversity and Inclusion</i> policy. |
| 7 | 8 | <p>That Society amend Chapter 2 of the Manual for Chapter Operations to include a Women in ASHRAE (WiA) as a chapter committee.</p> <p>That the Rules of the Board section 2.411.003 be updated as follows:</p> <p>2.411.003.4 Board-Approved Awards Not Named for Individuals</p> <p>S. The Lower-GWP Refrigeration and Air-Conditioning Innovation Award is established to recognize individuals who have developed or practiced innovative technological concepts applied in developing countries to minimize global warming potential (GWP) through refrigeration and air-conditioning management.</p> |
| 8 | 10 | That the attached revised program criteria for accrediting HVAC&R engineering technology programs under ABET are approved. |
| 9 | 11 | That the Undergraduate Program Equipment Grant annual budget for SY2018/2019 be \$165,000. |

- 10 15 That the changes to the GGAC Rules of the Board be approved.
- 11 15 That the changes to the GGAC Manual of Procedures be approved.
- 12 15 That \$2000.00 US dollars, effective July 1, 2018, to any region with chapters outside of the United States for transportation expenses in coordinating Day on the Hill (DOTH) activities.
- 13 16 That Society provide a searchable resource database of all published materials, inclusive of Journal articles for use by members and accessible through the ASHRAE website.
- 14 16 That Society join the Canadian Energy Efficiency Alliance.
- 15 17 That the Rules of the Board section 2.411.003 be updated as follows:
- 2.411.003.4 Board-Approved Awards Not Named for Individuals
S. The Lower-GWP Refrigeration and Air-Conditioning Innovation Award is established to recognize individuals who have developed or practiced innovative technological concepts applied in developing countries to minimize global warming potential (GWP) through refrigeration and air-conditioning management.
 - 2.411.003.5 Award Programs
C. This committee shall receive recommendations from the following committees and councils for awards and recommend them to Members Council for approval:
 - Award: Lower-GWP Refrigeration & Air-Conditioning Innovation Award
Recommending Committee: UN Environment Liaison Committee

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CHICAGO, IL	01-2018
1	4	Staff		Open	To update section 9 and Appendix 9A of the MCO.	
2	5	Staff		Open	To report the results of CRC Motion 39 to the Malaysia Chapter and publish on the website.	
3	8	Staff		Open	To report the status of CRC Motion 42 to the Pune Chapter and publish on the website.	
4	9	Staff		Open	To report the results of CRC Motion 29 to the India Chapter and publish on the website.	
5	11	Staff		Open	To report the results of CRC Motion 25 to the Illinois Chapter and publish on the website.	
6	12	Staff		Open	To report the status of CRC Motion 5 to the Central New York Chapter and publish on the website.	
7	12	Staff		Open	To report the results of CRC Motion 20 to the Brasil Chapter and publish on the website.	
8	13	Staff		Open	To send CRC Motion 10 to Society Rules Committee (SRC) for review.	
9	14	Staff		Open	To update the GGAC MOP.	
10	14	Staff		Open	To coordinate with Robin Bryant to establish database	
11	16	Staff		Open	To send CRC Motion 15 to SRC for review.	
12	17	Staff		Open	To send Motion 16 to BOD for consideration.	
13	17	Staff		Open	To report the status of Motion 16 to the Hellenic Chapter and publish on the website.	
14	17	Staff		Open	To report the results of CRC Motion 31 to the Florida West Coast Chapter and publish on the website.	
15	17	Staff		Open	To send to Technology Council for consideration.	
16	17	Erich Binder and Darren Nutter		Open	To discuss changes made to Motion 37 from Scholarship Trustees.	
17	18	Staff/Joyce Abrams		Open	To review current Members Council programs.	



**MINUTES
MEMBERS COUNCIL MEETING
JANUARY 23, 2018**

MEMBERS PRESENT:

Sheila J. Hayter, Chair	Darryl K. Boyce, Vice-Chair
Erich Binder, DAL	Chris Gray, Region VII RMCR
Essam Khalil, DAL	Tyler Glesne, Region IX RMCR
Dennis Knight, DAL	Scott Wayland, Region X RMCR
Daniel Rogers, Region XII DRC	Russ Lavitt, Region XI RMCR
Ng Yong Kong, Region XIII DRC	Robin Bryant, Region XII RMCR
Joseph Furman, Region I RMCR	Cheng Wee Leong, Region XIII RMCR
Dunstan Macauley, Region III RMCR	Dimitris Charalambopoulos, Region XIV RMCR
Steven Marek, Region IV RMCR	Richie Mittal, Region-At-Large RMCR
Doug Zentz, Region V RMCR	Doug Cochrane, Region II DRC**
John Rieke, Region VI RMCR	

NON-VOTING MEMBERS PRESENT:

Leslie Jonsson, CTTC Chair	Devin Abellon, MP
David Claridge, CEC Chair	William Simpson, SAC Chair
James Wolf, GGAC Chair	Jake Kopocis, YEA Chair
Charles Henck, H&A Chair	Oswaldo Bueno, DEC South America

GUESTS PRESENT:

Douglas Fick, DRC REG V	Ron Gagnon	Michelle Swanson
Michael Cooper, DRC REG VII	John Harrod	Mark Tome
Jon Symko, DRC REG VIII	Nathan Hart	Buzz Wright
Trent Hunt, DRC REG IX	Christine Keltner	Abhishek Khurana, LeaDRS II
Farooq Mehboob, DRC RAL	Carrie Kelty	Justin Ivey, LeaDRS REG VIII
Rami Alkhalil	Mark Miller	Meagan Gibbs, LeaDRS REG IX
Donald Brandt	Bert Phillips	Aditi Shah, LeaDRS RAL

STAFF PRESENT:

Joyce Abrams	Chandrias Jacobs	Jeremy Pollack
Tammy Catchings	Jeff Littleton	Jim Scarborough
Meagan Gotzmer	Julia Mumford	Anne Wilson
Vanita Gupta	Candace Pettigrew	Alice Yates
Daniel Gurley		

1. CALL TO ORDER

The 2018 Winter Meeting of Members Council was called to order by Sheila Hayter, Chair, on Tuesday, January 23, 2018 at 8:15 a.m. in the Crystal Room of the Palmer House Hilton Hotel in Chicago. Introductions of the Members Council members, guests and staff were made and those in attendance are included in the list above.

2. REVIEW OF AGENDA

There were no additions or changes to the agenda as written.



3. APPROVAL OF DRAFT MINUTES

It was moved by Mr. Zentz and seconded

- (1) That the draft minutes from the November 3-4, 2017 fall meeting of Members Council be approved.

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

4. SECTION AND STUDENT BRANCH CHARTERS

It was moved by Mr. Binder and seconded

- (2) That the charter of the Cedars Section, located in Koura, Lebanon and sponsored by the Lebanese Chapter be approved.

Background: During the service year 2016-2017, the Lebanese chapter changed the location of several meetings from Beirut city to locations situated at its North. We noticed that lot of different members were attending these meetings according to their place of residence and/or place of work; this is mainly because of the extremely high traffic jams in Lebanon where one can spend more than 2 hours for a 5 miles trip. The feedback from the attendees from each geographic area was: 'not to change the location of the meetings', and 'to have dedicated improved service per area. Thus the need of having a section serving North of Beirut up to the North frontier arouse.

This type of request is common in Lebanon since many engineering communities provide their services per geographic area. Note that the Order of Engineers and Architects (OEA) in Lebanon has two main entities; one in Beirut the other in the North. Both OEA's are part of ASHRAE Associate Society Alliance. Lebanon Green Building Council has also a dedicated section to serve the North.

Accordingly, some members gathered to sign the attached petition, among them is the member Anthony Azar who is serving now as the president of the Mechanical branch in the OEA Tripoli (covering the North); he will act as the section representative.

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

It was moved by Mr. Binder and seconded

- (3) That consent motions a. through i. as shown below be approved:
 - a. That the charter of the New York Institute of Technology (NYIT) Student Branch, located in New York, New York and sponsored by the Long Island Chapter be approved. (Region I)
 - b. That the charter of the University of Central Oklahoma (UCO) Student Branch, located in Edmonton, Oklahoma and sponsored by the Central Oklahoma Chapter be approved. (Region VIII)
 - c. That the charter of the Dublin Institute of Technology (DIT) Student Branch, located in Dublin, Ireland and sponsored by the Ireland Chapter be approved. (pending completion of paperwork; Region XIV)
 - d. That the charter of the International School of Business and Media (ISB&M) Student Branch, located in Pune, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
 - e. That the charter of the Indian Institute of Technology Bombay (IIT) Student Branch, located in Mumbai, India and sponsored by the ASHRAE Mumbai Chapter be approved. (Region-At-Large)



- f. That the charter of the Finolex Academy of Management and Technology (FAMT Ratnagiri) Student Branch, located in Ratnagiri, India and sponsored by the ASHRAE Mumbai Chapter be approved. (pending completion of paperwork; Region-At-Large)
- g. That the College of Engineering Pune (COEP) Student Branch, located in Pune, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
- h. That the Akdeniz University Student Branch, located in Antalya, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- i. That the International Institute of Information Technology (IIIT) Student Branch, located in Hyderabad, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large)

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

5. MEMBERS COUNCIL STANDING COMMITTEE REPORTS

5.1 RP Committee Report

The following was reported by John Rieke, RP Chair

Information Items

1. PAOE Recommendations: The RP Committee made their 2018-19 PAOE recommendations to the PAOE Subcommittee and recommends the following attached changes. (Attachment 5.1A).
2. Goal: **\$2,450,000**

Region	YTD Results	Last Year This Month	% Ahead/ Behind	Total Regional Goal	
I	\$51,605	\$69,587	-25.8%	\$201,500	RVC: Tom Zoller - Regional Full Circle
II	\$40,958	\$46,601	-12.1%	\$176,000	RVC: Mark Lawrence
III	\$74,945	\$76,202	-1.6%	\$189,700	RVC: JD Karnik - Regional Full Circle
IV	\$54,147	\$58,179	-6.9%	\$180,000	RVC: Matt Rowe - Regional Full Circle
V	\$47,491	\$45,166	5.1%	\$130,000	RVC: Jack Kibort - Regional Full Circle
VI	\$30,007	\$34,401	-12.8%	\$177,000	RVC: Duane Rothstein
VII	\$30,607	\$21,808	40.3%	\$136,250	RVC: Scott Peach
VIII	\$140,993	\$113,455	24.3%	\$420,150	RVC: Mike Donovan - Regional Full Circle
IX	\$67,163	\$39,271	71.0%	\$247,000	RVC: Cory Law
X	\$52,686	\$53,988	-2.4%	\$186,400	RVC: Karine Leblanc - Regional Full Circle
XI	\$35,774	\$29,826	19.9%	\$170,000	RVC: Ruth Armstrong
XII	\$43,471	\$50,806	-14.4%	\$150,000	RVC: Jason Hardman - Regional Full Circle
XIII	\$18,049	\$28,580	-36.8%	\$48,200	RVC: Ching Loon Ong - Regional Full Circle
XIV	\$2,714	\$710	282.3%	\$3,500	RVC: Liviu Geo Drughean
RAL	\$13,518	\$12,675	6.7%	\$25,300	RVC: Aakash Patel - Regional Full Circle
TOTALS:	\$704,128	\$681,255	3.4%	\$2,450,000	



3. The RP Committee discussed and approved the attached 2018-2019 Centralized Training Plan. This includes supporting Region XIII, XIV, and RAL by conducting staff led Training at these Regions' CRC. (Attachment 5.1B)

RP MBO Update: Attachment 5.1C

5.2 Chapter Technology Transfer Committee Report

The following was reported by Leslie Jonsson, CTTC Chair

It was moved by Mr. Khalil and seconded

- (4) That section 9 and Appendix 9A of the MCO be updated as indicated in Attachment(s) 5.2A to recognize Distinguished Lecturers as honored guests.

Background: This motion is part of a larger discussion that CTTC has been having with the Chapters, Regions, RMCRs, and DRCs. Overall, the feedback we receive from Distinguished Lecturers regarding their experiences at the Chapters is overwhelmingly positive. However, we have received consistent feedback that there is a sense that some Chapters are not as aware of their hosting responsibilities as others. The hope is that by requesting this addition to the MCO the conversation will continue and Chapters will have a solid set of recommended guidelines in the MCO.

Fiscal Impact: None

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

AI 1 Staff to update section 9 and Appendix 9A of the MCO.

Information Items:

1. In response to referred Members Council Motion Region XIII (Malaysia Chapter) – CRC Motion 39: That CTT Committee insert into Manual of Operations (MOP) of CTTC under the ASHRAE Distinguished Lecturers Program the following clause:

That any Distinguished Lecturer who visits any Professional or Engineering Institution/Association, Trade Association or Government Agency of another country to conduct lectures, seminars, conferences, workshops, etc. in his personal capacity which is not under a DL program be strongly encouraged:

To notify the local ASHRAE Chapter and ASHRAE of his/her planned visit to participate in events such as lectures or seminars or conferences or workshops with any Institution/Association/Government Agency of the local chapter such that ASHRAE and the local Chapter are aware of his/her involvement with the local Institution/Association/Government Agency prior to the event and his/her visit. However, this request for notification is not required if a DL is engaged for his/her services in a commercial deal with a private corporation and provided it does not ultimately involve the participation of any Institution/Association/Government Agency. It also does not apply to a DL visiting any chapter within North America but only for visits to another country

CTT Committee Response. CTTC was not in favor of this motion by a vote of 0-16-1, chair not voting. The Committee felt that it was not appropriate to ask a DL to notify a Chapter of his/her plans if he/she is not traveling on ASHRAE related business. There was concern that

notifying a Chapter, as outlined in the motion, could cause conflicts or confusion regarding what the DL's time should be used for. There was also concern that there was a strong potential for conflicts of interest.

There is nothing to stop a DL who is traveling on non ASHRAE related business from contacting a Chapter just to provide notification of his/her travel or to arrange a Chapter visit. However, the Committee felt it was best to leave this entirely to the DL's discretion and allow the lecturer to use his/her judgement.

AI 2 Staff to report results to the Malaysia Chapter and publish on the website.

2. The free annual CTTC Webcast, "Making Energy Efficiency a Reality" Is scheduled to broadcast live on April 19, 2018 from 1-4 pm EDT. This year's Webcast presenters are Tom Durkin, Mark Frankel, and Chris Mathis. Three Professional Development Hours (PDHs) may be awarded to participants who complete the online Participant Reaction Form by May 4, 2018. Chapters may earn 100 PAOE points by hosting the webcast.
3. "The Future of Refrigerants in Unitary and VRF Systems" will be the subject of the April 2019 Webcast. The Webcast program title, format, and presenters will be selected by the 2018-19 Webcast Ad Hoc Subcommittee.

The Webcast Ad Hoc also plans to make significant changes to the format of the Webcast for the 2019 program. The goals behind the format changes are to increase viewership, increase the overall value to the Member, and decrease the overall budget. The Committee is confident that all of these goals can be met while continuing to produce a high quality, technically relevant program.

4. The DL program has a total of 195 allocated visits available to the Chapters during the 2017-18 Society year. Currently, 190 of the 195 allocated visits have been confirmed. The Chapters still have 5 common pool visits at their disposal, which are available on a first come, first served basis. An additional 48 non-allocated visits have also been scheduled and confirmed.

Eleven of the 73 lecturers participating in the DL program this year are from countries outside of the U.S. and Canada – Argentina, Denmark, Egypt, Malaysia, Mexico, Singapore, Sri Lanka, Thailand, United Kingdom, India, and Italy. DL presentations are available in 11 languages other than English.

5. CTTC reviewed 10 DL nominees as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 72 DLs for the 2018-19 Society year. Five new DLs will begin two-year terms in July 2018. The DL Review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by the Chapters.
6. A DL "mixer" was held on Friday evening at the Las Vegas meeting. CTTC is very excited that close to 40 DLs participated in this year's mixer. The Mixer was very well received and the Committee plans to make this an ongoing event, to be held each year at the Society Winter Conference.

In addition to the mixer, DLs were invited to an open forum with the CTT Committee. The intent was to have open dialogue between the DLs and members of CTTC. Feedback from

this forum was overwhelmingly positive and was the first time this group of members has met as a group to brainstorm improvements and share best practices.

7. Thirty-four Technology Award entries were submitted to this year's Society-level competition. The Judging Panel selected eighteen projects for awards: seven first place, four second place, and seven honorable mention.

CTTC is very excited to also be recognizing one project with the Award of Engineering Excellence. This award is not presented every year and is awarded to a first place winner of the Society-level Technology Awards for an outstanding application of innovative design and effective energy utilization.

First place entrants and building owner representatives were recognized at the Chicago meeting's Plenary. Winning projects will be featured in the ASHRAE Journal and High Performing Buildings during 2018.

CTTC MBO Update: Attachment 5.2B

5.3 Conferences and Expositions Committee Report

The following was reported by David Claridge, CEC Chair

Information Items

1. The 2018 ASHRAE Winter Conference technical program featured 17 conference paper sessions (67 conference papers presented), 6 technical paper sessions (18 technical papers presented), 67 seminars, 5 workshops, 2 forums, 3 debates and 1 panel discussion.
2. The following conferences took place between July 2017 and December 2017:
 - ASHRAE Building Performance Analysis Conference Sept. 27-29, 2017, in Atlanta, Ga. It is the fourth consecutive modeling conference and sixth overall for ASHRAE. 136 registrants from 11 countries attended the conference. The third annual ASHRAE LowDown Showdown modeling competition took place at the conference. The conference was revenue positive.
 - Second ASHRAE Developing Economies Conference took place Nov. 10 - 11, 2017, in Delhi, India. The conference was co-organized by ASHRAE, the ASHRAE India Chapter and ISHRAE. The conference was attended by about 260 people each day. Total registration was about 360. The conference featured two keynote speakers, nine sessions and an exhibitor showcase of 11 manufacturers as well as a panel discussion with the UN Environment. The conference made a profit of about \$25K.
3. The following conferences are in process:
 - Sept 26-28, 2018 Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA.
 - Third International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies, October 4-5, 2018, Beirut, Lebanon
4. The following specialty conferences are under consideration:
 - a. Sept – Oct 2019 ASHRAE Building Performance Analysis Conference
 - b. Buildings Envelope Conference, December 2019, in Clearwater, FL
 - c. IAQ 2020
 - d. Cold Climate 2021



5. The registration fees for the 2019 ASHRAE Winter and Annual Conferences will be:

Member Pre-Registration	\$475	Non Member Pre-Registration	\$685
Member Onsite	\$625	Non Member Onsite	\$830
Member One Day	\$240	Non Member One Day	\$285
Student	\$25	Non Member Student	\$55
Speaker	\$120		

6. Future Annual and Winter Conference Sites

- a. Annual, June 2018 – Houston
- b. Winter, January 2019 – Atlanta
- c. Annual, June 2019 – Kansas City
- d. Winter, February 2020 – Orlando
- e. Annual, June 2020 – Austin
- f. Winter, January 2021 – Chicago
- g. Annual, June 2021 – Phoenix
- h. Winter, January 2022 – Las Vegas
- i. Annual, June 2022 – Toronto
- j. Winter, February 2023 – Atlanta

CEC MBO Update: Attachment 5.3A (CEC MBOs for 2017-2018)

5.4 Membership Promotion Committee Report

The following was reported by Devin Abellon, MP Chair

It was moved by Mr. Knight and seconded

- (5) That Society include *Diversity* as one of Society's core values.

Background: Society and Members Council have received recommendations from various committees, subcommittees, and ad hoc committees related to increasing ASHRAE's diversity both in membership and in participation in all aspects of Society (including technical activities) and making Society more inclusive. A core value of Diversity will complement our values of Excellence, Commitment, Integrity, Collaboration and Volunteerism; indicating the way Society works to fulfil our mission and vision.

Fiscal Impact: None

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

It was moved by Mr. Knight and seconded

- (6) That Society develop a *Diversity* and *Inclusion* policy.

Background: Diversity and Inclusion is critical to the growth of ASHRAE. A Diversity and Inclusion policy will help identify and address systemic barriers embedded within policies, practices, programs and services that inadvertently exclude individuals and/or communities. ASHRAE succeeded in promoting diversity at the board of directors; however other areas such as the chapter officers and committees may not accurately represent the demographics of our membership. By developing a Diversity and Inclusion policy, we pledge commitment to diversity in all staff, volunteers, and audiences, including full participation in programs, policy formulation, and decision-making.



Fiscal Impact: None

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

It was moved by Mr. Knight and seconded

- (7) That Society amend Chapter 2 of the Manual for Chapter Operations to include a Women in ASHRAE (WiA) as a chapter committee.

Background: The Women in ASHRAE (WiA) initiative is intended to raise the awareness of diversity and inclusion within Society. The chapter WiA committee will foster Society's commitment to a diverse and inclusive membership, promote participation in all aspects of Society and guide best practices for chapter operations. A number of chapters are currently already operating WiA committees and events. Definition of the WiA committee within the Manual for Chapter Operations will complement the new CIQ position.

The chair of this committee would be a position appointed by the chapter president-elect.

Fiscal Impact: None

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

Information Items:

Referred Motions:

Region-At-Large (Pune Chapter) – CRC Motion 42:

That Society credit to ASHRAE Certified Professionals (like BEMP, BEAP) a certain number of years of experience (similar to PE) when considering them for advancement to membership grade.

MP Committee Response: Membership Promotion Committee agrees with the intent of this motion, but would like to have sufficient time to review the eligibility requirements of the various certifications before setting a number of points to be awarded. This was referred to the Retention Subcommittee for review and a final number of points will be determined at the 2018 Annual Meeting in Houston; for implementation by July 1, 2018.

AI 3 To report status to the Pune Chapter and publish on the website.

Region-At-Large (India Chapter) Motion 29:

That RAL MP Chairs be reimbursed for transportation to RAL CRC and MP training to be conducted at the same format, content and quality as the centralized training at the RAL CRC.

MP Committee Response: MP was not in favor of this motion by a vote of 0-15-0-2, chair not voting. The MP Committee agrees with the spirit of the motion to help ease the financial burden on chapter chairs to attend CRC and Centralized Training. The committee is continuously exploring options to expand training opportunities to make training more cost-effective and accessible. MP Centralized Training is currently already being offered at the RAL CRC on a rotating basis every other year, with the expectation that this will change to every three years with the addition of Region XIV. However, the committee is not in favor of offering Centralized Training at each RAL CRC, as this may set a precedent for other regions to expect dedicated Centralized Training at their CRC, something that the committee does not feel they have time or resources to effectively support. The MP Committee will allow all MP Chairs and Co-Chairs to attend CT at the Annual Meeting. Region XIII, XIV and at Large MP Chairs and

Co-Chairs also have the opportunity to attend an alternate International CT at one of the three region's CRC. MP Chairs and Co-chairs from Regions 1-12 will have the opportunity to attend an alternate CT training in Atlanta or another location depending on the Annual Meeting's location.

AI 4 Staff to report results to the India Chapter and publish on the website.

1. Retention:

As of December 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2016	56,435	36,103	4,072	5,822	2,424
2017	56,189	39,722	3,357	5,103	2,835

- The developing economies membership program is in its ninth year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2017, there were a total of 1,195 (includes all new grades that were added) members participating.
- The Retention Subcommittee brainstormed the three biggest challenges for retention.
- The subcommittee is working in tandem with Recruitment to get the word out about #myashrae
- Auto-renewal was discussed and decided it was worth additional research once the new database was in place.
- Several membership recruitment initiatives with Marketing and how to accentuate the value of membership.

2. Chapter Chair Training & Development:

- MP will host Centralized Trainings in Houston, Atlanta and an international one to be determined.
- CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.
- Set a goal to train 60 MP Chairs in Houston.
- Will allow all MP Chairs to attend Houston CT, then Regions I-XII will attend second in Atlanta and Regions XIII, XIV, and RAL will attend the international one.

3. Recruitment:

- Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- Develop a plan to promote international growth, particularly XIV.
- Use this information to share with other chapters best practices they can utilize.
- Continue to maintain tools for recruiting members for MP Chairs.

4. Member Communication:

- Assigned the Women in ASHRAE initiative to explore ways to expand diversity.
- Motions presented for WIA additions to MCO and MP MOP
- Exploring if Sister Chapters are work additional investigation.

Members Council went into Executive Session

5.5 Student Activities Committee Report

The following was reported by William Simpson, SAC Chair

It was moved by Mr. Binder and seconded

- (8) That the attached (Attachment 5.5A) revised program criteria for accrediting HVAC&R Engineering technology programs under ABET are approved.

Background: ASHRAE is one of thirty-five member professional societies that comprise ABET, which accredits over 3800 educational programs in 31 countries. Within ABET, ASHRAE is the lead society for HVAC&R engineering technology programs and is a cooperating society for architectural engineering and environmental engineering programs. (ASHRAE is also pursuing opportunities to partner with ASME as a cooperating society for mechanical engineering and mechanical engineering technology programs.) To be accredited by ABET, a program must comply with an overarching set of general criteria that apply to all program disciplines as well as discipline-specific program criteria. As lead society for HVAC&R engineering technology programs, ASHRAE is responsible for developing and maintaining the specific program criteria used in the accreditation of these programs.

ABET is currently revising the format and content of both the general and program criteria for all engineering technology programs. ABET has requested that all lead societies submit revised program criteria that identify the curriculum and faculty requirements specific to the program, using a template provided by ABET. The Accreditation Subcommittee of the Student Activities Committee has developed the revised program criteria.

The HVAC&R engineering technology program criteria have not been revised in over twenty years. To guide this revision, SAC organized a Forum at the 2017 Summer Meeting to raise awareness of accreditation and solicit input on the criteria. Drawing on this input, the Accreditation Subcommittee developed a draft set of criteria and distributed the draft to all ASHRAE Student Branch Advisors affiliated with engineering technology programs for further comment. Subsequent comments were incorporated into the proposed criteria.

Historically, designated ASHRAE ABET representatives and the Student Activities Committee have been fully empowered to make recommendations to ABET without further approvals. Given the historical nature of this criteria revisions, it was recommended by Executive Vice President Jeff Littleton that additional approvals be sought from Members Council and the Board of Directors.

Fiscal Impact: None

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

It was moved by Mr. Binder and seconded

- (9) That the Undergraduate Program Equipment Grant annual budget for SY2018/2019 be \$165,000.

Background: Each year the Student Activity Grant subcommittee funds about 25 grants with a maximum dollar amount of \$5,000 each. The Undergraduate Program Equipment Grant budget also funds the transportation to the winter meeting for the top two teams.

We've seen the number of Undergraduate Equipment Grants increase. The current grant is set at \$128,000 which includes costs for the top two groups to travel and attend the winter meeting.



This amount has remained constant for the last two years. In this same period of time we have seen significant growth in the quantity of applicants. There are many success stories of the grant:

We are seeing tremendous growth. There were 39 applications in 2015, 46 applications in 2016, and 58 applications in 2017. That's an increase of 48 % since the current funding was set, and a 26% increase in applicants since last year alone.

We are seeing new institutions applying for grants. 22 of the 58 applicants are applying for grants the first time.

There is a strong support for the student branch. This program recognizes ASHRAE student members and student branches. 49 of 58 applicants have active student branches.

We also see this as a mechanism to increase industry relationships by matching programs. 10 applicants were able to obtain additional industry funding.

The international growth of ASHRAE is also reflected in the applications. This year 45% of the applications are from outside of North America.

These are great success stories, and have done well to promote ASHRAE to post-secondary students. Each year there are several quality grant applications which do not get funded. These projects promote the art and science of heating, ventilating, air conditioning and refrigeration to serve humanity and promote a sustainable world. The Student Activity Grant subcommittee would like to fund additional projects that promote ASHRAE and impact more lives throughout society.

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

Information Items

Referred Motions

Illinois Chapter – Motion 25 (06/27/2017):

That Society Student Activities Committee research annual grade school or high school competitions that inspire and attract students to the art and science of HVAC&R and select one to partner with as a Society.

SA Committee Response: SAC was not in favor of the motion by a vote of 0-17-0, chair not voting. The motion requests the Student Activities committee to research K12 competitions that ASHRAE could partner with. The background information recognizes that the Student Activities Committee is partnering with DiscoverE and Solar Decathlon. In addition to these, we also have existing partnerships with Future City competition that is consistent with the motion request. The Student Activities Committee works with Race to Zero and more recently have begun working with STEM Scouts. To provide the necessary attention to our new partnership with STEM Scouts, we respectfully ask that the additional work associated with researching new areas for ASHRAE involvement be clarified in terms of suggested organizations that the Illinois chapter may have in mind. If a proposed partner organization had synergy with ASHRAE mission, we would happily consider the opportunity to increase ASHRAE's brand awareness in K12/STEM. At this time, the K12/STEM subcommittee has some concern that additional partner organizations beyond our current scope will tax Student Activities Committee volunteer and staff resources and thus we recommend that the motion be defeated.

AI 5 Staff to report results to the Illinois Chapter and publish on the website.



Region I (Central New York Chapter) – CRC Motion 5:

That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region's CRC (Smart-Start Weekend).

SA Committee Response: We would like to defer this to Houston (Annual Meeting). This motion requires further discussion by our subcommittee. This would be a major undertaking, and we still have several questions / concerns that we'd like to further vet. We have a chair assigned MBO to address this. The fiscal impact of \$75,000 is quite significant and before moving forward we'd like to be sure that this would be something applicable to all regions. We will be discussing in our future conference calls and at the Annual Meeting. We will prepare our formal response to be reviewed at Members Council at the Annual Meeting.

AI 6 Staff to report status to the Central New York Chapter and publish on the website.

SAC MBO Update: Attachment 5.5B

5.6 Young Engineers in ASHRAE Committee Report

The following was reported by Jake Kopocis, YEA Chair

Information items:

Referred Motions:

Region XII (Brasil Chapter) Motion 20:

That all non-North American attendees for YEA Leadership Weekend have all travel costs reimbursed.

YEA Response: YEA was not in favor of this motion by a vote of 0-15-0, chair not voting. There are currently 2 scholarships available to Region XII that are not utilized.

AI 7 Staff to report results to the Brasil Chapter and publish on the website.

Motion 32 (06/27/2017):

That the list of items selected from the MCO (to attract millennials), as shown below be referred to the YEA Committee for consideration and development.

1. SECTION 2 CHAPTER COMMITTEES
(*Emphasis on committees that could interest Millennials such as*):
 - Student Activities Committee
 - 2.11 Membership Promotion Committee
 - 2.15 Reception Committee: (*This committee sees a lot of people*)
 - 2.18 Special Events Committee
 - 2.19 Young Engineers in ASHRAE (YEA) Committee
 - 2.20 Electronics Communications Committee and/or Chapter Webmaster
 - 2.21 Sustainability Committee
2. Appendix 5E: Ideas for Chapter Programs
3. SECTION 8 MANAGEMENT BY OBJECTIVES
4. Appendix 10D: Ideas for Special Projects and Programs for Student Branches

5. SECTION 13 MENTORING

If prioritized, recommendations would be in this order: 4, 5, 2, 1, 3

YEA Response: YEA Executive Committee is assigning to the subcommittee chairs. The point of contact will be YEA Committee Chair.

- I. Grassroots transition document
 - a. Jake will provide transition document to chapter presidents at the chapter presidents training.
 - b. New procedure will start in April, but reimbursement will start July 1st.
 - c. Maybe opportunity to get airfare reimbursement early for the three spring CRCs.
- II. College of Fellows coordination plan
 - a. Improved communication and involvement
 - b. Facebook communication, College of Fellows going to get on FB.
 - c. Mentoring workshop - they will host workshop (mentoring) with Ralph.
 - d. PAOE Subcommittee update (Kunkel) – Review and send before Feb 1st.
 - i. Let Steph know if there are additional points for subcommittees.
 - e. Changes for YCC reporting (Kunkel)
 - f. YEA Award Changes (group discussion) Three awards given.
 - i. Award of Individual Excellence – About moving YEA agenda forward, YCC chair or chapter presidents nominated by YRCs.
 - ii. New Faces: typically goes to Fall CIBSE conference, other CIBSE conference is bigger. – Significant contribution to industry.
 1. There is a strong desire from the YEA committee to keep this going.
 2. Need YEA and ASHRAE Executive to still collaborate to keep the prestige.
 3. Typically awarded in February.
 - iii. Also there is the recently approved Developing Leader Award – Greg to upload criteria to Basecamp.
 - iv. Highlight international candidate if applicable.
 - g. Leadership Academy in May. Great opportunity for incoming YRC, and many others.

5.7 Grassroots Government Advocacy Committee Report

The following was reported by James Wolf, GGAC Chair

It was moved by Mr. Kong and seconded

(10) That the changes to the GGAC Rules of the Board be approved.

Background: An Ad Hoc Subcommittee of GGAC has been working for a year looking at the structure of GGAC to determine if any changes should be made to that structure. This suggestion was first brought to the Committee in early 2017 by the Board ExO serving on GGAC. These changes represent some slight alterations in who may serve as Committee officers, removing the position of 2nd Vice Chair and streamlining the Committee. These changes have been reviewed by the Society Rules Committee (SRC). (Draft document – Attachment 5.7A)

Fiscal Impact: --0--

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

AI 8 Staff to send Motion 10 to Society Rules Committee (SRC) for review.

It was moved by Mr. Kong and seconded

- (11) That the changes to the GGAC Manual of Procedures be approved.

Background: The proposed changes to the GGAC MOP are part of the change in structure recommended by the Ad Hoc Subcommittee of GGAC that has been working for a year looking at the structure of GGAC to determine if any changes should be made to that structure. These changes are as a result of the proposed change to the GGAC ROB outlined in Motion 1. In addition to changes in Committee officers, more detail is provided regarding duties and responsibilities of the Committee members. (Draft document – Attachment 5.7B)

Fiscal Impact: --0—

MOTION 11 PASSED. (unanimous voice vote, chair not voting)

AI 9 Staff to update GGAC MOP.

It was moved by Mr. Kong and seconded

- (12) That \$2000.00 US dollars, effective July 1, 2018, to any region with chapters outside of the United States for transportation expenses in coordinating Day on the Hill (DOTH) activities.

Background: ASHRAE does not provide government staff services employed full time for the seven regions outside of the United States. This motion will allow and facilitate more activity of volunteers in the education of legislative officials as to ASHRAE's services in reducing energy consumption through regulation using our design standards and guidance. Often travel to legislatures may be more expensive to reach due to long distances to legislatures. Currently, without direct staff knowledge in government affairs in other countries prevents ASHRAE from radiating its knowledge base. This places ASHRAE members at a disadvantage for gaining the full services of membership outside of the US.

Fiscal Impact: \$14,000 (\$2,000 USD per region)

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

It was moved by Mr. Kong and seconded

- (13) That Society provide a searchable resource database of all published materials, inclusive of Journal articles for use by members and accessible through the ASHRAE website.

Background: To the best of this committee's knowledge there is not a master list of current published resources, such as but not limited to, Standards, Guidelines, Handbooks, and Position Documents available for membership. In an effort to simplify access to the most current standards and position papers to be utilized for "Day on the Hill" events, GGAC developed a spreadsheet listing the most current version of the resources. These efforts identified the need for a central searchable library for member's use.

Fiscal Impact: Unknown

MOTION 13 POSTPONED. (postponed until the 2018 annual conference)

AI 10 Staff to coordinate with Robin Bryant to establish database.

It was moved by Mr. Kong and seconded

(14) That Society join the Canadian Energy Efficiency Alliance.

Background: With ASHRAE becoming more involved in the Government Advocacy role outside of the United States, the Society needs to join some of the Alliances in other countries similar to the ones that ASHRAE is currently involved with in the United States. As ASHRAE has no Canadian advocacy staff compliment, the Canadian Energy Efficiency Alliance (CEEA) could assist ASHRAE in providing a voice at the Federal level of the Canadian government. The CEEA is associated with the Alliance to Save Energy (ASE) of which ASHRAE is a member and this is a natural extension.

Fiscal Impact: \$5000 CDN / year

MOTION 14 PASSED. (unanimous voice vote, chair not voting)

Information Items

1. For the past six months, GGAC has been conducting a Pilot Project in four ASHRAE Regions where maps are created that outline each Chapter and that includes accompanying contact information for local (Chapter), regional and Society contacts. This Pilot Project will be open to other Regions on a voluntary basis, as long as the expansion is done on a voluntary basis and at no cost to ASHRAE. Further, the Maps would be made available only to Members (i.e., inside the firewall), with testing and evaluation conducted by Members.
2. A recommendation will be sent to the Honors and Awards Committee nominating an ASHRAE member for the Grassroots Government Advocacy Award.
3. Planning is underway for Day on the Hill (DOTH) visits in several states and jurisdictions. At this point approximately 12 are planned in the United States and Canada. Additionally one DOTH visit has already occurred this calendar year and was conducted by the ASHRAE Chapter in Puerto Rico. Other locations are Kentucky, Oklahoma, Arizona, New York, Indiana, Michigan, Ohio, Georgia, North Carolina, South Carolina, two in Canada (one national, one provincial). The goal is to have 15-20 this year.
4. A new program is being developed for initiating contacts with U.S. Members of Congress (House and Senate) at the local state and district offices.
5. It was discovered that one of the first committees established in ASHRAE (then the American Society of Heating and Ventilating Engineers (ASHVE)) in 1895 was a "Legislation Committee" whose purpose was "to favor legislation compelling ventilation of all public buildings in accordance with the standards of this society." Additionally, one of the original objectives of ASHVE was "to favor legislation compelling the ventilation of all public buildings in accordance with the standards of this society," and "to encourage legislation favorable to improvement in the arts of heating and ventilation, and to oppose legislation inimical to the business of the engineer." While GGAC may be a new committee to ASHRAE, legislative efforts go way back to the very beginning of the Society.
6. Review of and recommendations for additions and changes to the GGAC PAOE points was completed at this meeting and will be sent to the PAOE Committee.

GGAC MBO Update: Attachment 5.7C



5.8 Honors and Awards Committee Report

The following was reported by Charles Henck, H&A Chair

It was moved by Mr. Khalil and seconded

(15) That the Rules of the Board section 2.411.003 be updated as follows:

2.411.003.4 Board-Approved Awards Not Named for Individuals

S. The Lower-GWP Refrigeration and Air-Conditioning Innovation Award is established to recognize individuals who have developed or practiced innovative technological concepts applied in developing countries to minimize global warming potential (GWP) through refrigeration and air-conditioning management.

2.411.003.5 Award Programs

C. This committee shall receive recommendations from the following committees and councils for awards and recommend them to Members Council for approval:

Award: Lower-GWP Refrigeration & Air-Conditioning Innovation Award

Recommending Committee: UN Environment Liaison Committee

Fiscal Impact: \$200-\$500; UN Environment will be responsible for funding travel and for certificate preparation.

Background: This award is to be jointly given by ASHRAE and United Nations Environment in recognition of innovative design, research or practice of low-GWP technologies for refrigeration and air-conditioning applications in developing countries.

The benefit to ASHRAE sponsoring the award is to heighten awareness of the Society among stakeholders in the government sector at local, provincial, national and international levels.

The Honors and Awards Committee members that voted against the motion or abstained expressed a level of discomfort with the information presented and felt adequate information was not provided. Additionally, there was concern that it is not stated how many ASHRAE members will serve on the judging panel.

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

AI 11 Staff to send Motion 15 to Society Rules Committee (SRC) for review.

H&A MBO Update: Attachment 5.8A

6. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

The following was reported by Dunstan Macauley, Planning Subcommittee Chair

Planning Subcommittee CRC Motions:

It was moved by Mr. Macauley

Region XIV (Hellenic Chapter):

(16) That ASHRAE create a Regional Office of ASHRAE in Europe (Region XIV) to accommodate and facilitate chapters and members in the Region.

Background: The Regional Office can help in real time the Chapters/Sections/Student Branches and also all of the ASHRAE members that reside in the EU that are not assigned to a chapter yet. There are about 1,000 of ASHRAE members in the EU that are not assigned to Chapters/ Sections/Student Branches so one of the targets of this office could be to better serve them.

Fiscal Impact: TBD.

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

AI 12 Staff to send motion to BOD for consideration.

AI 13 Staff to report the status to the Hellenic Chapter and publish on the website.

Region XII (Florida West Coast Chapter) – CRC Motion 31:

(17) That a referral be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in ASHRAE documentation by January 1, 2019.

Fiscal Impact: None.

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

AI 14 Staff to report results of CRC Motion 31 to the Florida West Coast Chapter and publish on the website.

AI 15 Staff to send to Tech Council for consideration.

B. Region Operations Subcommittee Report

Isabelle Lavoie, Region Operations Subcommittee Chair, deferred report until the next Members Council meeting (via conference call; February 22, 2018 – 8:00 am – 11:00 am)

C. PAOE Subcommittee Report

Russ Lavitt, PAOE Subcommittee Chair, reported that there were no updates.

7. OLD BUSINESS

A. Rescind Motion 37B (11/5/2017) – from Scholarship Trustees (Attachment 7A)

AI 16 Erich Binder and Darren Nutter to discuss changes made to original motion.

B. Status of Referrals from Members Council to other Councils (Attachment 7B)

C. Review of Action Items (Attachment 7C)

Complete: AI 9; 22; 42; 57; 61-64; Ongoing: AI 10 – 13; 15 - 17

D. CRC Schedules (send updates to ygrant@ashrae.org) (Attachment 7D)



8. NEW BUSINESS

A. Major Giving Program

Mr. Binder reported that the Development Committee was working on building and growing the Major Gifts Program. The committee created three task forces to address the major gift work: Philanthropy Task Force (identify members and partners with the capacity to make a significant gift); Rapid Response Task Force (respond to the needs of prospective donors in a timely manner); and a Funding Priorities Task Force (identify funding priorities that attract major gift donors). Funds are needed for research, student scholarships, and to support ASHRAE. An appeal was made for donors and ideas for funding options.

B. 2018-2019 Presidential Theme

Connectivity – Human Health & Well-being – Preparedness

9. OTHER BUSINESS

i. Members Council Programs (request from Finance Committee)

AI 17 Joyce Abrams/staff to review current Members Council programs.

10. UPCOMING MEMBERS COUNCIL MEETING

- 1) Via Conference Call: February 22, 2018 (9:00 am – 11:00 am)
- 2) Tuesday, June 26, 2018 – Houston, Texas (8:15 am – Noon)

11. ADJOURNMENT

Ms. Hayter adjourned the Members Council Meeting at 12:00 noon

Attachments:

- 5.1 – RP Committee Report
 - 5.1A – RP 2018-19 PAOE Recommendations
 - 5.1B – RP 2018-19 Centralized Training Schedule
 - 5.1C – RP 2017-18 MBO Update
- 5.2 – CTTC Committee Report
 - 5.2A – CTTC Section 9 MCO/Appendix 9A MCO
 - 5.2B – CTTC 2017-18 MBO Update
 - 5.2C – CTTC 2018-19 PAOE Recommendations
- 5.3 – CEC Committee Report
 - 5.3A – CEC 2017-18 MBO Update
- 5.4 – MP Committee Report
- 5.5 – SAC Committee Report
 - 5.5A – SAC Revised Program Criteria
 - 5.5B – SAC 2017-18 MBO Update
 - 5.5C – SAC 2018-19 PAOE Recommendations
- 5.6 – YEA Committee Report
- 5.7 – GGAC Committee Report
- 5.8 – H&A Committee Report
 - 5.8A – H&A 2017-18 MBO Update
- 7A – Original Motion from Scholarship Trustees
- 7B – Status of Referrals from Members Council to other Councils
- 7C – Review of Action Items
- 7D – CRC Schedules

RP Committee
Report to Members Council
From Meeting of January 20, 2018

Members Present

John Rieke, Chair	Matt Rowe, IV	Ruth Armstrong, XI
Derek Crowe, Vice Chair	Jack Kibort, V	Jason Hardman, XII
Scott Martin, Vice Chair	Duane Rothstein, VI	Ching Loon, XIII
Anthony Jonkov, Vice Chair	Scott Peach, VII	Aakash Patel, RAL
Tom Zoller, I	Mike Donovan, VIII	Guy Perreault, ARC
Mark Lawrence, II	Cory Law, IX	Dennis Knight, BOD ExO
JD Karnik, RVC-III	Karine Leblanc, X	

Members Absent

Liviu Drughean, XIV	Tiffany Abruzzo, Consultant
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Guests

Chuck Gulledge	Michael Cooper	Larry Markel
Tom Watson	Mark Miller	Keith Yelton
Jim Fields	Stephen Wren	Megan Judge
Christine Keltner		

Staff

Julia Mumford	Kim Mitchell
Megan Gotzmer	Nicole Blount

Motions: None.

Information Items

- PAOE Recommendations: The RP Committee made their 2018-19 PAOE recommendations to the PAOE Subcommittee and recommends the following attached changes. (Attachment A).
- Goal: **\$2,450,000**

YTD Results	Last Year This Month	% Ahead/ Behind	Total Regional Goal	
\$51,605	\$69,587	-25.8%	\$201,500	RVC: Tom Zoller - Regional Full Circle
\$40,958	\$46,601	-12.1%	\$176,000	RVC: Mark Lawrence
\$74,945	\$76,202	-1.6%	\$189,700	RVC: JD Karnik - Regional Full Circle
\$54,147	\$58,179	-6.9%	\$180,000	RVC: Matt Rowe - Regional Full Circle
\$47,491	\$45,166	5.1%	\$130,000	RVC: Jack Kibort - Regional Full Circle
\$30,007	\$34,401	-12.8%	\$177,000	RVC: Duane Rothstein
\$30,607	\$21,808	40.3%	\$136,250	RVC: Scott Peach
\$140,993	\$113,455	24.3%	\$420,150	RVC: Mike Donovan - Regional Full Circle
\$67,163	\$39,271	71.0%	\$247,000	RVC: Cory Law
\$52,686	\$53,988	-2.4%	\$186,400	RVC: Karine Leblanc - Regional Full Circle
\$35,774	\$29,826	19.9%	\$170,000	RVC: Ruth Armstrong
\$43,471	\$50,806	-14.4%	\$150,000	RVC: Jason Hardman - Regional Full Circle
\$18,049	\$28,580	-36.8%	\$48,200	RVC: Ching Loon Ong - Regional Full Circle
\$2,714	\$710	282.3%	\$3,500	RVC: Liviu Geo Drughean
\$13,518	\$12,675	6.7%	\$25,300	RVC: Aakash Patel - Regional Full Circle
\$704,128	\$681,255	3.4%	\$2,450,000	

3. The RP Committee discussed and approved the attached 2018-2019 Centralized Training Plan. This includes supporting Region XIII, XIV, and RAL by conducting staff led Training at these Regions' CRC. (Attachment B)

MBO Update: Attachment C

Attachments

Attachment A: 2018-19 requested PAOE changes

Attachment B: Centralized Training schedule

Attachment C: MBO Update

Respectfully submitted,

John Rieke
2017-18 RP Chair

RP CATEGORY (STAFF ASSIGNS POINTS)		
MINIMUM: 800 POINTS		PAR: 1050 POINTS
Efficient use of volunteers' time:		
RP1	100 points; (100 points maximum)	For CRC attendance at a minimum 2-hour RP workshop by current RP chair at the CRC (Note: These points only apply when the same RP Chair also attends an approved RP Training workshop. Since the RAL and Region XIII Centralized Training take place at the CRC, they are not eligible for the 100 points awarded for attending the CRC Session, and only eligible for the 100 points awarded for attending the Centralized Training Session.)
GOAL: Contributions considered towards a chapter <i>Goal</i> include gifts to ASHRAE, YEA ASHRAE Learning Institute, ASHRAE Research, and Scholarships held by the ASHRAE Foundation.		
EXCEPTIONS: Foundation gifts made as part of routine ongoing Foundation Solicitations.		
A chapter's <i>Goal</i> shall be set by each Region's DRC.		
Option 1:		
RP2	10 points; (1000 points maximum)	Earned by a chapter for each 1% of <i>Goal</i> attained – (100% of <i>Goal</i>) OR
Option 2:		
RP3	10 points	Earned for each dollar per area assigned member attained
RP4	20 additional points; (3000 points maximum)	For each dollar per area assigned member collected above the Society dollar per member Goal of \$75
RP5	300 points; (300 points maximum)	For reaching Challenge Goal (105% of <i>High Five</i> or 120% Goal)
RP6	250 points	For each new Golden Circle level or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom rules).
RP7	200 points; (200 points maximum)	Apex Award
RP8	150 points	For each renewed Golden Circle Investor credit divided by number of chapters recognized in accordance with RP ExCom guidelines
RP9	100 points	For new <i>High Five</i> level of contributions
RP10	500 points; (500 points maximum)	For chapters who have reached goal (based on receipts at headquarters) <i>by June 15</i>
RP10	100 points	For a succession plan for RP chair submitted to RP Staff and RVC <i>by April 1</i>
RP11	100 points; (100 points maximum)	For workshop attendance by current RP chair or co-RP chair (as listed on chapter roster) at an RP Committee approved RP training workshop
RP12	100 points; (100 points maximum)	For attendance by the current RP Chair or co- RP chair (as listed on chapter roster) at the CRCs minimum 2 hour RP workshop if Centralized Training is also attended
RP13	100 points; (100 points maximum)	For Chapter Full Circle Award (<i>by November 15</i>)
RP14	50 points; (50 points maximum)	For achieving of 30 percent of goal <i>by December 31</i>
RP15	50 points	For each endowed contribution (\$1,000 minimum)
RP16	50 points; (50 points maximum)	For meeting or exceeding scholarship goal (<i>by November 15</i>)
RP17	50 points	Per Special Event held <i>July 1 – Dec 31</i> by a Chapter where over 75% of profits are donated to the RP Campaign. (<i>To qualify as a Special Event profits must meet or exceed \$500.</i>)
RP18	50 points	Per Special Event held <i>Jan 1 – June 30</i> by a Chapter where over 75% of profits are donated to the RP Campaign. (<i>To qualify as a Special Event profits must meet or exceed \$500.</i>)
RP19	25 points; (25 points maximum)	For formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31 (<i>Note: Recognition certificates items must be ordered from headquarters by October 15 to qualify</i>)
RP20	25 points; (50 points maximum)	For the RP promotional chapter meeting held <i>after December 31</i>
RP21	15 points; (15 points maximum)	For Volunteer Committee Worksheet completed by <i>October 15</i> and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee
RP22	10 points	Per \$ per/member for chapters who meet or exceed \$50 per/member and reach or exceed Goal
RP23	10 points	Per Chapter BOG member who contributes at the Honor Roll level <i>by November 15</i> , helping the Chapter achieve "Full Circle Plus." These points are only given if the Chapter completes the Chapter Full Circle.

Centralized Training Schedule

Dates:

July 27-28: Minneapolis – Regions VI, VIII, X, XI

August 24-25: Atlanta – Regions IV, VII, IX, XII

September 14-15: Chicago – Regions I, II, III, V

CRC Schedule:

<u>FALL 2018</u>	HOST CHAPTER LOCATION	ACTUAL CRC DATES
REGION I	NEW JERSEY	AUGUST 16-18
REGION II	WINDSOR	AUGUST 24-26
REGION III	PITTSBURGH	AUGUST 16-18
REGION IV	SOUTH CAROLINA	AUGUST 9-11
REGION V	TOLEDO	JULY 4 TH WEEK
REGION VII	TENNESSEE VALLEY	AUGUST 1 ST WEEK
REGION IX	SOUTH DAKOTA	AUGUST 2-4
REGION X	SAN JOAQUIN	AUGUST 16-18
REGION XII	SPACECOAST	AUGUST 9-11
REGION XIII	HONG KONG	AUGUST 17-18
REGION XIV	UK MIDLANDS	SEPTEMBER 7-9
RAL	TURKEY	SEPTEMBER 3 RD WEEK

RESEARCH PROMOTION 2017-18 MBO

Progress as of December 31, 2017

GOAL: \$2,450,000 FOR 2017-18 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2017-18 campaign

1. **Chapter centralized/enhanced training attendance** Goal 70% **Results: 55%**
Last three years: 2015-16: 57% 2014-15: 63% 2013-14: 59%
2. **Chapters attaining Full Circle** Goal 80% **Results: 63%**
Last three years: 2015-16: 65% 2014-15: 75% 2013-14: 76%
3. **Chapters reaching 30% of goals by Dec 31** Goal 50% **Results: 40%**
Last three years: 2015-16: 45% 2014-15: 44% 2013-14: 37%
4. **Chapters reaching 100% of Goal by June 15th:** Goal 40% Results:
Last three years: 2015-16: 31% 2014-15: 33% 2013-14: 36.5%
5. Develop solicitation materials specific for non-English speaking Regions/Chapters through the coordinated efforts of RP Consultant and RAL-RP RVC.
6. Develop support materials to aid in the education of RP Chairs and Chapters on the benefits of ASHRAE Foundation supported activities; (Chapter Managed Scholarships, Endowed Scholarships, Research Endowments, YEA, ALI).
7. Develop support materials for TC members to encourage financial support in addition to their ongoing TC activities.
8. Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.
Last three years: 2015-16: \$484,622 2014-15: \$416,669 2013-14: \$322,000
9. Assist RP Staff to ensure twice monthly social media posts promoting the RP Campaign and various funds and programs supported by the RP Campaign.
10. Focus on increasing the support of two of the Funds that are part of the RP Campaign due to special requests by ASHRAE and the affiliated Committees:
 Chapter Annual Scholarship Contributions - \$25,000 (now at \$46,544 not counting the President's Scholarship Drive, which will kick off this month)
 YEA Annual Contributions - \$20,000 **Currently: \$9,600**

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

REPORT TO MEMBERS COUNCIL
FROM MEETING OF JANUARY 19-20, 2018

MEMBERS PRESENT

Leslie Jonsson	David Ballard	Serafin Grana
Nathan Hart	Joseph Sanders	Mohammad Al Tassi
Christopher Phelan	Michael Heinrich	Thursten Simonsen
Daniel Robert	Andrew Reilman	Stephen Piccolo
Tracey Jumper	Heric Holmes	Essam Khalil
Christopher Adams	John Constantinide	
Andrew Babler	Bing-Chwen Yang	

MEMBERS ABSENT

Farhan Mehboob	Somasundaram Natarajan
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GUESTS

Charles Hon	Petros Dalavouras	Abhishek Khurana
Mark Bettin	Don Brandt	Doug Cochrane
Samir Traboulsi	Michael Cooper	Megan Judge
Julia Keen	Arunabha Sau	Keith Yelton
Keith Reihl	Hugh Crowther	Aleksandar Andezkovic
Ashish Rakheja	Bill Klock	Kay Thrasher
Erich Binder	Genevieve Lussier	Georgi Kazachki

STAFF

Candace Pettigrew	Chandrias Jacobs	Eunice Njeu
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MOTIONS**MOTION 1:**

The CTT Committee recommends to Members Council that Section 9 and Appendix 9A of the MCO be updated as indicated in ATTACHMENT A to recognize Distinguished Lecturers as honored guests.

Background: This motion is part of a larger discussion that CTTC has been having with the Chapters, Regions, RMCRs, and DRCs. Overall, the feedback we receive from Distinguished Lecturers regarding their experiences at the Chapters is overwhelmingly positive. However, we have received consistent feedback that there is a sense that some Chapters are not as aware of their hosting responsibilities as others. The hope is that by requesting this addition to the MCO the conversation will continue and Chapters will have a solid set of recommended guidelines in the MCO.

Fiscal Impact: None.

INFORMATION ITEMS

1. In response to **referred Members Council Motion Region XIII (Malaysia Chapter) – CRC Motion 39:** That CTT Committee insert into Manual of Operations (MOP) of CTTC under the ASHRAE Distinguished Lecturers Program the following clause:

That any Distinguished Lecturer who visits any Professional or Engineering Institution/Association, Trade Association or Government Agency of another country to conduct lectures, seminars, conferees, workshop, etc. in his personal capacity which is not under a DL program be strongly encouraged:

To notify the local ASHRAE Chapter and ASHRAE of his/her planned visit to participate in events such as lectures or seminars or conferences or workshops with any Institution/Association/Government Agency of the local chapter such that ASHRAE and the local Chapter are **aware** of his/her involvement with the local Institution/Association/Government Agency prior to the event and his/her visit. However, this request for notification is not required if a DL is engaged for his/her services in a commercial deal with a *private corporation* and provided it does not ultimately involve the participation of any Institution/Association/Government Agency. It also does not apply to a DL visiting any chapter within North America but only for visits to *another country*

CTTC Committee Response: CTTC was not in favor of this motion by a vote of 0-16-1, chair not voting. The Committee felt that it was not appropriate to ask a DL to notify a Chapter of his/her plans if he/she is not traveling on ASHRAE related business. There was concern that notifying a Chapter, as outlined in the motion, could cause conflicts or confusion regarding what the DL's time should be used for. There was also concern that there was a strong potential for conflicts of interest.

There is nothing to stop a DL who is traveling on non ASHRAE related business from contacting a Chapter just to provide notification of his/her travel or to arrange a Chapter visit. However, the Committee felt it was best to leave this entirely to the DL's discretion and allow the lecturer to use his/her judgement.

2. The free annual CTTC Webcast, "Making Energy Efficiency a Reality" Is scheduled to broadcast live on April 19, 2018 from 1-4 pm EDT. This year's Webcast presenters are Tom Durkin, Mark Frankel, and Chris Mathis. Three Professional Development Hours (PDHs) may be awarded to participants who complete the online Participant Reaction Form by May 4, 2018. Chapters may earn 100 PAOE points by hosting the webcast.
3. "The Future of Refrigerants in Unitary and VRF Systems" will be the subject of the April 2019 Webcast. The Webcast program title, format, and presenters will be selected by the 2018-19 Webcast Ad Hoc Subcommittee.

The Webcast Ad Hoc also plans to make significant changes to the format of the Webcast for the 2019 program. The goals behind the format changes are to increase viewership, increase the overall value to the Member, and decrease the overall budget. The Committee is confident that all of these goals can be met while continuing to produce a high quality, technically relevant program.

4. The DL program had a total of 195 allocated visits available to the Chapters. Currently, 190 of the 195 allocated visits have been confirmed. The Chapters still have 5 common pool visits at their disposal, which are available on a first come, first served basis. An additional 48 non-allocated visits have also been scheduled and confirmed.

Eleven of the 73 lecturers participating in the DL program this year are from countries outside of the U.S. and Canada – Argentina, Denmark, Egypt, Malaysia, Mexico, Singapore, Sri Lanka, Thailand, United Kingdom, India, and Italy. DL presentations are available in 11 languages other than English.

5. CTTC reviewed 10 DL nominees as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 72 DLs for the 2018-19 Society year. Five new DLs will begin two-year terms in July 2018. The DL Review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by the Chapters.
6. A DL “mixer” was held on Friday evening at the Las Vegas meeting. CTTC is very excited that close to 40 DLs participated in this year’s mixer. The Mixer was very well received and the Committee plans to make this an ongoing event, to be held each year at the Society Winter Conference.

In addition to the mixer, DLs were invited to an open forum with the CTT Committee. The intent was to have open dialogue between the DLs and members of CTTC. Feedback from this forum was overwhelmingly positive and was the first time this group of members has met as a group to brainstorm improvements and share best practices

7. Thirty-four Technology Award entries were submitted to this year’s Society-level competition. The Judging Panel selected eighteen projects for awards: seven first place, four second place, and seven honorable mention.

CTTC is very excited to also be recognizing one project with the Award of Engineering Excellence. This award is not presented every year and is awarded to a first place winner of the Society-level Technology Awards for an outstanding application of innovative design and effective energy utilization.

First place entrants and building owner representatives were recognized at the Chicago meeting’s Plenary. Winning projects will be featured in the *ASHRAE Journal* and *High Performing Buildings* during 2018


Attachments

Attachment A – Recommended updates to Section 9 and Appendix 9A of MCO

Attachment B – Updated CTTC MBOs for 2017-18

Attachment C – 2018-19 PAOE recommendations

visits to chapter by ~~Distinguished Guests~~Society and Regional Officers ~~Society and Regional Officers~~ checklist

DISTINGUISHED
GUEST~~OFFICER~~ 
~~FFICER~~ NAME: _____

MEETING DETAILS

Date and time: _____

Location: _____

Topic of the program/meeting: _____

Meeting cost covered by host chapter? ☐ YES ☐ NO

Has there been time scheduled for the ~~Distinguished Guest~~Visitor ~~Visitor~~ to speak at the meeting? ☐ YES ☐ NO

Suggest a focus for the ~~Distinguished Guest~~RVC ~~RVC~~ presentation relating to your specific chapter needs:

TRANSPORTATION

Has transportation to/from the airport been arranged? ☐ YES ☐ NO

Details: _____

ACCOMMODATIONS

Have accommodations been arranged and cost covered? ☐ YES ☐ NO

Location: _____

OTHER MEETINGS

It is expected that the host chapter fully use the time that the ~~Distinguished Guest~~Visitor ~~Visitor~~ has made available in your area for the benefit of your members. Additional meetings within the industry are encouraged.

Have other meetings been arranged? ☐ YES ☐ NO

Details: _____

|

Attachment 5.2A | CTTC

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SECTION 9

VISITS TO CHAPTER BY **DISTINGUISHED GUESTS (i.e. SOCIETY AND REGIONAL OFFICERS AND DISTINGUISHED LECTURERS)**

- 9.1 Introduction
- 9.2 Protocol
- 9.3 Chapter Reports
- 9.4 Addressing the Chapter

SECTION 9

VISITS TO CHAPTER BY ~~SOCIETY AND REGIONAL OFFICERS~~ **SOCIETY AND REGIONAL OFFICERS DISTINGUISHED GUESTS (DG)**

9.1 Introduction

From time to time chapter visits will be made by Distinguished Guests (DG), including Society officers, the Director and Regional Chair (DRC), the Regional Members Council Representative (RMCR), ~~or or~~ Regional Vice Chairs (RVCs), or Distinguished Lecturers (DLs). The purposes of these visits are to

- Improve communication between Society or the region and the chapters
- Review chapter or region activities
- Provide chapter members with information on Society or region activities and services
- Give chapter members an opportunity to talk directly to Society or regional leadership
- Transfer current technical training and knowledge to chapter members

9.2 Protocol

~~DGs Society and regional officers~~ Society and regional officers making scheduled visits to the chapter should be treated as honored guests. The chapter should contact the ~~DG visiting officer~~ visiting officer to determine if assistance with travel arrangements is desired. If the ~~DG officer~~ officer is flying, the chapter should offer to pick the ~~DG officer~~ officer up at the airport and to drop him or her back at the airport at the end of the visit.

The chapter should check with the ~~DG visiting officer~~ visiting officer to see if he or she wants to address the chapter or schedule any special meetings with chapter officers and committees. If the meeting is a dinner meeting, the chapter should furnish the meal for the ~~DG visiting officer~~ visiting officer. As needed to accommodate travel arrangements ~~Optionally~~ Optionally, chapters ~~should~~ may ~~may~~ furnish overnight accommodations for ~~DGs visiting officers~~ visiting officers.

Chapters ~~should to~~ use the Visits to chapter by Distinguished Guests checklist ~~Visits to chapter by society and regional officers checklist~~ Visits to chapter by society and regional officers checklist located in **Appendix 9A** to ensure chapters are aware of their responsibilities when hosting a Distinguished Guest ~~Society or Regional visit~~ Society or Regional visit and that ~~use of~~ use of the Distinguished Guests ~~volunteer's~~ volunteer's time is used at its best. It is suggested that chapters fill in the form prior to the visit and send it to the Distinguished Guest ~~visitor~~ visitor.

9.3 Chapter Reports

The yearly visits by the DRC or his or her delegates are specifically designed to review the chapter activities. The chapter officers and committees should prepare written reports. Reports should follow the format of the Management by Objectives section of this manual.

9.4 Addressing the Chapter

| The ~~Distinguished Guest~~~~visiting officer~~ ~~visiting~~
| ~~officer~~ should be seated at the head table during
| the business session of the meeting and proper
| introduction should be made prior to the
| ~~DG~~~~officer's~~ ~~officer's~~ presentation. The chapter
| should schedule the meeting to allow sufficient
| time for the ~~DG~~~~officer~~ ~~officer~~ to address the
| chapter and make arrangements for any special
| training aids that may be required. The amount
| of time allotted for the speaker should be clearly
| defined so that the business session will not be
| unduly extended.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE**2017-18 MBO's****Leslie Jonsson, Chair**

MBO	Status	Due Date	Assigned To	MBO Comments
1. Conduct a minimum of five encounters with a local chapter or a local event of American Institute of Architects (AIA)	Ongoing	June 2018	All RVCs	Five encounters will increase our effort to foster collaboration with AIA. This supports Strategic Plan 2.C: align with existing organizations. A total of 6 encounters have been conducted so far.
2. Conduct a minimum of five chapter meetings with a residential theme in collaboration with local Green Building Council	Ongoing	June 2018	All RVCs	With several Green Building Council Chapters in each ASHRAE Region, five encounters is a reasonable effort to foster collaboration. ASHRAE has a long lasting relationship with USGBC. This supports Strategic Plan 2.C and 5.A: align with existing organizations and collaborate with key organizations in the residential sector. Joint meetings have been conducted but not with a focus on residential. It was suggested that the scope be expanded to include any organization other than ASHRAE.
3. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large	Ongoing	June 2018	All RVCs	Recent changes in the Tech Awards Judging Panel Criteria will insure international representation, but submissions will help us better understand how to better serve the global community with this program. This supports Strategic Plan Initiative 4: ASHRAE's Role in the Global Community It was too soon for Region XIV to participate in the 2018 competition. Three awards from Region XIII were submitted to the Society level competition. RVCs from Region XIII, XIV, and RAL will reach out to their Chapters and encourage them to participate in this year's Regional competitions.
4. Submit 3 Applications for each of the Dan Mills Technical Award, Donald A. Siller Refrigeration Award, and the Chapter Programs Star Award	Closed	November	All RVCs	The ASHRAE Awards program recognizes excellence in chapter endeavors and identifies future leaders in ASHRAE. Many CRCs have similar awards in alignment with the three awards programs. RVCs to work with CRC award recipients to submit for Society Awards.

				<p>Three nominations were received for the Chapter Program Star Award. One was received for the Donald A. Siller Refrigeration Award. None were received for the Dan Mills Technical Award.</p> <p>Changes to the Chapter Program Star Award and the Dan Mills Technical Award have been submitted and approved by the Council. We are awaiting the final review and decision from the BOD.</p>
5. Develop and implement a Distinguished Lecturer training video for incoming DL's.	Closed	June 2018	Staff, DL Subcommittee	<p>Currently there is no official training program implemented for the Distinguished Lecturer Program. A Distinguished Lecturer Training Video could disseminate important guidelines, recommendations and procedures that could help reduce the number of complaints received by the DL Subcommittee, and clearly communicate the procedures to the DL's.</p> <p>Based on feedback from the DLs and RVCs, the Committee decided to move in a different direction to improve communication and training for the lecturers and Chapter Chairs.</p>
6. Conduct a minimum of eight encounters with employers to discover what programs would generate their support and interest.	Ongoing	June 2018	All RVCs	<p>In order to grow ASHRAE membership it is imperative to reach out to employers in the communities to discover the resources and programs would generate their support and interest. This supports Strategic Plan 1.A to meet with employers to gain continued time and financial support of ASHRAE volunteers.</p> <p>RVCs have reported back that the larger engineering firms are sensing a lack of available information for entry level employees and young engineers at the chapter level. There have been requests for "back to basics training" and more niche training.</p> <p>Government agencies are looking for ways to be empowered to apply ASHRAE Standards.</p>

ATTACHMENT C 2

CHAPTER TECHNOLOGY TRANSFER CATEGORY		
MINIMUM: 450 450-550 POINTS		PAR: 1050 POINTS
Efficient use of volunteers' time:		
CT1	50 points	For a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs, and Refrigeration) with a minimum of two members
CT2	50 additional points	If CTT committee includes a refrigeration subcommittee chair
Actual Building Performance:		
CT3	100 points	For each Technology Award entry into Regional or Society competition (each Technology Award entry counted only once) <i>(100 additional points if the bEQ score is included as part of the Technology Award submission)</i>
CT4	100 points	For each Milton Garland Award of Comfort Cooling Award entry
CT5	100 points; (300 points maximum)	For each chapter program on building EQ
Planning and Administrative Activities:		
CT6 CT	100 points 100 points	For inviting a DL from another country For inviting a DL from another country
CT7	50 points; (50 points maximum)	For completing and publishing meeting schedule and speakers by October 1 or 2 weeks after the CRC, whichever is later
CT8	50 points; (250 points maximum)	For maintaining submitting summary of speaker reviews regularly to CTTC RVC for use in regional speaker database
CT9	25 points; (100 points maximum)	For advertising of ASHRAE Certifications (e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.)
CT10	25 points	For submitting DL event summary critique form within 15 days of DL visit
Awards and Submission Activities:		
CT11	50 points	For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. <i>(Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, a residential oriented theme, developing economies or if it is performed by a YEA member.)</i> Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education
CT12	100 points	For each Technology Award entry into Chapter competition <i>(Points doubled if submitted by a YEA member)</i>
CT13	25 points; (300 points maximum)	For each article (minimum 250 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website <i>(maximum of two articles per month)</i>
Meetings, Presentations or Events:		
CT14	100 points; (300 points maximum)	For each 3-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter
CT15	100 points	For each joint meeting with AIA, USGBC, IES, or other HVAC&R-related organization, and/or other engineering society (or other equivalent organization) or any other HVAC&R-related topic or any other HVAC&R-related topic <i>(25 additional points if the joint meeting is held with other refrigeration industry-related societies, e.g., RSES or IIR)</i>
CT16	100 points; (600 points maximum)	For each 3-hour seminar sponsored/hosted by the chapter on a building science topic other than HVAC&R
CT17	100 points	For each individual who earns an ASHRAE certification during the Society President's term (An additional 50 points is added for each member who renews their ASHRAE certification during the Society President's term.)
CT18	100 points	For conducting a live remote chapter meeting organized together with a chapter from another country
CT19	50 points	For each chapter program on natural or low GWP refrigerants, safe refrigerant use and/or refrigeration fluids (e.g. Standard 15 and/or 34, future refrigerants)
CT20	50 points; (200 points maximum)	For each program by a DL under a non-allocated visit
CT21	50 points; (50 points maximum)	For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs
CT22	50 points	For refrigeration tour to an industrial food or beverage processing plant, low temperature refrigeration manufacturing facility or plant, cold storage warehouse or modern supermarket

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CT23	50 points; (100 points maximum)	For each chapter member that also serves on an ASHRAE TC to give a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at www.ashrae.org/tcs under heading "General TC Information"
CT24	50 points; (100 points maximum)	For each chapter program on Indoor Air Quality/Environmental Health (Points doubled if related to a Residential project)
CT25	25 points	For each program on refrigeration, business, management, developing economies or legal education (<i>minimum 45 minute presentation; maximum 2 per subject area</i>)
CT26	25 points	For each technical tour with a 30 minute presentation
CT27	50 points; (200 points maximum)	For each chapter presentation (minimum 15 minutes) given by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of one particular TC's, TG's or SPC's efforts (Research activities, Standards activities, Handbook activities, etc.) Points doubled if the presenter is part of the Refrigeration Committee, Residential Committee or a YEA member
CT28	25 points	For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees
RVC Assigns/Enters the following points:		
CT29	100, 100-200 points; 100, 100-200 points	For the incoming Chapter CTT committee chair attending the CTTC CRC workshop
CT30	100 points	For submitting Donald A. Siller Refrigeration Award application
CT31	100 points	For submitting Chapter Program Star Award or Chapter Program Star Award or Dan Mills Technical Technical-Chapter Programs
CT32	50 – 100 points; (100 points maximum)	For planning/goal setting session with RVC (<i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i>)
CT33	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC (<i>points assigned by RVC by June 30</i>)

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CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of January 20, 2018

Members Present

David Claridge, Chair	Ashu Gupta	Christine Reinders-Caron
Kevin Marple, Vice Chair	Rick Hermans	Lee Riback
Dennis Alejandro	Corey Metzger	Rich Rose
Vikrant Aute	Maggie Moninski	Frank Schambach
Michael Collarin	Cynthia Moreno	Raul Simonetti
Gary Debes	Carrie Anne Monplaisir	Walid Chakroun, Consultant
Melanie Derby	Sonya Pouncy	Jon Cohen, Consultant
Joe Firrantello	Ashish Rakheja	Dan Rogers, BOD ExO

Members Absent

Leticia Neves	Nivedita Jadhav	Dimitris Charalambopoulos
Kimberly Pierson	Bing Liu	

Guests

Will Mak	Jackie Phillips	Doug Cochrane
Ernesto Porras	Megan Judge	
Steve Redding	Keith Yelton	

Staff

Tiffany Cox	Joyce Abrams
Tony Giometti	Ragan McHan

Information Items

1. The 2018 ASHRAE Winter Conference technical program featured 17 conference paper sessions (67 conference papers presented), 6 technical paper sessions (18 technical papers presented), 67 seminars, 5 workshops, 2 forums, 3 debates and 1 panel discussion.
2. The following conferences took place between July 2017 and December 2017:
 - ASHRAE Building Performance Analysis Conference Sept. 27-29, 2017, in Atlanta, Ga. It is the fourth consecutive modeling conference and sixth overall for ASHRAE. 136 registrants from 11 countries attended the conference. The third annual ASHRAE LowDown Showdown modeling competition took place at the conference. The conference was revenue positive.
 - Second ASHRAE Developing Economies Conference took place Nov. 10 - 11, 2017, in Delhi, India. The conference was co-organized by ASHRAE, the ASHRAE India Chapter and ISHRAE. The conference was attended by about 260 people each day. Total registration was about 360. The conference featured two keynote speakers, nine sessions and an exhibitor showcase of 11 manufacturers as well as a panel discussion with the UN Environment. The conference made a profit of about \$25K.
3. The following conferences are in process:
 - Sept 26-28, 2018 Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA.
 - Third International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies, October 4-5, 2018, Beirut, Lebanon

4. The following specialty conferences are under consideration:
 - a. Sept – Oct 2019 ASHRAE Building Performance Analysis Conference
 - b. Buildings Envelope Conference, December 2019, in Clearwater, FL
 - c. IAQ 2020
 - d. Cold Climate 2021

5. The registration fees for the 2019 ASHRAE Winter and Annual Conferences will be:

Member Pre-Registration	\$475
Member Onsite	\$625
Non Member Pre-Registration	\$685
Non Member Onsite	\$830
Member One Day	\$240
Non Member One Day	\$285
Speaker	\$120
Student	\$25
Non Member Student	\$55

6. Future Annual and Winter Conference Sites
 - a. Annual, June 2018 – Houston
 - b. Winter, January 2019 – Atlanta
 - c. Annual, June 2019 – Kansas City
 - d. Winter, February 2020 – Orlando
 - e. Annual, June 2020 – Austin
 - f. Winter, January 2021 – Chicago
 - g. Annual, June 2021 -- Phoenix
 - h. Winter, January 2022 – Las Vegas
 - i. Annual, June 2022 -- Toronto
 - j. Winter, February 2023 – Atlanta

MBO Update

Attachment A (CEC MBOs for 2017-2018)

Respectfully submitted,



David Claridge, Chair
Conferences and Expositions Committee

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2017 - 2018
 Chair: David Claridge
 Vice Chair: Kevin Marple

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents and New Member Handbook.	4/30/2018	None	Claridge, Leach, Cohen, Maston and Staff	None
2. Revise MOP to include current CEC practices and procedures.	1/31/2018	None	Claridge, Leach, Cohen, Maston and Staff	None
3. Revise Sustainability Project guideline documents	12/31/2017	None	Claridge and Moreno	None
4. Improve communication between CEC and TC's. Better availability of information on CEC and conference websites.	6/30/2018	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
5. Revise structure of Specialty Conference Subcommittee and develop/implement a succession plan.	8/31/2017	None	Claridge, Leach, Cohen and Staff	None

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of Saturday, January 20, 2018, Chicago, Illinois

<u>Members</u>		
Devin Abellon, Chair	Adam Doubblestein (V)	Greg Fluter (XI)
Michelle Swanson, 1 st Vice Chair	Will Mak (VI)	Florentino Rodriquez (XII)
Carrie Kelty, 2 nd Vice Chair	Jack Griffith (VII)	Bill Wang (XIII)
Lee Feigenbaum (I)	Alan Neely (VIII)	Monica del Fresno (XIV)
Genevieve Lussier (II)	Jonathan Smith (IX)	Dennis Knight, Board Ex-Officio
Patrick Marks (III)	Erik Sanchez (X)	
Samir Sheth (IV)		
Absent: Wimalachandra Jaykody (RAL)		
<u>Guests</u>		
Art Giesler	Chad Smith	Megan Judge
Bryan Holcomb	Keith Yelton	Aditl Shah
Mark Miller	Art Hollstrom	Enrica Galasso
Doug Fick	Paul Levy	Russell Lavitt
Doug Cochran	Abhishek Khurane	
<u>Staff</u>		
Daniel Gurley	Anne Wilson	

Motions

Motion 1:

That Society include *Diversity* as one of Society's core values.

Background: Society and Members Council have received recommendations from various committees, subcommittees, and ad hoc committees related to increasing ASHRAE's diversity both in membership and in participation in all aspects of Society (including technical activities) and making Society more inclusive. A core value of *Diversity* will complement our values of Excellence, Commitment, Integrity, Collaboration and Volunteerism; indicating the way Society works to fulfil our mission and vision.

Fiscal Impact: None.

Motion passes. 15-0-0-2, CNV

Motion 2:

That Society develop a *Diversity and Inclusion* policy.

Background: Diversity and Inclusion is critical to the growth of ASHRAE. A *Diversity and Inclusion* policy will help identify and address systemic barriers embedded within policies, practices, programs and services that inadvertently exclude individuals and/or communities. ASHRAE succeeded in promoting diversity at the board of directors; however other areas such as the chapter officers and committees may not accurately represent the demographics of our membership. By developing a *Diversity and Inclusion* policy, we pledge commitment to diversity in all staff, volunteers, and audiences, including full participation in programs, policy formulation, and decision-making.

Fiscal Impact: None.

Motion passes. 15-0-0-2, CNV

Motion 3:

That Society amend Chapter 2 of the Manual for Chapter Operations to include a Women in ASHRAE (WiA) as a chapter committee.

Background: The Women in ASHRAE (WiA) initiative is intended to raise the awareness of diversity and inclusion within Society. The chapter WiA committee will foster Society's commitment to a diverse and inclusive membership, promote participation in all aspects of Society and guide best practices for chapter operations. A number of chapters are currently already operating WiA committees and events. Definition of the WiA committee within the Manual for Chapter Operations will complement the new CIQ position.

The chair of this committee would be a position appointed by the chapter president-elect.

Fiscal Impact: None.

Motion passes. 15-0-0-2, CNV

Information Items:

Referred Motions:

Region-At-Large (Pune Chapter) – CRC Motion 42:

That Society credit to ASHRAE Certified Professionals (like BEMP, BEAP) a certain number of years of experience (similar to PE) when considering them for advancement to membership grade.

Background: At present PE get 3 years credit in terms of advancing from associate to regular member. PE is not very popular in south Asian countries. This credit will act as an incentive to ASHRAE certified professional courses at a young age.

Fiscal Impact: Early advancement to Member grade.

MP Response: Membership Promotion Committee agrees with the intent of this motion, but would like to have sufficient time to review the eligibility requirements of the various certifications before setting a number of points to be awarded. This was referred to the Retention Subcommittee for review and a final number of points will be determined at the 2018 Annual Meeting in Houston; for implementation by July 1, 2018.

Region-At-Large (India Chapter) Motion 29:

That RAL MP Chairs be reimbursed for transportation to RAL CRC and MP training to be conducted at the same format, content and quality as the centralized training at the RAL CRC.

Background: Chapter MP Chairs are important position holders who are well connected to society membership and are important part of Chapter future leadership.

Centralized MP training has been recognized to be effective due to the specialized trainers. However it is difficult to have MP chairs attend for various reasons one of which is that they are traveling alone from the chapter.

Having the specialized trainer come to CRC will allow the MP chairs come with the rest of the Chapter officers to the largest Regional Society event. Bringing them to CRC is a valuable way to prepare them for future growth in the Chapter and then higher level within the society.

Fiscal Impact: Estimated \$4000? Specialized trainers will have to travel to 2 CRCs (RAL and Region 13) instead of 1 centralized training. MP Chair travel cost is being reimbursed to Centralized Training and instead their cost to CRC will be reimbursed.

MP Committee Response: MP was not in favor of this motion by a vote of 0-15-2, chair not voting. The MP Committee agrees with the spirit of the motion to help ease the financial burden on chapter chairs to attend CRC and Centralized Training. The committee is continuously exploring options to expand training opportunities to make training more cost-effective and accessible. MP Centralized Training is currently already being offered at the RAL CRC on a rotating basis every other year, with the expectation that this will change to every three years with the addition of Region XIV. However, the committee is not in favor of offering Centralized Training at each RAL CRC, as this may set a precedent for other regions to expect dedicated Centralized Training at their CRC, something that the committee does not feel they have time or resources to effectively support. The MP Committee will allow all MP Chairs and Co-Chairs to attend CT at the Annual Meeting. Region XIII, XIV and at Large MP Chairs and Co-Chairs also have the opportunity to attend an alternate International CT at one of the three region's CRC. MP Chairs and Co-chairs from Regions 1-12 will have the opportunity to attend an alternate CT training in Atlanta or another location depending on the Annual Meeting's location.

1. Retention:

As of December 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2016	56,435	36,103	4,072	5,822	2,424
2017	56,189	39,722	3,357	5,103	2,835

- The developing economies membership program is in its ninth year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2017, there were a total of 1,195 (includes all new grades that were added) members participating.
- The Retention Subcommittee brainstormed the three biggest challenges for retention.
- The subcommittee is working in tandem with Recruitment to get the word out about #myashrae
- Autorenewal was discussed and decided it was worth additional research once the new database was in place.
- Several membership recruitment initiatives with Marketing and how to accentuate the value of membership.

2. Chapter Chair Training & Development:

- MP will host Centralized Trainings in Houston, Atlanta and an international one to be determined.
- CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.
- Set a goal to train 60 MP Chairs in Houston.
- Will allow all MP Chairs to attend Houston CT, then Regions I-XII will attend second in Atlanta and Regions XIII, XIV, and RAL will attend the international one.

3. Recruitment:

- Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- Develop a plan to promote international growth, particularly XIV.
- Use this information to share with other chapters best practices they can utilize.
- Continue to maintain tools for recruiting members for MP Chairs.

4. Member Communication:

- Assigned the Women in ASHRAE initiative to explore ways to expand diversity.
- Motions presented for WIA additions to MCO and MP MOP
- Exploring if Sister Chapters are work additional investigation.

Student Activities Report to Members Council

From the meeting of January 20, 2018, Chicago 2018

Members Present

William Simpson, Chair	Eric Sturm, Reg VI	Michel Hayek, RAL
Adam Davis, Vice-Chair	Chris Ahne, Reg VIII	Michael Brandemuehl, ABET BoD
Steve Still, Reg I	Kevin Amende, Rex IX	David Cassel, ABET EAC
Ben Oliver, Reg II	Buzz Wright, Reg X	Mansour Zenouzi, ABET ETAC
James Piscopo, Reg III	Jared Larson, Reg XI	Joe Chin, Consultant
Adam Parker, Reg IV	Gerardo Alfonso, Reg XI	Megan Tosh, Consultant
Janice Means, Reg V	Zoltan Magyar, Reg XIV	Erich Binder, BoD Ex-O

Guests

Jason Maurer	Jake Taylor	Jack Griffith
Sean Killarney	Bradley Willis	Islam Mohamed Rihan
Nathan Dills	Doug Cochrane	Enrica Galasso
Delaine Deer	Atilla Biyrkoglu	Mahmoud El Torki
Kevin Summers	William Ryan	Walid Chakroum
Mark Long	Rachel Romero	Osama Asad
Scott Sabol	Carrie Kely	

Staff

Katie Thomson

Motions

Motion 1:

That the attached revised program criteria (Attachment A) for accrediting HVAC&R engineering technology programs under ABET are approved.

Background: ASHRAE is one of thirty-five member professional societies that comprise ABET, which accredits over 3800 educational programs in 31 countries. Within ABET, ASHRAE is the lead society for HVAC&R engineering technology programs and is a cooperating society for architectural engineering and environmental engineering programs. (ASHRAE is also pursuing opportunities to partner with ASME as a cooperating society for mechanical engineering and mechanical engineering technology programs.) To be accredited by ABET, a program must comply with an overarching set of general criteria that apply to all program disciplines as well as discipline-specific program criteria. As lead society for HVAC&R engineering technology programs, ASHRAE is responsible for developing and maintaining the specific program criteria used in the accreditation of these programs.

ABET is currently revising the format and content of both the general and program criteria for all engineering technology programs. ABET has requested that all lead societies submit revised program criteria that identify the curriculum and faculty requirements specific to the program, using a template provided by ABET. The Accreditation Subcommittee of the Student Activities Committee has developed the revised program criteria.

The HVAC&R engineering technology program criteria have not been revised in over twenty years. To guide this revision, SAC organized a Forum at the 2017 Summer Meeting to raise awareness of accreditation and solicit input on the criteria. Drawing on this input, the Accreditation Subcommittee developed a draft set of criteria and distributed the draft to all

ASHRAE Student Branch Advisors affiliated with engineering technology programs for further comment. Subsequent comments were incorporated into the proposed criteria.

Historically, designated ASHRAE ABET representatives and the Student Activities Committee have been fully empowered to make recommendations to ABET without further approvals. Given the historical nature of this criteria revisions, it was recommended by Executive Vice President Jeff Littleton that additional approvals be sought from Members Council and the Board of Directors.

Fiscal Impact: None

Motion Passes. 17-0-0, CNV

Motion 2:

The Student Activities Committee moves that the Undergraduate Program Equipment Grant annual budget for SY2018/2019 be \$165,000.

Background: Each year the Student Activity Grant subcommittee funds about 25 grants with a maximum dollar amount of \$5,000 each. The Undergraduate Program Equipment Grant budget also funds the transportation to the winter meeting for the top two teams.

We've seen the number of Undergraduate Equipment Grants increase. The current grant is set at \$128,000 which includes costs for the top two groups to travel and attend the winter meeting. This amount has remained constant for the last two years. In this same period of time we have seen significant growth in the quantity of applicants. There are many success stories of the grant:

We are seeing tremendous growth. There were 39 applications in 2015, 46 applications in 2016, and 58 applications 2017. That's an increase of 48 % since the current funding was set, and a 26% increase in applicants since last year alone.

We are seeing new institutions applying for grants. 22 of the 58 applicants are applying for grants the first time.

There is a strong support for the student branch. This program recognizes ASHRAE student members and student branches. 49 of 58 applicants have active student branches.

We also see this as a mechanism to increase industry relationships by matching programs. 10 applicants were able to obtain additional industry funding.

The international growth of ASHRAE is also reflected the applications. This year 45% of the applications are from outside of North America.

These are great success stories, and have done well to promote ASHRAE to post-secondary students. Each year there are several quality grant applications which do not get funded. These projects promote the art and science of heating, ventilating, air conditioning and refrigeration to serve humanity and promote a sustainable world. The Student Activity Grant subcommittee would like to fund additional projects that promote ASHRAE and impact more lives throughout society.

Fiscal Impact: \$37,000 annually.

Motion Passes. 17-0-0, CNV

Information Items:

Referred Motions

Illinois Chapter – Motion 25 (06/27/2017):

That Society Student Activities Committee research annual grade school or high school competitions that inspire and attract students to the art and science of HVAC&R and select one to partner with as a Society.

Background: ASHRAE has already invested money in organizations such as Solar Decathlon and DiscoverE, which serve a similar purpose but are oriented towards STEM in general. In an effort to more strongly champion HVAC&R and encourage the development of more student branches, the desire is for ASHRAE to bring HVAC&R specifically to the forefront through partnering with such groups. Awards could include scholarships or sponsorship to conferences funded at a regional or society level, and competitions judged by volunteers from the Society. The awards would be presented during National Engineers Week.

Fiscal Impact: \$7,500 for marketing material, prizes, and plaques/trophies/ribbons.

SA Committee Response: SAC was not in favor of the motion by a vote of 0-17-0, chair not voting. The motion requests the Student Activities committee to research K12 competitions that ASHRAE could partner with. The background information recognizes that the Student Activities Committee is partnering with DiscoverE and Solar Decathlon. In addition to these, we also have existing partnerships with Future City competition that is consistent with the motion request. The Student Activities Committee works with Race to Zero and more recently have begun working with STEM Scouts. To provide the necessary attention to our new partnership with STEM Scouts, we respectfully ask that the additional work associated with researching new areas for ASHRAE involvement be clarified in terms of suggested organizations that the Illinois chapter may have in mind. If a proposed partner organization had synergy with ASHRAE mission, we would happily consider the opportunity to increase ASHRAE's brand awareness in K12/STEM. At this time, the K12/STEM subcommittee has some concern that additional partner organizations beyond our current scope will tax Student Activities Committee volunteer and staff resources and thus we recommend that the motion be defeated.

Region I (Central New York Chapter) – CRC Motion 5:

That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region's CRC (Smart-Start Weekend).

Background: For more details on the proposed program, please refer to the "Smart-Start Weekend Program Proposal" document attached. A short summary is provided below.

The goal of the Smart-Start Weekend Program is to increase ASHRAE's Student Membership retention rate. The current Student Membership retention rate is at 7% and Society has seen a decreasing trend in this metric in recent year. The objectives of the program are to:

- (1) Introduce students to career paths in the HVAC&R industry
- (2) Educate students about ASHRAE
- (3) Provide networking opportunities with professionals
- (4) Train students on how to run a successful student branch
- (5) Offer basic technical training and building tours

The CNY Chapter held a Smart-Start Weekend pilot event in April 2017 from funding received from the Chapter Opportunity Fund (\$4,750) and money raised from company sponsors

(\$5,690). The intent of providing society level funding of \$75,000 annually to be divided between the 15 ASHRAE Regions is to incentivize Regions to include student focused programs at their annual CRC. Incentivizing Chapters will accelerate the program more rapidly throughout the Society. Based on expenses from the pilot event, it was determined that \$75,000 (\$5,000 for each Region) is appropriate funding.

The Smart-Start Weekend Ad-hoc Committees main objectives are to (1) maintain training information to provide to Region's on how to develop a Smart-Start Weekend event, and (2) to review the application process and distribute funding. The Central New York chapter has spoken with YEA, Student Activities, and Membership Promotion committees at the Annual Conference in Long Beach, and all the committees showed support of expanding the Smart-Start Weekend program. YEA and Student Activities have already nominated a representative on their committees at Long Beach to be their Smart-Start Weekend Program Liaison.

Fiscal Impact: \$75,000

Committee Response: We would like to defer this to Houston (Annual Meeting). This motion requires further discussion by our subcommittee. This would be a major undertaking, and we still have several questions / concerns that we'd like to further vet. We have a chair assigned MBO to address this. The fiscal impact of \$75,000 is quite significant and before moving forward we'd like to be sure that this would be something applicable to all regions. We will be discussing in our future conference calls and at the Annual Meeting. We will prepare our formal response to be reviewed at Members Council at the Annual Meeting.

Action Item Summary

ExCom Action Items:	Person(s) Responsible	Due Date
Start looking for successors in subcommittee chair positions and send the names to Bill	Subcommittee Chairs	June 2018
Develop RVC SA training and CRC training	Centralized Training Subcommittee/Joe Chin	June 2018
Each member (RVCs and Vice Chair) shall complete MBOs and then measure against their MBO at the winter meeting and by continuing reports	Student Activities Committee	June 2018

Grants Action Items:	Person(s) Responsible	Due Date
Review application form and scoring rubric guidelines	Grants Subcommittee/Staff	June 2018
Develop guidelines for application and scoring rubric to provide clarity	Student Activities Committee/Staff	December 2018
Investigate new opportunities to expand the Undergraduate Program Equipment Grant	Grants Subcommittee	June 2018

ABET Action Items:	Person(s) Responsible	Due Date
Collaborate with ASME as cooperating society on Mechanical Engineering and Mechanical Engineering Technology programs.	Brandemuehl	December 2018
If approved, communicate revised program criteria for accrediting HVAC&R engineering technology programs to ABET	ABET Subcommittee	June 2018

K-12/STEM Action Items:	Person(s) Responsible	Due Date
Promote STEM kits to Chapters	K-12/STEM Subcommittee	Ongoing
Make improvements to Student Zone	K-12/STEM Subcommittee/ Staff	June 2018
Raise awareness of ASHRAE's K-12/STEM activities and encourage chapters to complete activity report	Student Activities Committee/Staff	Ongoing
Continue to develop STEM kit ideas	K-12/STEM Subcommittee	Ongoing

Post High Action Items:	Person(s) Responsible	Due Date
Gather feedback on revamped Student Program	Post-High Subcommittee/Staff	June 2018
Deactivate branches that do not submit annual report and circulate list of inactive branches	Staff	June 2018
Review post high material/website and make improvements	Post-High subcommittee/Staff	June 2018

Design Competition Action Items:	Person(s) Responsible	Due Date
Release the 2020 design competition information early	Design Competition Subcommittee	January 2020

1) Subcommittee Reports

a) Executive Committee:

Student Members

- The total number of student members as of Dec 31, 2017 is 7,938 (down 3.7%)
 - Dec 31, 2016 is 8,246
 - Dec 31, 2015 is 7,312
 - Dec 31, 2014 is 6,072
 - Dec 31, 2013 is 6,271
 - Dec 31, 2012 is 6,143
 - Dec 31, 2011 is 6,482
- Review of all subcommittees were made.
- The Chair reviewed the status of this year's MBOs – see attachment A.
- Centralized training will be held at the same location as MP CT on the Sunday of the Annual Meeting in Houston
- RVC training material is being developed along with CT and CRC materials.

b) Grants Subcommittee

- 58 applications have been submitted.
- Budget for this year is \$128,000. In that budget the top two schools travel expenses must be included.
- Seven judges scored the applications. The top 24 schools will receive a grant not exceeding \$5,000 for a total of \$ 113,733 out of \$250,225 requested.
- The grants will be announced in February and the subcommittee agreed to invite the two top schools to the next winter meeting to give presentations to the students attending.

- Funding will be offered to the two teams for travel to the 2019 Winter Meeting in Atlanta.
- Continuous improvement of the scoring rubric for grants and application form
- Implement strategies for raising the profile of grants, increasing the number of applications.

c) ABET Subcommittee Report

- Reports from the three ABET representatives were given.
- A revised set of program criteria was developed based on the feedback from Student Branch Advisors. A redlined version is given in the attachment highlighting the changes since our conference call in September.
- The attendees had a wide-ranging discussion of strategies to increase the number of ASHRAE PEVs. There seem to be two groups of prospective candidates: faculty members and practicing professionals. Faculty members include our Student Branch Advisors, who have demonstrated interest in undergraduate education. SBAs can be reached through email communication or directly at the SBA Congress. Practicing professionals could be reached through Insights, through it was suggested that such an article could wait until we have received a response from ASME on the next agenda item.
- The subcommittee discussed possible collaboration with ASME as cooperating society on Mechanical Engineering and Mechanical Engineering Technology programs. A draft letter is attached. It is suggested that the letter should be prepared for signature by Jeff Littleton.
- The subcommittee concluded that there seemed to be little incentive to develop criteria for Facilities Engineering or Facilities Engineering Technology programs. There is only one ABET accredited program in each discipline

d) K-12/STEM Subcommittee Report

- There were three nominations for the Youth Outreach Award. The K-12/STEM Subcommittee recommended an individual to Honors and Awards for the Youth Outreach Award. The award needs to be promoted by RVCs to ensure one nomination per region next year.
- Gamification STEM kit has been added to the website and new kits are being developed.
- Honorary Student Membership Cards have been developed for volunteers to leave with students after a school visit.
- Discussed website improvements for the Student Zone for ASHRAE members and K-12 students.
- Continuous improvement to promoting K-12/STEM activities at Regional and Chapter levels.

e) Post High Subcommittee Report

- The Student Program for the Winter Meeting is below
- There were two nominations for the Student Activities Achievement Award. The Post High Subcommittee recommended to Honors and Awards that one individual receive the Student Activities Achievement Award. The award needs to be promoted by RVCs to ensure one nomination per region next year.
- Student branch status and financial reports which are deemed mandatory for a branch to be considered "active" will be enforced again this year. This will improve the information of active/inactive branches. Which branches are inactive will be tracked. Report will be issued to RVC's to send to their respective SA chairs.
- A proclamation has been created by Tim Wentz for 'sister' branches between NA schools and international schools

Student Membership

- a. Total Numbers – 7,938 (includes students in grace) as of Dec 31, 2017
- b. Branches – 14 New Branches

Region	Student Branch	School	Chapter	Location
XIV	DIT Student Branch	Dublin Institute of Technology	Ireland	Dublin, IRL
I	NYIT Student Branch	New York Institute of Technology	Long Island	New York, NY
RAL	ISB&M Student Branch	International School of Business and Media	Pune	Pune, IND
RAL	IIT Bombay Student Branch	Indian Institute of Technology Bombay	ASHRAE Mumbai	Mumbai, IND
RAL	FAMT Ratnagiri Student Branch	Finolex Academy of Management and Technology	ASHRAE Mumbai	Ratnagiri, IND
RAL	COEP Student Branch	College of Engineering Pune	Pune	Pune, IND
VIII	UCO Student Branch	University of Central Oklahoma	Central Oklahoma	Edmonton, OK
RAL	Akdeniz University Student Branch	Akdeniz University Student Branch	Turkish	Antalya, TUR
RAL	IIIT Hyderabad Student Branch	International Institute of Information Technology, Hyderabad	ASHRAE Deccan	Hyderabad, IND
RAL*	ZCOER, Pune	Zeal College of Engineering and Research, Pune	Pune	Pune, IND
II*	Sherbrooke University	Université de Sherbrooke	Montreal	Sherbrooke, CAN
RAL*	ABMSP - APCOER Parvati, Pune	Akhil Bhartiya Maratha Shikshan Parishad (ABMSP) - Anantrao Pawar College of Engineering and Research (APCOER)	Pune	Pune, IND
XI*	University of Regina Student Branch	University of Regina	Regina	Regina, CAN
RAL*	D Y Patil College of Engineering, Akurdi, Pune 44 Student Branch	Dr. D.Y. Patil College of Engineering	Pune	Pune, IND

*to be added to Members Council Agenda for next meeting (February 22, 2018)

Design Competition Subcommittee Report

- Over 200 students have registered for the Design Competition with approximately 140 schools represented.
 - Design Calculations – 59
 - System Selection – 46
 - Integrated Sustainable Building Design – 40
 - Setty Family Foundation Applied Engineering Challenge - 58
 - Representatives from the 14 winning teams attended the 2018 Winter Meeting Student Program to accept awards.
 - The subcommittee reviewed the new judging criteria spreadsheet.
 - The subcommittee reviewed the 2019 Design Competition and the Setty Family Foundation Applied Engineering Challenge which have been published to ASHRAE website.
 - The subcommittee agreed to support the request from the Development Committee to pursue sponsorship of the three categories of the Design Competition.
 - Future design competition ideas were discussed and the DC Matrix spreadsheet has been repurposed for future design competitions
 - The subcommittee discussed the idea for an adaptive re-use of an existing building for the 2020 design competition with location in a climate with outdoor air quality concerns and hot/humid climate.

Other Business

- A. The Chair reviewed the status of this year's MBO's ([attachment B](#)).
- B. The 2017-18 PAOE points were discussed by the committee and revisions are in [attachment C](#).

2018 Student Program

STUDENT TOUR

1:30 pm – 5:00 pm
(\$26 Ticket)
University of Chicago – William Eckhardt Research Center



Photo by Tom Rosaler Photography
Architect: Hellmuth Obata & Kassabaum (HOK)

The University of Chicago William Eckhardt Research Center (WERC), is a 265,000 square foot high-performance research building which brings together several research groups within the world-renowned Physical Sciences Division (PSD), as well as the Institute for Molecular Engineering (IME), the university's first ever engineering program. The building includes five stories above grade and two below-grade levels. The latter were specifically designed to accommodate high-performance research laboratories by mitigating vibration and electromagnetic interference. Within the below-grade levels are a 10,000 square foot Class 100 nanofabrication clean room and 18,000 square feet of precision-controlled optics and laser laboratories, among other spaces.

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Questions?
Katie Thomson
Assistant Manager of Student Activities
kthomson@ashrae.org



2018 ASHRAE Winter Conference
Chicago, Illinois *** January 20–24
AHR Expo * McCormick Place * January 22–24



STUDENT PROGRAM

Saturday, January 20	Sunday, January 21	Monday, January 22	Tuesday, January 23
<p>1:30 pm – 3:00 pm STUDENT WELCOME Palmer House, Red Lacquer Room</p> <p>Hear welcoming remarks from ASHRAE President Bjarne Olesen followed by presentations by recipients of last year's Grant program, an awards ceremony and a group activity.</p> <p>Grant Presentation 1: Design and Prototyping of a Carbon Dioxide based Heat Pump Integrated Energy System, Ryerson University</p> <p>Grant Presentation 2: A hot-gas bypass load stand to demonstrate compressor performance, Oklahoma State University</p> <p>3:15 PM – 5:00 PM PLENARY SESSION Palmer House, Red Lacquer Room</p> <p>The Plenary will feature a keynote from Debbie Sterling, the Founder and CEO of GoldieBlox, an award winning company on a mission to "disrupt the pink aisle" with toys, games, and media for girls. Debbie is an engineer, entrepreneur, and one of the leaders in the movement toward getting girls interested in science, technology, engineering, and math. The Plenary Session also features presentations from the Honors and Awards programs, including the First Place winners of the Student Design Competition.</p> <p>5:30 PM – 8:30 PM STUDENT/YEA MIXER Palmer House, Red Lacquer Room</p> <p>Mix and mingle with ASHRAE YEA members, meet new friends, gain insight into life after college, and enjoy free food & drinks.</p> <p>6:30 PM – 8:30 PM WELCOME PARTY Chicago Cultural Center</p> <p>Students are encouraged to attend. (\$55 ticket)</p>	<p>ASHRAE STUDENT PROGRAM Palmer House, Red Lacquer Room</p> <p>8:00 am – 9:15 am Design Competition Session</p> <p>Come out for an introduction to the 2019 Student Design Competition and a presentation with methods and approaches to help you write the best submission possible.</p> <p>9:45 am – 10:45 am Technical Session: Sustainable Cold Climate Construction</p> <p>Alpine facilities are typically located in cold climates and have additional design challenges because of their remote off-grid locations. This presentation reviews issues and design solutions for remote and cold climate construction and advances in building technologies and materials for improved design and sustainable construction.</p> <p>11:00 am – 12:30 pm Career Panel</p> <p>Learn about what jobs may await with a career related to ASHRAE! This is an open forum for you to ask questions to professionals spanning multiple industry sectors.</p> <p>12:30 pm – 1:30 pm Lunch</p> <p>1:30 pm – 5:00 pm Student Tour (details on back)</p>	<p>STUDENT BRANCH ACTIVITIES</p> <p>10:00 am – 12:30 pm STUDENT CONGRESS Salon 10</p> <p>A chance for student branch officers to provide guidance on future programs and events, and suggestions to improve membership benefits.</p> <p>10:00 am – 12:30 pm SBA CONGRESS Salon 12</p> <p>Student Branch Advisors are invited to discuss student activities with Regional Student Activities Chairs.</p> <p>RECOMMENDED TECHNICAL SESSIONS</p> <p>8:00 am – 9:30 am Seminar 16: Building-Integrated Photovoltaic Systems: Enabling Net-Zero Energy Performance and Beyond</p> <p>9:45 am – 10:45 am Seminar 26: Steam System Fundamentals and Applications</p> <p>11:00 am – 12:00 pm AHR Expo Session 1: Senses and Cents: Reducing Sound, Improving Comfort and Enabling Energy Efficiency in Residential Buildings</p> <p>1:00 pm – 2:30 pm AHR Expo Session 3: Real-World Experience Providing Residential Energy Excellence</p> <p>2:15 pm – 3:45 pm Forum 2: The Future of Standards</p> <p>4:00 pm – 5:00 pm AHR Expo Session 7: ASHRAE's Duct Size Calculator Tool for Easy, Reliable Residential Duct Sizing</p>	<p>RECOMMENDED TECHNICAL SESSIONS</p> <p>8:00 am – 9:30 am Seminar 34: Net Zero Energy Buildings</p> <p>9:45 am – 10:45 am Seminar 38: Climate Effects on Tall, Supertall and Megatall Buildings</p> <p>11:00 am – 12:30 pm Seminar 44: The Best of "Engineer's Notebook" 2nd Edition</p> <p>1:30 pm – 3:00 pm</p>

AIR CONDITIONING, REFRIGERATING, HEATING, AND VENTILATING ENGINEERING TECHNOLOGY AND SIMILARLY NAMED PROGRAMS

Lead Society: American Society of Heating, Refrigerating, and Air Conditioning Engineers

Applicability

These program criteria apply to engineering technology programs that include air conditioning, HVAC, refrigerating, heating, or ventilating, or similar modifiers in their titles. The programs

Objectives

~~An accredited program in Air Conditioning, Refrigerating, Heating and Ventilating Engineering Technology will prepare graduates with the technical and managerial skills necessary to enter careers in the design, application installation, manufacturing, operation, marketing and maintenance of heating, ventilating, air-conditioning, and refrigeration (HVAC&R) systems. Graduates of associate degree programs typically have competence in air conditioning processes, heating/cooling load calculations, ventilation principles, pipe and duct design, system controls, system components, heating, refrigeration, economic analysis and computerized energy evaluation methods. Baccalaureate degree graduates are well prepared for design and development of complex systems complementing and expanding on lower division work.~~

Outcomes

~~Graduates of associate degree programs must demonstrate knowledge and hands-on competence appropriate to the goals of the program in:-~~

- ~~(a) utilizing air conditioning processes, heating and cooling load calculations, ventilation principles, pipe and duct design, system controls, system components, heating, refrigeration, economic analysis, and computerized energy evaluation methods in system design.-~~
- ~~(b) applying mathematics, physics or chemistry, thermodynamics, psychrometrics, and fluid mechanics to HVAC&R systems.-~~

~~Graduates of baccalaureate degree programs must demonstrate, in addition to outcomes expected of associate degree graduates, the ability to:-~~

- ~~(c) analyze and design complex HVAC&R systems.-~~
- ~~(d) apply project management to HVAC&R systems.-~~
- ~~(e) apply economic analysis and computerized energy evaluation methods to HVAC&R systems.-~~

I. PROGRAM CRITERIA FOR ASSOCIATE LEVEL PROGRAMS

Curriculum

The curriculum must prepare associate degree graduates with the knowledge, techniques, skills, and ability to use modern equipment in HVAC&R engineering technology. The curriculum must prepare graduates to have competence in the following curricular areas as detailed in the following required curriculum topics:

- a. Basic HVAC&R principles, including heat transfer, fluid mechanics, combustion, air conditioning and refrigeration processes, heating and cooling load calculations, electrical circuits and controls.
- b. Application of HVAC&R principles for analysis of well-defined technical activities, including pipe and duct sizing, analysis of ladder logic diagrams, evaluation of equipment performance, and use of computerized tools for energy calculations and equipment selection.
- c. Application of HVAC&R principles for system operations, including troubleshooting, servicing, and maintenance tasks.

II. PROGRAM CRITERIA FOR BACCALAUREATE LEVEL PROGRAMS

Curriculum

The curriculum must prepare baccalaureate degree graduates with the knowledge, techniques, skills, and ability to use modern equipment in HVAC&R engineering technology. Baccalaureate degree graduates are well prepared for design and development of complex systems complementing and expanding on lower division work. The curriculum must prepare graduates to have competence in the following curricular areas as detailed in the following required curriculum topics:

- a. Basic HVAC&R engineering principles, including heat transfer, fluid mechanics, combustion, air conditioning and refrigeration processes, heating and cooling load calculations, electrical circuits and controls.
- b. Application of HVAC&R principles for broadly defined technical activities, including analysis of equipment and system performance, analysis of system controls, and computerized evaluation of system energy performance.
- c. Design and analysis of HVAC&R systems for commercial buildings, including pipe and duct design, HVAC&R equipment and system selection, building energy modeling, and economic analysis.
- d. Project management for design and installation of HVAC&R systems.

Faculty

The program must demonstrate that a majority of faculty teaching courses that are primarily design in content are qualified to teach the subject matter by virtue of professional licensure or by education and design experience.

2017-2018 MBO's Student Activities Committee Bill Simpson, Chair			
MBO #	Description	Who	Due
1	Improve committee member involvement and committee operations	All	
	a. Each member (RVCs and Vice Chair) shall complete MBOs and then measure against their MBO at the winter meeting and by continuing reports		October 2017
2	Expedite publication of Design Competitions	Design Comp and Consultant	
	a. Complete all 2019 design competitions in collaboration with incoming society president's theme and publish to website in time for southern hemisphere school year		Winter Meeting 2018
	b. Investigate feasibility of live, head to head competition possibly for AEC		Summer Meeting 2018
3	Continue to grow the Grants program	Grants	
	a. Increase number of grant applications by 5%		Winter Meeting 2018
	b. Investigate new opportunities to expand the Undergraduate Program Equipment Grant		Summer Meeting 2018
4	Increase the number of K-12 school visits	K-12/STEM	
	a. Continue the promotion of classroom visitations through the RVC (at CRCs) and local chapter SA Chairs to general membership. Illustrate to membership how important and easy it is to conduct a K-12 classroom visit by performing a hands-on activity		Ongoing
	b. Consider development of new STEM Kits		Summer Meeting 2018
	c. Clarify relationship with STEM Scouts		Winter Meeting 2018
	d. Increase number of K-12/STEM Leadership Award recipients to 14 chapters		Summer Meeting 2018
	e. Complete "gamification"		Winter Meeting 2018

5	Increase collaboration with and exposure to our growing international student membership	Post High and Consultant	
	a. Investigate opportunities to incorporate President Olesen's initiative for collaboration between student branches in North America and beyond.		Summer Meeting 2018
	b. Investigate feasibility for international student program		Summer Meeting 2018
6	Continue to engage students and grow student membership	Post-High and Vice Chair	
	a. Increase the number of new student branches by 8%		Summer Meeting 2018
	b. In collaboration with MP and YEA, determine appropriate metrics for tracking student conversion and establish a growth goal		Summer Meeting 2018
	c. Maintain student branch status reporting at greater than 90% and review reports		Summer Meeting 2018
7	Develop student-friendly area on ASHRAE's Student Zone website	K-12/STEM and Post-High	
	a. Develop K12/STEM area		Summer Meeting 2018
	b. Develop Post-High area		Summer Meeting 2018
8	Increase understanding and exposure of ASHRAE accreditation program	ABET	
	a. Increase ASHRAE PEVs		Summer Meeting 2018
	b. Review and develop new program criteria for college level HVAC programs		Summer Meeting 2018
9	Provide more quality training for SA chairs		
	a. Increase SA chair attendance at Centralized Training by 20% - Vice Chair	Vice Chair	Summer Meeting 2018
	b. Track SA chair attendance at CRC training – Vice Chair w/Consultant	Vice Chair w/ Consultant	Summer Meeting 2018
	c. Implement recently developed CRC training	Consultant	Summer Meeting 2018
	d. Investigate feasibility for international Centralized Training	Vice Chair w/ Consultant	Summer Meeting 2018

10	Improve opportunities for Post-High students	Post-High w/Vice Chair and Consultant	
	a. Remodel Student Program to integrate with general ASHRAE conference schedule with top quality programs and presenters		Winter Meeting 2018
	b. Review Central NY SmartStart Program and investigate expansion beyond Region I, II, III with possible integration to CRC		Winter Meeting 2018
	c. Monitor success of Adapt Building EQ pilot programs and promote to Student Branches		Summer Meeting 2018
11	Develop relationships with synergistic societies	Consultant	
	a. Pilot collaborative relationship with SMACNA		Winter Meeting 2018
12	Improve recognition of ASHRAE volunteers		
	a. Get at least 5 nominations for SBA of the Year	Post-High	Summer Meeting 2018
	b. Get at least 5 nominations for Youth Outreach – K12/STEM	K-12/STEM	Winter Meeting 2018
	c. Get at least 5 nominations for Student Activities Achievement Award	Post-High	Winter Meeting 2018

PAOE Recommendations

- SA1 – Revise to be “For conducting a joint K-12 STEM activity with representatives of other societies (i.e. Boy Scouts, Girl Scouts, STEM Scouts, NAWIC, AIA, ACE, Mentorship, etc.)
- SA22 – Revise to be “For each student member attending the Winter Conference Student Program”

**Young Engineers in ASHRAE Members Council Report
2018 Winter Conference, Chicago, IL**

I. Attendees:

Chair	Mr Jake Kopocis
Vice Chair	Ms Stephanie Kunkel
Region I YRC	Mr Chonghui Liu
Region II YRC	Mr Alexis T Gagnon
Region III YRC	Ms Lindsey King
Region IV YRC	Mr Jackson Willis
Region V YRC	Jake Taylor
Region VI YRC	Miss Shona O Dea
Region VII YRC	Mr Stephen Lee Wren, PE
Region VIII YRC	Mrs Vanessa Freidberg, PE
Region IX YRC	Mrs Rachel L Romero
Region X YRC	Mrs Alyse M Falconer
Region XI YRC	Mr Gregory Thomas Jernstrom
Region XII YRC	Ms Kathleen Simpson
Region XIII YRC	Ms Ching Man Tracy Pang
Region XIV YRC	Prof Aleksandar S Andjelkovic
RAL YRC	Mr Muhammad O Khan
SA Liaison	Mr Adam C Davis PE
MP Liaison	Ms Michelle L Swanson
Consultant	Carrie Anne Crawford
Consultant	Mr Ashu Gupta, Eng
Consultant	Miss Emilia Agata Targonska
BOD Ex-Officio	Mr Erich Binder

Motions: None

Information items:

Referred Motions:

Region XII (Brasil Chapter) Motion 20:

That all non-North American attendees for YEA Leadership Weekend have all travel costs reimbursed.

Background: This motion's intent is to increase the non-North American presence at YEA Leadership Weekend, aligning with ASHRAE's Strategic Plan to become a more international society.

Fiscal Impact: With Each attendee attending YEA Leadership Weekend would have an average transportation cost of about US\$ 1,000 per person. Assuming that, at most, 30 people from outside of North America will attend, the budget impact will be US\$ 30,000.

YEA Response: YEA was not in favor of this motion by a vote of 0-15-0, chair not voting. There are currently 2 scholarships available to Region XII that are not utilized.

Motion 32 (06/27/2017):

That the list of items selected from the MCO (to attract millennials), as shown below be referred to the YEA Committee for consideration and development.

1. SECTION 2 CHAPTER COMMITTEES

(Emphasis on committees that could interest Millennials such as):

Student Activities Committee

2.11 Membership Promotion Committee

2.15 Reception Committee: *(This committee sees a lot of people)*

2.18 Special Events Committee

2.19 Young Engineers in ASHRAE (YEA) Committee

2.20 Electronics Communications Committee and/or Chapter Webmaster

2.21 Sustainability Committee

2. Appendix 5E: Ideas for Chapter Programs

3. SECTION 8 MANAGEMENT BY OBJECTIVES

4. Appendix 10D: Ideas for Special Projects and Programs for Student Branches

5. SECTION 13 MENTORING

If prioritized, recommendations would be in this order: 4, 5, 2, 1, 3

Background: This addresses Action Item 22 (02/17): Region Operations Manual Subcommittee to review the Manual for Chapter Operations and determine items that can be addressed to attract millennials by using 3-5 minute short videos on where to find information in the MCO.

Fiscal Impact: Unknown.

YEA Response: YEA Executive Committee is assigning to the subcommittee chairs. The point of contact will be YEA Committee Chair.

- I. Grassroots transition document
 - a. Jake will provide transition document to chapter presidents at the chapter presidents training.
 - b. New procedure will start in April, but reimbursement will start July 1st.
 - c. Maybe opportunity to get airfare reimbursement early for the three spring CRCs.
- II. College of Fellows coordination plan
 - a. Improved communication and involvement
 - b. Facebook communication, College of Fellows going to get on FB.
 - c. Mentoring workshop - they will host workshop (mentoring) with Ralph.
 - d. PAOE Subcommittee update (Kunkel) – Review and send before Feb 1st.
 - i. Let Steph know if there are additional points for subcommittees.
 - e. Changes for YCC reporting (Kunkel)
 - f. YEA Award Changes (group discussion) Three awards given.
 - i. Award of Individual Excellence – About moving YEA agenda forward, YCC chair or chapter presidents nominated by YRCs.
 - ii. New Faces: typically goes to Fall CIBSE conference, other CIBSE conference is bigger. – Significant contribution to industry.
 1. There is a strong desire from the YEA committee to keep this going.
 2. Need YEA and ASHRAE Executive to still collaborate to keep the prestige.
 3. Typically awarded in February.
 - iii. Also there is the recently approved Developing Leader Award – Greg to upload criteria to Basecamp.
 - iv. Highlight international candidate if applicable.
 - g. Leadership Academy in May. Great opportunity for incoming YRC, and many others.

GRASSROOTS GOVERNMENT ADVOCACY COMMITTEE

Report to Members Council
From Meeting of January 19-20, 2018

Members Present

Jim Wolf, Chair	Ron Gagnon	Jeff Hurd
David Underwood	Mike Witkowski	Nate Boyd
Chad Moore	Tim Ashby	Vorasan Leewattanakit
Robin Bryant	Jim Arnold	Maged Fouad Hashem
Michael Bilderbeck	Chad Powell	Vikram Murthy
Bill McQuade	Ryan Williams	Jaap Hogeling
Dick Hayter	Chad Smith	Ng Yong Kong
Andy Manos	Dave Palty	

Members Absent

Mo Hosni	Nick Meris	Sheila Hayter
Mike Mueller	Darryl Boyce	

Guests

Tom Phoenix	Teresa Weston	Rich Vehlow
Rob Craddock	Doug Cochrane	Randy Jones
Art Hallstrom	Andy Cheung	Jeremy Stockmans
Hugh Crowther	Pat Marks	Keith Yelton
Bill Klock	Cole Stanton	Megan Judge
Mike Wolf	Brendan Hall	Dimitris Charalambopolus
Chris Mathis	Larry Spielvogel	Angelos Dalavouras

Staff

Jim Scarborough	Alice Yates	Jeremy Pollack
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Motions**Motion 1:**

That the changes to the GGAC Rules of the Board be approved.

Background: An Ad Hoc Subcommittee of GGAC has been working for a year looking at the structure of GGAC to determine if any changes should be made to that structure. This suggestion was first brought to the Committee in early 2017 by the Board ExO serving on GGAC. These changes represent some slight alterations in who may serve as Committee officers, removing the position of 2nd Vice Chair and streamlining the Committee. These changes have been reviewed by the Society Rules Committee (SRC). The draft document is attached.

Fiscal Impact: --0--

Motion 2:

That the changes to the GGAC Manual of Procedures be approved.

Background: The proposed changes to the GGAC MOP are part of the change in structure recommended by the Ad Hoc Subcommittee of GGAC that has been working for a year looking at the structure of GGAC to determine if any changes should be made to that structure. These changes are as a result of the proposed change to the GGAC ROB outlined in Motion 1. In addition to changes in Committee officers, more detail is provided regarding duties and responsibilities of the Committee members. The draft document is attached.

Fiscal Impact: --0--

Motion 3:

That \$2000.00 US dollars, effective July 1, 2018 to any region with chapters outside of the United States for transportation expenses in coordinating Day on the Hill (DOTH) activities.

Background: ASHRAE does not provide government staff services employed full time for the seven regions outside of the United States. This motion will allow and facilitate more activity of volunteers in the education of legislative officials as to ASHRAE's services in reducing energy consumption through regulation using our design standards and guidance. Often travel to legislatures may be more expensive to reach due to long distances to legislatures. Currently, without direct staff knowledge in government affairs in other countries prevents ASHRAE from radiating its knowledge base. This places ASHRAE members at a disadvantage for gaining the full services of membership outside of the US.

Fiscal Impact: \$14,000 (\$2,000 USD per region)

Motion 4:

That Society provide a searchable resource database of all published materials, inclusive of *Journal* articles for use by members and accessible through the ASHRAE website.

Background: To the best of this committee's knowledge there is not a master list of current published resources, such as but not limited to, Standards, Guidelines, Handbooks, and Position Documents available for membership. In an effort to simplify access to the most current standards and position papers to be utilized for "Day on the Hill" events, GGAC developed a spreadsheet listing the most current version of the resources. These efforts identified the need for a central searchable library for member's use.

Fiscal Impact: Unknown

Motion 5:

That Society join the Canadian Energy Efficiency Alliance.

Background: With ASHRAE becoming more involved in the Government Advocacy role outside of the United States, the Society needs to join some of the Alliances in other countries similar to the ones that ASHRAE is currently involved with in the United States. As ASHRAE has no Canadian advocacy staff compliment, the Canadian Energy Efficiency Alliance (CEEA) could assist ASHRAE in providing a voice at the Federal level of the Canadian government. The CEEA is associated with the Alliance to Save Energy (ASE) of which ASHRAE is a member and this is a natural extension.

Fiscal Impact: \$5000 CDN / year

Information Items

1. For the past six months, GGAC has been conducting a Pilot Project in four ASHRAE Regions where maps are created that outline each Chapter and that includes accompanying contact information for local (Chapter), regional and Society contacts. This Pilot Project will be open to other Regions on a voluntary basis, as long as the expansion is done on a voluntary basis and at no cost to ASHRAE. Further, the Maps would be made available only to Members (i.e., inside the firewall), with testing and evaluation conducted by Members.
2. A recommendation will be sent to the Honors and Awards Committee nominating an ASHRAE member for the Grassroots Government Advocacy Award.
3. Planning is underway for Day on the Hill (DOTH) visits in several states and jurisdictions. At this point approximately 12 are planned in the United States and Canada. Additionally one DOTH visit has already occurred this calendar year and was conducted by the ASHRAE Chapter in Puerto Rico. Other locations are Kentucky, Oklahoma, Arizona, New York, Indiana, Michigan, Ohio, Georgia, North Carolina, South Carolina, two in Canada (one national, one provincial). The goal is to have 15-20 this year.
4. A new program is being developed for initiating contacts with U.S. Members of Congress (House and Senate) at the local state and district offices.

5. It was discovered that one of the first committees established in ASHRAE (then the American Society of Heating and Ventilating Engineers (ASHVE)) in 1895 was a “Legislation Committee” whose purpose was “to favor legislation compelling ventilation of all public buildings in accordance with the standards of this society.” Additionally, one of the original objectives of ASHVE was “to favor legislation compelling the ventilation of all public buildings in accordance with the standards of this society,” and “to encourage legislation favorable to improvement in the arts of heating and ventilation, and to oppose legislation inimical to the business of the engineer.” While GGAC may be a new committee to ASHRAE, legislative efforts go way back to the very beginning of the Society.
6. Review of and recommendations for additions and changes to the GGAC PAOE points was completed at this meeting and will be sent to the PAOE Committee.

Attachments

Attachment A: Draft changes to the GGAC Rules of the Board (ROB)

Attachment B: Draft changes to the GGAC Manual of Procedures (MOP)

Attachment C: MBO Update

2.402 GRASSROOTS GOVERNMENT ADVOCACY COMMITTEE 2.402.001 SCOPE AND PURPOSE (17-09-06-01/15-01-28-18/05-02-06-15) The Grassroots Government Advocacy Committee shall be responsible: 1) Organizing ASHRAE members at the grassroots level to influence and educate government bodies and officials from local to national level in areas of interest to ASHRAE members, to promote effective cooperation between ASHRAE members and government and 2) Developing the extent and the manner in which ASHRAE implements and pursues actions to influence government affairs and public policy. (See below) The purpose of these activities is to benefit the public by providing responsible and balanced input and advice to policymakers in our area of expertise. ASHRAE shall not operate a Political Action Committee (PAC) or make contributions to politicians, political candidates, or other government officials. All efforts of the committee will be in accordance with applicable laws and the ASHRAE Rules of the Board, Certificate of Consolidation, and Bylaws. The Grassroots Government Advocacy Committee shall report to the Members Council.

2.402.002 MEMBERSHIP (17-09-06-01/15-01-28-18)

2.402.002.1 Composition The members of this committee are as follows: A. Voting members, including a Chair and Vice chair, a Communications Coordinator, one(1) representative from each Region who serves as Regional Vice Chair, one representative from each Council (Technology Council, Members Council, Publishing and Education Council and 4 at-large members. B. Non-voting members including the Treasurer of the Society, who shall serve as Coordinating Officer, a Board Ex Officio member, and the staff of the Government Affairs Office. C. "At least one of the Chair, Vice Chair, Sub Committee Chairs, or the Communications Coordinator should be from a non-US governed state or territory."

2.402.002.2 Qualifications

A. The chair of the committee shall have ASHRAE Executive Committee experience B. The Vice Chair shall have ASHRAE Executive Committee experience C. One at-large member shall have professional background in government affairs or advocacy. At least of the at-large members shall be a Presidential Member. D. All members of the committee shall hold Member grade or higher in ASHRAE. -E. Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.

2.402.002.3 Term of Service (17-01-29-1/15-01-28-18/70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49) The term of service for The Chair and Vice Chairs shall be one year. The term of service for the other voting members shall be three years, subject to ROB 3.300 Election and Appointment Procedures.

2.402.003 OPERATION (15-01-28-18)

2.402.003.1 This Committee shall support grassroots-level governmental activities by: A. Working with the Chapters to promote ASHRAE standards, products, and services with local, provincial, state, and national governments.

-35-

B. Seeking the appointment of Chapter members to local, provincial, state and national governmental bodies. 2.402.003.2

The Committee shall inform and motivate ASHRAE membership about grassroots activities and public policy issues by: A. Providing a conduit for grassroots members globally to keep their Chapters, Regions, and the Society Government Affairs staff informed on government affairs activities of interest to ASHRAE. B. Liaising Chapters with educational and programs-related groups within ASHRAE. C. Providing tools to train and enable Chapters and Chapter members to effect positive interactions with government. D. Serving as a clearinghouse for government adoptions of ASHRAE standards, products and services. E. Tracking and reporting on legislation and regulations of interest to ASHRAE. F. Apprising government entities and representatives of the public policy priorities of ASHRAE for the purpose of providing technical assistance in drafting legislative and regulatory language. The Committee will reach out to ASHRAE members and others in the HVAC&R field to provide the requested assistance.

2.402.003.3 The Committee annually will seek input from members on issues to be addressed. The Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit it to Members Council and ExCom for approval.

2.402.003.4 The Committee shall review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered using existing procedures and will review them prior to final approval. On matters in which a clear ASHRAE position does not exist or for which a timely response is required, the Committee will seek a position from ExCom. This Committee shall support the development of CRC Grassroots government affairs activities sessions at the CRCs by: A. Providing materials and qualified trainers for CRC Grassroots Public Policy Workshops. B. Reporting of PAOE.



Shaping Tomorrow's
Built Environment Today

Grassroots Government Advocacy Committee

Manual of Procedures

**Approved by Grassroots Government Advocacy Committee and accepted by Members
Council on , 2018**

Approved by Grassroots Government Advocacy Committee MONTH, DAY, YEAR

Table of Contents

1. Introduction	Page 3
2. Expectations of Committee Members.....	Page 3
3. Duties of Committee Members	Page 3
a. Chair.....	Page 3
b. 1st Vice Chair	Page 3
c. 2nd Vice Chair	Page 4
d. Communications Coordinator.....	Page 4
e. Regional Vice Chairs.....	Page 4
f. Representative of Technology Council	Page 5
g. Representative of Members Council	Page 5
h. Representative of Publishing and Education Council	Page 5
i. At Large Members.....	Page 5
j. Past Communications Coordinator	Page 6
k. <i>Ex Officio</i> Member	Page 6
l. Staff Liaisons.....	Page 6
4. Subcommittees.....	Page 7
a. Executive	Page 7
b. Active Outreach	Page 8
c. Responsive Engagement.....	Page 8
5. Committee Objectives (MBOs)	Page 9
6. Award Programs	Page 9
a. Government Activities Award.....	Page 9

1. INTRODUCTION

The Rules of the Board (ROB) for the Grassroots Government Advocacy Committee (GGAC) 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, quickly respond to requests from Government Affairs Office staff and Committee leadership, and engage in constructive dialogue.

3. DUTIES OF COMMITTEE MEMBERS

a. Chair

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

1. Attend meetings of this Committee and assigned Subcommittee meetings.
2. Preside over all meetings of this Committee and its Executive Subcommittee.
3. Present, in coordination with the staff liaisons, centralized training for RVCs at the Annual Meeting and Winter Conference.
4. Review and coordinate approval of the Committee minutes, as prepared by the staff liaisons, for all Committee meetings.
5. Prepare the agendas for this Committee's meetings with the assistance of the staff liaisons and Committee members.
6. Preparing written reports, including MBO status, at Society Annual and Winter Meetings, and at other times as required.
7. **In consultation with the GGAC Nominating Committee, shall annually appoint the Chairs of the standing Subcommittees.**
8. Annually appoint each member of this Committee to one or more standing Subcommittees.
9. 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.
10. Appoint Ad Hoc Subcommittees, or working groups from the membership of this Committee, as necessary.

b. 1st Vice Chair

Duties of the 1st Vice Chair include the following:

1. In the absence of the Chair, the 1st Vice Chair shall assume the Chair role at any scheduled or called meeting of this Committee.
2. In the event the Chair is unable to perform its duties, the 1st 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.
4. Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.
5. As needed, coordinate review of the MOP and ROB and recommend changes via motions to the Committee.
6. Serve on this Committee's Executive Subcommittee.
7. ~~Serve as Chair of the Active Outreach Subcommittee.~~
8. **Serve as GGAC representative to the Members Council PAOE Subcommittee.**
9. **Coordinate training at Winter and Annual Meetings.**

~~c. 2nd Vice Chair~~

~~Duties of the 2nd Vice Chair include the following:~~

- ~~1. Manage action item deadlines on behalf of the Chair.~~
- ~~2. Administer the new Committee member mentoring program.~~
- ~~3. Coordinate new RVC training at the Society's Annual Meeting.~~
- ~~4. Administer this Committee's Government Activities Awards Program.~~
- ~~5. Serve on this Committee's Executive Subcommittee.~~
- ~~6. Serve as Chair of the Responsive Engagement Subcommittee.~~

d. Communications Coordinator

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

1. 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. Manage distribution channels for grassroots government activity clearing house efforts to the membership.
4. Solicit and publish *Journal* and *Insights* articles.
5. Manage grassroots government activities training efforts.
6. Serve on this Committee's Executive Subcommittee.

e. 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 the regular meetings of this Committee at the Winter and Annual Meetings of the Society. Meetings are scheduled for Friday all day and Saturday until noon.
3. Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
4. Monitor PAOE for Chapter governmental activities within the Region.

5. Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
6. Prepare reports, as required by the Society and this Committee's Chair.
7. Coordinate communication on government activities at the Chapter and Regional levels.
8. Administer this Committee's Grassroots Government Advocacy Awards Program within the Region, solicit entries for each award from the Chapters, and forward qualified entries for Society consideration.
9. Transfer all relevant GGAC materials, information, standards, and related information to the successor RVC.
10. Serve on Subcommittees, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.
11. During the 3-year term of an RVC, visit each Chapter at least once (though some consideration shall be given to the RVCs in Region XIII, XIV and RAL).
12. RVC responsibility to help organize Day on the Hill visits.
13. Attend Subcommittee and Ad Hoc Subcommittee conference calls.
14. Travel, attend and present at President Elect Training and Regional Training.
15. Coordinate planning calls with Chapter GGAC Chairs.

f. Representative of Technology Council

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

1. Serve as the liaison between GGAC 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.

g. Representative of Members Council

Duties of the Representative of Members Council include:

1. Serve as the liaison between GGAC 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.

h. Representative of Publishing and Education Council (PubEd)

Duties of the Representative of PubEd Council include:

1. Serve as the liaisons between GGAC 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.

i. 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.

j. ~~Past Communications Coordinator~~

~~Duties of the Past Communications Coordinator include:~~

- ~~1. Assisting the Communications Coordinator in performance of their duties~~
- ~~2. Tasks assigned by the Communications Coordinator~~

k. *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.

l. 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 copies of the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the ~~1st~~ Vice Chair with generating the Committee's budget and four-year plan.
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 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 Chair in conducting training of Committee members at the Annual 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 ~~1st~~ Vice Chair, and ASHRAE IT staff with maintaining a website whereby the membership of ASHRAE can readily obtain information regarding grassroots government activities in any geographical location where ASHRAE has a presence.
15. Provide support for this Committee's Government Activities Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.
16. Provide information and appropriate contact with government agencies in support of Committee grassroots government activities.
17. Provide administrative support for this Committee's programs.
18. Coordinate update of website per this Committee's directives.
19. Offer public policy updates and guidance to the Committee on:
 - a. Recent grassroots 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.

6. 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 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, ~~1st and 2nd~~ Vice Chairs, Subcommittee Chairs, Communications Coordinator, ~~Chair~~ Representative of Tech Council, ~~Chair~~ Representative of Members Council, ~~Chair~~ 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.
3. Develop budgets and monitors Committee expenses.
4. ~~Manage Government Activities Awards Program.~~
5. ~~Review and recommend revisions to PAOE criteria.~~
6. Review and approve requests for action alerts.
 - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
 - b. Requests for action alerts may be proposed by initiated by individuals or groups within or outside GGAC.
 - 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 positions of the Society.
 - d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
 - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.

b. ~~Active Outreach~~ Policy and Programs

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

Responsibilities of the ~~Active Outreach~~ **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 GGAC 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 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.**

c. ~~Responsive Engagement~~ Member Mobilization

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

Responsibilities of the ~~Responsive Engagement~~ **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.
2. When deemed necessary, prepare and submit requests for action alerts to the Executive Subcommittee.
3. Provide regular reports to the GGAC 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 GGAC 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 Grassroots Government Advocacy Awards Program.**
6. **Review and update training materials prior to Winter Meeting.**

d. Global Affairs Subcommittee

1. Chair of the Subcommittee needs to be an RVC with a minimum 1 year experience and from the Regions involved.
2. Membership of the Subcommittee RVC's from Regions 2, 8, 11, 12, 13, 14 and the RAL and the 3 At Large Members from the Regions involved.
3. Responsibilities of this Subcommittee is to promote and grow activities in relation to the Goals of Society.

e. Rules Subcommittee

1. The Vice Chair of GGAC will be the chair of this Subcommittee.
 2. Membership of the Subcommittee will be the Vice Chair and the Communication Coordinator.
 3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP and ROB.
- a. **Rules of the Board (ROB):**
The rules of the board for the GGAC 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):**

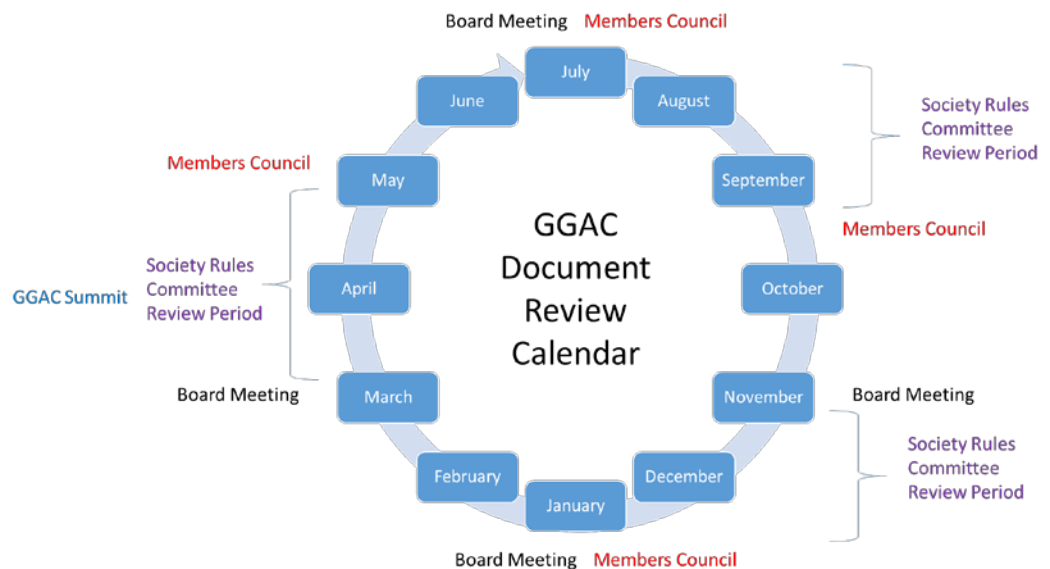
This manual details the operating procedures followed in carrying out the responsibilities of the committee as prescribed in its ROB. For example, this document contains the expectations of Committee members, their duties, a description and make-up of the GGAC working subcommittees, the requirements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

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

The Grassroots Government Activities 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 Grassroots Government Activities Committee Resource Manual is an internal document of the Committee and changes require the approval of the GGAC Committee, only.

d. **Section 2.6 of the Manual of Chapter Operations (MCO):**

This section of the Manual of Chapter Operations describes the duties of the Chapter level GGAC organizations and rules procedures for disseminating information from the Society GGAC 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.



f. **Nominating Committee**

1. Membership of this Subcommittee shall be a Presidential Member, the Communication Coordinator and the chairs of the other standing Subcommittees.
2. Responsibility of this Subcommittee is to make recommendations to the chair of the Committee for the next year's membership and Subcommittee chairs.

7. Committee Objectives (MBOs)

Prior to the Society Annual 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 Meeting. The objectives will be included in the Committee's report to the Members Council at the Annual Meeting as an information item, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Assistant to the BOD.

1. If any Committee does not submit its objectives to the BOD at the Annual 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. Staff liaisons will send objectives to Committee members.
3. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or Subcommittee of the Committee, this should also be included.
4. A status report of the objectives will be included in the Committee report submitted to the Members Council at the Society's Winter Meeting, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Director of Member Services.
5. A final report of the objectives will be included in the Committee report submitted to the Members Council at the Society Annual 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.

8. AWARDS PROGRAM

a. **Grassroots Government Activities Advocacy Award**

The **Grassroots Government Activities Advocacy Award** was established to recognize an individual for outstanding effort and achievement in state, provincial, 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 winners.
- One awarded per year.
- The Grassroots Government Advocacy Committee makes recommendations for the award to the Honors and Awards Committee **at the Winter Meeting.**

MBO Update

Objectives	Responsibility	Due Date	Status
1. Expand support to Chapter and Regional levels on public policy issues of interest to ASHRAE and on how to become involved with government officials through development of model presentation(s) for DLs and others. Identify DLs, current GGAC members, and other ASHRAE members willing to make presentations at Chapters and CRCs.	Policy and Programs Committee	January 2018	A report was brought to the GGAC Policy and Programs Subcommittee at the Winter Meeting and will be discussed during the next Subcommittee conference call.
2. Develop and implement programs to promote awareness and use of Building EQ	Member Mobilization Subcommittee + Boyd, Co-Chair	Ongoing	This MBO has been on hold while the Building EQ Committee completed its work on the online portal and created new marketing documents. Those documents were provided to GGAC at this meeting and the Subcommittee will be working on disseminating that information to Chapter GGAC Chairs. There was also discussion concerning who from ASHRAE would be available to provide technical guidance to city officials when those meetings are set up. Nate Boyd will follow-up on this matter.
3. Develop implementation plan for promoting the document created last year on ASHRAE in Residential Codes and Construction	Ad Hoc Committee – Chaired by McQuade	January 2018	This Ad Hoc Subcommittee met once between the Annual Meeting in June 2017 and this meeting. Work continues on an implementation plan and will be done in conjunction with the ASHRAE Residential Committee.
4. Develop and implement a program to emphasize awareness of Public Safety issues	Member Mobilization Subcommittee	Ongoing – Awaiting appointment of Resiliency Committee	This Subcommittee has submitted some materials to the Resiliency Committee and is waiting for a response.

Objectives	Responsibility	Due Date	Status
5. Develop implementation plan for the report of the Subcommittee about Global issues	Nate Boyd, Chair Ad Hoc Subcommittee on Implementation Plan for Global Issues Report	Ongoing	The subcommittee is identifying the top 5 standards that should be advocated at the international level. Marketing materials would be created for these, and provided to the Member Mobilization Subcommittee for distribution, possibly also through organizations such as the U.N. and the World Health Organization.
6. Expand Day On The Hill (DOTH) including development of new training materials to include documents, videos and case studies	Policy and Programs Subcommittee	Ongoing	The Committee continues to create new documents and is also seeking feedback from Chapters that have held DOTH visits on what other materials they need. An “FAQ” will be developed, that helps chapters prepare at various stages leading up to the DOTH visit, with a February deadline . The Oklahoma chapter will be asked to develop a case study, with a March deadline . Further, a training video (possibly voice over PowerPoint) will be developed by March . The branding of “DOTH” will also be changed so that it is appropriate for non-U.S. chapters.
7. Develop additional incentives for Chapter GGAC Chair recognition (i.e.: Regional Awards and others)	Member Mobilization Subcommittee	January 2018	A survey is being created to be sent to the Chapter GGAC Chairs on what awards are currently given at the Chapter level.
8. Develop program for initiating contacts with national political elected/appointed officials at local/district offices	Policy and Programs Subcommittee	January 2018	Information has been obtained about locations of these local offices and more discussion is to be held on making those visits.
9. Establish annual list of updated standards, publications, etc.	Ad Hoc Committee: Members - Bryant, Hosni, Bilderbeck	January 2018	A motion was made by this subcommittee to ask the Society to create an online database of materials for members to use.

Objectives	Responsibility	Due Date	Status
10. Monitor implementation of Maps Project and evaluate for possible expansion	Ad Hoc Committee – Randy Jones, Chair	June 2018	This is still in the Pilot Program phase and will likely extend into the next Society year.
11. Develop and plan to expand international engagement	Ad Hoc Subcommittee – Jaap Hogeling, Chair and Nate Boyd, Vice Chair	January 2018	This Ad Hoc Subcommittee continues to meet and develop recommendations.
12. Conduct annual maintenance of GGAC governing documents	Ad Hoc Committee – Bill McQuade and Dick Hayter, Co-Chairs, Jim Arnold	June 2018	This Ad Hoc Subcommittee created a report that has been incorporated into the proposed changes to the GGAC MOP. This Ad Hoc has completed its work.
13. Complete evaluation of GGAC Structure	Ad Hoc Subcommittee on GGAC Structure	January 2018	This Ad Hoc Subcommittee has drafted proposed changes to the GGAC ROB and MOP. This Ad Hoc has completed its work.

HONORS AND AWARDS COMMITTEE

REPORT TO MEMBERS COUNCIL

FROM MEETING OF JANUARY 21-22, 2018

MEMBERS PRESENT

Charles Henck	John Harrod	Samir Traboulsi
David Arnold	N. Eileen Jensen	Essam Khalil
Rob Craddock	Nicolas Lemire	Donald Colliver
Stephen Duda	Paul Petrilli	

MEMBERS ABSENT

Tiffany Bates-Abruzzo

GUESTS

Alyse Falconer

STAFF

Candace Pettigrew	Margaret Smith	Kim Mitchell
Chandrias Jacobs	Nicole Bount	Joyce Abrams

Motions

Motion 1:

That the Rules of the Board section 2.411.003 be updated as follows:

2.411.003.4 Board-Approved Awards Not Named for Individuals

S. The Lower-GWP Refrigeration and Air-Conditioning Innovation Award is established to recognize individuals who have developed or practiced innovative technological concepts applied in developing countries to minimize global warming potential (GWP) through refrigeration and air-conditioning management.

2.411.003.5 Award Programs

C. This committee shall receive recommendations from the following committees and councils for awards and recommend them to Members Council for approval:

Award:	Recommending Committee:
<u>Lower-GWP Refrigeration and Air-Conditioning Innovation Award</u>	UN Environment Liaison Committee

Background: This award is to be jointly given by ASHRAE and United Nations Environment in recognition of innovative design, research or practice of low-GWP technologies for refrigeration and air-conditioning applications in developing countries.

The benefit to ASHRAE sponsoring the award is to heighten awareness of the Society among stakeholders in the government sector at local, provincial, national and international levels.

The Honors and Awards Committee members that voted against the motion or abstained expressed a level of discomfort with the information presented and felt adequate information was not provided. Additionally, there was concern that it is not stated how many ASHRAE members will serve on the judging panel.

Fiscal Impact: \$200-\$500; UN Environment will be responsible for funding travel and for certificate preparation.

Motion Passed. 6:1:2 CNV

Executive Session Motions: Motion 1; Motion 2

Attachments: Attachment A – Updated 2017-18 MBOs

MANAGEMENT BY OBJECTIVES
Honors and Awards Committee
ASHRAE SOCIETY YEAR 2017-18
Charlie Henck, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Ongoing	December 1, 2017 and May 1, 2018	Personal Awards Subcommittee	Nominees received for all awards with a December 1 deadline.
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Ongoing	June 30, 2018	Media Subcommittee	This item will be finalized in June
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members	Ongoing	March and July 2018	Staff	Nicolas Lemire will work with staff to review and make recommendations to the current presentation
4. Prepare a PowerPoint presentation to present at CRCs to increase submissions and improve documentation for Fellow grade.	Ongoing	July 2017 and February 2018	Personal Awards Subcommittee	Paul Petrillii will review and make recommendations.
5. Send reminder to Committee Chairs of Pass Through Awards	Closed	December 1, 2017	Pass Through Awards Subcommittee	Complete.



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TO: Members Council
FROM: Scholarship Trustees
DATE: October 6, 2017
SUBJECT: Referral Motion 4A

At the 2017 ASHRAE Annual Conference in Long Beach, the scholarship trustees discussed a suggestion from a volunteer to consider making scholarships available to students in countries with developing economies. Consequently, the following motion was passed and referred to Members Council for consideration since it would require the assistance of those who may be more familiar with the educational systems of the countries involved. A response prior to the 2018 ASHRAE Conference in Chicago would be appreciated. Thank you.

SCHOLARSHIP TRUSTEES REFERRAL MOTION #4A TO MEMBERS COUNCIL:

That Members Council consider partnering with the Society's Scholarship Trustees and the DRCs of ASHRAE Regions XII, XIII, XIV, and RAL to develop "micro-scholarships" (e.g., \$200 each) that would benefit undergraduate engineering students attending schools in countries with developing economies (World Bank listing of countries with Low-Income and Lower-Middle Income)

BACKGROUND:

Micro-scholarships can be an effective means of positively impacting students in countries with smaller economies where there are lower school tuition costs than in countries with larger economies. The amount & number of micro-scholarships available each year would be determined on an annual basis by the ASHRAE Scholarship Trustees. Funds would come from The ASHRAE Foundation's undesignated scholarship fund account. The Society's Scholarship Trustees and the regional leadership would share responsibility for managing the administrative process with a final selection of recipients made by the scholarship trustees in accordance with 2.5 & 2.6 Operating Procedures of the Society's Scholarship Guidelines (see below) and based on recommendations from the regional leaders. The ASHRAE Foundation has not yet agreed to fund this scholarship program, which is very different from traditional ASHRAE scholarships. If the motion is approved by Members Council, the scholarship trustees will request approval for funding from the



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BACKGROUND (CONTINUED):

Foundation Trustees. If funding is approved, the Scholarship Trustees and Members Council will work together to develop the details of implementation.

2. Operating Procedures Society Scholarship Guidelines:

- 2.5 The number of scholarships, the amount to be paid to each scholarship recipients, and the frequency, will be the sole responsibility of the Scholarship Trustees. All scholarships must be awarded solely in the order recommended by the Scholarship Trustees.
- 2.6 The final selection and approval of all scholarship recipients will be the responsibility of the Scholarship Trustees

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region-At-Large, Hellenic Chapter – 2014 Fall CRC)	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p>OPEN</p>
Atlanta – 11/2015	13o	That the Refrigeration RVCs be restored as grassroots in each region. (Region XIII, Thailand Chapter – 2015 Fall CRC)	Technology Council	OPEN
Atlanta – 10/2016	4a	That Society automatically convert and credit ASHRAE Canadian Members' RP donations made online to Canadian dollars, or allow online donations to be made in Canadian dollars. (Region II, London Chapter – 2016 Fall CRC)	Development Committee, Comptroller and IT Staff	OPEN
Atlanta – 10/2016	4e	That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A. (Region VII, Tennessee Valley Chapter – 2016 Fall CRC)	Electronic Communications Committee	<p>02/02/2017 - A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use.</p> <p>Action Item 12: Members Council Chair to assign an ad hoc for Motion 20 (Motion 4e) consisting of Members Council, ECC and Finance Committee members to determine the merits and feasibility of the motion.</p> <p>COMPLETE</p>
Atlanta – 10/2016	4l	That GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017. (Region XII, Brasil Chapter – 2016 Fall CRC)	Grassroots Government Advocacy Committee	OPEN
Atlanta – 10/2016	4q	That Society apportions a specific part of the Student Project and Scholarship fund to the Student chapters of RAL. (Region-At-Large, Chennai Chapter – 2016 Fall CRC)	Student Activities Committee	<p>02/09/2017 – The SA Committee needs further information regarding this motion. As it's currently written, the intent is not clear. The committee would like the Chennai Chapter to reword the motion using the ASHRAE verbiage to clearly state what student project means, what apportion of it should be allocated to RAL, and what role the DRC and student branches would have.</p> <p>Action: Staff was assigned an action item (#12-02/17) to request information from the Chennai Chapter concerning Motion 4q because the intent is not clear. To date, have not heard back from the chapter.</p> <p>N/A – Chapter did not respond</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2016	6	That Members Council recommend to the BOD, that the President appoint a "task group" to study the process and procedures of "Nominating Committee" ROB 2.415, its MOP, and related Bylaw sections pertaining to the Society Nominating Committee, and make recommendations to the BOD, for updates and enhancements, beginning January 1, 2017. (Region XII, Central Florida Chapter – 2016 Fall CRC)	Nominating Committee	07/13/2017 – In response to this motion and other feedback received by the Nominating Committee (NC), it was brought to the attention of NC that the NC Manual of Operations and Reference Manual were not available to on the ASHRAE website, this has been corrected. It was felt by a majority of the voting members in attendance that the general membership may have felt the NC process was being kept in secret to somehow hide the process. With the posting of the above listed documents, the concerns expressed in this motion have been satisfied. COMPLETE
Atlanta – 10/2016	71	That the Handbook includes a chapter on ventilation for the textile and garment industries. (Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)	Technical Activities Committee	OPEN
Long Beach – 06/2017	15	That ASHRAE extend membership for low income countries to upper middle income countries as defined by the World Bank. (Region VIII, Monterrey Chapter – 2017 Spring CRC)	Finance Committee	OPEN
Long Beach – 06/2017	16	That Members Council and ASHRAE publish the slate of nominees for Society Office on the website for members two weeks after the BOD Winter meeting. (Region VIII, Fort Worth Chapter – 2017 Spring CRC)	Nominating Committee	OPEN
Long Beach – 06/2017	25	That Society Student Activities Committee research annual grade school or high school competitions that inspire and attract students to the art and science of HVAC&R and select one to partner with as a Society. (Region VI, Illinois Chapter – 2017 Spring CRC)	Student Activities Committee	OPEN
Long Beach – 06/2017	27	That ASHRAE Standard 180 include a recommendation to determine the condition of compressor oils to assure proper system operation. (Region VIII, Monterrey Chapter – 2017 Spring CRC)	Standards Committee	09/29/2017 - A revision committee was approved in July 2014 at the ASHRAE Annual Conference in order to make revisions to the most recently published version of Standard 180 (ANSI/ASHRAE/ACCA 180-2012 - Standard Practice for Inspection and Maintenance of Commercial-Building HVAC Systems). Standards Project Committee (SPC) 180 is regularly meeting to determine changes that will be sent out for public review. I will forward this referral to the SPC for them to consider as they are making their revisions, but I will note that SPC 180, as the consensus body, is responsible for approving all changes. They will evaluate this request, but may not approve it. As the committee responsible for developing an ANSI Standard, technical content cannot be dictated to them. All meetings of SPC 180 are open meetings, and any interested party is encouraged to attend meetings and participate as permitted by the chairman of the committee. The next scheduled meeting of SPC 180 is January 19, 2018 from 2-6 PM, in conjunction with the ASHRAE Winter Conference in Chicago. That meeting schedule/location will be posted at www.ashrae.org/chicago when available. Once the SPC has finalized revisions to the standard, it will go out for public review for any interested party to submit comments. I highly encourage any member interested in this technical issue to review the draft standard when it's available and submit comments which the committee will be required to consider and respond to. Any interested party can sign up for ASHRAE Standards Actions to get announcements of public review drafts on this webpage: https://www.ashrae.org/resources--publications/free-resources/listserves We appreciate the input received from Members Council, and we want our local members to get involved in the development of ASHRAE Standards of interest to them. However, we do need to also be mindful of the ANSI Essential Requirements which binds our standards writing committees to offer fair and equitable consideration to all viewpoints. COMPLETE
Atlanta – 11/2017	12	That the SmartStart fees for new members are changed from \$21-\$78-\$103 to \$20-\$80-\$100 starting in FY2018-19. In the future, when an increase to the dues is warranted for this	Finance Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		program, the annual dues for SmartStart new members should be rounded up or down to a multiple of 10 to make it easier to sell.		
Atlanta – 11/2017	14	That Society begin to research and publish ventilation information and recommendations on retail cannabis outlets as well as cannabis growing and transformation facilities.	Technology Council	OPEN
Atlanta – 11/2017	16	That ASHRAE join the Canadian Energy Efficiency Alliance, effective 01 July 2018.	Grassroots Government Advocacy Committee	OPEN
Atlanta – 11/2017	20	That all non-North American attendees for YEA Leadership Weekend have all travel costs reimbursed.	Young Engineers in ASHRAE	OPEN
Atlanta – 11/2017	29	That RAL MP Chairs be reimbursed for transportation to RAL CRC and MP training to be conducted at the same format, content and quality as the centralized training at the RAL CRC.	Membership Promotion Committee	OPEN
Atlanta – 11/2017		That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region's CRC (Smart-Start Weekend). (Region I, Central New York Chapter – Fall 2017 CRC Motion 5)	Student Activities Committee	OPEN
Atlanta – 11/2017		That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process. (Region IX, Rocky Mountain Chapter – Fall 2017 CRC Motion 24)	Standards Committee, Handbook Committee	OPEN I had Standards ExCom discuss this today. They did not think it was something that required discussion/recommendation by the full Standards Committee. The position of Standards ExCom was that they were mostly ambivalent. They weren't opposed to it, if it happens they'd be ok with it, but ultimately they thinks it's more of a publications/member benefit issue. So no strong support or opposition by Standards ExCom. (Steve Ferguson)
Atlanta – 11/2017		That Members Council appoint an independent balanced "task group or ad hoc" to study the process and procedures of "Society Nominating Committee" ROB 2.415, its MOP, and related Bylaw sections pertaining to the Society Nominating Committee, and make recommendations to Members Council, for updates and enhancements, beginning January 1, 2018. (Region XII, Southwest Florida Chapter – Fall 2017 CRC Motion 29)	Board of Directors	OPEN
Atlanta – 11/2017		That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter's promotional efforts. (Region XII, Brasil Chapter – Fall 2017 CRC Motion 34)	Publishing and Education Council	OPEN
Atlanta – 11/2017		That CTT Committee insert into Manual of Procedures (MOP) of CTTC under the ASHRAE Distinguished Lecturers Program the following clause: That any Distinguished Lecturer who visits any Professional or Engineering Institution/Association, Trade Association or Government Agency of another country to conduct lectures, seminars, conferences, workshop etc. in his personal capacity which is not under a DL program be strongly encouraged: To notify the local ASHRAE Chapter and ASHRAE of his/her planned visit to participate in events such as lectures or seminars or conferences or workshops with any Institution/Association/Government Agency of the local chapter such that ASHRAE and the local Chapter are aware of his/her involvement with the local Institution/Association/Government Agency prior to the event and his/her visit. However, this request for notification is not required if a DL is engaged for his/her services in a commercial deal with a private corporation and provided it does not ultimately involve the participation of any Institution/Association/Government Agency. It also does not apply to a DL visiting any chapter within North America but only for visits to another country. (Region XIII, Malaysia Chapter – Fall 2017 CRC Motion 39)	Chapter Technology Transfer Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 11/2017		That Society credit to ASHRAE Certified Professionals (like BEMP, BEAP) a certain number of years of experience (similar to PE) when considering them for advancement to membership grade. (Region-At-Large, Pune Chapter – Fall 2017 CRC Motion 42)	Certification Committee, Membership Promotion Committee	OPEN

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 08/17
1	3	Staff	Jan-2018	Open	To report results of Motion 4 to the Illinois Chapter and publish on the website.
2	4	Staff	Jan-2018	Open	To report results of Motion 5 to the Illinois Chapter and publish on the website.
3	7	Staff	Jan-2018	Open	To report results of Motion 6B to the Hampton Roads and Gold Coast Chapters and publish on the website.
4	8	Staff	Jan-2018	Open	To report results of Motion 7 to the Illinois Chapter and publish on the website.
5	8	Staff	Jan-2018	Open	To report results of Motion 8 to the Triangle Chapter and publish on the website.
6	8	Staff	Jan-2018	Open	To report results of Motion 9 to the Pakistan Chapter and publish on the website.
7	9	Staff	Jan-2018	Open	To report results of Motion 10 to the India Chapter and publish on the website.
8	9	Staff	Jan-2018	Open	To report results of Motion 11 to the Northern Pakistan Chapter and publish on the website.
9	9	Planning Subcommittee Nominating Ad Hoc	Jan-2018	Complete	To make recommendation on CRC Motion 1.2 from the Illinois Chapter.
10	10	Planning Subcommittee Nominating Ad Hoc	Jan-2018	Ongoing	To make recommendation on CRC Motion 2 from the Illinois Chapter.
11	10	Planning Subcommittee Nominating Ad Hoc	Jan-2018	Ongoing	To make recommendation on CRC Motion 12 from the Illinois Chapter.
12	11	Planning Subcommittee Nominating Ad Hoc	Jan-2018	Ongoing	To make recommendation on CRC Motion 25 from the Illinois Chapter.
13	11	Planning Subcommittee Nominating Ad Hoc	Jan-2018	Ongoing	To make recommendation on CRC Motion 28 from the Illinois Chapter.
14	11	Staff	Jan-2018	Open	To report the status of the CRC motions as shown in AI 9 through AI 13 above to the chapters and publish on the website.
15	11	Planning Subcommittee Ethics Ad Hoc	Jan-2018	Ongoing	To make recommendation on CRC Motion 1.4 from the Illinois Chapter.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 08/17
16	12	Planning Subcommittee Ethics Ad Hoc	Jan-2018	Ongoing	To make recommendation on CRC Motion 4 from the Illinois Chapter.
17	12	Planning Subcommittee Ethics Ad Hoc	Jan-2018	Ongoing	To make recommendation on CRC Motion 37 from the Central Florida Chapter.
18	12	Staff	Jan-2018	Open	To report the status of CRC motions as shown in AI 15 through AI 17 above to the chapters and publish on the website.
19	12	Staff	Jan-2018	Open	To refer CRC Motion 24 to the Standards and Handbook Committees for comment and the Planning Subcommittee will revisit this motion after they hear back from the committees.
20	12	Staff	Jan-2018	Open	To report the status of CRC Motion 24 to the Rocky Mountain Chapter and publish on the website.
21	12	Staff	Jan-2018	Open	To refer CRC Motion 31 to TC 8.7 Variable Refrigerated Flow for comment. The Planning Subcommittee will revisit this motion after they hear back from the council.
22	13	John Rieke	Jan-2018	Complete	To ensure profile is written correctly as indicated in CRC Motion 31 from the Florida West Coast Chapter.
23	13	Staff	Jan-2018	Open	To report status of CRC Motion 31 to the Florida West Coast Chapter and publish on the website.
24	13	Staff	Jan-2018	Open	To refer CRC Motion 34 to Publishing and Education Council for comment, the Planning Subcommittee will revisit this motion after they hear back from the council.
25	13	Staff	Jan-2018	Open	To report status of CRC Motion 34 to the Brasil Chapter and publish on the website.
26	13	Staff	Jan-2018	Open	To refer CRC Motion 39 to the Chapter Technology Transfer Committee.
27	13	Staff	Jan-2018	Open	To report status of CRC Motion 39 to the Malaysia Chapter and publish on the website.
28	14	Staff	Jan-2018	Open	To refer CRC Motion 42 to the Certification and Membership Promotion Committees for comment. The Planning Subcommittee will revisit this motion after they hear from the committees.
29	14	Staff	Jan-2018	Open	To report status of CRC motion 42 to the Pune Chapter and publish on the website.
30	14	Staff	Jan-2018	Open	To report status of Motion 12 to the Montreal Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 08/17
31	15	Staff	Jan-2018	Open	To report status of Motion 13 to the Brasil Chapter and publish on the website.
32	15	Staff	Jan-2018	Open	To refer Motion 14 to Technology Council.
33	15	Staff	Jan-2018	Open	To report status of Motion 14 to the NB/PEI Chapter and publish on the website.
34	16	Staff	Jan-2018	Open	To report status of Motion 15 to the Ottawa Valley Chapter and publish on the website.
35	16	Staff	Jan-2018	Open	To refer Motion 16 to the Grassroots Government Advocacy Committee.
36	16	Staff	Jan-2018	Open	To report status of Motion 16 to the Toronto Chapter and publish on the website.
37	17	Staff	Jan-2018	Open	To report status of Motion 17A to the Central Florida Chapter and publish on the website.
38	17	Staff	Jan-2018	Open	To report status of Motion 18 to the Charleston Chapter and publish on the website.
39	18	Staff	Jan-2018	Open	To report status of Motion 19 to the Charleston Chapter and publish on the website.
40	18	Staff	Jan-2018	Open	To refer Motion 20 to the Young Engineers in ASHRAE Committee.
41	18	Staff	Jan-2018	Open	To report status of Motion 20 to the Brasil Chapter and publish on the website.
42	19	Region Operations Subcommittee	Jan-2018	Complete	To review Motion 21 and come back with a recommendation at the 2018 winter conference.
43	19	Staff	Jan-2018	Open	To report status of Motion 21 to the Atlanta Chapter and publish on the website.
44	20	Staff	Jan-2018	Open	To report status of Motion 22 to the Central Indiana Chapter and publish on the website.
45	21	Staff	Jan-2018	Open	To report status of Motion 23 to the Nashville Chapter and publish on the website.
46	21	Staff	Jan-2018	Open	To report status of Motion 24 to the Tennessee Valley Chapter and publish on the website.
47	21	Staff	Jan-2018	Open	To report status of Motion 25 to the Tennessee Valley Chapter and publish on the website.
48	22	Staff	Jan-2018	Open	To report status of Motion 26 to the Rocky Mountain Chapter and publish on the website.
49	23	Staff	Jan-2018	Open	To report status of Motion 27 to the Rocky Mountain Chapter and publish on the website.
50	23	Staff	Jan-2018	Open	To report status of Motion 28 to the Northern Pakistan Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 08/17
51	24	Staff	Jan-2018	Open	To refer Motion 29 to the Membership Promotion Committee.
52	24	Staff	Jan-2018	Open	To report status of Motion 29 to the India Chapter and publish on the website.
53	24	Staff	Jan-2018	Open	To refer CRC Motion 29 to the Board of Directors.
54	24	Staff	Jan-2018	Open	To report status of CRC Motion 29 to the Southwest Florida Chapter and publish on the website.
55	24	Staff	Jan-2018	Open	To refer CRC Motion 5 to the Student Activities Committee.
56	24	Staff	Jan-2018	Open	To report status of CRC Motion 5 to the Central New York Chapter and publish on the website.
57	24	Region Operations Subcommittee	Jan-2018	Complete	To address CRC Motion 32 from Brasil Chapter when recommendations are made for MBO #2.
58	25	Staff	Jan-2018	Open	To report status of CRC Motion 32 to the Brasil Chapter and publish on the website.
59	25	Region Ops Subcommittee	Jan-2018	Open	To make recommendation on CRC Motion 43 from the Pakistan Chapter at 2018 Winter Conference.
60	25	Staff	Jan-2018	Open	To report status of CRC Motion 43 to the Pakistan Chapter and publish on the website.
61	25	Region Ops Subcommittee	Jan-2018	Complete	To assign the Manual Subcommittee and the Direction Subcommittee during the 2018 Winter Conference.
62	26	PAOE Subcommittee MP Ad Hoc	Jan-2018	Complete	To consider Motion 31 from the Montreal Chapter when making PAOE recommendations.
63	26	Staff	Jan-2018	Complete	To report status of Motion 31 to the Montreal Chapter and publish on the website.
64	27	PAOE Subcommittee SA Ad Hoc	Jan-2018	Complete	To consider Motion 32 from the Montreal Chapter when making PAOE recommendations.
65	27	Staff	Jan-2018	Open	To report status of Motion 32 to the Southwest Florida Chapter and publish on the website.
66	28	Staff	Jan-2018	Open	To report results of Motion 33 to the Central Florida Chapter and publish on the website.
67	28	Staff	Jan-2018	Open	To send Motion 34 to the Board of Directors for approval.
68	29	Staff	Jan-2018	Open	To send Motion 35 to the Board of Directors for approval.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA 08/17
69	30	Staff	Jan-2018	Open	To send results of Motion 37B to the Scholarship Trustees.
70	30	PAOE Subcommittee	Jan-2018	Open	To consider referred motion from Publishing and Education Council concerning multiple certifications earned or renewed by the same chapter member.
71	30	Staff	Jan-2018	Open	To report status of referred motion to Publishing and Education Council with copy to the Certification Committee.



CRC SCHEDULE 2018-2019

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

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

Revised: April 4, 2018 – Regions I, III, X and XIII CRCs are scheduled the same weekend.

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEARS, GIOMETTI, PETTIGREW, MUMFORD, GURLEY, MASTERSON, THOMSON, SCARBOROUGH, GRANT, KELLER, OWEN, RATCLIFF



CRC SCHEDULE 2019-2020

<u>FALL 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NIAGARA FRONTIER BUFFALO, NY	MAINE LEWISTON, ME	AUGUST 3 RD WEEK	AUGUST 15-17			BECCA HOJNACKI
REGION II			AUGUST 4 TH WEEK				MARK LAWRENCE
REGION III	HAMPTON ROADS NORFOLK, VA	CENTRAL PENNSYLVANIA HARRISBURG, VA	AUGUST 3 RD WEEK	AUGUST 15-17			
REGION IV	GREENVILLE GREENVILLE, SC	SOUTHERN PIEDMONT CHARLOTTE, NC	AUGUST 2 ND WEEK				
REGION V	WESTERN MICHIGAN GRAND RAPIDS, MI		JULY 4 TH WEEK				ROBERT PENNINGA
REGION VII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL		AUGUST 1 ST WEEK				
REGION IX	NEW MEXICO ALBUQUERQUE, NM	PIKES PEAK COLORADO SPRINGS, CO	AUGUST 1 ST WEEK	AUGUST 1-3			STUART BRADEN KELLEY CRAMM
REGION X	SAN DIEGO SAN DIEGO, CA	TUCSON TUCSON, AZ	AUGUST 3 RD WEEK	AUGUST 4-7			
REGION XII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL	ARGENTINA BUENOS AIRES, ARG	AUGUST 2 ND WEEK				
REGION XIII	MALAYSIA KUALA LUMPUR, MYS		AUGUST 4 TH WEEK				
REGION XIV	HELLENIC ATHENS, GREECE	SPAIN MADRID, SPAIN	SEPTEMBER 3 RD WEEK				DEMITRIS CHARALAMBOPOULOS
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI			MAY 1 ST WEEK				
REGION VIII	HOUSTON HOUSTON, TX		APRIL 4 TH WEEK	APRIL 23-26			BRUCE FLANIKEN
REGION XI	NORTHERN ALBERTA EDMONTON, AB		MAY 2 ND WEEK				

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

Revised: February 26, 2018

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CRC SCHEDULE 2020-2021

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

Additions and/or revisions are shaded.

Revised: January 31, 2018

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEARS, GIOMETTI, PETTIGREW, GURLEY, MASTERSON, THOMSON, SCARBOROUGH, GRANT, KELLER, OWEN, RATCLIFF