



MINUTES

**MEMBERS COUNCIL
ATLANTA, GEORGIA
JANUARY 31, 2017**

These minutes were approved by Members Council June 27, 2017.

TABLE OF CONTENTS**PAGE(S)**

Principle Motions	I-IV
Action Items (Winter Meeting).....	V-VI
Call to Order.....	2
Review of Agenda.....	2
Approval of Minutes	2
Chapter, Section and Student Branch Charters.....	2-6
Strategic Brainstorming Session.....	6-7
Members Council Standing Committee Reports	
RP Committee Report.....	7-8
Conferences and Expositions Committee Report	8
Membership Promotion Committee Report.....	8-9
Honors and Awards Committee Report	9-10
Members Council Subcommittee Reports	
Planning Subcommittee Report	10-12
Region Operations Subcommittee Report	12-14
PAOE Subcommittee Report	14-15
Old Business	
Status of Referrals from Members Council	15
Review of Action Items	15
Review of CRC Schedules.....	15
Finance Committee Report.....	15-16
Update on 2017-2018 Presidential Theme	16
New Business	
Referral from Publishing and Education Council	16-17
Allocation of Chapter Visits (Motion).....	17
Region-At-Large Ad Hoc Preliminary Report.....	17
International Growth-Meeting the Needs of US/Canadian Members.....	17
Other Business	
DRC Forum.....	18
Upcoming Members Council Meetings	18
Adjournment.....	18
Attachments:	
Proposed Checklist Form for Regional Officer Chapter Visits	Attachment A
Section 2.12, Nominating Committee of the Manual for Chapters Operations	Attachment B
Reimbursement Policy-Regions of the Region Operations Manual.....	Attachment C
CRC Best Practices of the Chapters Regional Conferences Manual	Attachment D
Status of Referrals from Members Council to Other Councils	Attachment E
Review of Action Items	Attachment F
Review of CRC Schedules.....	Attachment G
Region-At-Large Ad Hoc Report on Sub Region B.....	Attachment H

- 2 2 That consent items 1 through 7 be approved.
1. That the charter of the Paraguay Chapter, located in Asuncion, Paraguay whose boundaries will cover the country of Paraguay be approved.
 2. That the charter of the Cyprus Chapter, located in Nicosia, Cyprus whose boundaries will cover the Republic of Cyprus be approved.
 3. That the charter of the Scotland Section, located in Glasgow, Scotland, whose boundaries will cover all counties in Scotland and sponsored by the Region-At-Large be approved.
 4. That the charter of the UK Northern Section, located in Lancashire, England, whose boundaries will cover the county of North West of England and sponsored by the Region-At-Large be approved.
 5. That the charter of the Baker Section, located in Baker, Washington and sponsored by the Puget Sound Chapter be dissolved.
 6. That the charter of the Gainesville Section, located in Gainesville, Florida and sponsored by the Jacksonville Chapter be dissolved.
 7. That consent motions 1-31 as shown below be approved.
 1. That the charter of the Binghamton University Student Branch, located in Binghamton, New York and sponsored by the Twin Tiers Chapter be approved. (Region I)
 2. That the charter of the Indiana University-Purdue University, Indianapolis (IUPUI) Student Branch, located in Indianapolis, Indiana and sponsored by the Central Indiana Chapter be approved. (Region V)
 3. That the charter of the Illinois Institute of Technology Student Branch, located in Chicago, Illinois and sponsored by the Illinois Chapter be approved. (Region VI)
 4. That the charter of the College of Dupage (COD) Student Branch, located in Glenn Ellyn, Illinois and sponsored by the Illinois Chapter be approved. (Region VI)
 5. That the charter of the Ozarks-Missouri State University Student Branch, located in Springfield, Missouri and sponsored by the Ozarks Chapter be approved. (Region IX)
 6. That the charter of the University of California-Davis Student Branch, located in Davis, California and sponsored by the Sacramento Chapter be approved. (Region X)
 7. That the charter of the Belo Horizonte Federal Center for Technological Education of Minas Gerais (CEFET-VG) Student Branch, located in Belo Horizonte, Minas Gerais, Brazil and sponsored by the Brasil Chapter be approved. (Region XII)
 8. That the charter of the Porto Alegre Pontifical Catholic University of Rio Grande do Sul Student Branch, located in Porto Alegre, Brazil and sponsored by the Brasil Chapter be approved. (Region XII)
 9. That the charter of the AR ASH SUSTENABLE Universidad de Ciencias Empresariales y Sociales Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
 10. That the charter of the LEED 1 Universidad Tecnologica Nacional Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
 11. That the charter of the Universidad Nacional de Avellaneda (UNDAV)

- Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
12. That the charter of the Valencia College Student Branch, located in Orlando, Florida and sponsored by the Central Florida Chapter be approved. (Region XII)
 13. That the charter of the Technological and Higher Education Institute of Hong Kong (THEI) Student Branch, located in Hong Kong, China and sponsored by the Hong Kong Chapter be approved. (Region XIII)
 14. That the charter of the Far Eastern University (FEU) Institute of Technology Student Branch, located in Manila, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
 15. That the charter of the Technological Institute of Philippines-Quezon City Student Branch, located in Manila, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
 16. That the charter of the Taylor’s University Student Branch, located in Subang Jaya, Malaysia and sponsored by the Malaysia Chapter be approved. (Region XIII)
 17. That the charter of the Marathwada Mitra Mandal’s College of Engineering (MMCOE), Pune Student Branch, located in Pune, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
 18. That the charter of the Annamalai University Student Branch, located in Chidambaram, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
 19. That the charter of the University College of Engineering Nagercoil Student Branch, located in Nagercoil, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
 20. That the charter of the Rajagiri School of Engineering and Technology Student Branch, located in Chittethukara, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
 21. That the charter of the Karunya University Student Branch, located in Tamil Nadu, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
 22. That the charter of the University of Bahrain Student Branch, located in Essa Town, Bahrain and sponsored by the Bahrain Chapter be approved. (Region-At-Large)
 23. That the charter of the Heriot-Watt University Dubai Student Branch, located in Dubai, UAE and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)
 24. That the charter of the Birla Institute of Technology and Science Pilani Dubai Campus (BPDC) Student Branch, located in Dubai, UAE and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)
 25. That the charter of the Amity University Dubai Student Branch, located in Dubai, UAE and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)
 26. That the charter of the Rochester Institute of Technology (RIT)-Dubai University Student Branch, located in Dubai, UAE and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)
 27. That the charter of the British University in Egypt Student Branch, located in Cairo, Egypt and sponsored by the Cairo Chapter be approved. (Region-At-Large)

28. That the charter of the Manipal University Jaipur Student Branch, located in Jaipur, India and sponsored by the India Chapter be approved. (Region-At-Large)
 29. That the charter of the Faiz-ul-Islam Training Institute Faizabad Student Branch, located in Rawalpindi, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
 30. That the charter of the University of Engineering and Technology Kala Shah Kaku (UET KSK) Student Branch, located in Lahore, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
 31. That the charter of the University College of Engineering Sciences and Technology (UEST) Student Branch, located in Lahore, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
- 3 6 That Members Council vote to support the Board of Directors' postponed motion to establish a new region in Europe.
- 6 8 Membership Promotion Committee recommends to Members Council that a checklist form for a regional officer chapter visit be included in the Manual for Regional Operations.
- 7 9 Honors and Awards Committee recommends to Members Council that the changes to the Rules of the Board section 2.411.003.4 as noted below, be approved.
- 2.411.003.4 Board-Approved Awards Not Named for Individuals
- S. Developing Leader Award is established to recognize new members who have shown a diverse involvement and commitment to ASHRAE within five (5) years of Associate Member join date.
- 8 9 Honors and Awards Committee recommends to Members Council that the ESA, DSA, and Fellow lapel pins be changed to the old style pin, including materials, with updated logo.
- 12 13 That Members Council form a "task group" to study qualification requirements for the chapter nominating committee component in the "Manual for Chapter Operations," Section 2.12, and related documents and make recommendations for updates and enhancements that will provide improved chapter guidance, beginning January 1, 2017.
- 13 13 The Region Operations Subcommittee recommends to Members Council by unanimous vote that Section 2.12, Nominating Committee of the Manual for Chapters Operations be revised as shown in Attachment B.
- 14 13 Region Operations Subcommittee recommends to Members Council that Appendix D, Transportation Reimbursement Policy for Regions of the Region Operations Manual be revised as shown in Attachment C.
- 15 14 Region Operations Subcommittee recommends to Members Council that

Appendix AK, CRC Best Practices of the Chapters Regional Conferences Manual be revised as shown in Attachment D be approved.

- 16 14 PAOE Subcommittee recommends to Members Council that Motions 12a-12b (10/14/2016) as shown below in the background be merged and modified into a new PAOE ECC sub category be approved.
- 17 15 That the PAOE Subcommittee suggest that the next President-Elect consider that PAOE points be awarded for chapters whose members register to take one of the ASHRAE certifications, beginning July 1, 2017.
- 18 17 That Members Council approve a waiver of the Transportation Reimbursement Policy for Regions (Appendix D of Region Operations Manual), to allow the DRC of Region VIII to use allocated chapter visits to attend the Latin American Conclave in March 2017.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – LAS VEGAS, NV – 01/17
1	7	Staff	01/17	Complete	To notify Board of Directors during Las Vegas meeting of the vote supporting the motion to form a new region in Europe.
2	8	Staff	06/17	Open	To break numbers down by country of who registered for the Las Vegas meeting and report on this in Long Beach.
3	9	Manual Subcommittee	06/17	Open	To review template of chapter visit form to include DRCs, RMCRs and RVCs and make recommendation in Long Beach.
4	9	Staff	06/17	Open	To send Motion 7 to the Society Rules Committee for review before recommending to the Board of Directors.
5	10	Staff	01/17	Complete	To send Motion 8 as an information item to the Board of Directors "...that the ESA, DSA, and Fellow lapel pins be changed to the old style pin, including materials, with updated logo."
6	10	Staff	06/17	Open	To report results of Motion 8 (see also Motion 20b on referral chart), to the Central Oklahoma Chapter and publish on the website.
7	10	Staff	06/17	Open	To report results of Postponed Motion 2b to the Hellenic Chapter and publish on the website.
8	11	Student Activities Committee	06/17	Open	To revise their documents to improve communication with the Chapters and Sub Regions on the issues as indicated in Motion 10.
9	11	Staff	06/17	Open	To report results of postponed Motion 2c to the Pune Chapter and publish on the website.
10	12	Staff	06/17	Open	To report results of Postponed Motion 18 to the Regina Chapter and publish on the website.
11	13	Staff	06/17	Open	To report results of Postponed Motion 7i and Motion 13 to the Central Florida Chapter and publish on the website.
12	13	Staff	06/17	Open	To update Section 2.12, Nominating Committee of the Manual for Chapter Operations as indicated in Motion 13.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – LAS VEGAS, NV – 01/17
13	13	Staff	06/17	Open	To update Appendix D, Transportation Reimbursement Policy for Regions of the Region Operations Manual as indicated in Motion 14.
14	13	Staff	06/17	Open	To update Appendix AK, CRC Best Practices of the Chapter Regional Conferences Manual as indicated in Motion 15.
15	14	Staff	06/17	Open	To report results of Motion 12a-12c to the Wichita, Colombia and Argentina Chapters and publish on the website.
16	16	Staff	06/17	Open	To report results of Motions 4k, 4o and 4p to the Golden Gate, Brasil and Florida West Coast Chapters and publish on the website.
17	16	Chapter Technology Transfer Committee & Planning Subcommittee	06/17	Open	To review Operations and Maintenance (O&M) initiative #2 from Publishing and Education Council and make recommendation in Long Beach.
18	17	MBO #2 Ad Hoc (Dennis Knight-Chair)	06/17	Open	To include “How to balance international growth with meeting the needs of US/Canadian members” with MBO #2.



**MEMBERS COUNCIL MINUTES
JANUARY 31, 2017
LAS VEGAS, NEVADA**

MEMBERS PRESENT: Bjarne W. Olesen, Chair
Sheila J. Hayter, Vice-Chair

Erich Binder, ExO
Blake E. Ellis, ExO
William K. Klock, ExO
Malcolm "Dennis" Knight, ExO
Karine Leblanc, ExO
Joseph L. Furman, Region I RMCR
Isabelle Lavoie, Region II RMCR
Dunstan L. Macauley, Region III RMCR
Steven A. Marek, Region IV RMCR
Douglas F. Zentz, Region V RMCR

John A. Rieke, Region VI RMCR
Walter W. Law, Region VII RMCR
Jonathan I. Symko, Region VIII RMCR
Trenton S. Hunt, Region IX RMCR
Jack H. Zarour, Region X RMCR
Russell J. Lavitt, Region XI RMCR
Robin Bryant, Region XII RMCR
Cheng Wee Leong, Region XIII RMCR
Nohad I. Boudani, Region-At-Large RMCR

NON VOTING MEMBERS PRESENT:
Andrew L. Cochrane, CTTC Chair
Jon J. Cohen, CEC Chair
Thomas H. Phoenix, GGAC Chair
Rennison W. Tisdale, H&A Chair
Jason Z. Alphonso, MPC Chair
Darcy A. Carbone, RPC Chair
Russell K. Marcks, SAC Chair
Caleb Haynes, YEA Chair

GUESTS (CONT'D):
Doug Fick, Region V DRC
Art Giesler, RAC Chair
Danielle Miska, Region IX LeaDRS
Carine Saliba, Region-At-Large LeaDRS
Megan Tosh, SAC Region IV RVC
Kevin Baldwin, Region X LeaDRS
Adam Parker, Region IV LeaDRS
David Claridge, CEC VC
Victor Goldschmidt, W. Michigan Section
Ibrahim Semhat, ARC Region II
Andrew Sneed, Region VIII LeaDRS
Natasha Skea, Region XI LeaDRS

GUESTS:
David Underwood, Presidential Member
Farooq Mehboob, DRC Region-At-Large
Scott Wayland, Golden Gate Chapter
Bill Simpson, SAC VC
Jason Urso, Connecticut Chapter
Dan Pettway, Member
Tyler Glesne, Nebraska Chapter
Michelle Swanson, MPC VC
Doug Cochrane, Region II DRC
Alex Gagnon, Region II LeaDRS
Michael Woodford, Member
Keith Yelton, Region XI DRC
Julia Call, Region V LeaDRS
Devin Abellon, MPC VC

STAFF PRESENT:
Joyce Abrams
Vickie Grant
Chandrias Jacobs
Patricia Adelman
Megan Gotzmer
Vanita Gupta
Meredith Gunter
Jim Scarborough
Tony Giometti
Kristin Gokce



1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The winter meeting of Members Council was called to order by Bjarne Olesen, Members Council Chair at 8:15am. Those in attendance are included in the above list.

2. REVIEW OF AGENDA

No new items were added to the agenda.

3. APPROVAL OF DRAFT MINUTES

It was moved by Mr. Klock and seconded

- (1) That the draft minutes from the October 14-15, 2016 fall meeting of Members Council be approved.

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

4. CHAPTER, SECTION AND STUDENT BRANCH CHARTERS

It was moved and seconded

- (2) That consent items 1 through 7 be approved.
 1. That the charter of the Paraguay Chapter, located in Asuncion, Paraguay whose boundaries will cover the country of Paraguay be approved.

Background: The history of the evolution of the Paraguay Chapter is that, it has been the Paraguay Section of the Argentina Chapter for the past several years (2010). There have been discussions with the section leadership and members by Argentina Chapter members, Florentino Roson, Paula Hernandez and Esteban Baccinni during the last couple of years about supporting them technically with programs and information. Over the past few months, ASHRAE member and past DAL Roberto Aguilo has worked with the section to help them rally the support of local new and existing ASHRAE members and Associate Society, AAF members in order to achieve the 40+ ASHRAE members required to start a new ASHRAE chapter.

2. That the charter of the Cyprus Chapter, located in Nicosia, Cyprus whose boundaries will cover the Republic of Cyprus be approved.

Background: Forming the Cyprus Chapter is a natural evolution of the Cyprus Section, which was chartered three years ago. Creating a Chapter will leverage the momentum that the Section has gained and will allow ASHRAE to better serve the ASHRAE Members in Cyprus, to attract new members, and to actively engage in the Region and the Society.

The Cyprus Section has maintained close collaboration with the Hellenic Chapter, which is the Section's sponsor. The Hellenic Chapter fully supports the creation of the Cyprus Chapter.

ASHRAE members in Cyprus, in addition to members of the Hellenic Chapter, respectfully request that Members Council consider this petition to create the Cyprus Chapter as soon as possible. Society President Tim Wentz will be in Cyprus to speak at the 1st International



Conference: Energy in Buildings – Cyprus. This event, which is co-organized by the Cyprus Section, the Hellenic Chapter, the Technical Chamber of Greece, and the Cyprus Mechanical Engineers Association will take place Thursday May 4, 2017 at Limassol. (The event builds on the six-year series of conferences that have been organized by the Hellenic Chapter in Athens and Thessaloniki, Greece and now expands it to Cyprus with the support of the ASHRAE Cypriot members.) If Members Council approves the creation of the Cyprus Chapter, the Chapter Charter Ceremony will be scheduled so that President Wentz can participate in it while he is in the country.

3. That the charter of the Scotland Section, located in Glasgow, Scotland, whose boundaries will cover all counties in Scotland and sponsored by the Region-At-Large be approved.

Background: The efforts of this proposed section was initiated by ASHRAE members Shaun Green, Ken Goodman and Stephen Gill and confirmed by the local ASHRAE members in good standing who signed the petition (13). The members decided to initiate the new section to bring ASHRAE benefits to its local members.

4. That the charter of the UK Northern Section, located in Lancashire, England, whose boundaries will cover the county of North West of England and sponsored by the Region-At-Large be approved.

Background: The efforts of this proposed section was initiated by ASHRAE members Francis Mills, Ken Goodman and Stephen Gill and confirmed by the local ASHRAE members in good standing who signed the petition (15). The members decided to initiate the new section to bring ASHRAE benefits to its local members.

5. That the charter of the Baker Section, located in Baker, Washington and sponsored by the Puget Sound Chapter be dissolved.

Background: Region XI DRC, Keith Yelton confirmed this section is no longer active.

6. That the charter of the Gainesville Section, located in Gainesville, Florida and sponsored by the Jacksonville Chapter be dissolved.

Background: Region XII DRC, Dan Rogers confirmed this section is no longer active.

7. That consent motions 1-31 as shown below be approved.
 1. That the charter of the Binghamton University Student Branch, located in Binghamton, New York and sponsored by the Twin Tiers Chapter be approved. (Region I)
 2. That the charter of the Indiana University-Purdue University, Indianapolis (IUPUI) Student Branch, located in Indianapolis, Indiana and sponsored by the Central Indiana Chapter be approved. (Region V)
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5. STRATEGIC BRAINSTORMING SESSION – (REGIONAL STRUCTURE; MBO)

Mr. Olesen reported that the Board's postponed motion from ExCom to establish a European region was discussed by the RAL ad hoc committee. He commented that everyone was in agreement that a new region in Europe should be formed but some felt the timing was too early. Mr. Olesen stated that the Board of Directors would like to have Members Council recommendations and input for the board meeting on Wednesday.

Mr. Olesen explained that an implementation committee will be formed to determine the process of establishing and forming the new region. He commented that 70% of members who belong to chapters in the Region-At-Large were in agreement of the establishment for a new region. With the 100,000+ individuals in the HVAC industry in Europe, ASHRAE will have the fewest number of members (1,800), which should not be an issue with the national societies in Europe. ASHRAE had a strategic discussion with REHVA and CIBSE and a strategic document will be signed by both groups in the next two months.

It was moved by Ms. Hayter and seconded

- (3) That Members Council vote to support the Board of Directors' postponed motion to establish a new region in Europe.

There was discussion concerning the motion. Some concern was expressed that the motion to form a region in Europe should come from the members in Europe. This could spark interest of other chapters wanting to form their own region. In addition, the members should be given time to decide if a new region is what they really want.

Other commenters expressed that the point of forming a new region is to provide better service to the members. A new region would allow for growth and the implementation committee will put leaders in place.

Mr. Olesen commented that although Spain, Portugal and Greece were not part of the ad hoc committee, they were in favor of the new region. Mr. Olesen reiterated that the goals are to provide better service to the members and to increase the number of members.

Ms. Hayter added, ASHRAE has an opportunity to build a model and to grow members in Europe. They will have a seat at the table and can build relationships with the national associations in Europe.

Other commenters noted that if we do not have an effective means to serve our members then it doesn't mean anything to be a member of the Society. We need to have a presence in Europe.

MOTION 3 PASSED. (12-3-5, chair not voting)

AI 1 Staff will notify the Board of Directors at this meeting of the vote supporting the motion to form the new region in Europe. (complete)

At this time, the council members broke into groups for brain storming sessions on the restructure of regions to better serve ASHRAE members. After reconvening from the sessions, it was determined that the council members' input would be discussed at a later time.

Because of the time dedicated to the breakout sessions, the following committee reports are motion recommendations only; the information items from the reports will be discussed during the Members Council conference call Thursday February 9. Committees reporting information items only are not listed in these minutes.

Executive Session

Before the committee reports, Members Council went into executive session. After executive session, the meeting continued with the recommendations as shown below.

6. MEMBERS COUNCIL COMMITTEE REPORTS

A. RP Committee Report

The following was reported by Darcy Carbone, RP Committee Chair.

It was moved by Mr. Knight

- (4) RP Committee recommends that Members Council approve that the official name of the Committee be changed from either Research or Resource Promotion Committee to simply RP Committee.

Background: It was brought to the Committee's attention this fall that various versions of ASHRAE's ROB and Members' understanding of the Committee's "official" name were not consistent. This is the formal motion to create consistency. RP was selected over Resource due to the history of Resource Promotion, the ongoing branding of simply "RP," and the flexibility of defining the Campaign to fit various donors' needs. The fact that "RP" will not be an acronym was likened to the fact that ASHRAE is now simply ASHRAE and no longer an acronym.

Fiscal Impact: None.

There was discussion that chapters should know how the acronym RP is used in various scenarios and that the name should be used for whatever works best for the donors and their contributions.



MOTION 4 FAILED. (9-10-1, chair not voting)

B. Conferences and Expositions Committee Report

The following was reported by Jon Cohen, Conferences and Expositions Committee Chair.

It was moved by Mr. Klock

- (5) CEC requests that Members Council convey to Technology Council the message that committees and members overseen by the Technical Activities Committee have acted inappropriately and unprofessionally towards CEC representatives and that corrective measures need to be taken to stop the behavior.

Background: There has been a trend of disturbing and inappropriate treatment of CEC representatives by TC Chairs, TC Vice-Chairs and Section Heads. CEC assigns a member to attend each TC Section Breakfast on Sunday morning at Annual and Winter Conferences. In the past three consecutive conferences, CEC representatives have left the Section Breakfast in tears or nearly in tears. There has been abusive language used, badgering and threatening tones of voice, among other problems. CEC believes that this treatment is unprofessional, inappropriate and unacceptable. Furthermore, it seems like the pattern is intensifying as other TC members observe 1) the perceived condoning of this behavior by TAC and 2) the participation in this behavior by members of TAC. This behavior seems to be becoming pervasive within the Society, and CEC believes that this behavior needs to stop.

MOTION 5 WAS WITHDRAWN.

It was determined that the motion's intent would be conveyed by Mr. Olesen and Ms. Hayter to ExCom during the Las Vegas meeting to address this issue. It was noted that this information was discussed with the vice chair of Tech Council. (complete)

- AI 2 Mr. Cohen reported record numbers registered at this meeting and staff was asked to break numbers down by country of who registered.

C. Membership Promotion Committee Report

It was moved by Mr. Knight

- (6) Membership Promotion Committee recommends to Members Council that a checklist form for a regional officer chapter visit be included in the Manual for Regional Operations.

Background: It was found that many chapters were not aware of their responsibilities when hosting an RVC. In an effort to support the effective use of volunteer effort, the MP Committee developed this form to aid RVCs make effective chapter visits and the best use of their volunteer's time. The idea is similar to the form used for the Distinguished Lecturer program. See suggested form attached as **Attachment A**.

Fiscal Impact: Minimal.

MOTION 6 PASSED. (20-0-0, chair not voting)



AI 3 It was determined that the proposed chapter visit form should be inclusive of DRC, RMCR and RVC chapter visits and that the form should be sent to the Manual Subcommittee for recommendation.

D. Honors and Awards Committee Report

The following was reported by Rennie Tisdale, Honors and Awards Committee Chair.

It was moved by Ms. Leblanc

(7) Honors and Awards Committee recommends to Members Council that the changes to the Rules of the Board section 2.411.003.4 as noted below, be approved.

2.411.003.4 Board-Approved Awards Not Named for Individuals

S. Developing Leader Award is established to recognize new members who have shown a diverse involvement and commitment to ASHRAE within five (5) years of Associate Member join date.

Background: Similar to the ESA and DSA this new award is a points based award, with points in student, grassroots activities, technical activities, and other general ASHRAE related activities. The award is to be used as a means of opportunity to get new ASHRAE members involved in the grassroots, technical and general ASHRAE activities. It also promotes transition from Student Member to ASHRAE Member after graduation.

Fiscal Impact: None. Included in YEA budget.

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

AI 4 Staff to send Motion 7 to the Society Rules Committee for review before recommending to the Board of Directors.

It was moved by Ms. Leblanc

(8) Honors and Awards Committee recommends to Members Council that the ESA, DSA, and Fellow lapel pins be changed to the old style pin, including materials, with updated logo.

Background: When the ASHRAE logo was redesigned in 2012, Honors and Awards lapel pins were also redesigned and updated to incorporate the new logo. After several years of presenting these new lapel pins, it has become clear – through CRC motions, and requests made to the Committee - that the membership prefers the look and design of the older lapel pins. In order to be responsive to the desires of the Membership, and abide by the ASHRAE logo guidelines, the Committee will have the lapel pins for the DSA, ESA, and Fellow membership grade changed to the old style pin, incorporating the new ASHRAE logo.

The redesigned lapel pins will be presented to members beginning in January 2018 at the Winter Conference Plenary.

In addition, the Committee will replace the lapel pins of those members who received the



redesigned new logo pins during Society years 2011-12 through 2016-17.
Fiscal Impact: \$5,000 - The cost of the lapel pins and postage to ship the replacement pins.

It was noted by Ms. Leblanc that the above motion is in reference to the Central Oklahoma Chapter CRC motion that was referred to the Honors and Awards Committee.

MOTION 8 PASSED. (19-1-0, chair not voting)

AI 5 Staff to send Motion 8 to the Board of Directors as an information item. (complete)

AI 6 Staff to report results of the Central Oklahoma Chapter motion and publish on the website.

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

The following was reported by Walter Law, Planning Subcommittee Chair.

It was moved by Mr. Law

Region-At-Large (Hellenic Chapter) – Postponed Motion 2b (10/14/2016):

(9) That Society in a 3 year time span implement a policy of having at least one YEA member in every committee.

Background: For ASHRAE to have a brighter future we must let it shine.

Fiscal Impact: None.

Mr. Law reported the Planning Subcommittee appreciates the intent of the motion, however because of the way RVCs are chosen, Chapters would need to recruit members in order to move younger members forward when selecting RVCs.

MOTION 9 FAILED. (1-18-0-1, chair not voting)

AI 7 Staff to report results of Postponed Motion 2b to the Hellenic Chapter and publish on the website.

It was moved by Mr. Law

Region-At-Large (Pune Chapter) – Postponed Motion 2c (10/14/2016):

(10) That a Parent/Sponsor Chapter be informed about all the communication between the Society Student Activities Committee and the Student Branch(es), Student(s) or University(ies) like allotment of grants for the undergraduate project, Scholarships, interim report submittals, extension if any etc. Also, **all grants** should be routed through the parent chapter for **proper disbursement** with established milestones.

Background: If the Chapter is informed about these communications from the beginning, it makes it easier for the Chapter to appoint a committee to monitor and to assist the students either by providing a technical assistance and ensure the proper use of the grant. Also, it



creates a bond between the Chapter and the students as they will feel more involved with the Chapter activities and enhance the switch from student to Chapter member after graduation. Additional background sent by the Pune Chapter as of 10/24/2016: This means for Grants and Funds both. The reason is that the parent chapter should know about Grants and then only the parent chapter can disburse funds with established milestone.

- With this background, chapter would like to know who at headquarters is responsible for monitoring timely completion and utilization of funds and secondly, has he/she checked with respective authorities for proper accounting of funds utilization for the project approved?
- What happens to funds if project is not completed? What is the system?

We feel this matter should be looked at very seriously so that students should benefit with ASHRAE policies.

Fiscal Impact: None.

Secretary's Note from SAC staff liaison, Comptroller and Accounting Manager (12/15/16): These grants fund equipment for senior projects at engineering, technical and architectural schools worldwide. The application is submitted by the faculty advisor on behalf of the university and the students who will participate in the design and construction of the equipment for a senior project. Because the projects are being conducted in a university lab in relation to the student's engineering degrees, it only makes sense that the payment is made directly to the university and not to the Chapter. When a grant is successful we notify the faculty advisor who submitted the application as well as the Student Activities Chair from the Chapter so that they are aware of the award.

The students and faculty advisor are required to submit a progress and final report to the Student Activities staff liaison to confirm that the project was completed and the money was spent as outlined in the original application form. More information about the reports is available at <https://www.ashrae.org/membership--conferences/student-zone/scholarships-and-grants/progress-and-final-report-format>. If there are funds remaining they should be returned to ASHRAE or the faculty advisor can ask the Student Activities Committee for permission to extend the project or use the funds on additional equipment in relation to the project. The faculty advisor and chapter Student Activities Chair are notified of the submission dates for the progress and final reports in their award letter. We don't currently notify the chapter if there is an extension request or when a report is submitted.

Mr. Law reported that based on the staff comments above, the process is already in place. Ms. Bryant commented that the award recipients are also published on the Student Zone website.

MOTION 10 FAILED. (1-18-0-1, chair not voting)

AI 8 Student Activities Committee to revise their documents to improve communication with the Chapters and Sub Regions on the issues as indicated in Motion 10.

AI 9 Staff to report results of postponed Motion 2c to the Pune Chapter and publish on the website.

It was moved by Mr. Law



Region XI (Regina Chapter) – Postponed Motion 18 (06/28/2016):

(11) That ASHRAE append the Rules of the Board (ROB) for the Nominating Committee section 2.415.002.2 – Qualifications, to read as follows (double underline is additional text):

2.415.002 Membership
2.415.002.2 Qualifications

Qualifications B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. All members must have a cumulative of at least three (3) years society experience as a member of any of the following:

- The Board of Directors or:
- One of the Councils of the Society (Members, Technology, or Publishing and Education) or:
- One of the Standing Committees of the Society.

Background: Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. The level of knowledge needed to elect the proper individuals to the senior leadership of society members of the Nominating Committee need a strong understanding of the names of potential candidates to the positions. This can only be gained with Society level experience.

Original recommendation from Regina Chapter:

B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. All members must have had a minimum society experience as a Member of the Regional Executive Committee (Regional YEA Representative, Regional Historian, Regional Treasurer, RVC, RMCR, DRC or member of a standing committee.)

Fiscal Impact: One (1) hour of staff time for updating the ROB for the Nominating Committee.

Mr. Law reported during discussion in the subcommittee's meeting, it was stated that the Nominating Committee approved a similar motion last fall which was later found out to be incorrect. The subcommittee determined that additional wording to the ROB is not needed at this time. It was noted that it is up to the DRC to work with the chapters.

MOTION 11 FAILED. (1-18-0-1, chair not voting)

AI 10 Staff to report results of postponed Motion 18 to the Regina Chapter and publish on the website.

B. Region Operations Subcommittee Report

The following was reported by Nohad Boudani, Region Operations Subcommittee Chair.

It was moved by Mr. Boudani



Region XII (Central Florida Chapter) – Postponed Motion 7i (10/14/2016):

- (12) That Members Council form a “task group” to study qualification requirements for the chapter nominating committee component in the “Manual for Chapter Operations,” Section 2.12, and related documents and make recommendations for updates and enhancements that will provide improved chapter guidance, beginning January 1, 2017.

Background: The information written in the MCO regarding qualifications for choosing nominating chapter nominating members is very minimal. It points to the chapter bylaws which only states they must be a chapter member. The chapters could use additional guidance when looking into their membership role to fill this important position. The nominating committee of the chapter, similar to the nominating committee of the Society, is the committee that is supposed to be building the chapter leadership of “tomorrow” and the “future.” This requires special requirements and credentials. These individuals are OUR FUTURE LEADERS.

As a suggested starting point, enhancements could be examined by looking at the following criteria, such as: credentials in the marketplace; past chapter and regional experience in ASHRAE; past service to ASHRAE chapter BOG and committees; knowledge of regional operations and structure. Perhaps the regional caucus should have two authorized meetings per year. The 2nd meeting could also be used for preparation and for additional training for new members. These are just some ideas; the “task group” will undoubtedly discover more ideas.

Fiscal Impact: None.

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

It was moved by Mr. Boudani

- (13) The Region Operations Subcommittee recommends to Members Council by unanimous vote that Section 2.12, Nominating Committee of the Manual for Chapters Operations be revised as shown in **Attachment B**.

Background: This is in response to the Central Florida Chapter motion above. The Manual Subcommittee was asked to provide guidance in the MCO for the chapter nomination committee qualification requirements.

Fiscal Impact: None.

MOTION 13 PASSED. (19-0-0-1, chair not voting)

AI 11 Staff to report results of postponed Motion 7i and Motion 13 to the Central Florida Chapter and publish on the website.

AI 12 Staff to update the Section 2.12, Nominating Committee of the Manual for Chapter Operations as indicated in Motion 13.

It was moved by Mr. Boudani

- (14) Region Operations Subcommittee recommends to Members Council that Appendix D, Transportation Reimbursement Policy for Regions of the Region Operations Manual be revised as shown in **Attachment C**.



Background: This is in response to an action item that was assigned to Nohad Boudani-Chair, Robin Bryant, John Rieke, Jack Zarour and Isabelle Lavoie to review the Transportation Reimbursement Policy for Regions and evaluate if any changes are needed in regards to joint CRCs.

Fiscal Impact: None. This is already included in the transportation budget for CRCs.

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

AI 13 Staff to update Appendix D, Transportation Reimbursement Policy for Regions of the Region Operations Manual as indicated in Motion 14.

It was moved by Mr. Boudani

(15) Region Operations Subcommittee recommends to Members Council that Appendix AK, CRC Best Practices of the Chapters Regional Conferences Manual be revised as shown in **Attachment D** be approved.

Background: The Region Operations Direction Subcommittee reviews the CRC reports from the official visiting officers of the CRC and recommend any needed changes based on their findings in the report.

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

AI 14 Staff to update Appendix AK, CRC Best Practices of the Chapter Regional Conferences Manual as indicated in Motion 15.

C. PAOE Subcommittee Report

The following was reported by Trent Hunt, PAOE Subcommittee Chair.

It was moved by Mr. Hunt

(16) PAOE Subcommittee recommends to Members Council that Motions 12a-12b (10/14/2016) as shown below in the background be merged and modified into a new PAOE ECC sub category be approved.

Background:

Region IX (Wichita Chapter) – Motion 12a (10/14/2016):

That the PAOE point system be modified to award points for Chapter websites that comply with the ASHRAE Web Policy beginning in Society year 2017-18.

Region XII (Colombia Chapter) – Motion 12b (10/14/2016):

That the PAOE Subcommittee suggest that the next President-Elect consider that PAOE points be awarded for chapters who promote and use the new Electronic Communications technologies, beginning July 1, 2017.

Fiscal Impact: None.

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

It was moved by Mr. Hunt

Region XII (Argentina Chapter) – Motion 12c (10/14/2016):

(17) That the PAOE Subcommittee suggest that the next President-Elect consider that PAOE points be awarded for chapters whose members register to take one of the ASHRAE certifications, beginning July 1, 2017.

Mr. Hunt reported this is currently in the draft line items (#12) of the CTTC recommendations. Chapters can earn points by just taking the exam.

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

Al 15 Staff to report results of Motions 12a-12c to the Wichita, Colombia and Argentina Chapters and publish on the website.

8. OLD BUSINESS

A. Status of Referrals from Members Council to Other Councils (Attachment E)

Mr. Olesen reported that many of the referred motions will be marked as complete after the committees report their information items during the Members Council conference call in February.

B. Review of Action Items (Attachment F)

Mr. Olesen reported the action items below as open but some will be considered complete after the Members Council conference call in February.

Action Item 28 (10/16)	Action Item 52 (10/16)	Action Item 71 10/16)
Action Item 29 (10/16)	Action Item 57 (10/16)	Action Item 18 (06/16)
Action Item 30 (10/16)	Action Item 68 (10/16)	Action Item 45 (06/16)
Action Item 37 (10/16)	Action Item 69 (10/16)	Action Item 11 (11/15)
Action Item 51 (10/16)	Action Item 70 (10/16)	Action Item 15 (11/15)
		Action Item 3 (06/15)

C. Review of CRC Schedules (send updates to vgrant@ashrae.org) (Attachment G)

- Region VI 2017 changes: dates-April 20-22; official visitors Graef and Scoggins; staff-Giometti
- Region XII 2017 changes: host-Region XII; location-Panama City, Panama; general chair-Ross Montgomery

D. Finance Committee Report

Ms. Hayter reported the following actions taken by the Finance Committee on referred motions from Members Council.

Golden Gate Chapter – Motion 4k (10/14/2016):

That Society engage the services of a Certified Public Accountant or other professional to



determine the requirements for regions to file or not file state taxes and non-profit status.

Response: This motion was defeated as guidance does exist for regions in the Manual for Region Operations which includes an Appendix F, Regional Financial Guidelines for Regional Treasurers. It was determined that the best course of action is that the local region should seek local legal or CPA advice as it relates to tax filing requirements.

Brasil Chapter – Motion 4o (10/14/2016):

That Society offer to members of the Brasil Chapter for the annual membership fees and benefits to be reduced to the same amount charged to members of the Developing Economy Program for a period of two years, effective July 1st 2017.

Response: This motion was defeated because this motion suggests special treatment be provided to one chapter due to local economic struggles. Although all committee members sympathize with these struggles, we find no better tool than the classification system used by the World Bank to define what is considered a Developing Economy country.

Florida West Coast Chapter – Motion 4p (10/14/2016):

That Society approve an ad hoc committee be created to evaluate dues options to assist in changing world economies and payment options.

Response: Although all committee members sympathize with such local economic struggles, this motion was defeated as it suggests unique treatment be provided for some or several chapters based on yet undetermined criteria related to the economic status of a country. It further suggests that ASHRAE expend considerable resources to form an ad-hoc committee to study the matter further and to determine this criteria. In addition, it would impact current historical cash flow of ASHRAE revenue and result in other potential unintended consequences with respect to added administrative burdens on ASHRAE staff; likely increasing staff time and cost dealing with such a plan as currently no other member classification in ASHRAE has a payment plan.

AI 16 Staff to report results of Motions 4k, 4o and 4p to the Golden Gate, Brasil and Florida West Coast Chapters and publish on the website.

E. Update on 2017-2018 Presidential Theme

Mr. Olesen reported that his presidential theme is still in draft form and his final initiatives may depend on what comes out of the Board of Director discussions.

9. NEW BUSINESS

A. Referral from Publishing and Education Council

AI 17 Mr. Olesen assigned the Operations and Maintenance (O&M), initiatives from Publishing and Education Council to Members Council Planning Subcommittee and to the Chapter Technology Transfer Committee for recommendation:

- #2 Another item that concerns Operating and Maintenance is the training and management of the facility operating personnel. ASHRAE has not effectively



marketed our available educational materials to this audience. We could put together an "O&M Package" that could be used by our:

Chapters to invite these operating individuals to our meetings and to join our Society and join our TCs and in so doing make their service to their employers more valuable. This could lead to more formalized training and maybe certification. Approaching BOMA and other related organizations and making them partners in the educational effort would benefit all. (Request assign to TC 7.3, Members Council, CTTC)

B. Motion: Allocation of Chapter Visits

It was moved by Mr. Klock and seconded

- (18) That Members Council approve a waiver of the Transportation Reimbursement Policy for Regions (Appendix D of Region Operations Manual), to allow the DRC of Region VIII to use allocated chapter visits to attend the Latin American Conclave in March 2017.

Background: Region XII and Region VIII are planning a Latin American meeting for the future leaders of all of the chapters in South America and Mexico that will be held in Colombia. Although funds from the Chapter Development Funds from the President's budget will be used to support this effort, it does not cover all costs involved. Region VIII has 34 allocated visits. To date (January 5, 2017), 6 have been used. After Chapter President Elect Orientation (February 10 and 11), we believe that approximately 20 will have been used.

Fiscal Impact: Estimated transportation costs \$6,626, if ASHRAE's 2 week advanced purchase policy is followed. \$4,500, if tickets are purchased 1 month out, which will be required by the Region. This is partially offset by the budgeted cost of 5 allocated visits at \$XX.

Secretary's Note: As long as the DRC is in compliance with Section I, Paragraph B. of the policy, the DRC can authorize chapter visits in any way deemed appropriate as long as it is within the region, with the exception of Section I, Paragraph E. for LeaDRS. All sections of the policy for optional transportation reimbursement applies to I.B.

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

C. Region-At-Large Ad Hoc Preliminary Report (Attachment H)

D. How to balance international growth with meeting the needs of US/Canadian members

Mr. Olesen stated that although ASHRAE's current focus and the focus of his Presidential Year are on globalization, North American members need to understand how globalization helps them and that the focus may change after his Presidential Year. Discussions concerning globalization will take place during the Annual Conference in Long Beach. Important issues that relate to North American members and chapters include: engaging Life members, keeping all members active and involved in ASHRAE, and addressing the needs of struggling chapters.

AI 18 Mr. Olesen assigned as action item to the MBO #2 group (Dennis Knight-Chair), to determine the best way to serve all our members.



10. OTHER BUSINESS

A. DRC Forum

Mr. Ellis briefly explained that the DRCs will communicate to their chapters about the Leadership Academy and that regional leadership will be involved to help support chapter efforts. He also stated that Chapter Opportunity Funds may still be available for planned chapter activities. Mr. Ellis stated that keeping communications open between the DRCs and RMCRs is very important.

11. UPCOMING MEMBERS COUNCIL MEETINGS

- Conference Call – Thursday, February 9, 2017 (12:00pm – 1:30pm Eastern)
- June 27, 2017 – Long Beach, California (8:15am – 12:00pm)

12. ADJOURNMENT

Mr. Olesen adjourned to 2017 Members Council winter meeting at 11:48am.

Attachments:

- A: Proposed Checklist Form for Regional Officer Chapter Visits
- B: Section 2.12, Nominating Committee of the Manual for Chapters Operations
- C: Transportation Reimbursement Policy for Regions of the Region Operations Manual
- D: CRC Best Practices of the Chapters Regional Conferences Manual
- E: Status of Referrals from Members Council to Other Councils
- F: Review of Action Items
- G: Review of CRC Schedules
- H: Region-At-Large Ad Hoc Report on Sub Region B



RVC CHAPTER VISIT CHECKLIST

RVC 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 RVC to speak at the meeting? YES / NO

Suggest a focus for the 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 RVC 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:

MANUAL FOR CHAPTER OPERATIONS

SECTION 2 CHAPTER COMMITTEES

2.12 Nominating Committee and Election Procedure

2.12 Nominating Committee

The Nominating Committee is selected by the chapter at least 60 days prior to the March meeting and consists of a minimum of five members.

NOTE: FOR SPECIFIC DATES SEE CHAPTER BYLAWS.

The responsibilities of this committee include:

- A. Selecting candidates for officers and the BOG and, if the bylaws provide, for a Delegate and Alternate to the Chapters Regional Conference
- B. Obtaining the written consent of each member nominated.

Appendix 2I outlines typical Nominating Committee procedures and **Appendix 2J** provides a sample CRC nominations worksheet.

C. Guidelines for the selection of Nominating Committee members:

- The nomination committee is responsible to build the chapter leadership of tomorrow. The chapter leaders that the committee will have to select shall be members that represent well the unique local chapter marketplace and diversity
- The nomination committee should be formed of at least 5 chapter members in good standing.
- While forming the committee, the committee chair should present a slate of nominees to the chapter based upon

the following credentials (refer to chapter bylaws):

- ✓ Past chapter presidents
- ✓ Members with past service to ASHRAE with good knowledge of the marketplace and ASHRAE operations
- ✓ Chapter BOG members
- ✓ Key chapter committee members
- ✓ Chapter executive members
- ✓ Members with regional experience

ATTACHMENT C

TRANSPORTATION REIMBURSEMENT POLICY FOR REGIONS

I. Transportation Reimbursement Policy for Chapter, Section and Student Branch Visits

- A. Transportation reimbursement is authorized for one visit per year to each Chapter by either the Director and Regional Chair (DRC) or Regional Officer once a year. The DRC will determine who shall make the official visit. The DRC must personally visit each chapter at least once during their three year term.
- B. The Director and Regional Chair (DRC) may authorize reimbursement for additional visits, maximum to equal the number of chapters and sections in the region, to use for chapter, section or student branch visits.

The DRC may assign these additional visits, as needed, to the following regional positions: Director and Regional Chair, Assistant Regional Chair, Region Members Council Representative, Regional Vice Chairs (5), Nominating Committee Member, Nominating Committee Alternate, Regional Historian, Regional Electronic Communications Chair, Regional Representatives, Regional Treasurer, Regional Secretary, Regional Refrigeration Chair, Regional Webmaster, CRC General Chair, YEA Regional Coordinator and Sub-Region Chairs for the Region-At-Large, etc.

- C. By August 31 of each year, the DRC must give Headquarters a list of chapter visits including names, regional positions, dates, chapters, sections and student branches to be visited.
- D. Transportation expense will be reimbursed by Society if requested for these visits. Transportation is the mileage, air fare, rail, or bus expense for the trip. Additional expenses (hotel, meals, etc.) may be reimbursed by the Region, depending on the Region's policies, or by the Chapter, depending upon Chapter's policies.
- E. The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader shadow (LeaDRS) to attend the Winter and Annual meetings (one trip per meeting).

II. Transportation Reimbursement Policy for Regional Planning Meetings

- A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region to plan their upcoming year's activities for the following individuals:
- Director and Regional Chair (DRC)
 - Assistant Regional Chair (ARC)
 - Region Members Council Representative (RMCR)
 - Five (5) Regional Vice Chairs (RVC) of:
 - Chapter Technology Transfer
 - Membership Promotion
 - Research Promotion
 - Student Activities
 - Grassroots Government Advocacy

ATTACHMENT C

- YEA Regional Coordinator
 - Region-At-Large Sub-Region Chairs
 - Nominating Committee Member
 - Nominating Committee Alternate
 - Regional Historian
 - CRC General Chair
 - Regional Treasurer
 - Additional person at the discretion of DRC
 - The incoming and outgoing DRCs and RVCs are to attend both their spring CRC and regional planning meeting. The newly elected incoming Nominating Committee Member and Nominating Committee Alternate may attend both their CRC and regional planning meeting if deemed necessary.
- B. Chapter officers and other Regional Positions, as specified under Section I, Paragraph B, may be reimbursed to attend the regional planning meeting, at the discretion of the DRC, if the visits are allocated under Section I, Paragraph B and the total number of discretionary visits do not exceed the number of chapters and sections in the region.
- C. The DRC has the option to expand the committee over the allowed maximum of thirteen members; however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.
- D. The DRC has the option to invite the region's presidents elect for President Elect Training to the Regional Planning Meeting however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

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

III. Transportation Reimbursement Policy for CRCs

- A. Transportation reimbursement is approved for attendance at the Chapter's Regional Conference for the following:
- Director and Regional Chair (DRC)
 - Assistant Regional Chair (ARC)
 - Region Members Council Representative (RMCR)
 - CRC General Chair
 - Chapter Delegate
 - Chapter Alternate
 - Nominating Committee Member
 - Nominating Committee Alternate
 - Five (5) Regional Vice Chairs (RVC) for:
Chapter Technology Transfer
Membership Promotion
Research Promotion
Student Activities

ATTACHMENT C

- Grassroots Government Advocacy
 - YEA Regional Coordinator
 - Region-At-Large Sub-Region Chairs
 - Regional Historian
 - Regional Treasurer
 - Chapter Membership Promotion Chairs are reimbursed for Membership Promotion Centralized Training (no substitutes)
 - Chapter Technology Transfer Chair (no substitutes)
 - Chapter Student Activities Chair (no substitutes)
 - Chapter Research Promotion Chairs are reimbursed for Research Promotion Centralized Training (no substitutes)
 - Chapter Grassroots Government Advocacy Chair (no substitutes)

 - A Director and Regional Chair nominee may attend one CRC in another Region prior to beginning their three year term. Each Director and Regional Chair is authorized to attend a maximum of two Regional Conferences in another Region during the first two years of their three year term. The Members Council Chair shall approve in advance visits by a DRC to another's Region's Chapter Regional Conference and decide on the level of contribution to the transportation costs.

 - The CRC General Chair Designate from the Host Chapter may attend a CRC meeting in the same or another region if the Director and Regional Chair deems it beneficial.

 - The incoming and outgoing DRCs, ARCs, RVCs, RMCRs and SRCs may attend both their CRC and regional planning meeting if deemed necessary by the DRC.
- B. Transportation reimbursement is approved only for those members who complete their respective duties at the CRC. The DRC should issue signed ASHRAE Transportation Vouchers only to those regional officials, Chapter Delegates and Chapter Alternates who have attended all required workshops, meetings, caucuses and sessions at the CRC.
- C. The DRC may attend a maximum of two (2) pre-planning meetings with the CRC host chapter.
- D. For positions not listed as authorized approval to attend the CRC, the DRC may invite other region or chapter positions to the CRC, however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

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

IV. Transportation Reimbursement policy for Regions having a joint CRC

- A. Transportation reimbursement is approved for members of the CRC Planning Committee in charge of preparing a joint CRC between 2 or more regions with**

ATTACHMENT C

respect to the following situations:

a. Joint CRC between 2 Regions:

i. The CRC is located in one of the 2 regions: the following members are to be reimbursed for travel as per the below table.

<u>Position</u>	<u>Responsibility</u>	<u>Travel Visits to Venue Prior to CRC</u>
<u>DRC Region 1</u>	<u>CRC Director</u>	<u>2</u>
<u>DRC Region 2</u>	<u>CRC Co-Director</u>	<u>2</u>
<u>RMCR Region 1</u>	<u>Coordinate/Collect Chapter Information, assist DRC 1</u>	<u>1</u>
<u>RMCR Region 2</u>	<u>Coordinate/Collect Chapter Information, assist DRC 2</u>	<u>1</u>
<u>Host Chapter CRC Co-Chair Region 1</u>	<u>Schedule Venue/Chair of CRC Planning Committees</u>	<u>NA</u>
<u>CRC Co-Chair Region 2</u>	<u>CRC Planning Committees Co-Chair</u>	<u>2</u>
<u>Host Chapter Meetings Chair Region 1</u>	<u>Schedule Workshops/Meetings Region 1</u>	<u>NA</u>
<u>Chapter Meetings Co-Chair Region 2</u>	<u>Schedule Workshops/Meetings Region 2</u>	<u>1</u>

ii. The CRC is located in a neutral place or outside the geographical territory of both regions: the following members are to be reimbursed for travel as per the below table:

<u>Position</u>	<u>Responsibility</u>	<u>Travel Visits to Venue Prior to CRC</u>
<u>DRC Region 1</u>	<u>CRC Director</u>	<u>2</u>
<u>DRC Region 2</u>	<u>CRC Co-Director</u>	<u>2</u>
<u>RMCR Region 1</u>	<u>Coordinate/Collect Chapter Information, assist DRC 1</u>	<u>1</u>
<u>RMCR Region 2</u>	<u>Coordinate/Collect Chapter Information, assist DRC 2</u>	<u>1</u>
<u>Host Chapter CRC Co-Chair Region 1</u>	<u>Schedule Venue/Chair of CRC Planning Committees</u>	<u>1</u>
<u>CRC Co-Chair Region 2</u>	<u>CRC Planning Committees Co-Chair</u>	<u>2</u>
<u>Host Chapter Meetings Chair Region 1</u>	<u>Schedule Workshops/Meetings Region 1</u>	<u>1</u>
<u>Chapter Meetings Co-Chair Region 2</u>	<u>Schedule Workshops/Meetings Region 2</u>	<u>1</u>

ATTACHMENT C

Region 1: Host CRC
Region 2: Visiting CRC

b. Mega CRC between 3 or more Regions:

i. The CRC is located in one of the regions: the following members are to be reimbursed for travel as per the below table

<u>Position</u>	<u>Responsibility</u>	<u>Travel Visits to Venue Prior to CRC</u>
<u>DRC Host Region</u>	<u>CRC Director</u>	<u>2</u>
<u>DRC Visiting Region</u>	<u>CRC Co-Director</u>	<u>2 / DRC</u>
<u>RMCR Host Region</u>	<u>Coordinate/Collect Chapter Information, assist DRC</u>	<u>1</u>
<u>RMCR Visiting Region</u>	<u>Coordinate/Collect Chapter Information, assist DRC</u>	<u>1 / RMCR</u>
<u>Host Chapter CRC Co-Chair Host Region</u>	<u>Schedule Venue/Chair of CRC Planning Committees</u>	<u>NA</u>
<u>CRC Co-Chair Host Region</u>	<u>CRC Planning Committees Co-Chair</u>	<u>2 / CRC Co-Chair</u>
<u>Host Chapter Meetings Chair Host Region</u>	<u>Schedule Workshops/Meetings Host Region</u>	<u>NA</u>
<u>Chapter Meetings Co-Chair Visiting Region</u>	<u>Schedule Workshops/Meetings Host Region</u>	<u>1 / Chapter Meetings Co-Chair</u>

ii. The CRC is located in in a neutral place or outside the geographical territory of participating regions: the following members are to be reimbursed for travel as per the below table

<u>Position</u>	<u>Responsibility</u>	<u>Travel Visits to Venue Prior to CRC</u>
<u>DRC</u>	<u>CRC Director</u>	<u>2 / DRC</u>
<u>RMCR</u>	<u>Coordinate/Collect Chapter Information, assist DRC 1</u>	<u>1 / RMCR</u>
<u>Host Chapter CRC Co-Chair</u>	<u>Schedule Venue/Chair of CRC Planning Committees</u>	<u>1 / Host Chapter CRC Co-Chair</u>
<u>Host Chapter Meetings Chair</u>	<u>Schedule Workshops/Meetings Region 1</u>	<u>1/ Host Chapter Meetings Chair</u>

IV V. OTHER

A. The cost to purchase a VISA (fee only), when required, will be reimbursed as part of the normal transportation reimbursement for all Members Council transportation. Additional expenses that occur in association with the purchase of a VISA will not be reimbursed by Society. However, reimbursement of additional expenses may be paid from the chapter and/or region's physical budget upon prior approval of the DRC to do so.

ATTACHMENT C

Visas are very important for those travelling to international countries that require them. The process to obtain a Visa can take up to 2-5 months to process depending upon the circumstances. Visas should be obtained before purchasing transportation. If for any reason the member cannot attend the regional event, reimbursement for and/or cancellation fees or any other expenses incurred will not be covered by Society. If Visas are not purchased in a timely manner or if the Visa cannot be obtained because of government restrictions, the member will incur the expense.

- B. The transportation budget will be set by the Society (Mileage & Airfare). The DRC may establish caps based on regional conditions and shall manage their transportation expense budget.
- C. The DRC may authorize additional transportation reimbursement to use for chapter or regional activities as long as the total number of approved reimbursements does not exceed the maximum number allocated by the combined totals as outlined in Sections I, II and III above.
- D. According to Society policy, the following statement is strongly enforced: All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed (see Society Transportation Reimbursement Voucher, page 2, Documentation).
- E. Regions may cover additional travel expenses not covered by Society from their regional funds for regional officers. These reimbursements should be based on policies established by the region with all expenses approved by the DRC prior to payment.
- F. Society will reimburse the mileage, air fare, rail, bus and one checked bag. Additional expenses such as hotel, meals, transportation to and from the airport and meeting location, tolls and parking are not reimbursed by Society.

GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

CRC BEST PRACTICES RECOMMENDATIONS**Award Lunch**

- Laminated Cards as centerpieces summarizing RP awards.
- Printed programs at the awards dinner/luncheon to help keep people involved and the awards program moving efficiently
- Ensure that handing out the awards and photo taking is done in an efficient manner
- Consider whoever is next in line (RMCR/ARC) to host the awards luncheon, which gave him/her exposure to speaking in front of a large group

Business Meetings

- Provide material to attendees via commemorative memory sticks
- Use a dedicated person just to run the computer during the business session
- Formally install regional officers at the business session
- Common template for the chapter reports to help expedite the reports and help with discussion among the chapters
- Common cloud based storage location (e.g. Basecamp) to share required information for the business meetings
- Provide Questionnaires for delegates to evaluate the CRC
- Slides: use large font sizes and minimize the amount of information on single slides
- Provide large enough screen - screen size should fit proportionally to the size of the room
- DRC to give guidance on creating good slides-use previous outstanding presentations by chapters as guide
- Offer a prize for most informative presentation given by a chapter and/or, most creative
- Distribute information about number of members, finances, etc. prior to the CRC (in a spreadsheet format or some other way to show this reporting information for all chapters) then use the time during the business meeting to present the greatest challenges faced and successes achieved

CRC Finances

- Strong recognition of sponsors, maximize the presence of signs
- Region to send seed money early to the host chapter to avoid financial stress

General Conduct

- Common golf shirts worn by CRC host committee
- Pocket size schedules – excellent for navigation and planning
- Printed CRC Program to let attendees know where to go, when to be there, who to talk to, what to wear and who made it happen
- Have some office supplies at the registration desk to “fix” stuff on site
- A welcome packet can be emailed to the visiting officers prior to the start of the CRC
- Adding a checklist for a Regional Officer visit
- The visiting officers and staff can be sent a small gift to their offices prior to the CRC (Important to communicate to Region members that a gift was provided)
- Coordinate airport pickups well in advance. Share cell phone numbers with special guests.

GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

History

- Install historical displays in a dedicated room

Motions during business meeting

- Have chapter sent out prior to the CRC motions they have prepared to allow review and modification if needed to make the review more efficient
- CRC chair to reach out to RMCR to ensure the motions part of the business meeting runs efficiently and enough time is allowed to review and vote on all motions
- Take a few minutes to explain the rules of motions conducting
- State "I speak in Favor" or "I speak Against" the motion to reduce arguments and questioning of the delegates position on the motion

Workshops

- If a chapter chair needs assistance, they should reach out to the RVC
- Many chapter chairs struggle and should reach out to their RVC for assistance
- Use workshops as a time for brainstorming and to **share** ideas (how to make existing events better)- do "training" by phone or use a web meeting

Technical Sessions

- Use of speaker rating forms

Other

- The host committee chairs could have a dinner on the evening before the start of the CRC in which the visiting officers are invited. This was a great dinner that allowed the officers to get to know the folks responsible for organizing the CRC
- Local venue should be reserved early to provide enough time to organize, plan and recruit members to help
- Locations for the social events should be reserved and advertised early enough to ensure proper attendance.
- Good social events will increase attendance.
- CRC Chair should have a co-chair(s) to help in sharing the responsibilities

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/14	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	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. OPEN
Atlanta – 6/15	16	That the motion from Region VIII, Monterrey Chapter that Members Council approve Spanish translation to the membership process in the webpage of ASHRAE. (Region VIII, Monterrey Chapter – 2015 Spring CRC)	Electronic Communications Committee	OPEN
Atlanta – 11/15	13d	That Society review the actual membership benefits to allow the members to get multiple options of technical documents (guidelines, design guides, standards, etc.) included in the membership, rather than the obligation of the selection the current handbook. (Region II, Quebec Chapter – 2015 Fall CRC)	Publishing and Education Council	04/18/2016 Status: PEC Fiscal Planning Subcommittee has been assigned an action item to review the fiscal and staff impact of this motion. In the past, it was important to Society that all members get the same benefit. Additionally, this policy would make it difficult to maintain inventory of physical items. OPEN
Atlanta – 11/15	13h	That ASHRAE's Position Document on Climate Change, dated 6/24/2009 be updated to acknowledge the overwhelming consensus that anthropogenic emissions are the primary driver of climate change. (See suggested edits attached for this motion.) (Region X, Golden Gate Chapter – 2015 Fall CRC)	Technology Council	01/23/2017 – See Attachment E1. COMPLETE
Atlanta – 11/15	13m	Recommends to Members Council and the Certification Committee that the six ASHRAE certification exams have a candidate selectable "voluntary informative appendix option" that is translated into the Spanish language, and attached to the primary current exam format which is in English, beginning January 2016. (Region XII, Colombia Chapter – 2015 Fall CRC)	Publishing and Education Council	08/26/2016 Status: The Certification Committee asked for clarification of the motion and it was determined that the intent was that the exam be translated in Spanish and be included as an appendix to the English test. The test would be completed in English. They are willing to waive the ANSI certification for an ASHRAE only certification. OPEN
Atlanta – 11/15	13o	That the Refrigeration RVCs be restored as grassroots in each region. (Region XIII, Thailand Chapter – 2015 Fall CRC)	Technology Council	OPEN
St. Louis – 06/16	17	That Honors and Awards Committee review the qualifications for all current H&As to determine a list of awards that may be acceptable for award posthumously and if a nomination for an award from that list has been submitted to ASHRAE in the current H&A cycle, but not yet awarded, and the nominee were to pass away, that the process for considering the nominee to receive the award continue and the award still be awarded. (Substitute Motion, replaced Region VIII, Central Oklahoma Chapter CRC Motion 6 – 2016 Spring CRC)	Honors and Awards Committee	02/09/2017 – Members Council approved a motion from the H&A Committee for an ROB change on posthumous awards. This motion must have Board approval before any changes take place (see below). 2.411.003.7 Award Qualifications (99-06-23-09/06-01-25-08/12-01-25-13) A. It is the policy of the Society not to consider for approval any Society honors or awards <u>submitted</u> posthumously, other than the Hall of Fame and Pioneers of the Industry. <u>1. If the nominee's death occurs after the nomination was submitted to the H&A Committee, it will be awarded posthumously if approved. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.</u> <u>2. If the nominee is known to be deceased before the nomination is submitted to the H&A Committee or if the H&A Committee learns that the nominee's death preceded the submission of the nomination prior to the Board and/or Members Council voting on the award, the nomination will be rejected with an appropriate explanation of the reason in the notification to the nominee's sponsor.</u>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p>1- If the nominee is known to be deceased before being voted on by the H&A Committee, the nomination will be rejected with an appropriate explanation of the reason in the notification to the nominee's sponsor.</p> <p>2- If the H&A Committee learns of the nominee's death after recommending approval to the Board but before the Board has voted, the recommendation will be withdrawn.</p> <p>3. If the H&A Committee learns of the nominee's death <u>occurring before the nomination was submitted but</u> after the Board and/or Members Council has voted approval, it will be awarded posthumously. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.</p> <p align="center">COMPLETE</p>
St. Louis – 06/16	20b	That Honors and Awards review the current recognition lapel pins to develop a consistency of design, size, significance relationship and graphics to preserve the prestige of the organization and levels of recognition. (Region VIII, Central Oklahoma Chapter – 2016 Spring CRC)	Honors and Awards Committee	<p>02/09/2017 – The Committee plans to redesign the current lapel pins for the Distinguished Service Award, Exceptional Service Award, and Fellow grade to more closely resemble the design of the pins prior to January 2012. The new lapel pins will feature the new ASHRAE logo.</p> <p align="center">COMPLETE</p>
St. Louis – 06/16	20c	That the Distinguished Service Award/Exceptional Service Award application and associated points tally form to reassign the Region Members Council Representative (RMCR) from the general Members Council line item (Category B) to a new discrete line item under Category A. Point assignment to be revised to 2 points per year. (Region XI, Oregon Chapter) – 2016 Spring CRC)	Honors and Awards Committee	<p>02/09/2017 – The Honors and Awards Committee will include the Region Members Council Representative to the DSA/ESA Point Tally Form under Category A: Society Officers/Board of Directors/Regional Positions /Chapter Officers/Chapter Board of Governors/Other Listed Chapter Positions receiving one point per Society year.</p> <p align="center">COMPLETE</p>
Atlanta – 10/16	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 – 10/16	4b	That ASHRAE develop and maintain a Women in ASHRAE (WiA) subcommittee to the Society Membership Promotion Committee focused on both the promotion and retention of women in ASHRAE related industries. (Region III, National Capital Chapter – 2016 Fall CRC)	Membership Promotion Committee	<p>02/09/2017 – The MP Committee was not in favor of this motion because the committee has already assigned the mission and vision reported in the Women in ASHRAE final ad hoc report to an existing subcommittee and is developing and implementing initiatives to follow the mission and vision as stated.</p> <p align="center">COMPLETE</p>
Atlanta – 10/16	4c	That ASHRAE create an annual stipend of \$100,000, paid monthly to the President of Society. (Region IV, Southern Piedmont Chapter – 2016 Fall CRC)	Society Executive Committee	OPEN
Atlanta – 10/16	4d	That the SmartStart Program be expanded to all postsecondary graduates within one year of their graduation. (Region V, Central Indiana Chapter – 2016 Fall CRC)	Membership Promotion & Student Activities Committees	<p>02/09/2017 – MPC Response: The MP Committee spoke with YEA and SA and do not agree with this motion as it goes against the original intent of SmartStart as a transition program from Student to Associate membership. The Affiliate membership is available to those younger members that were not student members.</p> <p>02/029/2017 – SAC Response: The Student Activities Committee does not recommend expanding the SmartStart program to recent graduates who were not Student Members of ASHRAE. The SmartStart program is an incentive to students to join ASHRAE prior to graduation & encourages their membership. Expanding the program to those who were never student members would eliminate this incentive.</p> <p>The SA Committee does, however, acknowledge that this is the not the first time a motion requesting this expansion has come to Members</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p>Council. There are many members of our industry who do not learn about ASHRAE until after they have graduated college and want the opportunity to participate in SmartStart while they are still a recent graduate & struggling to pay full member dues. Affiliate membership does not give them the opportunity to volunteer or receive the Handbook and these members are disadvantaged relative to their peers who had awareness of ASHRAE in college. It is our recommendation that the YEA Committee explore options to address the needs of these young members outside of modifying membership grades and options.</p> <p style="text-align: center;">COMPLETE</p>
Atlanta – 10/16	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: Members Council to consider fiscal impact from ECC.</p> <p style="text-align: center;">OPEN</p>
Atlanta – 10/16	4g	That ASHRAE Society explore options to become a national sponsor of Science Olympiad. Region IX, Wichita Chapter – 2016 Fall CRC)	Student Activities Committee	<p>02/09/2017 – The SA Committee supports the motion and has asked staff to explore the sponsorship options available.</p> <p style="text-align: center;">COMPLETE</p>
Atlanta – 10/16	4h	That automatic renewal is an option on society's website when renewing one's membership. (Region X, San Diego Chapter – 2016 Fall CRC)	Membership Promotion Committee & IT Staff	<p>02/09/2017 - The MP Committee likes the idea, but currently the database system cannot handle the storage of credit card numbers and remain PCI compliant. Motion needs to go to Finance since MP does not agree with the fiscal impact. The fiscal impact was reported by the chapter as "\$0, website adjustment can be performed by staff."</p> <p>Action: MPC recommends this motion be referred to the Finance Committee because the fiscal impact was quoted by the chapter as zero dollars and the website adjustments can be performed by staff.</p> <p style="text-align: center;">OPEN</p>
Atlanta – 10/16	4i	That ASHRAE provides for sale on the website basic tools such as a duct sizer (ductulator), pipe sizer, psychrometric chart and expansion calculator. (Region X, San Diego Chapter – 2016 Fall CRC)	Publishing and Education Council	<p>12/1/2016 – Status from Staff Response: Tools such as a ductulator, psych charts, and apps are available in the ASHRAE bookstore. Additional tools are regularly added to the bookstore and the membership's desire to have such tools is noted. Thank you for your feedback. (This will be included on PEC's agenda in Las Vegas.)</p> <p style="text-align: center;">OPEN</p>
Atlanta – 10/16	4j	That an alert icon pops up when a member renews their membership that they are eligible for member advancement from Associate to Member at no extra cost. (Region X, San Jose Chapter – 2016 Fall CRC)	Membership Promotion Committee	<p>02/09/2017 – The MP Committee agrees with the intent of the motion and has asked staff to take an action item to create a pop up during renewal to alert Associate Members they may be eligible for advancement with a link to the criteria for advancement from Associate grade to Member grade and instructions on how to update their bio.</p> <p style="text-align: center;">COMPLETE</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/16	4k	That ASHRAE engage the services of a Certified Public Accountant or other professional to determine the requirements for regions to file or not file state taxes and non-profit status. (Region X, Golden Gate Chapter – 2016 Fall CRC)	Finance Committee & Accounting Staff	01/31/2017 – The Finance Committee was not in favor of this motion. Guidance does exist for regions in the Manual for Region Operations which includes an Appendix F, Regional Financial Guidelines for Regional Treasurers. It was determined that the best course of action is that the local region should seek local legal or CPA advice as it relates to tax filing requirements. COMPLETE
Atlanta – 10/16	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 – 10/16	4m	That Members Council addresses the membership application process for Student Branch Advisors, beginning July 1, 2017. (Region XII, Argentina Chapter – 2016 Fall CRC)	Membership Promotion & Student Activities Committees	02/09/2017 – MPC Response: The MP Committee agrees and directed staff to quickly implement this. The Student Activities Staff Liaison will have this completed after the 2017 Winter Conference. 02/09/2017 – SAC Response: The SA Committee proposed that a solution to this motion would be to utilize FormSite to create a SBA membership application similar to the process for SmartStart membership. An action item was assigned to staff and this should be complete by July 1, 2017. COMPLETE
Atlanta – 10/16	4n	That the Student Activities Committee translate the (1) student branch manual for operation, (2) instructions how to become a student branch advisor (SBA), (3) instructions about how to fill out the forms and apply to become an SBA, (4) "what supporting documentation is required to be produced and sent with the application," into the Spanish and Portuguese languages, and posted on the ASHRAE website, beginning July 1, 2017. (Region XII, Argentina Chapter – 2016 Fall CRC)	Student Activities Committee	02/09/2017 – The SA Committee supports this motion and understands the need for the documentation to be translated. It was discussed that this could not be achieved before July 1 but that staff would explore the costs involved and the budget available. COMPLETE
Atlanta – 10/16	4o	That the option be offered to members of the Brasil Chapter for the annual membership fees and benefits to be reduced to the same amount charged to members of the Developing Economy Program, i.e. USD \$102, for a period of two years, effective July 1 st 2017. (Region XII, Brasil Chapter – 2016 Fall CRC)	Finance Committee	01/31/2017 – The Finance Committee was not in favor of this motion. The motion suggests special treatment be provided to one chapter due to local economic struggles. Although all committee members sympathize with these struggles, we find no better tool than the classification system used by the World Bank to define what is considered a Developing Economy country. COMPLETE
Atlanta – 10/16	4p	That an ad hoc committee be created to evaluate dues options to assist in changing world economies and payment options. (Region XII, Florida West Coast Chapter – 2016 Fall CRC)	Finance Committee	01/31/2017 – The Finance Committee was not in favor of this motion. Although all committee members sympathize with such local economic struggles, the motion suggests unique treatment be provided for some or several chapters based on yet undetermined criteria related to the economic status of a country. It further suggests that ASHRAE expend considerable resources to form an ad-hoc committee to study the matter further and to determine this criteria. In addition, it would impact current historical cash flow of ASHRAE revenue and result in other potential unintended consequences with respect to added administrative burdens on ASHRAE staff; likely increasing staff time and cost dealing with such a plan as currently no other member classification in ASHRAE has a payment plan. COMPLETE
Atlanta – 10/16	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	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.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p>Action: Staff to send comments back to the Chennai Chapter for further clarification.</p> <p align="center">OPEN</p>
Atlanta – 10/16	4s	That Society maintain the examination fee of ASHRAE Certification at US\$295 (for ASHRAE members) for the promotion of ASHRAE Certification. (Region XIII, Hong Kong Chapter – 2016 Fall CRC)	Publishing and Education Council	<p>12/1/2016 – Status from Staff Response: This needs to be referred to the Certification Committee. The Certification Chair and Staff have been informed of this referral. (This motion will be on the Certification Committee and PEC's agenda in Las Vegas.)</p> <p align="center">OPEN</p>
Atlanta – 10/16	4t	That Society launch a pilot voluntary scheme of "ASHRAE Publication Care Program" for local chapters to handle undelivered ASHRAE handbooks and journals. (Region XIII, Hong Kong Chapter – 2016 Fall CRC)	Publishing and Education Council	<p>12/1/2016 – Status from Staff Response: Because of the expense, ASHRAE does not pay for return of undeliverable Journals and Handbooks to members outside of the US or Canada. Also, additional costs are incurred for a return to an address other than the shipping address, increasing costs still further. Also, major problems for delivery success are theft in the postal stream and postal inefficiencies, rather than delivery failure. PEC is currently investigating Handbook delivery methods, including the membership benefit package and Handbook formats as part of addressing this issue. PEC agrees it is a top priority for resolution. This solution, however, is not economically feasible. This will be on PEC's agenda in Las Vegas and a report will be made to Members Council.</p> <p align="center">OPEN</p>
Atlanta – 10/16	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	OPEN
Atlanta – 10/16	7b	That Society make the ASHRAE Email Distribution Service available for Chapter and Regional use for official communications to their respective members. Region III, Hampton Roads Chapter – 2016 Fall CRC)	Electronic Communications Committee & IT Staff	<p>02/02/2017 – Since each chapter's needs are different not only in terms of email contacts and email volume, but also technical expertise to use such a solution, it becomes quite complex to begin to estimate both cost and time and resources needed for implementation for all chapters. There is also an additional element of staff infrastructure that would be needed to onboard any chapters that would use the solution. Lastly, to assist chapters (and regions) with their emailing needs, ASHRAE's electronic collaboration tools subcommittee is working on a document based on 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. Additionally ECC will provide a document outlining basic email best practices to help chapters and regions improve the delivery rate of all their email communications, including official communications.</p> <p align="center">COMPLETE</p>
Atlanta – 10/16	7c	That ASHRAE Society's ECC develop a privacy policy for Regions and Chapters use to allow for consistent use of email addresses. A phased in approach starting with the US would be acceptable. (Region VII, West Virginia Chapter – 2016 Fall CRC)	Electronic Communications Committee	<p>02/02/2017 – The websites subcommittee reviewed this motion and will draft guidance on protocols regarding the collection, sharing, and opting out of contact information to be submitted to Members Council prior to the Long Beach Annual conference for consideration for placement in the MCO Manual. Due to complexity of international laws ECC will focus the guidance on US laws (CAN SPAM) only, with the suggestion that international chapters should reference their local legislation.</p> <p align="center">COMPLETE</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/16	7e	That a new Exceptional Chapter Service (or other suitable named) award be created at the Society level, to become effective before the 2017-2018 Society year. This will allow for those individuals who have volunteered above and beyond the current Chapter Service Award level to be recognized for their continued hard work and dedication at the chapter level. (Region X, Tucson Chapter – 2016 Fall CRC)	Honors and Awards Committee	02/09/2017 – The Honors and Awards Committee felt that creating a new Society level award was not appropriate at this time. COMPLETE
Atlanta – 10/16	7f	That Society recognize Chapters' committee members in Region XIII for continuous support in Chapter and Regional ASHRAE activities. (Region XIII, Hong Kong Chapter – 2016 Fall CRC)	Honors and Awards Committee	02/09/2017 – The Honors and Awards Committee felt that current awards adequately recognize members for their participation in Chapter and Regional level activities. Creating a new Society level award was not appropriate at this time. COMPLETE
Atlanta – 10/16	7g	That the ASHRAE standards and guidelines identified as being required to be used in the Student Design Competition be provided for use, during the course of the competition, in both English and Spanish (if available) language, at no cost to the chapter or student branch, beginning January 2017. (Region XII, Chile Chapter – 2016 Fall CRC)	Publishing and Education Council	12/1/2016 – Status from Staff Response: ASHRAE's most demanded standards (such as, 90.1, 62.1, 189.1) are available (English language only) in read only format on the ASHRAE website. If Student Activities wishes standards not currently available as read only to be made available for such access, they should advise the Director of Publishing and Education (Steve Comstock). Additional cost is incurred when number of downloads exceeds certain thresholds. As long as a new threshold is not crossed, additional standards and guidelines can be added but Student Activities should limit their request to standards and guidelines relevant to the competition. It is not feasible for Spanish language files be made available since most translations are for older editions of standards (translations lag behind English editions) and to make standards and guidelines available in some languages and not others would provide an unfair advantage to students in some countries. (The referral will be included on PEC's agenda in Las Vegas.) OPEN
Atlanta – 10/16	7h	That the Honors and Awards Committee make changes to their rules such that, candidates for the Distinguished Fifty-Year Member Award should be considered and approved during their 49 th year of membership so they can receive the award at the Annual Meeting of their 50 th year, beginning July 1, 2017. (Region XII, Southwest Florida Chapter – 2016 Fall CRC)	Honors and Awards Committee	02/09/2017 – The Honors and Awards Committee was in favor of this motion. COMPLETE
Atlanta – 10/16	7j	That Society allows ASHRAE Chapters to utilize its e-mail engine and domain name to transmit mass e-mails to its Chapter memberships, effective July 1, 2017. (Region XII, Spacecoast Chapter – 2016 Fall CRC)	Electronic Communications Committee & IT Staff	02/02/2017 – ASHRAE Society cannot take responsibility for chapter and region email communications. A whitepaper from ECC regarding basic email best practices is forthcoming for the Long Beach Annual Conference and will be made available via the ASHRAE website. The use of ASHRAE's domain for sending emails could blur the line between chapter and Society communications in the eye of Internet Service Providers and could cause Society emails to be blocked, blacklisted, or undelivered depending on what is sent by the chapters and to whom. In addition, Society has a special and specifically-negotiated contract for its email service provider, RealMagnet, to send emails and provide marketing automation technologies at an enterprise level for Society. COMPLETE
Atlanta – 10/16	7k	That ASHRAE budget and allocate one Distinguished Lecturer visit per year to each ASHRAE section sponsored by region, beginning January 2017. (Region XII, Spacecoast Chapter – 2016 Fall CRC)	Chapter Technology Transfer Committee	02/09/2017 – CTTC referred this motion to the DL Subcommittee. OPEN
Atlanta – 10/16	7l	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

Comments on motion from TC 2.5:

From: Hammerling, Steve
Sent: Tuesday, January 10, 2017 10:23 PM
To: Abrams, Joyce
Subject: FW: Update on the ASHRAE Climate Change Position Document

Hi Joyce,

There's been some discussion related to the motion referred from Golden Gate Chapter and I just wish to send along. You may hear more as the email dialogue has continued. The chapter representative may not be entirely satisfied with the response, but TC 2.5 notes they consider the matter responded to.

Thanks, Steve

Steve Hammerling | Assistant Manager of Research & Technical Services
Extension:1158

From: Brundage, Don M. [mailto:DMBRUNDA@southernco.com]
Sent: Monday, January 09, 2017 2:25 PM
To: Hammerling, Steve <shammerling@ashrae.org>
Cc: Sturm, Eric <esturm@trane.com>; KARPMAN Allen <allen.karpman@arkema.com>; Walter, William F UTC CCS <William.F.Walter@carrier.utc.com>; Alamelu Brooks <alamelu.brooks@icfi.com>; Dr. Jibonananda Sanyai <sanyaij@ornl.gov>; Neil Leslie <Neil.Leslie@GASTECHNOLOGY.ORG>
Subject: FW: Update on the ASHRAE Climate Change Position Document

OK, I think we in TC 2.5 have responded to the Member's Council referral from the Golden Gate Chapter.

Please let me know if we need do anything else.

I don't think it is appropriate to engage in further debate with Mr. Wayland, but for the benefit of ASHRAE staff, Members Council, and Tech Council who may review this e-mail stream, here are some brief comments from me (I have not tried to get a vote from the committee, but I have copied them so they can comment if have objections or want to add anything.)

- On the subject of the use of the term "anthropogenic," Mr. Wayland misunderstands our position. The previous position document and the proposed draft position document clearly discuss human-caused emissions as the primary cause of increased greenhouse gas concentrations in the atmosphere. The word "anthropogenic" simply means "caused by man." An earlier position document committee (which I was also a member of) chose to use "caused by man" or similar wording rather than the word "anthropogenic" but the meaning is the same. I don't recall explicitly revisiting the decision to not use the term "anthropogenic" in this round of updating the position document, but the issue is terminology and readability, not whether human activity contributes to increased greenhouse gas concentrations.
- We have told him that we will quote IPCC Assessment Report 5 (the most recent one) on the linkage to human activities and the need for action, noting that this is not as strong as the proposed changes from the Golden Gate Chapter. While we did not give him the text of our proposed draft, he does not disagree with the statement that the Golden Gate's proposed changes are stronger on human causes for climate change than AR 5. The Climate Change Position Document has, for the approximately more than 15 years that I have been familiar with it, always used the language of the most recent available Assessment Reports as far as the link to human activity and the need for action (not stronger or weaker language, but matching the Assessment Reports.)

My personal opinion is that to change this matching of the Assessment Report language genuinely would be a Board decision – to make an determination of the need for action which is either stronger or weaker than the

Assessment Report would mean ASHRAE is making an independent assessment of the need for climate action. This is beyond the scope of what I think position document update committee should decide, unless it receives "marching orders" from Tech Council or the Board to do so.

Don Brundage
Southern Company Services
Phone (404) 506-4667
e-mail: dmbrunnda@southernco.com

From: SCOTT [<mailto:sewayland@comcast.net>]
Sent: Monday, January 09, 2017 12:53 PM
To: Brundage, Don M.
Cc: mcalad@norman-wright.com; annie.foster-Courtney@wspgroup.com; shammerling@ashrae.org; erik@kolderupconsulting.com; tbradshaw@integralgroup.com; esturm@trane.com; karine@rezine.net
Subject: Re: Update on the ASHRAE Climate Change Position Document

Thank you for the update. It seems to me that the AR5 synthesis report clearly uses anthropogenic as a key point: http://www.ipcc.ch/news_and_events/docs/ar5/ar5_syr_headlines_en.pdf

I appreciate that that TC's focus doesn't include causes. But how can our society address the matter if we can't get real that our emissions are the cause?

How can members respond if we ignore the root cause?

I'd like you to please explicitly address our measure in your response and note that even though you own the PD, 'cause' is not your jurisdiction.

I want the board to address this, it's too important especially on this truthless era we are entering.

Regards, Scott Wayland

Completed response for motion from TC 2.5:

From: DMBRUNDA@southernco.com
To: sewayland@comcast.net
Cc: annie.foster-Courtney@wspgroup.com, erik@kolderupconsulting.com, esturm@trane.com, karine@rezine.net, mcalad@norman-wright.com, shammerling@ashrae.org, tbradshaw@integralgroup.com
Sent: 2017-01-09 8:42:11 AM
Subject: Update on the ASHRAE Climate Change Position Document

Mr. Wayland,

I am the chair of the committee updating the Climate Change Position Document. We currently have a proposed version which will shortly be sent to TC 2.5 for letter ballot, which will allow this proposed version to be considered by Tech Council at the Las Vegas meeting.

Shown below is our response to the Golden Gate Chapter motion:

- The intent of the ASHRAE Position Document on Climate Change is to address how ASHRAE members, and

- the building design community in general, should respond to the issue of climate change.
- Consistent with this, the primary focus of the document is on what steps ASHRAE members can take to reduce the climate change footprints of buildings.
 - The position document committee intends to quote IPCC Assessment Report 5 (AR 5) as to the need for action and the impact on climate from anthropogenic emissions. This will update the previous version of the position document, which referenced Assessment Report 4 (AR 4.)
 - Climatology and related fields are not within the scope of ASHRAE. The position document update committee believes that it is more appropriate to quote the current Assessment Report than to make independent judgments about the need for action on climate change.
 - Assessment Report 5 does use stronger language than Assessment Report 4 concerning the need for action on anthropogenic emissions.
 - It is our belief that quoting AR 5 concerning the need for action is the appropriate position of ASHRAE on the need for action on climate change, and will appropriately address the concerns of the Golden Gate Chapter's motion.

The bullet points above are the official response – let me try to explain our logic on some aspects of your proposed revisions.

- It would be more direct to respond to you with the proposed new draft of the Climate Change Position Document, but we did not feel it was appropriate to provide that to you for a document which is not yet finalized.
- We recognize that the proposed edits by the Golden Gate Chapter use somewhat stronger language for human influence on climate change than is used in AR 5. However, the update committee did not think it was appropriate, since climatology is not within the expertise of ASHRAE, to take a position on this other than to repeat the level of concern expressed in the most recent Assessment Report version.
- The Golden Gate Chapter's proposed addition of the word "anthropogenic" in numerous locations – a previous update committee, I believe it was for the 2009 edition, made a conscious decision to remove climatology technical terms and acronyms not widely understood within the ASHRAE membership. This was to improve the readability of the document for those individuals not already knowledgeable about the subject matter. That committee decided that "anthropogenic" was not a widely understood term within the core ASHRAE community of design engineers, so it was systematically removed from the document. It was replaced with "human-caused" where necessary to differentiate from natural emissions, or refer to "these" emissions where the context is clear that we are discussing human-caused emissions of greenhouse gases. The current draft update continues to avoid using the word "anthropogenic."

I hope this is helpful. Please let Eric or me know if you have any questions.

Don Brundage
Southern Company Services
Phone (404) 506-4667
e-mail: dmbrunda@southernco.com

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
2016 MEMBERS COUNCIL FALL MEETING (OCTOBER 14-15, 2016)					
1	3	Staff	01/17	Complete	To determine how many YEA members volunteer on Members Council reporting committees.
2	3	Staff	01/17	Complete	To get clarification from Pune Chapter and find out specifically if the motion request is for grants or funds.
3	3	Staff	01/17	Complete	To report status of the Hellenic Chapter and Pune Chapter motions and publish on the website.
4	3	Staff	01/17	Complete	To refer Motion 3 to the Comptroller's office for implementation.
5	3	Staff	01/17	Complete	To report the results of Sub Region B Motion 3 and publish on the website.
6	4	Staff	01/17	Complete	To refer Motion 4a to the Development Committee, Comptroller and IT Staff for consideration.
7	5	Staff	01/17	Complete	To refer Motion 4b to the Membership Promotion Committee to ensure they are aware of the Women in ASHRAE issues.
8	5	Staff	01/17	Complete	To refer Motion 4c to the Society Executive Committee for consideration.
9	5	Staff	01/17	Complete	To refer Motion 4d to the Membership Promotion and Student Activities Committees for consideration.
10	6	Staff	01/17	Complete	To refer Motion 4e to the Electronic Communications Committee and IT Staff for consideration.
11	7	Staff	01/17	Complete	To refer Motion 4f to the Manager of Conference Services for consideration.
12	7	Staff	01/17	Complete	To refer Motion 4g to the Student Activities Committee for consideration.
13	8	Staff	01/17	Complete	To refer Motion 4h to the Membership Promotion Committee and IT Staff for consideration.
14	8	Staff	01/17	Complete	To refer Motion 4i to Publishing and Education Council for consideration.
15	8	Staff	01/17	Complete	To refer Motion 4j to the Membership

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
					Promotion Committee to determine if it's feasible.
16	9	Staff	01/17	Complete	To refer Motion 4k to the Finance Committee and Accounting Staff for consideration.
17	9	Staff	01/17	Complete	To refer Motion 4l to the Grassroots Government Advocacy Committee for consideration with copy to AASA.
18	9	Staff	01/17	Complete	To refer Motion 4m to the Membership Promotion and Student Activities Committees for consideration.
19	10	Staff	01/17	Complete	To refer Motion 4n to the Student Activities Committee for consideration.
20	11	Staff	01/17	Complete	To refer Motion 4o to the Finance Committee for consideration.
21	12	Staff	01/17	Complete	To refer Motion 4p to the Finance Committee for consideration.
22	12	Staff	01/17	Complete	To refer Motion 4q to the Student Activities Committee for consideration.
23	12	Staff	01/17	Complete	To refer Motion 4r to the Refrigeration Staff to replace the word "Sister" with "Kindred" (or like word) in reference to the refrigeration societies.
24	13	Staff	01/17	Complete	To refer Motion 4s to Publishing and Education Council for consideration.
25	13	Staff	01/17	Complete	To refer Motion 4t to Publishing and Education Council for consideration.
26	13	Staff	01/17	Complete	To report status of Motions 4a. through 4t. and publish on the website.
27	18	Staff	01/17	Complete	To report results of Motions 5a. through 5i. and publish on the website.
28	18	Planning Subcommittee	06/17	Open	MBO #1: Optimize the meeting schedule for Members Council at the society meetings and between the society meetings.
29	19	Furman-Chair, Binder, Zentz, Law, Macauley	06/17	Open	MBO #3: Create paths for the creation of sister Chapters or sister Student Branches.

ATTACHMENT F

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
30	19	Macauley-Chair, Lavitt, Marek, Ellis, Leblanc	06/17	Open	MBO #4: Outline an implementable diversity initiative.
31	19	Staff	01/17	Complete	To include/publish information on the website for new sections and student branches on how to get started.
32	21	Staff	01/17	Complete	To refer Motion 6 to Nominating Committee for consideration.
33	21	Staff	01/17	Complete	To report status of Motion 6 from the Central Florida Chapter and publish on the website.
34	22	Staff	01/17	Complete	To refer Motion 7a to ASHRAE Publishing Director, Steve Comstock.
35	22	Staff	01/17	Complete	To refer Motion 7b to Electronic Communications Committee and IT Staff for consideration.
36	22	Staff	01/17	Complete	To refer Motion 7c to the Electronic Communications Committee for consideration.
37	23	IT Staff	01/17	Open	To automate the tally point process for the Regional Award of Merit and the Chapter Service Award as indicated in Motion 7d.
38	24	Staff	01/17	Complete	To refer Motion 7e to the Honors and Awards Committee for consideration.
39	24	Staff	01/17	Complete	To refer Motion 7f to the Honors and Awards Committee for consideration.
40	24	Staff	01/17	Complete	To refer Motion 7g to Publishing and Education Council and Steve Comstock to determine if this is feasible and if the intellectual property can be in ready only format.
41	25	Staff	01/17	Complete	To refer Motion 7h to the Honors and Awards Committee for consideration.
42	25	Manual Subcommittee	1/17	Complete	To provide guidance in the MCO for chapter nominating committee qualification requirements as indicated in Motion 7i.
43	26	Staff	01/17	Complete	To refer Motion 7j to the Electronic Communications Committee and IT Staff for consideration.
44	27	Staff	01/17	Complete	To refer Motion 7k to the Chapter

ATTACHMENT F

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
					Technology Transfer Committee for consideration.
45	27	Staff	01/17	Complete	To refer Motion 7I to the Technical Activities Committee for their expertise in writing the content.
46	27	Staff	01/17	Complete	To report status of Motions 7a. through 7I. and publish on the website.
47	31	Staff	01/17	Complete	To report the results of Motions 8a. through 8k. and publish on the website.
48	31	Staff	01/17	Complete	To confirm that the requests for the delegate and alternate list are going out to each of the regions as indicated in the “Note” from Motion 9.
49	31	Staff	01/17	Complete	To report the results of Motion 9 from the Roanoke Chapter and publish on the website.
50	32	Staff	01/17	Complete	To report results of Motion 10 from the Memphis Chapter and publish on the website.
51	32	Knight-Chair, Boudani, Bryant, Leong, Symko	06/17	Open	MBO #2: Look at existing Regions and evaluate if more efficient divisions are possible or desired.
52	32	Klock-Chair, Hunt, Rieke, Boudani, Zarour, Lavoie	06/17	Open	MBO #5: Define rules for joint/combined “mega” CRCs.
54	33	Staff	01/17	Complete	To report the results of CRC Motion 4 from the Montreal Chapter and publish on the website.
55	33	Staff	01/17	Complete	To provide dropdown menu to assign committee members in the CIQ, i.e., MP, RP, SA, YEA, GGAC and CTTC as indicated in CRC Motion 5.
56	34	Staff	01/17	Complete	To report the results of CRC Motion 5 from the Ottawa Valley Chapter and publish on the website.
57	34	Staff	01/17	Open	To update the interactive map on the website to include sections that are not sponsored by chapters as indicate in CRC Motion 59.
58	34	Staff	01/17	Complete	To report results of CRC Motion 59 from Sub

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
					Region B and publish on the website.
59	34	Publishing and Membership Staff	01/17	Complete	To investigate and determine the issues indicated in CRC Motion 67 and provide chapters with a process of receiving missed packages.
60	35	Staff	01/17	Complete	To report the results of CRC Motion 67 from the Philippines Chapter and publish on the website.
61	35	Staff	01/17	Complete	To report results of CRC Motion 3 from the Montreal Chapter and publish on the website.
62	37	PAOE ECC Subcommittee	02/17	Complete	To consider Motion 12a from the Wichita Chapter when making PAOE recommendations.
63	37	PAOE ECC Subcommittee	02/17	Complete	To consider Motion 12b from the Colombia Chapter when making PAOE recommendations.
64	38	PAOE CTT Subcommittee	02/17	Complete	To consider Motion 12 from the Argentina Chapter when making PAOE recommendations.
65	38	Staff	01/17	Complete	To report status of Motions 12a. through 12c. and publish on the website.
66	38	PAOE Ad Hoc Committees	02/17	Complete	To use PAOE analysis report and current PAOE and send recommendations to Members Council reporting committee chairs and staff liaisons for their agenda before the Las Vegas meeting.
67	38	Members Council Reporting Committees	01/17	Complete	To submit their recommendations to their PAOE liaison before the PAOE Subcommittee meeting on Monday and include as an attachment to their report to Members Council in Las Vegas.
68	38	Staff	02/17	Open	To draft a final version of the PAOE report and schedule a conference call with PAOE Subcommittee no later than the second week in February.
69	38	PAOE Subcommittee	02/17	Open	To have final draft ready for President Elect Olesen to review no later than the last week in February.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
70	38	Staff	02/17	Open	To have final, final PAOE draft ready for spring CRCs no later than second week in March.
71	39	Olesen	06/17	Open	To have cover letter for PAOE Newsletter completed no later than June 30. The last PAOE draft will be emailed to all after the area assigned members for each region are established.
72	41	Staff	01/17	Complete	Beginning with Las Vegas meeting, include LeaDRS ribbons in DRCs' registration package for ASHRAE meetings.

2016 MEMBERS COUNCIL ANNUAL MEETING (JUNE 28, 2016)

1	6	Staff	01/17	Complete	<p>To follow up with CEC's recommendation to include mentoring for the SmartStart Program (SSP) so that these members are encouraged to stay active in within ASHRAE (see Motion 9 06/28/2016).</p> <p>02/09/2017: YEA supports the motion to extend discount registration to members of the SmartStart program and takes it under advisement to develop a forum for mentoring opportunities both internal and external to this program.</p>
2	7	Staff	01/17	Complete	<p>To follow up with CEC's recommendation for SSP and work with Chapters to guide new members in finding fiscally responsible ways to attend the conferences (see Motion 9 06/28/2016).</p> <p>02/09/2017: YEA supports the motion to extend discount registration to members of the SmartStart program and takes it under advisement to develop a forum for collaboration for cost sharing opportunities between members (see Motion 9 06/28/2016 from CEC).</p>
8	14	Macauley-Chair, Lavitt and Zentz	01/17	Complete	To review postponed CRC Motion 14, Region XI, Regina Chapter and come back with a recommendation. (Note: during this meeting in St. Louis, a Members Council motion for the Nominating Committee ROB, extending years on the committee is pending BOD approval.)

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
18	19	Staff	06/17	Open	To develop a system to create an electronic format for chapter awards as an option for chapters to use as indicated in Motion 21 (06/28/2016).
43	27	Boudani-Chair, Bryant, Rieke, Zarour and Lavoie	01/17	Complete	To review the Transportation Reimbursement Policy for Regions and evaluate if any changes are needed in regards to joint CRCs.
44	27	Region Operations Subcommittee MBO #5	01/17	Open	To review results from the Centralized Training Ad Hoc Committee to further investigate the training of RP and Membership Promotion chapter chairs.
45	27	Staff	01/17	Ongoing	To track attendance of CRC grassroots workshops beginning with the 2016-17 CRCs to have an accurate account of those attending the workshops compared to the results of attendance at centralized training.

2015 MEMBERS COUNCIL FALL MEETING (NOVEMBER 5-6, 2015)

11	8	IT Staff	01/16	Complete	To review and implement Johnstown CRC Motion 13 request for PAOE automated reports since this is currently being addressed by the IT development team.
15	9	IT Staff	01/16	Complete	To review and implement Central Indiana Chapter CRC Motion 23 request for PAOE automated reports since this is currently being addressed by the IT development team.

02/23/2017 – Answer to Action Items 11 and 15 (11/15): The IT group identified 13 PAOE line items in the Chapter Operations, Membership Promotion, Student Activities and Historical categories that is now automated. Staff will send a detailed email to the chapters announcing the automated process for these line items.

2015 MEMBERS COUNCIL ANNUAL MEETING (JUNE 30, 2015)

3	12	IT Staff	11/15	Complete	To develop a mechanism in the database as a way to track 3 rd year MP, RP and SA chapter chair positions (otherwise, this would be a very manual process).
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CRC SCHEDULE 2016-2017

ATTACHMENT G

<u>FALL 2016</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	ROCHESTER ROCHESTER, NY	LONG ISLAND GARDEN CITY, NY	AUGUST 3 RD WEEK	AUGUST 18-20	WENTZ/CHAKROUN	WRIGHT	JIM BROWE
REGION II	NB/PEI MONCTON, NB	MONTREAL MONTREAL, PQ	AUGUST 4 TH WEEK	AUGUST 26-28	HAYTER/SCOGGINS	ABRAMS	DAN BOUDREAU
REGION III	PHILADELPHIA PHILADELPHIA, PA	ROANOKE ROANOKE, VA	AUGUST 3 RD WEEK	AUGUST 18-20	HAYTER/TSUI	MITCHELL	GARY DEBES
REGION IV	ATLANTA ATLANTA, GA	NORTH PIEDMONT GREENSBORO, NC	AUGUST 2 ND WEEK	AUGUST 11-13	WENTZ/TSUI	LITTLETON	BRIAN JUSTICE
REGION V	DAYTON DAYTON, OH	NORTHERN INDIANA SOUTH BEND, IN	JULY 4 TH WEEK	JULY 28-30	WENTZ/GRAEF	ABRAMS	EVAN NUTT
REGION VII	BIRMINGHAM BIRMINGHAM, AL	TENNESSEE VALLEY CHATTANOOGA, TN	AUGUST 1 ST WEEK	AUGUST 4-6	OLESEN/SCOGGINS	COMSTOCK	CHRIS GRAY GREG HAMAKER
REGION IX	NEBRASKA OMAHA, NE	KANSAS CITY KANSAS CITY, MO	AUGUST 1 ST WEEK	AUGUST 4-6	WENTZ/GRAEF	LITTLETON	TYLER GLESNE
REGION X	SOUTHERN CALIFORNIA LOS ANGELES, CA	SACRAMENTO VALLEY SACRAMENTO, CA	AUGUST 3 RD WEEK	AUGUST 11-13	OLESEN/CHAKROUN	MASTERSON	CHRISTINE LAZO
REGION XII	SOUTHWEST FLORIDA FORT MEYERS, FL	PANAMA SECTION PANAMA CITY, PANAMA	AUGUST 2 ND WEEK	AUGUST 4-6	HAYTER/CHAKROUN	RAMSPECK	RICHARD BROOKS
REGION XIII**	THAILAND BANGKOK, THAILAND	SINGAPORE SINGAPORE	AUGUST 4 TH WEEK	SEPT 30 – OCT 2	ALL OFFICERS	ALL DIRECTORS ADELEMANN	APICHIT LUMLERTPONGPANA
RAL**	THAILAND BANGKOK, THAILAND	SRI LANKAN COLOMBO	SEPTEMBER 3 RD WEEK	SEPT 30 – OCT 2	ALL OFFICERS	ALL DIRECTORS ADELEMANN	PANKAJ DHARKAR
<u>SPRING 2017</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	ST LOUIS ST LOUIS, MO	IOWA DES MOINES, IA	MAY 1 ST WEEK	APRIL 20-22	GRAEF/SCOGGINS	GIOMETTI	BRIAN INGENTHON
REGION VIII	CENTRAL OKLAHOMA OKLAHOMA CITY, OK	ALAMO SAN ANTONIO, TX	APRIL 4 TH WEEK	APRIL 27-29	OLESEN/TSUI	COMSTOCK	JOHN SEMTNER JOE SANDERS
REGION XI	PUGET SOUND SEATTLE, WA	VANCOUVER ISLAND VICTORIA, BC	MAY 2 ND WEEK	MAY 18-20	WENTZ/GRAEF	GUPTA	TAMAS BENCSIK

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

Revised: January 19, 2017

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, RAMSPECK, GUPTA, MITCHELL, ADELMANN, PETTIGREW, GURLEY, MASTERSON, SCARBOROUGH, GRANT, KELLER, RATCLIFF



CRC SCHEDULE 2017-2018

<u>FALL 2017</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	LONG ISLAND GARDEN CITY, NY	NEW JERSEY NEWARK, NJ	AUGUST 3 RD WEEK	AUGUST 17-19			RICH HALLEY
REGION II	MONTREAL MONTREAL, PQ	WINDSOR WINDSOR, ON	AUGUST 4 TH WEEK	AUGUST 25-27			ISABELLE LAVOIE
REGION III	ROANOKE ROANOKE, VA	PITTSBURGH PITTSBURGH, PA	AUGUST 3 RD WEEK	AUGUST 17-19			PATRICK MURDOCK
REGION IV	NORTH PIEDMONT GREENSBORO, NC	SOUTH CAROLINA COLUMBIA, SC	AUGUST 2 ND WEEK	AUGUST 10-12			HEATHER PLATT
REGION V	NORTHERN INDIANA SOUTH BEND, IN	TOLEDO TOLEDO, OH	JULY 4 TH WEEK	JULY 27-29			MATT BELKO
REGION VII	NASHVILLE NASHVILLE, TN	TENNESSEE VALLEY CHATTANOOGA, TN	AUGUST 1 ST WEEK	AUGUST 3-5			DAVID BALLARD PJ MEZERA
REGION IX	KANSAS CITY KANSAS CITY, MO	SOUTH DAKOTA SIOUX FALLS, SD	AUGUST 1 ST WEEK	AUGUST 3-5			TOM BENASSI
REGION X	SACRAMENTO VALLEY SACRAMENTO, CA	SAN JOAQUIN FRESNO, CA	AUGUST 3 RD WEEK	AUGUST 17-19			KEVIN BALDWIN
REGION XII	PANAMA SECTION PANAMA CITY, PANAMA	SPACECOAST COCOA BEACH, FL	AUGUST 2 ND WEEK	AUGUST 11-13			ROSS MONTGOMERY
REGION XIII	SINGAPORE SINGAPORE		AUGUST 4 TH WEEK	AUGUST 25-26			
RAL	CAIRO SHARM EL SHEIKH, EGYPT		SEPTEMBER 3 RD WEEK	SEPTEMBER 22-24			MAGED FOUAD
<u>SPRING 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 VI	IOWA DES MOINES, IA	WISCONSIN MILWAUKEE, WI	MAY 1 ST WEEK	MAY 3-5			JASON KEMS COREY METZGER
REGION VIII	ALAMO SAN ANTONIO, TX	MEXICO CITY MEXICO CITY, MEXICO	APRIL 4 TH WEEK	APRIL 25-28			FRED GLEESON
REGION XI	VANCOUVER ISLAND VICTORIA, BC	ALASKA ALASKAN CRUISE	MAY 2 ND WEEK	MAY 3-5			LOUISE SMITH

Additions and/or revisions are shaded.

Revised: March 2, 2017

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, RAMSPECK, GUPTA, MITCHELL, SEARS, ADELMANN, PETTIGREW, GURLEY, MASTERTON, THOMSON, SCARBOROUGH, GRANT, KELLER, RATCLIFF



ATTACHMENT G

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 NEWARK, NJ	RHODE ISLAND PROVIDENCE, RI	AUGUST 3 RD WEEK				
REGION II	WINDSOR WINDSOR, ON		AUGUST 4 TH WEEK	AUGUST 24-26			JAMES SMITH
REGION III	PITTSBURGH PITTSBURGH, PA		AUGUST 3 RD WEEK				
REGION IV	SOUTH CAROLINA COLUMBIA, SC	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK				
REGION V	TOLEDO TOLEDO, OH		JULY 4 TH WEEK				
REGION VII	TENNESSEE VALLEY CHATTANOOGA		AUGUST 1 ST WEEK				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		AUGUST 3 RD WEEK	AUGUST			
REGION XII	SPACECOAST COCOA BEACH, FL	FLORIDA WEST COAST TAMPA, FL	AUGUST 2 ND WEEK				JOHN CONSTANIDE
REGION XIII			AUGUST 4 TH WEEK				
RAL			SEPTEMBER 3 RD WEEK				
<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				
REGION XI			MAY 2 ND WEEK				

Additions and/or revisions are shaded.

Revised: March 2, 2017

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, RAMSPECK, GUPTA, MITCHELL, ADELMANN, PETTIGREW, GURLEY, MASTERSON, SCARBOROUGH, GRANT, KELLER, RATCLIFF

Preliminary Report of
RAL Sub Region B Strategic Planning Ad Hoc
January 2017

Introduction

Under the direction of the RAL the mandate of this ad hoc was to provide advice about:

- a. How ASHRAE can better serve Sub Region B non-chapter members in Europe
- b. How to expand ASHRAE's footprint [*Influence*] in Europe
- c. Alternative Chapter formats
- d. Relationships with European national associations
- e. An action plan for establishing a new structure for ASHRAE in Europe that will better serve all ASHRAE's European members

The Review

A. The review included:

- Analysis of RAL Strategic Planning Report, December 2015,
- Analysis of Final Developing Economies report, 2014
- Review of MCI report, 2016
- Analysis of the Ad Hoc report on Grassroots Organizational Models, 2014
- Analysis of survey questionnaire that was developed by this ad hoc and distributed to all ASHRAE Sub Region B members (See appendix 1 for methodology and response rates for survey)
- Ad hoc members' discussion, synthesis and conclusions

B. Background

- ASHRAE "Regions" are a collection of chapters within geographical areas as identified by Members Council and approved by the Board. The required number of chapters and members for qualification as a region is defined in the Manual for Chapter Operations (MCO). Every ASHRAE member is assigned to a Region and a chapter but is not required to join the chapter.
- This ad hoc recognizes that a newly established European region could set precedence for other sub regions that may trigger them to want to form separate regions. At this time, there are 2 other RAL ad hocs, one studying operation and action plan for Sub Region A and another ad hoc is reviewing and developing an action plan for the overall operation of RAL.

- The European Union (EU) building directives* are established by the EU and are mandatory. However, each country decides how to implement nationally. EU member states also may use EN Standards, which are developed by various European Standards Development Organizations or can establish their own standards.

*A **directive** is a legal act of the **European Union**, which requires member states to achieve a particular result without dictating the means of achieving that result. It can be distinguished from regulations which are self-executing and do not require any implementing measures

[[https://en.wikipedia.org/wiki/Directive_\(European_Union\)](https://en.wikipedia.org/wiki/Directive_(European_Union))]

C. Results

1. There are several models which may be acceptable to both our members and national associations (*Ad hoc on Grassroots Organizational models* (2014). Examples are:
 - a. Allow corporate sponsored chapters or sections
 - b. Develop organizational and operational models put forward by members from selected countries

Provisional requirements (recognized by this Sub Region B ad hoc):

- a. *Revise the Manual for Chapter Operation (MCO) to include:*
 - *a revised commercialism policy*
 - *options for chapter and section formation processes as proposed by members from selected countries*
 - b. *Establish a financial mechanism within ASHRAE to support and nurture new groups, chapters, and/ or sections, when needed.*
2. The success of establishing a separate European region will depend on effective infrastructure and willingness of members to volunteer to serve in leadership roles (RAL Strategic Report, 2015)
 - a. A strong regional leadership team is required for a new European region to be successful
 - b. This report encouraged appointment of Assistant RVC's to connect with members to explore satisfactory groupings of ASHRAE members in their country to allow full member services.
 3. Developing Economies report, 2014 recognized regionally specific issues. The authors recommended that ASHRAE:
 - a. Identify common as well as different construction techniques
 - b. Improve opportunities for remote activities on Society committees
 - c. Create an international position which would be served by a presidential member for 2-3 years in any transition.

4. MCI (2016) was tasked with identifying ways to expand ASHRAE's footprint in Europe. The report concluded that ASHRAE:
 - a. Develop train the trainer programs that fit the needs of European members (possibly by country)
 - b. Establish a regional office staffed with ASHRAE trained personnel to serve the administrative needs of establishing a viable region.

5. Member Questionnaire, 2016.
(See appendix 1 for description of questionnaire development, distribution methods and response rates)

The results of the survey indicated that ASHRAE should:

- a. Establish a separate European region.
In response to the question asking if you would prefer linkage to a separate European Region, approximately 73% of responding members expressed support for this option

Common themes among the reasons for creating a new region were:

- i. RAL is so large that it is difficult to manage
- ii. Travel within RAL is too time-consuming and expensive
- iii. Europe's building industry is unique because it is mature and served by existing local/ national/ regional organizations
- iv. Laws and regulation in Europe are not similar to those in other parts of the world; ASHRAE could provide better, more specific, more practical technical expertise and support
- v. ASHRAE could have greater status and presence on the continent in general and in the global community
- vi. Europe should have more direct representation on ASHRAE's Board of Directors

Common themes among the reasons for retaining the current RAL Structure were:

- i. Diversity is one of the strengths of RAL
 - ii Dislike of "us and "them" perspective
 - iii Concern about enough members who are willing and able to run the "business" of a separate Region.
 - iv. Concern about impact of RAL creating a European region [on the rest of the Region]
- b. Provide educational products specifically for Europeans
 - i. Approximately 30% of the surveyed members indicated that although they were members of other associations they do not participate in professional development programs.

- ii. There is an opportunity for ASHRAE to leverage the strength of its education products.
- c. Collaborate with national associations to assure that a separate ASHRAE regional structure will be successful.
- d. Strengthen ASHRAE presence at European conferences

Note: Respondents indicated belonging to a chapter or section ranked low as a reason to join ASHRAE.

Conclusion

The approach for building ASHRAE presence in Europe should include:

1. Establishing a model that combines ASHRAE's traditional chapter structure and strong collaborative relationships with national associations. Some examples are currently functioning in India, Pakistan, Brazil, Argentina and Turkey.
2. Strengthening ASHRAE presence at conferences and exhibitions in Europe.
3. Offering educational products through train the trainer programs. These products should be presented at European conferences in a more coordinated way than currently happens.

Recommended Action Plan

1. Transitional Activities:

Establish infrastructure to assure success of a separate European Region which includes:

I. Regional governance which has permanent representation on the ASHRAE Board of Directors

1. Assistant Regional Vice chairs to transition to the renewed structure in Europe.

Recommended timeline: 2 years beginning July 1 2017

ii. Offering Alternate Chapter formats

- a) a revised commercialism policy
- b) options for chapter and section formation processes as proposed by members from selected countries
- c) additional models could be recommended by AASA members and others

Recommended timeline: September, 2017

iii. Serving Non-Chapter members in Europe with possibility of models/opportunities/channels other than a chapter structure

- a) Educational activities
- b) Close association between individual ASHRAE members involved in AASA activities to:
 - 1. assist in promoting ASHRAE benefits that can be shared,
 - 2. Improve delivery of ASHRAE educational products to members.

Recommended timeline: begin September, 2017

iv Actively working with national societies listening to their needs so we can integrate ASHRAE members more closely with these bodies.

Recommended timeline: September, 2017

iv. Description of Leadership roles for current Assistant RVC members and for future willing leaders, include:

- 1. Interaction with non-chapter members
- 2. Clarification of lines of communication
- 3. Explanation of grass roots benefits under an alternate chapter model.
- 4. Connecting with non-chapter European members in attendance at the Winter and Annual meetings. E.g. Discuss advantages of forming chapters.
- 5. Negotiate a better opportunity for ASHRAE presence at European Expositions.
- 6. Other: e.g. relationship building

Recommended timeline: July, 2017

- v. Consider sending a further survey question to respondents of our survey to determine willingness to serve as ASHRAE leaders in Europe and under what circumstances. (This may become a budget item but may be foundation for success.)

Recommended timeline: July, 2017

vi. Involving Society Leadership in:

- 1. Structuring a Board team to establish better communication with European members.

2. Supporting activities of RAL Executive group in conveying the message regarding a European region.
3. Clarifying benefits of organizing in chapter/groups.

Recommended timeline: July, 2017

- vii. Communication team be established to:
 1. Continue updating the Board and Ex-Com on progress regarding success of a European region
 2. Continue to engage ASHRAE grass roots members and inform them of full membership advantages.

Recommended timeline: July 2017

- viii. Engaging ASHRAE staff to develop a communication strategy for both National associations and other ASHRAE regions/sub-regions/chapters, in collaboration with Assistant RVCs and existing chapters, regarding the proposed change Including:

- anticipated impact on their association or ASHRAE chapter/sub region/Region operations
- benefits of organizing chapter like groups In Europe

Recommended timeline:

- structure dialogue with AASA in Las Vegas beginning, January, 2017
- continuing towards completing activities by Long Beach, July, 2017.
- The European Region with all the required transitional activities would not be viable until Society year 2019-2020.

- ix. Approve transition budget as shown in Appendix 2

Recommended timeline: July 2017

2. ASHRAE footprint (impact) in Europe

Increase collaboration with AASA members, CIBSE, REHVA and AiCarr to:

- i. Consider alternate forums for ASHRAE engagement that do not require chapter membership
- ii. Deliver educational programs
- iii. Develop a model/process for using ASHRAE standards of design and methods of test to facilitate trade between European states.

- iv. Appoint an ASHRAE staff member in Europe

Recommended Timeline: Planning to start immediately for structured dialogue in Las Vegas, January, 2017.

3.Effect on RAL

Consider and address the impact of Europe becoming a separate region:

- May have a cascading effect on the region with more petitions to form separate regions,
- Turkey may better identify with the Middle East chapters.
- Parts of Africa may wish to join Europe.
- Uncertain if splitting off Europe will solve the difficulties of RAL becoming too large

PRELIMINARY

Appendix 1 Survey Design, Distribution and Response rates

1. The survey questionnaire was based on analysis of:

- RAL Strategic Planning Report, December 2015,
- Final Developing Economies report, 2014
- MCI report, 2016
- Ad Hoc report on Grassroots Organizational Models, 2014

This ad hoc committee used email correspondence as well as online and face to meetings to review and approve the questionnaire

The ad hoc members regret that a question regarding willingness to serve in regional leadership roles was not included. Note: this question could be posed to European members at any time.

2. Generally accepted survey methodology was implemented by staff:

- a. following a pre-distribution announcement;
- b. In an effort to enhance the response rate and in the spirit of inter-organizational collaboration, a message was sent to European leadership of AASA, CIBSE, AiCARR and REHVA announcing that this survey was taking place. There has been no response to this notification.
- c. the online survey was distributed from ASHRAE headquarters to ~1,800 ASHRAE members in Europe in October, 2016.
- d. Two reminders were sent

3. The response rate was slightly over 10%. Normally this is considered a good response rate for an electronic survey. However, it was argued that the response was lower than should be expected as this questionnaire was sent to members of ASHRAE. As expected, 63% of the respondents were either chapter or section members. The distribution of responses by country closely mirrored our current country membership numbers,

ATTACHMENT H

. Appendix 2

Estimated Region Annual Cost Estimated Annual Costs for Creating a New European Region-Member Services

	Low End of Range	High End of Range	Comment
Additional CRC			
Officer travel	\$3,500.00	\$4,000.00	Per traveler: assumes travel from US/CAN
Staff travel	\$2,500.00	\$3,000.00	Per traveler: assumes travel from US/CAN
DRC travel	\$500.00	\$1,500.00	
RMCR Travel	\$500.00	\$1,500.00	
RVC Travel	\$3,500.00	\$4,500.00	
	\$2,500.00	\$15,000.00	No additional cost to Society if meeting held at ASHRAE conference, also assumes there will be no additional Society regions
Meeting			
Planning			
Additional Board Member	\$4,500.00	\$6,000.00	
Additional RVCs	\$36,000.00	\$48,000.00	
Additional RMCR travel	\$4,500.00	\$6,000.00	
Total	\$58,000.00	\$89,500.00	
If CRC Planning @ ASHRAE conference	\$56,500.00	\$84,500.00	
Note: ASHRAE may have to underwrite first and second CRC as chapters may not be able to attract sponsors.			
Cost to Society	\$5,000.00	\$15,000.00	
Max Total	\$63,000.00	\$104,500.00	

Notes:

These costs may be reduced if only leadership roles are established before transition to fully functioning regional governance.

For a leadership group to be effective with national associations and grass roots members throughout Europe while maintaining existing chapters will be a challenging exercise. Establishing member groupings could require 2 years to accomplish.