



MINUTES

MEMBERS COUNCIL VIRTUAL CONFERENCE FEBRUARY 2, 2021

These minutes were approved by Members Council June 22, 2021.

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- 2 3 That consent motions a. through h. as shown below be approved.
- a. That the charter of the PUC Chile (Universidad Catolica de Chile) Student Branch, located in Santiago, Chile and sponsored by the Chile Chapter be approved. (Region XII)
 - b. That the charter of the Eii-Uva (Escuela de Ingenierias Industriales/Universidad de Valladolid) Student Branch, located in Valladolid, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
 - c. That the DSU ASHRAE Student Branch (DHA Suffa University) located in Karachi, Pakistan and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
 - d. That the OTU ASHRAE Student Branch (Ostim Technical University), located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - e. That the AYBU HVAC ASHRAE Student Branch (Ankara Yildirim Beyazit University), located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - f. That the charter of the Gazi University-Frontier of HVAC Student Branch (Gazi University), located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - g. That the charter of the Hitit University Student Branch located in Corum, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - h. That the charter of the Erciyes University Student Branch located in Kayseri, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- 3 4 Membership Promotion Committee recommends to Members Council to create an award, administered by the Membership Promotion Committee, titled **“Boomerang Award”** for the MP Chair in each region with the **highest non-student membership retention rate on a percentage basis** at the end of the Society year. The award will be awarded at the Chapters Regional Conference for each region.
- 4B 8 Membership Promotion Committee recommends to Members Council that the proposed amendments to Section 2, Chapter Committees, Section 3, Membership, Appendix 3A Membership Processing and Annual Benefits and Appendix 3B Suggestions for Recruiting and Retaining New Members in the Manual for Chapter Operations (MCO) and that sections related to adding “full member” be contingent upon approval of the proposed bylaws change that will be presented to the ASHRAE membership be approved. (Double underline = Addition; Strikethrough = Deletion)

- **Section 2**, Chapter Committees, 2.11 Membership Promotion Committee:
E. Provides more direction to Chapters on how to effectively reduce the number of member resignations.

2.11 Membership Promotion Committee

- E. Reducing the number of member resignations or membership lapses by contacting delinquent members on at least a monthly basis.

- **Section 3**, Membership, 3.1 General: Clarifies that the MP Committee is not only responsible for increasing membership enrollment, but also retaining existing members, and promoting upgrading membership grades.

3.1 General

The Membership Promotion Committee of the chapter is ~~charged with the promotion of increased membership enrollment and the upgrading of members~~ responsible for recruiting new members, retaining current members, and promoting upgrading member status. See Appendix 3A for steps in membership processing and annual member benefits.

- **Section 3**, Membership, 3.3 Application for Membership:
Membership forms exist for several membership types, not just students.

3.3 Application for Membership

Application for membership can be ~~made on a~~ submitted in paper form or online. ~~Students have special application forms~~ Membership applications exist for different member types. All forms are available on the Society website (www.ashrae.org).

3.4 Admission and Grading

~~In making application for membership, the applicant must supply all required data~~ Applicants must supply all required data when submitting an application for membership. Staff assigns the appropriate membership grade based on both the applicant's wish and their qualifications based on Society bylaws.

- **Section 3**, Membership, 3.6 New Members: **a)** Society does not notify chapter officers when new members join, Society notifies the MP Chair; **b)** the Chapter Membership Promotion committee should be tasked with contacting new members, not the Chapter officers; **c)** MP recommend modifying the chapter dues text as it is an optional payment.

3.6 New Members

When a new member joins Society, headquarters staff notifies the chapter's Membership Promotion Chair ~~officers~~ of the new member's assigned (or selected) chapter, providing the individual's name, location

and contact information. If Society collects chapter dues, staff informs the chapter officers of whether the chapter dues have been received.

The ~~eChapter officers should follow up with Membership Promotion Committee should contact~~ the new member, welcoming him or her to ASHRAE and providing information about upcoming chapter meetings and other events. ~~While Chapter dues are optional, the MP Chair should encourage and remind members to pay chapter dues if not paid. Also, if chapter dues were not submitted to Society, they should be collected.~~

3.7 Reinstatement of Membership

A former member who has resigned or who has allowed his or her membership to lapse may apply for reinstatement in the grade to which he/she formerly was assigned. The applicant can choose to either ~~to~~:

- **Section 3, Membership, 3.8 Advancement to Higher Grade: a)** Revise “Member” to “Full Member;” **b)** Grade advancements are an indication of the length of time in the industry, not only continuing education.

3.8 Advancement to Higher Grade

Each member should be encouraged to advance to the highest grade attainable in order to receive the greatest benefit from, and to be able to provide the most input into, the functioning of the chapter, the region and Society. Certain restrictions that are applicable to a member's participation in ASHRAE activities are as follows:

- A. To vote at chapter, regional or Society level requires membership grade of Associate or higher.
- B. To hold an elected chapter office requires membership grade of Associate or higher.
- C. To hold a Regional Vice-Chair (RVC) office requires membership grade of Full Member or higher for a period of at least three years before appointment to that office.
- D. To hold an elected Society office, including Director and Regional Chair(DRC), requires membership grade of Full Member or higher for a period of at least five years before election to the office.

Additionally, grade advancement is an indication of a member's involvement in the industry and continuing education.

3.10 Chapter Membership Requirements

Only members of the Society in good standing are eligible to be chapter members. Chapter members hold the same grade in the chapter as they hold in Society. A chapter cannot have a member who is not a member in good standing of Society.

To remain a member in "good standing," a member must pay current dues by the expiration date of the current membership.

Chapters are able to run membership reports in real time, including a delinquency and cancellation report, to stay abreast of members they should be contacting. Headquarters staff can provide assistance.

- **Chapter 3, Membership, 3.11 Life Member Grade:** Revise "Member" to "Full Member."

3.11 Life Member Grade

A Full Member or Associate member who has been a Society Member in good standing for a cumulative total of 30 years and who has attained the age of 65 years is qualified to be a Life Member and shall retain all the rights and privileges of the most recent membership grade.

- **Section 3, Membership, 3.16 Dues Program for Developing Economies:** Decreased dues are available for all member grades in developing economies, not only Members and Associate members.

3.16 Dues Program for Developing Economies

To encourage membership outside the United States and Canada, ASHRAE offers a decreased dues option for ~~Members and Associate Members~~ all membership grades residing in countries categorized by the World Bank as Low Income or Lower Middle Income developing economies. (Visit the ASHRAE website for the most current World Bank listing.)

- **Appendix 3A, Membership Processing and Annual Benefits:** a) Suggest providing a general statement of member benefits and referring to the website for specific information; b) Update Society anniversary billing cycle contact dates.

MEMBERSHIP PRIVILEGES/BENEFITS

- ~~All members in good standing eligible to receive annual Handbook and monthly Journal and newsletter~~ Member benefits vary by membership grade. Benefits for each grade can be found at www.ashrae.org/join
- All except Affiliate grade and Student grade eligible to vote on Society matters
- All Society members except Retirees, Affiliates, Student Branch Advisors and Students entitled to receive annual issues of the Handbook Series

SOCIETY ANNIVERSARY BILLING CYCLE

The frequency at which Society contacts members to renew their membership is as follows:

- 110 days before membership end date: 1st notice (email)
- 60 days before membership end date: 2nd notice (mail/email)
- 30 days before membership end date: 3rd notice (mail/email)
- 14 days before membership end date: 4th notice (mail/email)

- 24 hours before membership end date: 5th notice (email)
 - 7 days after membership end date: Phone call
 - 15 days after membership end date: 6th notice (email)
 - 30 days after membership end date: 7th notice (mail/email)
 - 60 days after membership end date: 8th notice (mail/email)
 - 120 days after membership end date: 9th notice (mail/email)
 - 160 days after membership end date: Phone call
 - 180 days after membership end date: 10th notice (cancellation notice email)
 - 185 days after membership end date: Email to solicit feedback on why member cancelled
 - ~~3 months before anniversary due date: Annual invoice (mail/email)~~
 - ~~2 months before anniversary due date: 1st Notice (mail/email)~~
 - ~~At time of anniversary due date: 2nd Notice (mail/email)~~
 - ~~2 months after anniversary due date: 3rd Notice (mail)~~
 - ~~4 months after anniversary due date: Final notice (mail/email)~~
 - ~~6 months after anniversary due date: Cancellation notice (mail/email)~~
 - **Appendix 3B, Suggestions for Recruiting and Retaining New Members:**
Various suggestions added.
Suggestions for Recruiting and Retaining New Members
 - B. Invite and encourage graduating students to become ASHRAE members: communicate the SmartStart program to graduating students
 - F. Publicize new members on chapter website, and in chapter e-newsletter, and introduce them at Chapter meetings
 - G. ~~Assign~~ Encourage new members to join Chapter the Reception ~~Gcommittees~~ for three or more months; after that term, assign each new member to a committee or working group to keep him or her engaged in the chapter
 - ~~H.~~ Introduce new members at the first chapter meeting following election
 - ~~I.H.~~ Ensure that each new member's name is added to the chapter roster
 - I. Encourage members to update their membership bio, including alternate contact information
- 5 9 Honors and Awards Committee recommends to Members Council that the Rules of the Board 2.411.003.3, Board-Approved Awards Named for Individuals be edited as follows:
- A. The following awards are established to continually honor and recognize the individuals for whom the awards are named.
 - 10. The Board approves the establishment of the Milton W. Garland Commemorative Comfort – Process – Cold Chain Refrigeration Award for Project Excellence to recognize a ~~non-comfort-cooling refrigeration~~ comfort, process or cold chain application which highlights innovation and/or new technologies.

- 6 10 Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4, Board-Approved Rules Not Named for Individuals be edited as follows:

S. The Energy Genius Award is established to recognize excellence in the assessment of building energy performance.

- 7 11 That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of the Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.

- 8 12 Communications Committee recommends to Members Council that Members Council revise the Manual of Chapter Operations (MCO) as it relates to chapter communications volunteer roles as shown below. (Double underline = Addition; ~~Strikethrough~~ = Deletion)

2.13 ~~Publications Committee and/or e-Chapter~~ Newsletter Editor

The ~~Publications Committee and/or e-Chapter~~ Newsletter Editor is appointed by the President-Elect. The responsibilities of ~~the committee and/or e-Newsletter Editor~~ this position typically include:

- A. Publishing a monthly ~~ne~~-Newsletter to promote the activities of the chapter
- B. Communicating with the chapter President, program chair and other chapter chairs to obtain information to include in the ~~e-N~~newsletter
- C. Organizing and editing information into the appropriate format
- D. E-mailing the ~~e-N~~newsletter to chapter members, regional officers and relevant Headquarters staff

2.14 ~~Publicity Committee~~ Chapter Webmaster

~~The Publicity Committee is appointed by the President-Elect. The editor of the chapter publication often is a member of this committee.~~

~~The responsibilities of this committee typically include:~~

- ~~A. Obtaining biographical sketches of speakers, prominent guests and officers who may attend a chapter meeting, as a basis for preparing publicity~~
- ~~B. Promoting upcoming events and activities via the local press, radio and TV stations, allied organizations in the area and elsewhere, including appropriate use of social media~~
- ~~C. Preparing articles, including photos, pertaining to chapter speakers and meetings, which could be provided to local media, used in the chapter e-Newsletter or submitted for publication in ASHRAE Insights~~
- ~~D. Working with Chapter Webmaster / Communications Committee if using electronic methods of publicity, including Social Media~~

The Chapter Webmaster is appointed by the President-Elect.

Responsibilities of the Chapter Webmaster typically include:

1. Serving as the interface between the BOG and the website maintenance company (if one exists) to ensure all items requested by the BOG are uploaded/updated on the chapter's and the region's websites
2. Providing a budget for website activities to the Treasurer
3. Managing the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales
4. Ensuring that the chapter's website complies with Society's website policies
5. Establishing an online payment system for chapter activities
6. Working with Chapter Technology Transfer Committee, Attendance Committee, Reception Committee and Special Events Committee in setting up and maintaining the chapter's online registration system
7. Working with Chapter Newsletter Editor to assist with electronic distribution of the Chapter's Newsletter, including posting both current and past issues on the Chapter's website and via Social Media

2.20 Communications Committee ~~and/or Chapter Webmaster Chair~~

The Communications Committee Chair ~~and Chapter Webmaster are~~ is appointed by the President-Elect.

Responsibilities of the Communications Committee Chair ~~and/or Chapter Webmaster~~ typically include:

- ~~1. Serving as the interface between the BOG and the website maintenance company (if one exists) to ensure all items requested by the BOG are uploaded/updated on the chapter's and the region's websites~~
- ~~2. Providing a budget for website activities to the Treasurer~~
- ~~3. Managing the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales~~
- ~~4. Ensuring that the chapter's website complies with Society's website policies~~
- 5.1 Interfacing with the Regional Communications Chair (RCC), for all questions, concerns and updates to Communications Committee rules and regulations
- 6.2 Attending all BOG meetings

- ~~7. Establishing an online payment system for chapter activities~~
- ~~8.3.~~ Assisting the BOG in learning and utilizing new software that is available (e.g. web conferencing)
- ~~9. Working with Chapter Technology Transfer Committee, Attendance Committee, Reception Committee and Special Events Committee in setting up and maintaining the chapter's online registration system~~
- ~~10. Working with Chapter Publications Committee and/or Newsletter Editor to assist with electronic distribution of the Chapter's e-Newsletter, including posting both current and past issues on the Chapter's website and via Social Media~~
- ~~11. Working with Publicity Committee when using electronic methods of publicity, including use of Social Media~~
- ~~12.4.~~ Performing other duties as assigned by the chapter President

2.23 Chapter Social Media Chair

The chapter Social Media Chair will maintain and post content to Chapter social media account(s) including but not limited to Facebook, Twitter, Instagram, and LinkedIn. The chapter Social Media Chair will create and implement a social media strategy in accordance with Chapter goals and will track social media progress on a regular basis.

- 10 15 GAC recommends that Members Council revise the GAC Manual of Procedures as shown in Attachment H/A.
- 12 16 That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

5. Committee Membership

- A. This committee shall consist of ~~49~~ voting members, including a chair, ~~two~~ one or more vice chair(s), ~~14 CTTC~~ regional vice chairs, ~~and consultants in various roles one chapter program coordinator, and one web broadcast coordinator;~~ in addition, ~~2~~ non-voting members, ~~consisting of including~~ a BOD ex officio member, and a coordinating officer are assigned.
- C. The chairman and ~~two~~ vice chair(s) of this committee shall be members entitled to vote in the Society.

6. Duties of Committee Members

Duties of ~~Web Broadcast~~ Tech Hour Coordinator

Duties of the ~~Web Broadcast~~ Tech Hour Coordinator shall include the following:

- 1. Manage ~~web broadcasts and webcasts~~ Tech Hours:
- a. Select topics at ASHRAE Winter meeting for the following year's ~~broadcast/webcast~~ Tech Hours

- b. Solicit ASHRAE Society's relevant committees for speaker recommendations
- c. ~~Approve speaker's list at ASHRAE Annual meeting~~ The Tech Hour ad hoc will review speaker submissions for selection
- d. Contact speakers for acceptance
- e. ~~Forward accepted speaker's list with contact information to CTTC Staff Liaison~~ Assist with review process
- f. ~~Supervise Peer Review Committee selection;~~
- i. ~~Three (3) persons selected by Technology Council with name provided by specified date to CTTC Staff Liaison~~
- ii. ~~Two (2) persons from organization related to the broadcast topic selected by CTTC Communications Coordinator~~
- iii. ~~Four (4) persons who are members of CTTC or chosen by CTTC~~
- iv. ~~All speakers for broadcast~~

Duties of the Staff Liaison

- 16. Coordinate logistics, publicity, program, registration, and reporting for CTTC ~~Satellite Broadcasts/Webcasts~~ Tech Hour.

7. Subcommittees

Executive Subcommittee

- a. Consists of the chair, first and second vice chairs, Programs Coordinator, ~~Web Broadcast~~ Tech Hour Coordinator, and the BOD ExO.

Operations Subcommittee

Administer satellite ~~broadcasts/webcasts~~ Tech Hours.

- 15 20 ASHRAE Members Council Planning Subcommittee moves to have the Manual for Chapter Operations (MCO) and the Regional Operations Manual (ROM) revised to provide consolidated and updated rules and best practices for the use of sponsorships for Chapter and Regional business to go into effect Society Year 2022-23.
- 16 20 That Members Council revise the rules and form for "REGIONAL AWARD OF MERIT CRITERIA" that counts for 0.5 points (one time only) for additional important ASHRAE chapter and regional support activities, such as, but not limited to:
 - ~~being a material sponsor or provider of: chapter/regional technical speaker at a chapter meeting, local seminar and congress, or student branch meeting;~~
 - ~~5-year continuous attendance at the CRC~~
 - Serving Each year as a regional ad hoc or special assignment committee chair;
 - Chair of ~~chapter~~/regional event that supports Society ideals, such as technical sessions, seminars, sporting or social events;
 - ~~sponsorship resulting from the creation of new student branches, sections or chapters;~~
 - ~~sponsorship of chapter or regional event(s);~~
 - ~~presentation to a chapter or regional CRC regarding the substance of a~~

- ~~scholarship or grant recipient technical paper.~~
Regional Technology or Paper award recipient; ~~authorship of Regional website articles;~~
- ~~Section BOG service per year effective no later than June 30, 2021.~~

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 02/21
1	8	Staff	06/21	Open	To update the Manual for Chapter Operations as indicated in Amended Motion 4B and to add “full member,” contingent upon approval of the proposed bylaws change.
2	10	Macauley	02/21	Complete	To send Motions 5 and 6 to the Society Rules Committee so that the motions can go to the Board of Directors during the virtual conference.
3	11	Staff	06/21	Open	To provide access annually of member bios to the Honors and Awards chapter chairs.
4	11	Staff	06/21	Open	To send Student Activities Committee comments of referred Motion 10.e to Publishing and Education Council.
5	15	Staff	6/21	Open	To update Manual for Chapter Operations as indicated in Motion 8 (02/02/2021).
6	16	Staff	06/21	Open	To refer Motion 11 (02/02/2021) to Communications Committee staff for consideration.
7	19	Staff	06/21	Open	To send communications document developed for COVID-19 to the Kuwait Chapter.
8	20	Planning Subcommittee	06/21	Open	To revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made from their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made.
9	21	Staff	06/21	Open	To report results of Motion 16 (02/02/2021) to the Florida West Coast Chapter and publish on the website.
10	23	Region Operations Subcommittee	06/21	Open	To investigate and publish in the MCO laws that could threaten not-for-profit status for chapters regarding gambling and raffle laws which was tied to the Society through the exemption letter. Can you please work with Members Council to add something to the MCO noting that Chapters conducting raffles need to check on local gambling laws (if it was not already there)?

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 02/21
11	23	Macauley-Chair, Rakheja & Peach	06/21	Open	To investigate the best path to move forward with Motion 15 (06/25/2020): “That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head.” and make recommendation at June meeting.
12	23	Macauley	06/21	Complete	<p>To follow up on recommended MCO revisions concerning delegates and alternates with the Society Rules Committee and report back at the annual meeting.</p> <p>The delegate and alternate take office on July 1 and serve for a period of one year. <u>For Regions with spring CRCs, the delegate and alternate take office at the CRC and serve until the next spring CRC.</u></p>



**MEMBERS COUNCIL MINUTES
FEBRUARY 2, 2021
VIRTUAL CONFERENCE**

MEMBERS PRESENT: Michael "Mick" Schwedler, Chair
Farooq Mehboob, Vice-Chair

William F. Walter, Region I RMCR
Ronald Gagnon, Region II RMCR
Mark A. Tome, Region III RMCR
Bryan M. Holcomb, Region IV RMCR
James A. Arnold, Region V RMCR
Eric Sturm, Region VI RMCR
Scott Peach, Region VII RMCR
Joe Sanders, Region VIII RMCR
Kevin Amende, Region IX RMCR
Buzz Wright, Region X RMCR
Eileen Jensen, Region XI RMCR

MEMBER ABSENT:
Ioan Silviu Dobosi, Region XIV RMCR

NON VOTING MEMBERS PRESENT:
Thursten Simonsen, CTTC Chair
Pam Duffy, Communications Chair
Corey Metzger, CEC Chair
Terry Townsend, GAC Chair
Don Colliver, H&A Chair
Erik Sanchez, MPC Chair
Tiffany Bates Abruzzo, RPC Chair
Megan Tosh, SAC Chair
Rachel Romero, YEA Chair

GUESTS:
Chad Smith, GAC Vice Chair
Samir Traboulsi, Region-At-Large
Heather Schopplein, Region X, RP RVC
Jonathan Smith, MPC VC
Jason Urso, Region I, MPC RVC
Karine Leblanc, Communications VC
Nicolas Lemire, H&A VC
Nohad Boudani, CEC

Nate Boyd, Region XII RMCR
Wei-Dong "Bill" Wang, Region XIII RMCR
Richie Mittal, Region-At-Large RMCR
Devin Abellon, ExO
Dunstan Macauley, ExO
Russell Lavitt, ExO
Chris Phelan, ExO
Jeff Clarke, ExO
Ashish Rakheja, ExO

GUESTS (CONTINUED):
Shana O Dea, YEA VC
Doug Cochrane, Finance Committee

STAFF PRESENT:
Joyce Abrams
Vickie Grant
Tammy Catchings
Alice Yates
Joslyn Ratcliff
Julia Mumford
Lizzy Seymour
Daniel Gurley
Megan Gotzmer
Jeanette McCray
Anastasia Meadows
Jeff Littleton
Emily Porcari
Haley Booker-Lauridson
Rhiannon Masterson
Stephanie Reiniche
Tony Giometti



1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The 2021 winter meeting of Members Council was called to order by Chair, Mick Schwedler at 8:00am. Those in attendance are included in the list above. *(Because of the COVID-19 pandemic, the 2021 winter meeting was a virtual meeting using Go-To-Meeting as the platform.)*

2. CODE OF ETHICS COMMITMENT

Mr. Schwedler led the meeting by reading the following statement into the Members Council record:

“In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.”

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

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

3. REVIEW OF AGENDA

The following item was added to the agenda under 10. Other Business:

B. Appointments and Nominations

4. MEETING PROCEDURES

Mr. Schwedler explained and asked the council as was done during the 2020 Fall Virtual Meeting of Members Council to follow the meeting procedures as shown below:

- Cameras on if bandwidth allows (Communication Committee best practice)
- Reports – please summarize, don’t read the report
 - Motions
 - Motion / Second (if needed)
 - Background (can paraphrase if the background is long)
 - Discussion: Begin with “I speak for/against the motion”
 - Amendments to motions: Please write the *specific wording* down prior to moving to amend and be ready to send to Vickie.
- If a motion requires more than one amendment, it may not be ready
 - Recommendations/Action Items
 - Other information (2-3, not everything)
- HUZZAH!
 - “Used to express joy or approbation.”

Approbation: “An act of approving formally or officially”

5. APPROVAL OF DRAFT MINUTES

It was moved by Mr. Peach and seconded

- (1) That the following consent motions be approved.
- a. That the draft minutes from the June 25, 2020 annual meeting of Members Council be approved.
 - b. That the draft minutes from the November 9-10, 2020 fall meeting of Members Council be approved.

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

6. MOTIONS FOR STUDENT BRANCH CHARTERS

It was moved by Mr. Macauley and seconded

- (2) That consent motions a. through h. as shown below be approved.
- a. That the charter of the PUC Chile (Universidad Catolica de Chile) Student Branch, located in Santiago, Chile and sponsored by the Chile Chapter be approved. (Region XII)
 - b. That the charter of the Eii-Uva (Escuela de Ingenierias Industriales/Universidad de Valladolid) Student Branch, located in Valladolid, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
 - c. That the DSU ASHRAE Student Branch (DHA Suffa University) located in Karachi, Pakistan and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
 - d. That the OTU ASHRAE Student Branch (Ostim Technical University), located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - e. That the AYBU HVAC ASHRAE Student Branch (Ankara Yildirim Beyazit University), located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - f. That the charter of the Gazi University-Frontier of HVAC Student Branch (Gazi University), located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - g. That the charter of the Hitit University Student Branch located in Corum, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
 - h. That the charter of the Erciyes University Student Branch located in Kayseri, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)

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



7. MEMBERS COUNCIL STANDING COMMITTEE REPORTS

A. Membership Promotion Committee Report (Attachment A)

The following was reported by Erik Sanchez, Membership Promotion Committee Chair.

It was moved by Mr. Lavitt

- (3) Membership Promotion Committee recommends to Members Council to create an award, administered by the Membership Promotion Committee, titled “**Boomerang Award**” for the MP Chair in each region with the **highest non-student membership retention rate on a percentage basis** at the end of the Society year. The award will be awarded at the Chapters Regional Conference for each region.

Background: Over the last year, we have seen membership numbers decrease significantly. The creation of this new award is intended to recognize the efforts of chapter chairs who retain existing members and minimize cancellations. Currently, there is not an award to specifically recognize the retention efforts of our Membership Promotion Chairs. This award would be determined on a percentage basis to provide an equal opportunity for small and large chapters to compete on a level playing field. The basic math is as follows:

$$= (\text{AAM} - \text{cancellations}) / \text{AAM} \times 100$$

This percentage will always be less than 100% and the winners will be the Chapter MP Chairs who have the highest percentage within their region.

We recommend a plaque or acrylic board with a boomerang logo/picture that has the name of the award and the ASHRAE logo as the award. Actual award will be chosen by the ASHRAE Membership Promotion Staff based on budget.

Fiscal Impact: Approximately \$450 (\$30 per Region)

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

It was moved by Mr. Lavitt

- (4) Membership Promotion Committee recommends to Members Council that the proposed amendments to Section 2, Chapter Committees, Section 3, Membership, Appendix 3A Membership Processing and Annual Benefits and Appendix 3B Suggestions for Recruiting and Retaining New Members in the Manual for Chapter Operations (MCO) as shown below be approved. (Double underline = Addition; ~~Strikethrough~~ = Deletion)
- **Section 2**, Chapter Committees, 2.11 Membership Promotion Committee: E. Provides more direction to Chapters on how to effectively reduce the number of member resignations.

2.11 Membership Promotion Committee

E. Reducing the number of member resignations or membership lapses by contacting delinquent members on at least a monthly basis.

- **Section 3**, Membership, 3.1 General: Clarifies that the MP Committee is not only responsible for increasing membership enrollment, but also retaining existing members, and promoting upgrading membership grades.

3.1 General

The Membership Promotion Committee of the chapter is ~~charged with the promotion of increased membership enrollment and the upgrading of members~~ responsible for recruiting new members, retaining current members, and promoting upgrading member status. See **Appendix 3A** for steps in membership processing and annual member benefits.

- **Section 3**, Membership, 3.3 Application for Membership: Membership forms exist for several membership types, not just students.

3.3 Application for Membership

Application for membership can be ~~made on a~~ submitted in paper form or online. ~~Students have special application forms~~ Membership applications exist for different member types. All forms are available on the Society website (www.ashrae.org).

3.4 Admission and Grading

~~In making application for membership, the applicant must supply all required data~~ Applicants must supply all required data when submitting an application for membership. Staff assigns the appropriate membership grade based on both the applicant's wish and their qualifications based on Society bylaws.

- **Section 3**, Membership, 3.6 New Members: **a)** Society does not notify chapter officers when new members join, Society notifies the MP Chair; **b)** the Chapter Membership Promotion committee should be tasked with contacting new members, not the Chapter officers; **c)** MP recommend modifying the chapter dues text as it is an optional payment.

3.6 New Members

When a new member joins Society, headquarters staff notifies the chapter's Membership Promotion Chair ~~officers~~ of the new member's assigned (or selected) chapter, providing the individual's name, location and contact information. If Society collects chapter dues, staff informs the chapter officers of whether the chapter dues have been received.

The ~~eChapter officers should follow up with~~ Membership Promotion Committee should contact the new member, welcoming him or her to ASHRAE and providing information about upcoming chapter meetings and other events. While Chapter dues are optional, the MP Chair should encourage and remind members to pay chapter dues if not paid. Also, if chapter dues were not submitted to Society, they should be collected.

3.7 Reinstatement of Membership

A former member who has resigned or who has allowed his or her membership to lapse may



apply for reinstatement in the grade to which he/she formerly was assigned. The applicant can choose to either ~~to~~:

- **Section 3, Membership, 3.8 Advancement to Higher Grade:** a) Revise “Member” to “Full Member;” b) Grade advancements are an indication of the length of time in the industry, not only continuing education.

3.8 Advancement to Higher Grade

Each member should be encouraged to advance to the highest grade attainable in order to receive the greatest benefit from, and to be able to provide the most input into, the functioning of the chapter, the region and Society. Certain restrictions that are applicable to a member's participation in ASHRAE activities are as follows:

- A. To vote at chapter, regional or Society level requires membership grade of Associate or higher.
- B. To hold an elected chapter office requires membership grade of Associate or higher.
- C. To hold a Regional Vice-Chair (RVC) office requires membership grade of Full Member or higher for a period of at least three years before appointment to that office.
- D. To hold an elected Society office, including Director and Regional Chair(DRC), requires membership grade of Full Member or higher for a period of at least five years before election to the office.

Additionally, grade advancement is an indication of a member's involvement in the industry and continuing education.

3.10 Chapter Membership Requirements

Only members of the Society in good standing are eligible to be chapter members. Chapter members hold the same grade in the chapter as they hold in Society. A chapter cannot have a member who is not a member in good standing of Society.

To remain a member in "good standing," a member must pay current dues by the expiration date of the current membership.

Chapters are able to run membership reports in real time, including a delinquency and cancellation report, to stay abreast of members they should be contacting. Headquarters staff can provide assistance.

- **Chapter 3, Membership, 3.11 Life Member Grade:** Revise “Member” to “Full Member.”

3.11 Life Member Grade

A Full Member or Associate member who has been a Society Member in good standing for a cumulative total of 30 years and who has attained the age of 65 years is qualified to be a Life Member and shall retain all the rights and privileges of the most recent membership grade.

- **Section 3, Membership, 3.16 Dues Program for Developing Economies:** Decreased

dues are available for all member grades in developing economies, not only Members and Associate members.

3.16 Dues Program for Developing Economies

To encourage membership outside the United States and Canada, ASHRAE offers a decreased dues option for ~~Members and Associate Members~~ all membership grades residing in countries categorized by the World Bank as Low Income or Lower Middle Income developing economies. (Visit the ASHRAE website for the most current World Bank listing.)

- **Appendix 3A, Membership Processing and Annual Benefits:** **a)** Suggest providing a general statement of member benefits and referring to the website for specific information; **b)** Update Society anniversary billing cycle contact dates.

MEMBERSHIP PRIVILEGES/BENEFITS

- ~~All members in good standing eligible to receive annual Handbook and monthly Journal and newsletter~~ Member benefits vary by membership grade. Benefits for each grade can be found at www.ashrae.org/join
- All except Affiliate grade and Student grade eligible to vote on Society matters
- All Society members except Retirees, Affiliates, Student Branch Advisors and Students entitled to receive annual issues of the Handbook Series

SOCIETY ANNIVERSARY BILLING CYCLE

The frequency at which Society contacts members to renew their membership is as follows:

- 110 days before membership end date: 1st notice (email)
 - 60 days before membership end date: 2nd notice (mail/email)
 - 30 days before membership end date: 3rd notice (mail/email)
 - 14 days before membership end date: 4th notice (mail/email)
 - 24 hours before membership end date: 5th notice (email)
 - 7 days after membership end date: Phone call
 - 15 days after membership end date: 6th notice (email)
 - 30 days after membership end date: 7th notice (mail/email)
 - 60 days after membership end date: 8th notice (mail/email)
 - 120 days after membership end date: 9th notice (mail/email)
 - 160 days after membership end date: Phone call
 - 180 days after membership end date: 10th notice (cancellation notice email)
 - 185 days after membership end date: Email to solicit feedback on why member cancelled
 - ~~3 months before anniversary due date: Annual invoice (mail/email)~~
 - ~~2 months before anniversary due date: 1st Notice (mail/email)~~
 - ~~At time of anniversary due date: 2nd Notice (mail/email)~~
 - ~~2 months after anniversary due date: 3rd Notice (mail)~~
 - ~~4 months after anniversary due date: Final notice (mail/email)~~
 - ~~6 months after anniversary due date: Cancellation notice (mail/email)~~
- **Appendix 3B, Suggestions for Recruiting and Retaining New Members:** Various suggestions added.



Suggestions for Recruiting and Retaining New Members

- B. Invite and encourage graduating students to become ASHRAE members: communicate the SmartStart program to graduating students
- F. Publicize new members on chapter website, and in chapter e-newsletter, and introduce them at Chapter meetings
- G. Assign Encourage new members to join Chapter the Reception Committees ~~for three or more months; after that term, assign each new member to a committee or working group~~ to keep him or her engaged in the chapter
- ~~H.~~ I.H. ~~Introduce new members at the first chapter meeting following election~~
- I. Ensure that each new member's name is added to the chapter roster
- I. Encourage members to update their membership bio, including alternate contact information

Background: The MCO should be updated periodically to reflect the most current information and practices. The reasons for the major proposed revisions are explained below. Revisions not specifically explained below are either word choice changes or self-explanatory.

Fiscal Impact: \$0

It was moved by Mr. Peach and seconded

- (4A) That sections from the Manual for Chapter Operations related to adding “full member” be contingent upon approval of the proposed bylaws change that will be presented to the ASHRAE membership.

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

- (4B) Membership Promotion Committee recommends to Members Council that the proposed amendments to Section 2, Chapter Committees, Section 3, Membership, Appendix 3A Membership Processing and Annual Benefits and Appendix 3B Suggestions for Recruiting and Retaining New Members in the Manual for Chapter Operations (MCO) and that sections related to adding “full member” be contingent upon approval of the proposed bylaws change that will be presented to the ASHRAE membership be approved.

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

- AI 1 Staff to update the Manual for Chapter Operations as indicated in Amended Motion 4B and to add “full member,” contingent upon approval of the proposed bylaws change.

B. Young Engineers in ASHRAE Committee Report (Attachment B)

The following information items was reported by Rachel Romero, Young Engineers in ASHRAE Chair.

Information Items:

- 1. The first YEA Inspirational Leader Award will be presented during this virtual conference.

2. YEA membership decreased by 1.2% (10,689); the goal for increase was 10% (12,586).
3. YEA has excelled in virtual events. Because of the pandemic, YEA converted the fall YEA Leadership International into a virtual event that had 60 attendees this fall which is double the amount over previous years.
4. YEA offered three 90-minute virtual leadership sessions with facilitator.
5. The YEA Leadership Weekend will be held April 16-18, 2021. This will be a virtual event and registration will be open.

C. RP Committee Report (Attachment C)

The following information was reported by Tiffany Bates Abruzzo, RP Committee Chair

Information Items:

1. Referred to RP Committee for comment, Motion 6.a (11/10/2020) – Toronto Chapter: That Society, allocate RP funds from branch offices to the correct Chapter, and not to the chapter where that companies HQ resides.

Comment: It is the policy of the RP Campaign to credit gifts according to donor wishes. In most cases, that means that the local chapter is credited for gifts from a company branch, but there are exceptions. The RP Committee is reaching out to the Toronto Chapter in order to understand the circumstances of this motion and to communicate campaign policy

2. The RP Committee discussed the proposed attached 2021-2022 Centralized Training Plan (Attachment C/B). All proposed training for the 2021-2022 campaign is virtual on Go-To-Webinar. Early morning sessions (in EST) are being offered for the benefit of RAL, XIII, and XIV.
3. Going forward, the RP Committee and RAC will partner on a twice yearly newsletter to make the Research program more accessible to donors and help inform both committees of the others' activity throughout the year.
4. The RP Committee requested changes to RP PAOE that will give chapters opportunities to earn PAOE points with virtual events that raise at least \$100, and to help chapters pace their campaigns by awarding points for meeting either 30% of goal of 60% by established deadlines. The RP goal is \$2,600,000.

D. Honors and Awards Committee Report (Attachment D, Part 1)

The following was reported by Don Colliver, Honors and Awards Committee Chair.
It was moved by Mr. Abellon

- (5) Honors and Awards Committee recommends to Members Council that the Rules of the Board 2.411.003.3, Board-Approved Awards Named for Individuals be edited as follows:



- A. The following awards are established to continually honor and recognize the individuals for whom the awards are named.
10. The Board approves the establishment of the Milton W. Garland Commemorative Comfort – Process – Cold Chain Refrigeration Award for Project Excellence to recognize a ~~non-comfort cooling-refrigeration comfort~~, process or cold chain application which highlights innovation and/or new technologies.

Background: With the discontinuation of the Comfort Cooling Award for Project Excellence, the Honors and Awards Committee recommended that the Refrigeration Committee consider merging the that award with the Milton W. Garland Commemorative Refrigeration Award for Project Excellence. The Refrigeration Committee has moved forward with that recommendation and merged the two awards.

Fiscal Impact: None.

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

It was moved by Mr. Abellon

- (6) Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4, Board-Approved Rules Not Named for Individuals be edited as follows:

S. The Energy Genius Award is established to recognize excellence in the assessment of building energy performance.

Background: This award recommendation from the Building EQ Committee would be assigned to Category C: Personal Awards for Specific Society Activities. The vehicle for this award to assess building energy performance is through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process through one of the following ways:

1. Completion of an ASHRAE Standard 211-compliant Level 1 Energy Audit with the assistance of ASHRAE Building EQ and a submission of an ASHRAE Building EQ In Operation project for an operational rating;
2. Completion and submission of an ASHRAE Building EQ As Designed project for an asset rating. This pass-through award would be presented during a Spring ASHRAE Building EQ Committee Virtual Meeting.

Fiscal Impact: Cost of one plaque, approximately \$50.

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

- AI 2 An action item was assigned to Mr. Macauley to send Motions 5 and 6 to the Society Rules Committee so that the motions can go to the Board of Directors during the virtual conference.

It was moved by Mr. Abellon



- (7) That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of the Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.

Background: Referred motion from Members Council: Central Florida Chapter – Motion 10.f (11/10/2020). After discussion, the H&A Committee supports this motion.

Fiscal Impact: None.

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

AI 3 Staff to provide access annually of member bios to the Honors and Awards chapter chairs.

E. Student Activities Committee Report (Attachment E)

The following information was reported by Megan Tosh, Student Activities Committee Chair.

Information Items:

1. Motion 10.e (11/10/2020) – CARICOM Chapter: That Society grant temporary access to the ASHRAE Design Standards in searchable PDF format to all competitors in the Student Design Competition, over the duration of the competition.

This motion has been referred to the Student Activities Committee and Publishing Education Council for comment and to determine fiscal impact.

Comments on referred Motion 10.e, the Student Activities Committee voted in favor of recommending this motion be passed by Members Council, 16-0-0, Chair Voting. The committee did not evaluate the fiscal impact of the request, however it did consider the scope of “ASHRAE Design Standards.” As part of implementing this motion, the Student Activities Committee would provide a list of ASHRAE Standards that are referenced by the competition criteria and would not require annual updating. The committee recommends temporary access be granted to students upon request only, and not automatically to all students that register for the competition.

- AI 4 Staff to send Student Activities Committee comments of referred Motion 10.e to Publishing and Education Council.
2. The Post-High Subcommittee of Student Activities has put together a Virtual Student Program to take place during the Virtual ASHRAE Winter Conference. There are sessions specifically for students on every day of the conference including a conference orientation, career panel, and presentations by previous Design Competition winners and Grant recipients. A Student and Student Branch Advisor Congress will be held in the weeks following the conference. Although students will not have the opportunity to network that an in-person conference would offer, the virtual format will allow them to attend more technical sessions and experience more of the conference. We recognize the incredible efforts of the volunteers on this committee, including subcommittee chair Jan Opoien, that put this together, for the first time, in less than three months.



F. Conferences and Expositions Committee Report (Attachment F)

The following was reported by Corey Metzger, Conferences and Expositions Committee Chair.

Information Items:

1. The 2021 ASHRAE Virtual Winter Conference will be held February 9-11, 2021. Based on feedback on the 2020 Virtual (Annual) Conference, new enhancements were implemented: more live sessions were added, more timeslots were added to better accommodate attendees in across global time zones, reduced conference to 3 days from 4 days, added additional networking sessions and increased sponsorship revenue.
2. The 2021 Virtual Winter Conference will have 41 live sessions and 80 sessions presented 'on-demand.' There was a total of 143 sessions and events scheduled, comprised as follows: 89 seminars, 26 Paper Sessions (conference papers and technical papers, including 73 conference papers and 12 technical papers), 6 Meet-Ups and Roundtables, 6 Honors and Awards sessions, 4 Panel discussions, 4 Tours and Social Events, 3 Forums, 2 Workshops, 1 Debate, 1 Keynote and 1 Meeting of the Members.
3. Registrations for the 2021 Virtual Winter Conference have trended lower than the 2020 Virtual Conference. It was forecast that registrations will be 75% of the anticipated registration. Sponsorships have increased through the creation of new opportunities and outreach by ASHRAE Journal advertising representatives, the Development Committee, CEC Sponsorship Subcommittee and staff. A total of 14 sponsors and \$82K in revenue was received.

G. Communications Committee Report (Attachment G)

The following information was reported by Pam Duffy, Communications Committee Chair.

It was moved by Mr. Sanders

- (8) Communications Committee recommends to Members Council that Members Council revise the Manual of Chapter Operations (MCO) as it relates to chapter communications volunteer roles as shown below. (Double underline = Addition; ~~Strikethrough~~ = Deletion)

2.13 ~~Publications Committee and/or e-Chapter~~ Newsletter Editor

The ~~Publications Committee and/or e-Chapter~~ Newsletter Editor is appointed by the President-Elect. The responsibilities of ~~the committee and/or e-Newsletter Editor~~ this position typically include:

- A. Publishing a monthly ~~ne~~-Newsletter to promote the activities of the chapter
- B. Communicating with the chapter President, program chair and other chapter chairs to obtain information to include in the ~~e-N~~newsletter
- C. Organizing and editing information into the appropriate format

- D. E-mailing the ~~e-N~~ewsletter to chapter members, regional officers and relevant Headquarters staff

2.14 ~~Publicity Committee~~ Chapter Webmaster

~~The Publicity Committee is appointed by the President-Elect. The editor of the chapter publication often is a member of this committee.
The responsibilities of this committee typically include:~~

- ~~A. Obtaining biographical sketches of speakers, prominent guests and officers who may attend a chapter meeting, as a basis for preparing publicity~~
- ~~B. Promoting upcoming events and activities via the local press, radio and TV stations, allied organizations in the area and elsewhere, including appropriate use of social media~~
- ~~C. Preparing articles, including photos, pertaining to chapter speakers and meetings, which could be provided to local media, used in the chapter e-Newsletter or submitted for publication in ASHRAE Insights~~
- ~~D. Working with Chapter Webmaster / Communications Committee if using electronic methods of publicity, including Social Media~~

The Chapter Webmaster is appointed by the President-Elect.

Responsibilities of the Chapter Webmaster typically include:

1. Serving as the interface between the BOG and the website maintenance company (if one exists) to ensure all items requested by the BOG are uploaded/updated on the chapter's and the region's websites
2. Providing a budget for website activities to the Treasurer
3. Managing the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales
4. Ensuring that the chapter's website complies with Society's website policies
5. Establishing an online payment system for chapter activities
6. Working with Chapter Technology Transfer Committee, Attendance Committee, Reception Committee and Special Events Committee in setting up and maintaining the chapter's online registration system
7. Working with Chapter Newsletter Editor to assist with electronic distribution of the Chapter's Newsletter, including posting both current and past issues on the Chapter's website and via Social Media



2.20 Communications Committee ~~and/or Chapter Webmaster Chair~~

The Communications Committee Chair ~~and Chapter Webmaster are~~ is appointed by the President-Elect.

Responsibilities of the Communications Committee Chair ~~and/or Chapter Webmaster~~ typically include:

- ~~1. Serving as the interface between the BOG and the website maintenance company (if one exists) to ensure all items requested by the BOG are uploaded/updated on the chapter's and the region's websites~~
- ~~2. Providing a budget for website activities to the Treasurer~~
- ~~3. Managing the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales~~
- ~~4. Ensuring that the chapter's website complies with Society's website policies~~
- ~~5.1.~~ Interfacing with the Regional Communications Chair (RCC), for all questions, concerns and updates to Communications Committee rules and regulations
- ~~6.2.~~ Attending all BOG meetings
- ~~7. Establishing an online payment system for chapter activities~~
- ~~8.3.~~ Assisting the BOG in learning and utilizing new software that is available (e.g. web conferencing)
- ~~9. Working with Chapter Technology Transfer Committee, Attendance Committee, Reception Committee and Special Events Committee in setting up and maintaining the chapter's online registration system~~
- ~~10. Working with Chapter Publications Committee and/or Newsletter Editor to assist with electronic distribution of the Chapter's e-Newsletter, including posting both current and past issues on the Chapter's website and via Social Media~~
- ~~11. Working with Publicity Committee when using electronic methods of publicity, including use of Social Media~~
- ~~12.4.~~ Performing other duties as assigned by the chapter President

2.23 Chapter Social Media Chair

The chapter Social Media Chair will maintain and post content to Chapter social media account(s) including but not limited to Facebook, Twitter, Instagram, and LinkedIn. The



chapter Social Media Chair will create and implement a social media strategy in accordance with Chapter goals and will track social media progress on a regular basis.

Background: The intent of this motion was to clear up confusion as it relates to Communications roles in the MCO, the Chapter Information Questionnaire (CIQ), and the organizational structure of chapters. It is intentionally non-prescriptive in wording changes as several editorial changes are required. This motion was in alignment with the ASHRAE Strategic Plan Initiative 3: Organizational Streamlining and Initiative 4: Improve Chapter Engagement, Capacity, and Support.

Fiscal Impact: Administrative time for staff and volunteers.

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

AI 5 Staff to update Manual for Chapter Operations as indicated in Motion 8.

Information Item:

1. Referred Motion

The Communications Committee recommends approving Motion 6.b (11/10/2020) – Argentina Chapter: “That the Society License of the Virtual meeting software by Zoom used for Lectures should be upgraded in order to allow simultaneous translation of conferences into another Language, beginning July 1, 2021.” referred to the Committee from Members Council. The Communications Committee was in favor of implementing this motion and requests Members Council approve the additional funds for the account that would fund. (Annual pricing varies based on the type of license selected.)

It was moved by Mr. Boyd

(9) That Motion 6.b be approved by supporting the fiscal impact of \$2000 to fund a business license (10 licenses) for Zoom account access with translation.

(9A) Mr. Macauley moved to postpone Motion 9 until the 2021 annual conference so that staff can recommend which platforms are currently being used.

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

H. Government Affairs Committee Report (Attachment H)

The following was reported by Terry Townsend, Government Affairs Committee Chair.

It was moved by Mr. Macauley

(10) GAC recommends that Members Council revise the GAC Manual of Procedures as shown in Attachment H/A.

Background: Changes to the GAC Manual of Procedures (MOP) shown in the Attachment are intended to provide a better division of responsibility between the Chair and Vice-Chair, better reflect



the role of the communications chair, and improve the nominations process for recommendations for chairs of the various subcommittees.

To develop these recommended changes, the GAC Rules Subcommittee conducted a detailed review of the MOP, and these changes were discussed at the November 16, 2020 Rules Subcommittee Meeting and approved unanimously by the Rules Subcommittee during its Virtual Winter Meeting on January 22, 2021. The full GAC committee approved the changes unanimously by voice vote on January 27, 2021.

Fiscal Impact: None.

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

I. Chapter Technology Transfer Committee Report (Attachment I)

The following was reported by Thursten Simonsen, Chapter Technology Transfer Committee Chair. It was moved by Mr. Rakheja

- (11) That Members Council refer the following motion to the Communications Committee to review for feasibility and fiscal impact: CTTC implement a “Chapters “DL” Event Tracker” application tool on ASHRAE 365 mobile application, beginning July 1, 2021.

Background: Referred motion from Members Council: South Brazil Chapter – Motion 6.c (11/10/2020). After discussion, CTTC concluded they were in favor of the intent of this motion, but are unsure of the cost and timeline. More research was required and CTTC voted to refer this motion to the Communications Committee to review for feasibility and fiscal impact.

Fiscal Impact: \$5,000.

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

AI 6 Staff to refer Motion 11 to Communications Committee staff for consideration.

It was moved by Mr. Rakheja

- (12) That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

5. Committee Membership

- A. This committee shall consist of ~~19~~ voting members, including a chair, ~~two~~ one or more vice chair(s), ~~14 CTTC~~ regional vice chairs, and consultants in various roles, one chapter program coordinator, and one web broadcast coordinator; in addition, ~~2~~ non-voting members, ~~consisting of~~ including a BOD ex officio member; and a coordinating officer are assigned.
- C. The chairman and ~~two~~ vice chair(s) of this committee shall be members intitled to vote in the Society.

6. Duties of Committee Members

Duties of ~~Web Broadcast~~ Tech Hour Coordinator

Duties of the ~~Web Broadcast~~ Tech Hour Coordinator shall include the following:

1. Manage ~~web broadcasts and webcasts~~ Tech Hours:
 - a. Select topics at ASHRAE Winter meeting for the following year's broadcast/webcast Tech Hours
 - b. Solicit ASHRAE Society's relevant committees for speaker recommendations
 - c. ~~Approve speaker's list at ASHRAE Annual meeting~~ The Tech Hour ad hoc will review speaker submissions for selection
 - d. Contact speakers for acceptance
 - e. ~~Forward accepted speaker's list with contact information to CTTC Staff Liaison~~ Assist with review process
 - f. ~~Supervise Peer Review Committee selection;~~
 - i. ~~Three (3) persons selected by Technology Council with name provided by specified date to CTTC Staff Liaison~~
 - ii. ~~Two (2) persons from organization related to the broadcast topic selected by CTTC Communications Coordinator~~
 - iii. ~~Four (4) persons who are members of CTTC or chosen by CTTC~~
 - iv. ~~All speakers for broadcast~~

Duties of the Staff Liaison

16. Coordinate logistics, publicity, program, registration, and reporting for CTTC Satellite Broadcasts/Webcasts Tech Hour.

7. Subcommittees

Executive Subcommittee

- a. Consists of the chair, first and second vice chairs, Programs Coordinator, ~~Web Broadcast~~ Tech Hour Coordinator, and the BOD ExO.

Operations Subcommittee

- d. Administer satellite broadcasts/webcasts Tech Hours.

Background: Necessary update to reflect change from webcast to Tech Hour, and housekeeping updates.

Fiscal Impact: None.

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

Mr. Simonsen reported the following information item.

Information Item:

1. Members Council referred Motion 16 (02/04/2020) – ASHRAE CARICOM Chapter: "That Society introduce a virtual Distinguished Lecturer option for chapters, which will not count as an allocated visit, effective July 1, 2020."

CTTC was in favor of the above motion and approved it by unanimous vote. CTTC was already implementing the intent of this motion and the ASHRAE Go-To-Meetings service is available to chapters who need it. CTTC formed an ad hoc in June 2020 to provide guidelines and



recommendations to chapters for hosting virtual meetings and it was agreed that virtual DL visits should not be discouraged. An action item was created to communicate to chapters that these virtual visits are available, that Society wants to track them as non-allocated, and to provide instructions on how to utilize ASHRAE's Go-To-Meeting service.

Mr. Schwedler asked that the DLs send in one form listing their virtual visits instead of several forms for each virtual visit.

8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

The following was reported by Richie Mittal, Planning Subcommittee Chair.

- **2020 Region-At-Large CRC Motions**

It was moved by Mr. Mittal

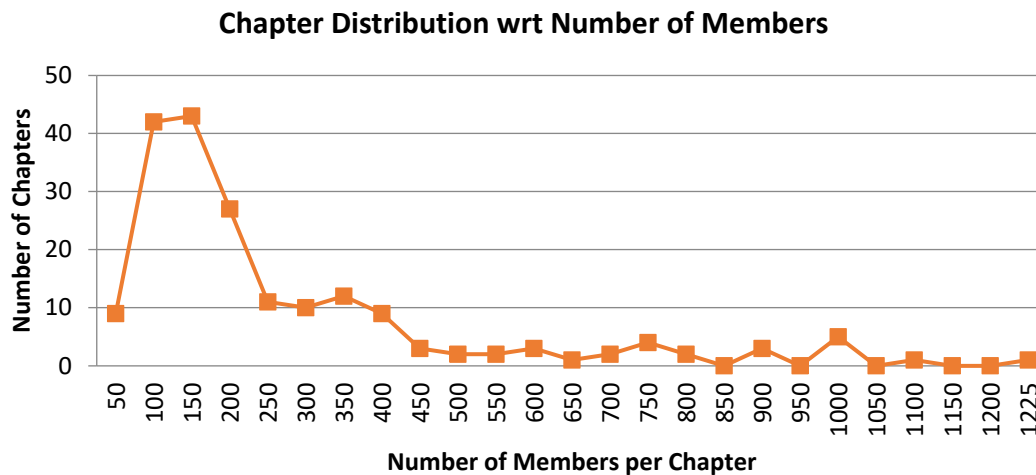
Region-At-Large (Turkish Chapter) – 2020 CRC Motion 1:

- (13) That *Alternative Dynamically Balanced Membership Dues Program* be achieved to recruit members all over the world in a balanced way.

Background: *Developing Economies Membership* program provides a 50% reduction in dues for applicants and renewing members who reside in countries categorized as “*Low Income*” and “*Lower Middle Income*” by the World Bank. However, it does not provide any benefit other than entering the community. On the other hand, the global economic recession triggered by the pandemic process was seen as one of the major obstacles to the sustainable membership system. This situation contradicts ASHRAE's globalization policy. Proposed program will also ensure to minimize member imbalances between both chapters and regions.

The membership dues are proposed to be adjusted based on the number of members in chapter. By this way, chapters with fewer members are expected to have equivalent competitiveness as compared to the others. In addition, the distribution of members between regions and chapters will be balanced and the association will rapidly increase the number of members worldwide.

A histogram below represents existing number of members covering all the chapters in the Society. Accordingly, chapters with 50 to 250 members make up 70% of all chapters. The proposed program will pave the way for chapters having less than 250 members to be promoted to the category of chapters with more than 250 members.



The logic behind this program was based on the following principle: Declining dues policy would be applied to decreasing member ranges accordingly. The dues reduction would be dynamically adjusted according to the intensity and amplitude of the chapter histogram curve by the Members Council.

Fiscal Impact: Fiscal impact will be eliminated by dynamic nature of the proposal.

MOTION 13 FAILED. (unanimous voice vote, chair not voting) *The motion seems complicated and unclear of what the chapter was asking for. There is no example of how this would work and if some members would pay higher dues than other members.*

It was moved by Mr. Mittal

Region-At-Large (Kuwait Chapter) – 2020 CRC Motion 2:

- (14) That the Society membership fee to be reduced by 50% due to COVID -19 crisis.
Membership fee can be changed to normal rate when the crisis is over.

Background: We know that all around the world people are losing Jobs and having salary cuts, which makes life difficult. Also, Oil markets and other businesses are down due to COVID -19.

Fiscal Impact: Yes.

MOTION 14 FAILED. (unanimous voice vote, chair not voting) *A similar motion was approved by Members Council that was later submitted to the Board of Directors (BOD) for approval (Fall 2020 Virtual Meeting). The BOD did not approve the motion. It was determined that an option was already available to the members and was the responsibility of the DRCs to let their members know what their options are. A task force was established for communications to go out from the DRCs and RVCs of MP to let members know what is available.*

AI 7 Staff to send communications document developed for COVID-19 to the Kuwait Chapter.



- **ExCom Action Item to Members Council**

It was moved by Mr. Mittal

- (15) ASHRAE Members Council Planning Subcommittee moves to have the Manual for Chapter Operations (MCO) and the Regional Operations Manual (ROM) revised to provide consolidated and updated rules and best practices for the use of sponsorships for Chapter and Regional business to go into effect Society Year 2022-23.

Background: The current versions of both the MCO and ROM do not clearly indicate the rules or provide much in the way of best practices with respect to solicitation of sponsorships. This results in much of the best practices being passed down or discussed within each Chapter and Region in a “tribal knowledge” format, resulting in inconsistencies in the understanding an application of what is and is not allowed with sponsorships. **(See Attachment J for additional details.)**

Upon review of the MCO and ROM, both documents detail some specifics about sponsorships, but the information was fragmented and largely pertains to the topic of RP and technical meetings only. An opportunity to consolidate the treatment of sponsorships to a dedicated topic and include best practices was evident in both documents.

Fiscal Impact: Minimal if any at all. ASHRAE volunteer time will constitute the bulk of the work, with some ASHRAE staff for support and IT services for updating the host documents on ASHRAE.org.

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

- AI 8 Planning Subcommittee to revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made in their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made.

Information Item:

- 1. Mr. Mittal reported that Planning Subcommittee MBO #1 Tracking recommendations **(Attachment K)**, as complete.

B. Region Operations Subcommittee Report

The following was reported by Eileen Jensen, Region Operations Subcommittee Chair.

- **Referred Motion 10.b (11/10/2020) to Manual Subcommittee**

It was moved by Ms. Jensen

Region XII (Florida West Coast Chapter) – Motion 10.b (11/10/2020):

- (16) That Members Council revise the rules and form for “REGIONAL AWARD OF MERIT CRITERIA” that counts for 0.5 points (one time only) for additional important ASHRAE chapter and regional support activities, such as, but not limited to:



- ~~being a material sponsor or provider of: chapter/regional technical speaker at a chapter meeting, local seminar and congress, or student branch meeting;~~
- ~~5-year continuous attendance at the CRC~~
- ~~Serving Each year~~ as a regional ad hoc or special assignment committee chair;
- Chair of ~~chapter/~~regional event that supports Society ideals, such as technical sessions, seminars, sporting or social events;
- ~~sponsorship resulting from the creation of new student branches, sections or chapters;~~
- ~~sponsorship of chapter or regional event(s);~~
- ~~presentation to a chapter or regional CRC regarding the substance of a scholarship or grant recipient technical paper.~~
- Regional Technology or Paper award recipient; ~~authorship of Regional website articles;~~
- ~~Section BOG service per year effective no later than June 30, 2021.~~

Background: ASHRAE volunteers are the engine that drives the success of our student branches, sections, chapters, regions and the Society. One of the reward mechanisms was the RAM award. This award is point-based and currently does not reflect many support activities that should be recognized and counted for their as a part of this award formula. This will likely increase the amount of submissions and awards which is a good thing. Many members may choose not to serve as officers or committee leaders, but we need a way to thank them for their valuable regional efforts and contributions to the chapters and regions.

Fiscal Impact: None.

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

AI 9 Staff to report results of Motion 16 (02/02/2021) to the Florida West Coast Chapter and publish on the website.

Information Items:

Ms. Jensen reported the following action items.

1. The motion below was postponed until the annual meeting.

Region II (Halifax Chapter) – 2020 CRC Motion 4:

That standard local bylaws be updated to allow for e-Votes at board of governor meetings. Currently votes are allowed by people present at the meeting in person only.

Background: Article VII – Board of Governors, point 7.4 says:

- 7.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person, and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws. The form of proxies shall be governed by Article VI, paragraph 6.7 hereof.



- 6.7 Proxies. A member may vote on any matter by a written proxy executed and dated by the member. No proxy shall be valid after ninety (90) days from the date of its execution, unless otherwise provided in the proxy.
- The current wording of the bylaws does not reflect the current reality of many meetings being held virtually. For many chapters, there have been no “in person” meetings for some time, instead using one of many virtual meeting platforms.
- COVID notwithstanding, if urgent business were to occur between regular meetings, it can be very difficult to assemble a majority of BOG IN PERSON. Hence, an e-vote procedure was requested as an alternative way of voting.
- This can be as simple as an email exchange between BOG members with clear rules about what was voted on and how the vote was processed, i.e. first positive response was considered the mover, second positive response the seconder, any non-responses are abstentions, etc.

Fiscal Impact: None. Modification of wording in bylaws as well as guidelines on procedures to be used as a form letter, as well as MCO.

Action Item 39 (11/20): Manual Subcommittee to use the same verbiage of electronic voting that was currently in the ROB and MCO since this was already available. **(Open)**

2. The action item below was postponed until the annual meeting.

- ExCom Action Item: To help Chapters, especially ones outside the US and Canada, ExCom respectfully requests that the attached template for an MOU between a Chapter and a National Organization be added to the MCO.

In addition, the Subcommittee might want to consider whether the template should be made available as a stand-alone file that is available as a Chapter Resource.

Action Item 46 (11/20): Manual Subcommittee to address the MOU form not currently in the MCO or published on the website as a standalone document. **(Open)**

3. Guidelines for Struggling Chapters: The action item below was postponed until the annual meeting.

Action Item 47 (11/20): Manual Subcommittee to review and establish a step-by-step guide for evaluating if a chapter is struggling or not. **(Open)**

Date originally requested	Action Items	Assigned to	Date response provided
Ongoing from July 9-12, 2019	Ask MC to create a tool kit of terminology for struggling chapters	Regional Operations Subcommittee	

4. EVENTBRITE

The Region Operations Subcommittee determined the information below should be included in President Elect training for chapters.

- AI 10 Region Operations Subcommittee to investigate and publish in the MCO laws that could threaten not-for-profit status for chapters regarding gambling and raffle laws which was tied to the Society through the exemption letter. Can you please work with Members Council to add something to the MCO noting that Chapters conducting raffles need to check on local gambling laws (if it was not already there)?

5. Members Council Action Items

- Action Item 37 (06/19): Manual Subcommittee to come back with recommendation for 2019 CRC Motion 5, Alaska Chapter: "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head." **(Open)**
- AI 11 An ad hoc (Macauley-Chair, Rakheja and Peach) was formed to investigate the best path to move forward and make recommendation at June meeting.
- Action Item 38 (06/19): Manual Subcommittee to review chapter and regional award point structure. **(Open)**
 - Action Item 32 (11/19): Manual Subcommittee to review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO. **(Open)**

6. MCO Draft Revisions

- AI 12 Mr. Macauley will follow up on recommended MCO revisions concerning delegates and alternates with the Society Rules Committee and will report back at the annual meeting.

The delegate and alternate take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the delegate and alternate take office at the CRC and serve until the next spring CRC.

7. The Direction Subcommittee presented a survey that was sent to DRCs and RMCRs that requested information on virtual CRCs. **(See Attachment L for survey results.)**
8. Ms. Jensen reported the Region Operations Subcommittee MBO Tracking recommendations as shown in **Attachment M** will be concluded in the subcommittee's report during the annual meeting.

C. PAOE Subcommittee

The following was reported by Ronald Gagnon, PAOE Subcommittee Chair.



- **Referred Motion to PAOE Student Activities Ad Hoc**

It was moved by Mr. Gagnon

Region X (Sierra Delta Chapter) – 2020 CRC Motion 10:

(17) That effective July 1, 2021, the PAOE points earned under Student Activities for the establishment of a new Student Branch be modified to provide:

- 500 points for establishing a Student Branch where the newly established Branch is the first one associated with the Chapter
- 350 points for establishing a Student Branch where the newly established Branch is the second or third associated with the Chapter
- 200 points for establishing a Student Branch where the newly established Branch is the fourth or more associated with the Chapter

Background: The amount of time, commitment, and effort for the Chapter and their Student Activities Chair to organize plus gain college acceptance as well as seek ASHRAE approval was substantial to establish a new Student Branch. Especially for Chapters that do not have experience establishing new Student Branches. The increased reward of PAOE points was appropriate and shows the value of establishing Student Branches, especially for Chapters that do not currently have Student Branches associated with them.

Fiscal Impact: None.

MOTION 17 FAILED. *There are several line items in the PAOE that addresses student branch points in the Student Activities category and there are several chapters that do not have student branches assigned to them who would not earn PAOE points.*

Information Items:

Mr. Gagnon reported the following information items.

1. PEAC developed suggested 2021-22 Presidential Initiatives that were presented to the PAOE Subcommittee for consideration as shown in **Attachment N**.
2. The RP Committee requested the PAOE Subcommittee to consider adding 100 points as an incentive to reach the chapters' goal by March 31. The reason for this was there was no intermediate goal between the 30% on December 1st and 100% on June 30th. In the Committee's experience, many chapters feel the pressure of meeting their goals in the last 2 months of the campaign. It would be an advantage for the committee as well as the volunteers to have an intermediate goal prior to the close of the campaign, which can be encouraged by the RVCs and Chapter Chairs. The PAOE Subcommittee took this request under consideration.
3. The PAOE MBOs will be completed after the Members Council Reporting Committees and the PAOE Subcommittee completes the final PAOE draft. **(See Attachment O for MBOs.)**

9. OLD BUSINESS

- A. Status of Referrals from Members Council to Other Councils (**Attachment P**)
- B. Review of Carryover Action Items – (**Attachment Q**)
- C. CRC Schedule (**Attachment R**, send updates to vgrant@ashrae.org)

10. OTHER BUSINESS

- A. A summary of the Members Council MBOs Tracking/Planning Committee Coordination were presented under separate cover and is available upon request.
- B. Mr. Schwedler reported that appointments and nominations are due by February 19 and to please work with the committee chairs to see if they have interest in volunteering in Society level positions. Mr. Schwedler stated the appointments are planned for March 21-24 and committee chairs may nominate themselves. In addition if the committee were great performers, they should find out where they may want to serve.

11. CONTINUED BUSINESS

A. Honors and Awards Committee (Part 2)

- **Executive Session** (Members Council 2020-21 voting members only)

At this time, all non-voting members and staff were excused from the virtual meeting. Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council.

12. ADJOURNMENT

Mr. Schwedler thanked everyone for their participation during the virtual meetings. Mr. Schwedler adjourned the 2021 winter Members Council meeting at 11:15am (EST).

Attachments:

- A: Membership Promotion Committee Report
- B: Young Engineers in ASHRAE Committee Report
- C: RP Committee Report
- D: Honors and Awards Committee Report
- E: Student Activities Committee Report
- F: Conferences and Expositions Committee Report
- G: Communications Committee Report
- H: Government Affairs Committee Report
- I: Chapter Technology Transfer Committee Report
- J: Examining the MCO for Chapter Sponsorship Document
- K: Planning Subcommittee MBO Tracking Recommendations
- L: Direction Subcommittee Survey Results
- M: Region Operations Subcommittee MBO Tracking Recommendations
- N: Suggested 2021-22 Presidential Initiatives



- O: PAOE Subcommittee MBOs
- P: Status of Referrals from Members Council
- Q: Review of Carryover Action Items
- R: Review of CRC Schedule

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of Friday, January 15, 2021, Virtual

Members

Erik Sanchez, Chair
Jonathan Smith, 1st Vice Chair
Genevieve Lussier, 2nd Vice Chair
Jason Urso
John Molnar
Robert Druga
Brian Justice
Julia Call
Daniel Chudecke
Casper Briggs
Cecilia Garay
Daniel Russell
Estaban Baccini
Meg Gates
Louise McKenzie
Henry Seck Kan Yeo
Alkis Triantafyllopoulos
Nitin Naik

Guests

Joyce Abrams
Mick Schwedler
Michelle Swanson
Devin Abellon
Russell Lavitt
Heather Schopplein

Staff

Daniel Gurley
Anne Wilson

Motions

Motion 1: To create an award, administered by the Membership Promotion Committee, titled **“Boomerang Award”** for the MP Chair in each region with the **highest non-student membership retention rate on a percentage basis** at the end of the Society year. The award will be awarded at the Chapter Regional Conference for each region.

Background: Over the last year, we have seen membership numbers decrease significantly. The creation of this new award is intended to recognize the efforts of chapter chairs who retain existing members and minimize cancellations. Currently, there is not an award to specifically recognize the retention efforts of our Membership Promotion Chairs. This award would be determined on a percentage basis to provide an equal opportunity for small and large chapters to compete on a level playing field. The basic math is as follows:

$$= (AAM - cancellations) / AAM \times 100$$

This percentage will always be less than 100% and the winners will be the Chapter MP Chairs who have the highest percentage within their region.

We recommend a plaque or acrylic board with a boomerang logo/picture that has the name of the award and the ASHRAE logo as the award. Actual award will be chosen by the ASHRAE Membership Promotion Staff based on budget.

Fiscal Impact: Approximately \$450 (\$30 per Region)

Vote: 16-0-0, CNV, Motion Passes

Motion 2: Motion: The Membership Promotion Committee proposes to amend Chapter 2, Chapter Committees, and Chapter 3, Membership, Appendix 3A and Appendix 3B in the Manual of Chapter Operations (MCO) with the revisions shown in **Attachment A, B, C, and D**.

Background: The MCO should be updated periodically to reflect the most current information and practices. The reasons for the major proposed revisions are explained below. Revisions not specifically explained below are either word choice changes or self-explanatory.

Specific revisions are shown with track changes in **Attachment A, B, C, and D** of the Membership Promotion Report to Members Council.

- Chapter 2, section 2.11-E – Provides more direction to Chapters on how to effectively reduce the number of member resignations.
- Chapter 3, section 3.1 – Clarifies that the MP Committee is not only responsible for increasing membership enrollment, but also retaining existing members, and promoting upgrading membership grades.
- Chapter 3, section 3.3 – Membership forms exist for several membership types, not just students.
- Chapter 3, section 3.6:
 - Society does not notify chapter officers when new members join. Society notifies the MP Chair.
 - The Chapter Membership Promotion committee should be tasked with contacting new members, not the Chapter officers.
 - We recommend modifying the chapter dues text as it is an optional payment.
- Chapter 3, section 3.8:
 - Revise “Member” to “Full Member”
 - Grade advancements are an indication of the length of time in the industry, not only continuing education.
- Chapter 3, section 3.11:
 - Revise “Member” to “Full Member”
- Chapter 3, section 3.16:
 - Decreased dues are available for all member grades in developing economies, not only Members and Associate members.
- Appendix 3A:
 - Suggest providing a general statement of member benefits and referring to the website for specific information.
 - Update Society anniversary billing cycle contact dates
- Appendix 3B: Various suggestions added

Fiscal Impact: \$0

Vote: 16-0-0 CNV, Motion Passes

Referred Motions

Motion 4 (11/9/2020) – Southern California Chapter:

That ASHRAE Society reduce the Society Renewal Dues of dues-paying members that are affected by COVID-19 to 50% of membership dues. The reduced dues are only valid for renewal during period of July 1st, 2020 to June 30th, 2021. Determination of COVID-19 hardship requires supporting documentation.

Background: The purpose of this motion is to incentivize ASHRAE Members to continue being active in our organization. Two dedicated chairmen (MP and MP Co-Chair) of SoCal ASHRAE have not been able to find work in the Midst of COVID-19. This motion is dedicated to those members that have been involved and are passionate about our organization. Other areas of ASHRAE should use individual leadership discretion to make a good faith effort in supporting organizational involvement given the career growth, knowledge, and networking value ASHRAE offers.

Fiscal Impact: The fiscal impact of reducing membership dues by 50% for those directly impacted by COVID-19 (assuming a 5% hardship rate across all membership grades, and a 25% hardship for members who are already delinquent) would be on the order of \$315k (based on August 2020 membership dashboard), affecting close to 4,100 members. This \$315k revenue loss assumes that even without discounted rates, all 4,100 members would still retain their membership and pay full dues. However, as the goal of this motion is to retain members at risk of allowing their membership to lapse due to financial hardship, it is important to recognize the fact that losing all 4,100 members would represent an approximate loss of \$630k in revenue. If, as a result of this motion, we are able to retain 50% of those otherwise lost members with reduced dues, we would be able to recover on the order of approximately \$158k of that lost revenue.

Membership Promotion Response: The Membership Promotion Committee was made aware of this motion in October 2020. The Committee agreed with the intent, made modifications, and put forth a separate motion to Members Council presented to its November 2020 meeting. Members Council passed the motion, however, it failed at the Board level as they said there was an existing economic hardship clause.

Motion 6.d (11/9/2020) – Florida West Coast Chapter:

That Members Council direct the appropriate department to add an option to the membership application to be able to indicate if the applicant requests to be classified as a member of a section of the chapter or region, beginning July 1, 2021.

Background: The ASHRAE.org chapter reports section has options to pull reports on a variety of characteristics of the chapter members. The chapters will benefit from the ability to distinguish which chapter members belong to their assigned sections.

One example of a benefit is when a South American Country is sponsored by a stateside chapter, those members will be able to apply to be ASHRAE members for that stateside chapter and a specific section of that chapter that is assigned with the name of their local country/region. (E.G.: Florida West Coast Chapter – Costa Rica Section) This will deter the applicant from listing a physically neighboring chapter that does not sponsor the territory that the applicant is located in.

Future benefit can be for the chapter to be able to pull a report that identifies which members in their chapter are affiliated with each of that chapter's sections. This will help chapters manage their members in each section more appropriately.

Fiscal Impact: None - Cost to revise coding to the ASHRAE application to be determined by ASHRAE staff.

Membership Promotion Vote: 15-0-1, 1 absent, CNV; Motion Passes

PAOE Changes for SY 2021-2022 are presented in **Attachment E**

Information Items to report to Members Council:

- Working on a "Recruitment Award" to present to Life Members that bring in new members
- Created a toolkit for a Principals Night out to help recruit/retain members
- Updating the centralized training material to combat the reasons members cancel
- Creating a procedure for Go-To meeting calls for chapter chairs to collaborate thoughts
- A version of Member Appreciation Month will happen in April. Will be sized down from 2 years ago.

Additional Information Items:

1. Retention:

As of December 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2019	56,727	38,837	3,848	5,435	2,560
2020	53,036	37,011	4,470	2,724	2,463

The developing economies membership program is in its 12th year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2020, there were a total of 2,132 (includes all new grades that were added) members participating.

Retention is researching a new award that focuses on retaining members. ASHRAE currently does not have an award that focuses on retention.

RVC need to let all their chapter chairs know that the hardship clause exists and that if any members face a financial crisis due to covid-19 they would be eligible for help. This does not cover members whose employers have stopped paying their member dues.

2. Chapter Chair Training & Development:

- a) MP hosted 2 virtual Centralized Trainings and had a total of 170 MP Chairs attend.
- b) MP will host another virtual CT in June, split into 2 sessions.
- c) Will look at how to incorporate Regions 13, 14 and At Large with a separate session.
- d) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.

3. Recruitment:

- a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- b) Put forth multiple ideas to increase membership joins.
- c) Action items to staff

4. Member Communication:

- a) Exploring possibilities with the App.
- b) Increasing knowledge of Diversity in ASHRAE
- c) Virtual activities: to provide a list of activities or successes that chapters are having, to give ideas to RVC to take back to other regions. These will come from the regional reports highlights.

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*Information about Society-level awards is available at [Honors and Awards](#). Criteria for the Regional Award of Merit are provided in **Appendix 2E** and criteria for the Chapter Service Award are provided in **Appendix 2F**.*

Chapters should keep in mind that awards that are approved at a Winter Meeting are presented at the following Winter Meeting and awards approved at an Annual Meeting are presented at the next Annual Meeting.

2.10.1 Maintaining Chapter Awards Electronically

Many chapters archive their chapter awards in storage facilities, home, office, etc., and over time the awards get lost. One way to keep your chapter awards (PAOE, Chapter Service Award, Regional Award of Merit, Certificate of Appreciation, etc.), in the forefront is to store them electronically on the chapter's website. By following a few instructions, this could save the chapter time, hassle and storage fees of these well-deserved earned awards. ASHRAE Headquarters does not currently provide electronic copies of awards; however chapters are encouraged to take digital photos of their awards.

Digital photos are simple to take with a digital camera, tablet, or phone, and may be stored electronically in a manner keeping with the chapter's existing filing and storage practices for electronic documents. Digital photos may also be posted to the chapter's website in a way pleasing to the chapter, including posting on the homepage, or creating a separate "Awards" page on which the digital photos are displayed.

2.11 Membership Promotion Committee

The Membership Promotion Committee is appointed by the President-Elect and is comprised of a Chair, Co-chair and a sufficient number of the chapter's area-assigned members to ensure that the committee's work can be done without placing an unnecessarily heavy burden on one or two individuals. Usually, the Co-chair is expected to become the next year's Chair.

The Chair is expected to attend the MP workshop at the CRC and Membership Promotion Centralized Training.

The responsibilities of this committee typically include:

- A. Attracting new members who will be active in the Society, locally and/or at the Society level
- B. Encouraging membership from all segments of the industry
- C. Encouraging advancement to higher grades of membership when candidates' qualifications meet the specified requirements
- D. In conjunction with the Secretary, ascertaining that all prospective chapter members are bona fide members of Society
- E. Reducing the number of member resignations or membership lapses by contacting delinquent members on at least a monthly basis.
- F. Advising the President and the Reception Committee when new members are elected or when members advance in membership grade, to ensure proper recognition at chapter meetings and in chapter publications
- G. Organizing and executing membership drives, including encouraging participation from local consulting firms (a sample local employer participation letter is provided in **Appendix 2G**)
- H. Receiving from the Attendance Committee and/or Reception Committee a record of the names of people attending the chapter meetings
- I. Cooperating with and seeking advice from the Membership Promotion Regional Vice Chair
- J. Providing a computer and internet access

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SECTION 3 MEMBERSHIP

- 3.1 General
 - 3.2 Qualifications for Membership
 - 3.3 Application for Membership
 - 3.4 Admission and Grading
 - 3.5 Remittances
 - 3.6 New Members
 - 3.7 Reinstatement of Membership
 - 3.8 Advancement to Higher Grade
 - 3.9 Transfer of Membership
 - 3.10 Chapter Membership Requirements
 - 3.11 Life Member Grade
 - 3.12 Retiree Member Grade
 - 3.13 Service to Members Assigned to the Chapter
 - 3.14 Removal of Deceased Members from Membership Rolls
 - 3.15 ASHRAE Hardship Cases and Natural Disaster Relief Action
 - 3.16 Dues Program for Developing Countries
-

SECTION 3 MEMBERSHIP

3.1 General

The Membership Promotion Committee of the chapter is ~~charged with the promotion of increased membership enrollment and the upgrading of members~~ responsible for recruiting new members, retaining current members, and promoting upgrading member status. See **Appendix 3A** for steps in membership processing and annual member benefits.

Appendix 3B provides suggestions for recruiting and retaining new members.

3.2 Qualifications for Membership

Individuals connected with "the arts and sciences of heating, refrigeration, air conditioning and ventilation and the allied arts and sciences and related human factors, for the benefit of the general public" may be eligible for admission to the Society.

Membership in the Society is in several grades, as set forth in Society's Bylaws and in Rules of the Board, and as reprinted on the required application forms. Only members of the Society in good standing shall be eligible to become and remain chapter members. Chapter members will hold the same grade in the chapter as they hold in the Society.

3.3 Application for Membership

Application for membership can be ~~made on~~ submitted in paper form or online. ~~Students have special application forms~~ Membership applications exist for different member types. All forms are available on the Society website (www.ashrae.org).

3.4 Admission and Grading

~~In making application for membership, the applicant must supply all required data~~ Applicants must supply all required data when submitting an application for membership. Staff assigns the appropriate membership grade based on both the applicant's wish and their qualifications based on

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Society bylaws.

3.5 Remittances

When submitting an application for membership, the applicant must include payment by check, credit card or money order in U.S. or Canadian currency. If for any reason the applicant is not elected, the monies will be returned.

3.6 New Members

When a new member joins Society, headquarters staff notifies the chapter's Membership Promotion Chair officers of the new member's assigned (or selected) chapter, providing the individual's name, location and contact information. If Society collects chapter dues, staff informs the chapter officers of whether the chapter dues have been received.

The chapter Chapter officers should follow up with Membership Promotion Committee should contact the new member, welcoming him or her to ASHRAE and providing information about upcoming chapter meetings and other events. While Chapter dues are optional, the MP Chair should encourage and remind members to pay chapter dues if not paid. Also, if chapter dues were not submitted to Society, they should be collected.

3.7 Reinstatement of Membership

A former member who has resigned or who has allowed his or her membership to lapse may apply for reinstatement in the grade to which he/she formerly was assigned. The applicant can choose to either: ~~to~~

- Pay dues for the current year, thereby once again becoming a member effective as of that date
- Pay dues for all years between the date of lapse and the current year, thereby retaining the original membership date; back dues will be charged in the amount of the current rate for that membership grade

3.8 Advancement to Higher Grade

Each member should be encouraged to advance to the highest grade attainable in order to receive the greatest benefit from, and to be able to provide the most input into, the functioning of the chapter, the region and Society. Certain restrictions that are applicable to a member's participation in ASHRAE activities are as follows:

- A. To vote at chapter, regional or Society level requires membership grade of Associate or higher.
- B. To hold an elected chapter office requires membership grade of Associate or higher.
- C. To hold a Regional Vice-Chair (RVC) office requires membership grade of Full Member or higher for a period of at least three years before appointment to that office.
- D. To hold an elected Society office, including Director and Regional Chair (DRC), requires membership grade of Full Member or higher for a period of at least five years before election to the office.

Additionally, grade advancement is an indication of a member's involvement in the industry and continuing education.

- To advance from Associate to Member, a member should update his or her bio online and send an email to membership@ashrae.org indicating a desire to advance.
- To advance from Student to Associate, members can participate in the SmartStart Student Transfer program, which can be found online at the StudentZone and YEA pages.

3.9 Transfer of Membership

The rights and privileges of a member are personal to the individual and must not be delegated or transferred, except that each member entitled to vote may do so in person, by proxy or action by letter ballot, electronic or other approved means given to another member

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entitled to vote (as set forth in Society Bylaws), and dated within three months of the election.

No member shall describe himself or herself in connection with Society in any advertisement, letterhead, printed matter or any manner other than as an Honorary Member, Presidential Member, Fellow, Life Member, Member, Associate Member or Student as the case may be, except in official business of the Society.

3.10 Chapter Membership Requirements

Only members of the Society in good standing are eligible to be chapter members. Chapter members hold the same grade in the chapter as they hold in Society. A chapter cannot have a member who is not a member in good standing of Society.

To remain a member in "good standing," a member must pay current dues by the expiration date of the current membership.

Chapters are able to run membership reports in real time, including a delinquency [and cancellation](#) report, to stay abreast of members they should be contacting. Headquarters staff can provide assistance.

Chapter dues may be levied in amounts approved by the chapter membership. Delinquency in chapter dues may prevent a member from voting in a chapter or holding chapter office, but will not affect standing as a member of Society.

3.11 Life Member Grade

A [Full](#) Member or Associate member who has been a Society Member in good standing for a cumulative total of 30 years and who has attained the age of 65 years is qualified to be a Life Member and shall retain all the rights and privileges of the most recent membership grade.

3.12 Retiree Member Grade

Qualifications for Retiree Grade Membership are:

- Completely retired from active business participation
- Member in good standing for a minimum of 10 years
- At least 55 years of age

Retiree Members receive monthly ASHRAE *Journals* and *Insights* newsletters and a significant discount on annual dues. The annual volume of the Handbook is not a benefit.

3.13 Service to Members Assigned to the Chapter

A chapter may have assigned members who are located a significant distance from the chapter's primary location. The chapter must include all area assigned members in chapter communications and should develop strategies to engage the entire membership, regardless of where individuals are located.

3.14 Removal of Deceased Members from Membership Rolls

Before a deceased member's name can be removed from membership rolls, Society must have some notification of the death, such as: email or call from a chapter officer or membership promotion chair, newspaper obituary, written notification from a family member, returned mailing indicating "addressee deceased," or a copy of the death certificate.

Headquarters staff will mark the member's status as "deceased," which retains his or her history in Society's database.

3.15 Hardship Cases and Natural Disaster Relief Action

3.15.1 Hardship Cases

Members Council is responsible for determining what constitutes a hardship case and providing guidance to staff for determination of special consideration with respect to dues and other member benefits. Issues not covered by this

guidance shall be ruled on by the chair of Members Council in consultation with staff. For more information, contact membership@ashrae.org.

3.15.2 Natural Disaster Relief Action

When a natural disaster occurs, the DRC will determine which chapters/members in his or her region are affected and if relief is warranted. The DRC will notify staff about the chapters that are affected. Staff will then notify the affected members. The Natural Disaster Relief Action Plan can include, upon request, waiving membership dues and replacing the current Handbook. For more information, contact membership@ashrae.org.

3.16 Dues Program for Developing Economies

To encourage membership outside the United States and Canada, ASHRAE offers a decreased dues option for ~~Members and Associate Members~~ all membership grades residing in countries categorized by the World Bank as Low Income or Lower Middle Income developing economies. (Visit the ASHRAE website for the most current World Bank listing.)

The discounted dues per year includes electronic-only access to the ASHRAE Journal and ASHRAE Insights, and the annual ASHRAE Handbook on CD. Members in developing economy countries can choose to pay full membership dues and receive full benefits.

MANUAL FOR CHAPTER OPERATIONS

Appendix 3A: Membership Processing and Annual Benefits

STEPS IN MEMBERSHIP PROCESSING

- Completed application is received at Headquarters with appropriate membership dues
- Applications are reviewed daily
- Election notice sent to applicant weekly

MEMBERSHIP PRIVILEGES/BENEFITS

- All members in good standing eligible to receive annual Handbook and monthly Journal and newsletterMember benefits vary by membership grade. Benefits for each grade can be found at www.ashrae.org/join
- All except Affiliate grade and Student grade eligible to vote on Society matters
- All Society members except Retirees, Affiliates, Student Branch Advisors and Students entitled to receive annual issues of the Handbook Series

Field Code Changed

SOCIETY ANNIVERSARY BILLING CYCLE

The frequency at which Society contacts members to renew their membership is as follows:

- 110 days before membership end date: 1st notice (email)
- 60 days before membership end date: 2nd notice (mail/email)
- 30 days before membership end date: 3rd notice (mail/email)
- 14 days before membership end date: 4th notice (mail/email)
- 24 hours before membership end date: 5th notice (email) 3 months before anniversary due date: Annual invoice (mail/email)
- 7 days after membership end date: Phone call 2 months before anniversary due date: 1st Notice (mail/email)
- 15 days after membership end date: 6th notice (email) At time of anniversary due date: 2nd Notice (mail/email)
- 2 months after anniversary due date: 3rd Notice (mail)
- 4 months after anniversary due date: Final notice (mail/email)
- 6 months after anniversary due date: Cancellation notice (mail/email)
- 30 days after membership end date: 7th notice (mail/email)
- 60 days after membership end date: 8th notice (mail/email)
- 120 days after membership end date: 9th notice (mail/email)
- 160 days after membership end date: Phone call
- 180 days after membership end date: 10th notice (cancellation notice email)
- 185 days after membership end date: Email to solicit feedback on why member cancelled

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MANUAL FOR CHAPTER OPERATIONS

IF CURRENT DUES ARE UNPAID

- 3 months after anniversary due date: Not eligible to vote and Journal/Insights discontinued for students
- 6 months after anniversary due date: No Journal/Insights
- 6 months after anniversary due date: Considered no longer an active member in good standing

Appendix 3B: Suggestions for Recruiting and Retaining New Members

The following suggestions may help a chapter recruit and retain new members.

- A. Develop a program in which the chapter assigns an existing member to provide guidance for a potential new member in order to:
 - 1. Introduce the candidate to the chapter membership
 - 2. Provide information on chapter activities and meeting times
 - 3. Arrange transportation
 - 4. Encourage involvement in chapter programs
 - 5. Keep the chapter informed on the candidate's progress
- B. Invite and encourage graduating students to become ASHRAE members; communicate the SmartStart program to graduating students
- C. Ensure that the name of the candidate/new member is added to the chapter mailing list immediately upon receipt of application
- D. Ensure that the candidate/new member has received meeting notices
- E. Set up an installation procedure for inducting new chapter members; consider presenting the ASHRAE pin and certificate of membership at a meeting
- F. Publicize new members on chapter website, and in chapter newsletter, and introduce them at Chapter meetings.
- G. ~~Assign-Encourage~~ new members to join Chapter the Reception C-committees for three or more months; after that term, assign each new member to a committee or working group to keep him or her engaged in the chapter
- H. ~~Introduce new members at the first chapter meeting following election~~
- I. Ensure that each new member's name is added to the chapter roster
- J. Encourage members to update their membership bio, including alternate contact information

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Membership Promotion PAOE Point Change Recommendations - January 2021



	Current	Proposed
Minimum	500	1000
Par	800	1600

MP Point Line Item	Current Pt. Level	Proposed	Changed Description	Rational
MP1 For each ASHRAE Core Value chapter activity (Excellence, Commitment, Integrity, Collaboration, Volunteerism, Diversity)	Points: 0/100	Move	Move to chapter operations category	These actions have more to do with overall chapter operations and only a small amount with MP
MP2 If Society membership delinquencies in chapter are 2% or less of total Chapter Area Assigned Members (as of June 30*) for each month	Points: 0/200	25 per month	MP2 - If Society membership delinquencies in chapter are 5% or less of total Chapter Area Assigned Members at the end of each month.	The MP Committee believes points should be awarded for efforts to keep delinquencies low throughout the year, not just at the end of the fiscal year. Over 60% of members are on a cycle that is not synchronized with the Society fiscal year
MP3 If Membership Promotion Committee size is 5 or 3% of chapter members (whichever is less as of June 30*) with one committee member serving as the Retention Chair, and whose primary responsibility is member retention	Points: 0/50	200 Max	MP3 If Membership Promotion Committee size is 5 or 3% of chapter members (whichever is less as of June 30*) with dedicated committee members serving as the Recruitment Chair and Retention Chair - Move to RVC Assigns	This change would reward a better MP organization within the chapter. Moving to RVC assigns would ensure that the organization is complete in order for these points to be earned
MP4 For Membership Promotion event at chapter meeting for specific organized MP event (e.g., member bring a member, etc.)	Points: 0/100	300 Max	MP4 For Membership Promotion event at chapter meeting for specific organized MP event (e.g., member bring a member, recruitment/retention calling campaigns, presentations to promote membership outside of chapter meetings)	This change would expand the maximum points available and the opportunities to earn points
MP5 For each separate social event	Points: 0/50		Remains the same	
MP6 For retention of each new member (dues paid second and third year)	Points: 100/300	Same	Remains the same	
MP7 For each member who rejoins or is reinstated after being cancelled for more than one year (No maximum points)	Points: 25	50 per	Increases point value per success	The MP committee believes success in getting members to rejoin is worthy of a substantial reward
MP8 For each upgrade from associate to member (No maximum points)	Points: 10		***Temporarily remove	The MP committee sees the value in promoting advancement but doesn't at this time deserve focus.
MP9 For recognition of new members and advancements at each chapter meeting	Points: 0/50	Same	Remains the Same	
MP10 For each non-member attendee invited (through e-mails, personal invitations, phone calls) to chapter meetings, dinners or activities related to chapter operations (5 points for the first visit; 10 points for the second visit and 15 points for the third visit)	Points: 0/150	150	MP10 For each non-member invited and who attends a chapter meetings -10 points for each individual	The MP committee believes simplifying the scoring process will move chapters to invite more non-members to attend meetings and create more recruiting opportunities
MP11 If MP chapter committee chair and chapter officers are comprised of individuals that report 3 or more different industry classifications	Points: 0/50	???	Remains the same	
MP12 For chapter who submit material such as an article, video or photo to ASHRAE's Keynotes Newsletter	Points: 0/100		***Temporarily remove	The MP committee would rather see efforts be directed towards other efforts
MP2 (ADD) If Society membership delinquencies in chapter are 2% or less of total Chapter Area Assigned Members (as of June 30*)		200	MP2 (Alternate) If Society Membership delinquencies in Chapter are 2% or less of total Chapter Area Assigned Members for the fiscal year	The MP committee recommends having a end of fiscal year goal in addition to the monthly goal covered in MP2
RVC ASSIGNED				
MP 13 If annual chapter goal (as assigned by RVC) is met (50 additional points for each percent increase in area assigned member growth beyond annual goal) (No maximum points)	No Max	No Max	50 points per 0.5% growth in membership at the end of fiscal year above starting point	This simplifies the growth goal and points -
MP14 For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP CRC workshop	Points: 0/100	50	Remain the Same	
MP15 For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP centralized training	Points: 0/100	100	Remain the Same	
MP16 For an MP Chair holding the position for 2 years or more	Points: 0/100		50 points if Chair or CoChair have been on the committee for 2 or more years.	The MP Committee thinks this aids in transition and knowledge retention
MP17 For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)	Points: 0/100	100	MP17 For planning and goal setting session with RVC and chapter MP committee members	The MP committee strongly believes planning and goal setting -
MP18 For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)	Points: 0/100		Remain the Same	
ALTERNATE to MP2: MP19 If Membership Promotion Committee size is 5 or 3% of chapter members (whichever is less as of June 30*) with one committee member serving as the Retention Chair, and whose primary responsibility is member retention	Points: 0/50	100 Max	Same size requirements ALT: Reward every person recruited to volunteer for specific assignment- 25 points for co-chair, 25 points for recruitment, 25 points for retention, 25 points for delinquents. Move to RVC assign points.	Reward specific action- points would be assigned by the RVC - Meg. Move these points in RVC assigned points. MP committee have to show who is on their committee.

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council
From Meeting of January 15, 2021

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Rachel Romero-Chair	Robert C Hangen-Reg. VII	Zach Deluke	Jeanette McCray
Shona O Dea- Sr. Vice Chair	Gabriel Nastase, PhD-Reg. XIV	Jonathan Howard	Daniel Gurley
Madison Schultz- Jr. Vice Chair/Reg. VIII		Stephanie Gonzalez	Joyce Abrams
Frank Paradiso-Reg. I		Maris Kamstra	
Alekhya Kaianathbhatta- Reg. II		Heather Schopplein	
Carrie Anne Monplaisir-Reg. III		John Molnar	
Kimberly Pierson-Reg. IV		Vanessa Freidberg	
Paul Fernandez-Reg. V		Munis Hameed	
Mallory Schaus-Reg. VI			
Jessica J Errett-Reg. IX			
Miss Elise Kiland-Reg. X			
Branislav Cvijetinovic-Reg. XI			
Bruno Martinez-Reg. XII			
Kokzen Law-Reg. XIII			
Miss Eman Mamdouh Abu Taleb-RAL			
Andrew Samuels-Member-at-large			
Ashu Gupta-Member-at-large			
Jeff Clarke, BOD Ex-Officio			
Mick Schwedler, Coordinating Officer			

Summary of Activities

- The 1st YEA Inspirational Leader Award will be awarded virtually to Vanessa Freidberg at this Conference.
- YEA membership decreased by 1.2% to 10,689. Goal is to increase YEA membership 10% to 12,586.
- YEA has excelled at virtual events:
 - YEA converted the YEA Leadership International to a virtual event and had 60 attendees this fall (double previous years) over three days in the fall.
 - YEA has offered three 90-minute virtual leadership sessions with YEA Leadership Weekend facilitator about every 6 weeks this fall.
 - The ASHRAE Conference Crash Course is being offered on-demand for the virtual winter conference.
- To increase digital outreach, YEA has developed short videos to post on ASHRAE social media about various ASHRAE and YEA topics; additionally, the committee is reaching out to TCs to encourage attendance.
- Upcoming YEA Events
 - YEA Webinar Series will continue every six weeks. Upcoming dates and times to be announced.
 - YEA Leadership Weekend (YLW) will be held April 16-18, 2021 virtually. Registration will be opening soon.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment B are the 2020-2021 YEA MBOs

Attachment C are the 2021-2022 PAOE Recommendations

ATTACHMENT A

Information Items

1. Outreach Development Subcommittee:
 - i. Digital YLI Recap
 1. YLI was converted into YEA Leadership Digital due to the pandemic
 2. It was three days three hours each day with about 60 attendees
 3. Tricia Evans was the presenter for the YLD event
 4. Received positive feedback from the attendees and promoting it on social media
 5. YLI/YLD Fall 2021 to be determined but probably digital one more time
 - ii. Alignment w/Personal Development
 1. Working with Personal Development on the content of the YLD and other virtual events
 - iii. Award Review Process
 1. Need to see more applicants for the YEA Award of Excellence
 2. Maybe investigate the process to make changes where needed to get a bigger pool of applicants
 - iv. Roadmap for YEA members
 1. Will start back with this in February
2. Personal Development Subcommittee:
 - i. Webinars w/ Ralph Kison
 1. Committee has held four webinars already this year
 - a. Recordings are posted on the YEA Resources page
 2. Upcoming webinar: January 26th, Topic: *Elevator Pitch & Personal Branding*
 3. Goal is to have a webinar every six weeks
 4. Registration fee will go up from \$10 waiting to discuss further w/Ralph
 5. Webinar attendees have started a book club and a group on Slack
 - ii. Conference Crash Course
 - iii. Modified version of College of Fellows Mentorship event
 - iv. YEA Leadership Weekend 1.0 Digital
 1. Tentatively planned for April 16-18, 2021
 2. Registration will be opening soon.
3. Professional Development Subcommittee:
 - i. ASHRAE Videos
 1. 60- seconds videos about various ASHRAE and YEA topics
 2. Videos will be posted on all ASHRAE social media
 - ii. TC – YEA outreach
 1. Started to reach out to all the TCs. A questionnaire was sent out and 28 responses received back.
 2. Will post on Instagram different TCs information to attract YEA Members
 - iii. Social Media
 1. Looking into adding more ASHRAE hashtags that can be used by YEA and all of ASHRAE
 - iv. HVAC Training Scholarship
 1. Discussed ideas for bringing in a YEA member for the virtual conference as an alternate solution to using the HVAC funds
 2. Applications will close February 12, 2021
 3. Next round of applications will open in May 2021.
 - v. Awards
 1. YEA Inspirational Leader Award- Deadline May 1
 2. Developing Leader Award- Deadline May 1
 - vi. Winter Conference YEA Meetup

1. Refrigeration Basics Roundtable Tuesday, Feb. 9th 4:30pm-5pm ET- Hosted by Baki
2. YEA Q&A - Wednesday, Feb. 10th 4:30pm-5pm ET- Hosted by Baki

ATTACHMENT B

YEA MBOs 2020-2021

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 10% (11,442 to 12,586)	As of 12/30/2020 10,689	6/30/2021	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (677 to 778)	As of 12/30/2020: 614	6/30/2021	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	Ongoing 13 out 19 Committee members have met this goal	7/1/2020 to 9/30/2020	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Ongoing	2/1/2021	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	Ongoing	6/30/2021	YEA Committee	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
6	100% submission of CRC YEA workshop sign-in sheet	Ongoing As of 12/30/2020: 9 Missing: XIV, RAL	Within one month of CRC	YEA Committee	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Ongoing	6/30/2021	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations	Ongoing	6/30/2021	Outreach Development Subcommittee	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year, such as ISHRAE, REHVA, and AIA, where MOUs are signed.
9	Social media posts for every YEA Leadership event	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms
10	Social media on applications for YEA programs	Ongoing	6/30/2021	Professional Development Subcommittee	Posts on application deadlines at least 1-2 weeks in advance
11	Complete Alignment of YLW-YLI	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	Improve ability of participants to participate in a program and transfer to the other

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
12	YEA Presentation at Winter and Annual Meeting	Ongoing	6/30/2021	Professional Development Subcommittee	Grow YEA involvement in the technical program through YEA members as presenters

ATTACHMENT C

2021-2022 PAOE Recommendation

Under the **Meetings, Presentations or Events Section** of the PAOE table, YEA would like to add a category for "Attending a YEA Webinar sponsored by the Society's YEA Committee" for 25 points.

RP Committee
Report to Members Council
From Meeting of January 19, 2021

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
<u>Tiffany Abruzzo, 1st Vice</u>	None	Christopher Wilkins, RAC	Julia Mumford
<u>JD Karnik, 2nd Vice Chair</u>		Mike Pouchak, RAC	Megan Gotzmer
<u>Matt Rowe, 3rd Vice Chair</u>			Dustin Mason
<u>Aakash Patel, 3rd Vice Chair</u>			Kim Mitchell
<u>Sherry Abbot-Adkins, 4th VC</u>			Mike Vaughn
<u>Andy Manos, I</u>			
<u>Ibrahim Semhat, II</u>			
<u>Chris DeSoto, III</u>			
<u>Valarie Simmons, IV</u>			
<u>Devin Snowberger, V</u>			
<u>Haley Goslinga, VI</u>			
<u>Christine Keltner, VII</u>			
<u>Kimberly Thompson, VIII</u>			
<u>Megan Sterl, IX</u>			
<u>Les Pereira, XI</u>			
<u>Tulia Rios, XII</u>			
<u>Chea Swei Keong, XIII</u>			
<u>Daniel Coakley, XIV</u>			
<u>Adeeba Mehboob, RAL</u>			
<u>Guy Perreault, ARC</u>			
<u>Chris Phelan, BOD ExO</u>			
<u>Mick Schwedler, CO</u>			

Motions

None.

Information Items

1. *Referred to RP Committee for comment:*

Motion 6.a (11/10/2020) – Toronto Chapter:

That Society, allocate RP funds from branch offices to the correct Chapter, and not to the chapter where that companies HQ resides.

It is the policy of the RP Campaign to credit gifts according to donor wishes. In most cases, that means that the local chapter is credited for gifts from a company branch, but there are exceptions. The RP Committee is reaching out to the Toronto Chapter in order to understand the circumstances of this motion and to communicate campaign policy.

2. The RP Committee discussed the proposed attached 2021-2022 Centralized Training Plan (Attachment B). All proposed training for the 2021-2022 campaign is virtual on GoToWebinar. Early morning sessions (in EST) are being offered for the benefit of RAL, XIII, and XIV.
3. Going forward, the RP Committee and RAC will partner on a twice yearly newsletter to make the Research program more accessible to donors and help inform both committees of the others' activity throughout the year.
4. The RP Committee is requesting changes to RP PAOE that will give chapters opportunities to earn PAOE points with virtual events that raise at least \$100, and to help chapters pace their campaigns by awarding points for meeting either 30% of goal or 60% by established deadlines.
5. Goal: **\$2,600,000**

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
RVC: Andy Manos - Regional Full Circle					
I	\$51,710	\$46,195	11.9%	\$212,000	24.4%
RVC: Ibrahim Semhat					
II	\$31,696	\$50,058	-36.7%	\$196,000	16.2%
RVC: Chris DeSoto					
III	\$34,060	\$109,106	-68.8%	\$206,000	16.5%
RVC: Valarie Simmons					
IV	\$43,137	\$39,670	8.7%	\$191,000	22.6%
RVC: Devin Snowberger					
V	\$43,102	\$88,710	-51.4%	\$139,000	31.0%
RVC: Haley Goslinga					
VI	\$53,441	\$31,568	69.3%	\$180,000	29.7%
RVC: Christine Keltner					
VII	\$36,556	\$35,301	3.6%	\$144,000	25.4%
RVC: Kimberly Thompson					
VIII	\$133,875	\$150,933	-11.3%	\$452,000	29.6%
RVC: Megan Sterl					
IX	\$68,363	\$61,777	10.7%	\$270,600	25.3%
RVC: Heather Schopples - Regional Full Circle					
X	\$67,220	\$59,853	12.3%	\$199,500	33.7%
RVC: Les Pereira - Regional Full Circle					
XI	\$46,254	\$65,206	-29.1%	\$173,000	26.7%

RVC: Tulia Rios					
XII	\$50,493	\$46,807	7.9%	\$145,250	34.8%
RVC: Suei Keong Chea					
XIII	\$19,970	\$24,164	-17.4%	\$50,090	39.9%
RVC: Daniel Coakley					
XIV	\$1,551	\$1,200	29.3%	\$5,501	28.2%
RVC: Adeeba Mehboob					
RAL	\$16,935	\$18,037	-6.1%	\$28,000	60.5%
TOTALS:	\$698,362	\$828,586	-15.7%	\$2,600,000 0 (Campaign Goal)	26.9%

MBO Update
Attachment C

Attachments

Attachment A: 2020-21 requested PAOE changes
Attachment B: Centralized Training schedule
Attachment C: MBO Update
Attachment D: Virtual Event Setup & Ideas for Chapter Volunteers

Respectfully submitted,

Tiffany Bates Abruzzo
2020-21 RP Chair

2020-21 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

RP CATEGORY (STAFF ASSIGNS POINTS)			PAR: 1050 POINTS
MINIMUM: 800 POINTS			
Efficient use of volunteers' time:			
GOAL: Contributions considered towards a chapter Goal include gifts to ASHRAE, YEA ASHRAE Learning Institute, ASHRAE Research, and Scholarships held by the ASHRAE Foundation.			
EXCEPTIONS: Foundation gifts made as part of routine ongoing Foundation Solicitations.			
A chapter's Goal shall be set by each Region's DRC.			
Option 1:			
RP1	10 points; (1000 points maximum)	Earned by a chapter for each 1% of Goal attained – (100% of Goal) OR	
Option 2:			
RP2	10 points	Earned for each dollar per area assigned member attained	
RP3	20 additional points; (3000 points maximum)	For each dollar per area assigned member collected above the Society dollar per member Goal of \$75	
RP4	15 points; (15 points maximum)	For Volunteer Committee Worksheet completed by October 15 and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee	
RP5	25 points; (25 points maximum)	For formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31. (Note: Recognition items must be ordered from headquarters by September 1 to qualify)	
RP6	100 points; (100 points maximum)	For Chapter Full Circle Award (by November 15)	
RP7	10 points	Per Chapter BOG member who contributes at the Full Circle level by November 15, helping the Chapter achieve "Full Circle Plus." These points are only given if the Chapter completes the Chapter Full Circle.	
RP8	200 points; (200 points maximum)	For achieving of 30 percent of goal by December 1 or 60% of goal by March 31	
RP9	25 points; (50 points maximum)	For the RP promotional chapter meeting held after December 31 (Note: 25 points for RP promotion and 25 points for promotion of Research/RAC)	
RP10	100 points; (100 points maximum)	For workshop attendance by current RP chair or RP co-chair (as listed on chapter roster) at an RP Committee approved RP training workshop	
RP11	100 points; (100 points maximum)	For attendance by the current RP Chair or RP co-chair (as listed on chapter roster) at the CRCs minimum 2 hour RP workshop if Centralized Training is also attended	
RP12	50 points; (50 points maximum)	For meeting or exceeding scholarship goal (by March 31)	
RP13	100 points (100 points maximum)	For a succession plan for RP chair submitted to RP Staff and RVC by April 1	
RP14	500 points; (500 points maximum)	For chapters who have reached goal (based on receipts at headquarters) by June 15	
RP15	300 points; (300 points maximum)	For reaching Challenge Goal (105% of High Five or 120% Goal)	
RP16	250 points	For each new Golden Circle level or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom guidelines).	
RP17	200 points; (200 points maximum)	Apex Award	
RP18	150 points	For each renewed Golden Circle or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom guidelines)	
RP19	100 points	For new High Five level of contributions	
RP20	50 points (no maximum)	Per Special Event held by a Chapter where over 75% of profits are donated to the RP Campaign. (To qualify as a Special Event profits must meet or exceed \$500 for in-person events; \$100 for virtual events.)	
RP21	50 points (no maximum)	For each endowed contribution (\$1,000 minimum)	
RP22	10 points (no maximum)	Per \$ per/member for chapters who meet or exceed \$50 per/member and reach or exceed Goal	

2021-22 RP Centralized Training Dates

Sessions will be recorded and available for viewing on www.ashraerp.com. For PAOE credit, volunteers should attend all three live sessions OR watch the videos and complete a quiz.

Session I

July 16, 7am – 9am EST **or**

July 16, 2pm-4pm EST

Session II

July 23, 7am – 9am EST **or**

July 23, 2pm-4pm EST

Session III – Q&A

July 28, 10am-11am EST

September dates will be added as needed.

RESEARCH PROMOTION 2020-21 MBO

GOAL: \$2,600,000 FOR 2020-21 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2020-21 campaign:

- Chapter virtual centralized/enhanced training attendance and quiz completion**
Goal: 80% **Results: 65%**
Last three years: 2019-20: 59% 2018-19: 57% 2017-18: 55%
- Chapters attaining Full Circle** **Goal: 60%** **Results: 58%**
Last three years: 2019-20: 55% 2018-19: 60% 2017-18: 63%
- Chapters holding fundraising event (f2f or virtual) before Dec. 1** **Goal: 50%**
Results: 5%
- Chapters reaching 100% of Goal by June 15th:** **Goal: 40%** **Results:**
Last three years: 2019-20: 17% 2018-19: 38% 2017-18: 35%
- Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently*: \$ \$179,966**
*Last three years**:* 2019-20: \$444,455 2018-19: \$664,630 2017-18: \$630,198
- Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.
- Communicate the December 1 PAOE deadline for achieving 30% of goal.
68 chapters completed the 30% of goal by the new deadline, three more chapters than last year.
- Donor retention: Survey RP donors monthly to understand motivation for supporting RP Campaign. This data will be used to develop a case for support of ASHRAE Research and incorporate the messaging into solicitation and donor stewardship materials. (Subcommittee to be formed on June 12, 2020)

*Current as of 1/14/21.

**As of June 30 of each year.

How to set up a virtual meeting or event

1. What type of event are you having? What kind of participation do you want or expect from your attendees? Is it important that everyone who attends gets the chance to participate with video and audio, or is it more important that attendees watch a speaker? The type of event will inform what meeting platform you use.
2. Solicit sponsors. Your annual donors will still want to participate in events/meetings and you can still give them the time or space they are wanting virtually. You can involve them as speakers, on slideshow presentations, or just with their logo on a virtual sign.
3. Make sure you have access to a computer or another device with a microphone and webcam.
4. Choose a meeting platform.
 - a. There are many hosting platforms out there to choose from, with pricing ranging from free to monthly or yearly subscription plans. Check to see if any of your chapter officers already have a subscription to a meeting platform.
 - b. Zoom is a popular option (www.zoom.us). It's an easy-to-use and robust platform supported by many operating systems, and it's free for up to 100 attendees for a 40-minute meeting. For unlimited time during your event, you can subscribe to a yearly plan. Zoom is popular right now in education and community events and it's easy to find online resources to help you plan your Zoom meeting.
 - c. Skype (www.skype.com) is another popular app that almost everyone has on their business device, and it supports group calls of up to 50 participants for free.
 - d. ASHRAE also has the capability to host your meeting or event on GoToMeeting or GoToWebinar. To schedule, or for more information, email Regioninfo@ashrae.org.
5. Invite your attendees. Make sure to include registration instructions, if any, and information about logging in. Set the invite to remind participants the day of the event/meeting. If that is not an option, be sure to send out a reminder shortly before the event/meeting begins.
6. Practice. Get familiar and comfortable with your platform to minimize the risk of hiccups during your event. Set up a short meeting with your chapter board or volunteer committee and have everyone test the various features of your chosen platform.
7. Recognize your sponsors or donors. You can be as elaborate or simple as you want. Use powerpoint or another program to create slides thanking sponsors or donors and run it during your event. You can also mention your event is "sponsored by" in your invite or follow-up communications.
8. On the day of the event, assign one person to deal with any issues from attendees like trouble logging in, sending the link, issues with their interface, etc.
9. Follow-up. Send a thank you to the attendees and sponsors. Ask for feedback so you can correct anything before your next event or meeting and keep the attendee involved. If you already have the next one scheduled, include that information.

Virtual event ideas

- | | | |
|--------------------------------|---------------------|---------------------------------|
| • Virtual chapter meetings | • Lecturer | • Karaoke |
| • Cooking club or wine tasting | • Ted Talks | • Virtual Golf Tournament |
| • Crafting tutorial | • Paint & Sip | • Happy Hour (BYOB) |
| • Book group | • Cocktail tutorial | • Professional Dev Session |
| • Virtual 5K | • Gameshow | • Virtual Murder Mystery Dinner |

Honors and Awards Committee
Report to Members Council
From Meeting of January 18 and 21, 2021

Members Present	Members Absent	Guests	Staff
Donald Colliver			Rhiannon Masterson
Nicolas Lemire			Anastasia Meadows
Sherry Abbott-Adkins			Joyce Abrams
Daniel Dettmers			
Jorge Eduardo Donoso			
Alyse Falconer			
Ng Yong Kong			
Jake Kopocis			
Isabelle Lavoie			
Ben Leppard			
Thomas Phoenix			
Devin Abellon			

Motions

Motion 1: The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.3 be edited as follows:

A. The following awards are established to continually honor and recognize the individuals for whom the awards are named.

10. The Board approves the establishment of the Milton W. Garland Commemorative Comfort – Process – Cold Chain Refrigeration Award for Project Excellence to recognize a ~~non-comfort cooling refrigeration~~ comfort, process or cold chain application which highlights innovation and/or new technologies.

Background: With the discontinuation of the Comfort Cooling Award for Project Excellence, the Honors and Awards Committee recommended that the Refrigeration Committee consider merging the that award with the Milton W. Garland Commemorative Refrigeration Award for Project Excellence. The Refrigeration Committee has moved forward with that recommendation and merged the two awards.

Vote: 8-0-0 CNV

Fiscal Impact: None

Motion 2: The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4 be edited as follows:

S. The Energy Genius Award is established to recognize excellence in the assessment of building energy performance.

Background: This award recommendation from the Building EQ Committee would be assigned to Category C: Personal Awards for Specific Society Activities. The vehicle for this award to assess building energy performance is through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process through one of the following ways:

1. Completion of an ASHRAE Standard 211-compliant Level 1 Energy Audit with the assistance of ASHRAE Building EQ and a submission of an ASHRAE Building EQ In Operation project for an

- operational rating;
2. Completion and submission of an ASHRAE Building EQ As Designed project for an asset rating. This pass-through award would be presented during a Spring ASHRAE Building EQ Committee Virtual Meeting.

Vote: 10-0-0 CNV

Fiscal Impact: Cost of one plaque, approximately \$50

Motion 3: That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of the Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.

Background: Referred motion from Members Council: Central Florida Chapter – Motion 10.f (11/10/2020). After discussion, the H&A Committee supports this motion.

Vote: 9-1-0 CNV

Fiscal Impact: None

Information Items

1. Honors and Awards reviewed the first round of members eligible for the new 75-Year Member Award, which will be presented during the 2021 Annual Conference.
2. The “Guideline for ASHRAE Fellow Nominators” document was updated to clarify where recommendation letters should come from; specifically that the letters of professional support should not come from the same employer as the nominee.
3. The Personal Awards Subcommittee will take on the task of making all award descriptions and documents gender neutral.
4. The Planning Subcommittee will research and brainstorm ideas on how to encourage more diverse applicants/nominees.
5. The recommendations for Honorary Member, Fellow, Pioneers of the Industry, Hall of Fame, Award for Distinguished Public Service, and the F. Paul Anderson Award will be made to the Board in accordance with the Rules of the Board.

Executive Session Motions

Motion 1

Attachments

Attachment A – Updated 2020-21 MBOs

Attachment B – Executive Session

Management by Objectives
Honors and Awards Committee
ASHRAE Society Year 2020-2021
Don Colliver, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Ongoing	December 1, 2020 and May 1, 2021	Personal Awards Subcommittee	Reach out to regional Nominating Members by July 15 for Fall CRCs and April 15 for Spring CRCs
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Ongoing	March 1, 2021	Media Subcommittee	Help by advertising/promoting personal awards before their due dates Provide an article in Insights
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates	Ongoing	February and July 2021	Staff & Planning Subcommittee	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members
4. Provide clarity for consulting engineers on the meaning of "Attained distinction and made substantial contribution in HVAC&R and in the built environment . . ."	Ongoing	Dec 31, 2020 and June 1, 2021	Chair and Personal Awards Subcommittee	Work with the College of Fellows to determine the criteria for consulting engineers to achieve Fellow grade.
5. Send reminder to Committee Chairs of Pass Through Awards	Complete	December 1, 2020	Pass Through Awards Subcommittee	

STUDENT ACTIVITIES
Report to Members Council
From Meeting of 22 June 2021

Members Present

Megan Tosh, Chair
Jared Larson, Vice-Chair
Chonghui Lui, Reg I
Mai Anh Dao, Reg II
Sam Tascarella, Reg III
Adam Parker, Reg IV
Jake Taylor, Reg V
Jane Opoien, Reg VI
Mak Kersanac, Reg VII
Pam Duffy, Reg VIII
Shaun Nienhueser, Reg IX
Kellie Huff, Reg X
Tracey McKeon, Reg XI
Manuel Belino, Reg XIII
Aleksandar Andjelkovic, Reg XIV
Ade Awujoola, RAL
Dennis O'Neal, ABET BoD
Mansour Zenouzi, ABET ETAC
David Cassel, ABET EAC
Russell Lavitt, BoD Ex-O

Members Absent

Walter Lenzi, Reg XII

Guests

Mick Schwedler, Coordinating Officer
Mahroo Eftekhari, bEQ Liaison
Dan Russell, MP Liaison
Trent Hunt, GAC Liaison

Staff

Daniel Gurley
Joyce Abrams

Motions

The Student Activities Committee brings no motions forward to Members Council.

Information Items

1. Comments on Referred Motion

Motion 10.e (11/10/2020) – CARICOM Chapter:

That Society grant temporary access to the ASHRAE Design Standards in searchable PDF format to all competitors in the Student Design Competition, over the duration of the competition.

Background: Due to the physical distance within our chapter, it has become difficult for our Student Members to participate in any of ASHRAE's design competitions due to the limited accessibility to code and standards within their geographic location. In its current format, the Faculty Advisor would have to be available whenever students have/need to access the standards for use. Our suggestion is to give temporary access to ONLY Participating Student Members who have registered for this competition for the duration of this competition, to ensure No Student participating is left behind and all participants are given access to the necessary resources.

Fiscal Impact: None, Society already has all necessary resources to accomplish this.

Note: This motion has not been vetted. Motion 10.e (11/10/2020) as shown above was referred to the Student Activities Committee and Publishing Education Council for comment and to determine fiscal impact.

The Student Activities Committee voted in favor of recommending this motion be passed by Members Council, 16-0-0, Chair Voting. The committee did not evaluate the fiscal impact of the request, however it did consider the scope of "ASHRAE Design Standards". As part of implementing this motion, the Student Activities Committee would provide a list of ASHRAE Standards that are referenced by the competition criteria and would not require annual updating. The committee recommends temporary access be granted to students upon request only, and not automatically to all students that register for the competition.

2. Student Program

The Post-High Subcommittee of Student Activities has put together a Virtual Student Program to take place during the Virtual ASHRAE Winter Conference. There are sessions specifically for students on everyday of the conference including a conference orientation, career panel, and presentations by previous Design Competition winners and Grant recipients. A Student and Student Branch Advisor Congress will be held in the weeks following the conference. Although students will not have the opportunity to network that an in-person conference would offer, the virtual format will allow them to attend more technical sessions and experience more of the conference. We recognize the incredible efforts of the volunteers on this committee, including subcommittee chair Jan Opoien, that put this together, for the first time, in less than three months.

3. New Student Branches

The following seven pending branches represent a smaller number of new student branches than what ASHRAE has seen in more recent years. It is expected that the slowed growth is related to the ongoing pandemic.

Region	Student Branch	School	Chapter	Location
RAL	DSU ASHRAE Student Branch	DHA Suffa University	Pakistan	Karachi, Pakistan
XIV	Eii-Uva	Escuela de Ingenierías Industriales/ Universidad de Valladolid	Spain	Valladolid, Espana
RAL	OTU ASHRAE Student Branch	Ostim Technical University	Turkish	Ankara, Turkey
RAL	Hitit University Student Branch	Hitit University	Turkish	Corum, Turkey
RAL	AYBU HVAC ASHRAE Student Branch	Ankara Yildirim Beyazit University	Turkish	Ankara, Turkey
RAL	Gazi University-Frontier of HVAC	Gazi University	Turkish	Ankara, Turkey
XII	PUC Chile (Universidad Catolica de Chile) Student Branch	Universidad Catolica de Chile	Chile	Santiago, Chile

MBO Update

2020-2021 MBO's Student Activities Committee Megan Tosh, Chair			
MBO #	Description	Assigned To/Status	Due
1	Student Activities Committee	All	
	a. RVCs create MBOs for the 2020-2021 year	12 Regions Complete	August 2020
	b. Streamline resources and programs to eliminate redundancy and optimize impact	In Progress	Annual Meeting 2021
	c. Share challenges and successes between Regions	In Progress	Annual Meeting 2021
	d. Improve and revise Centralized Training videos	Ongoing	Annual Meeting 2021
2	Design Competition	Design Comp	
	a. Review structure of competitions and propose options for improvement or redevelopment	Forthcoming	Winter Meeting 2021
	b. Evaluate how we can promote diversity and inclusion in our competition offering	In Progress	Winter Meeting 2021
	c. Consider how to leverage competitions to maximize value of ASHRAE to students	Forthcoming	Annual Meeting 2021
3	Grants	Grants	
	a. Investigate a high school grant and develop a motion to add a K-12 school level equipment grant.	Incomplete	Winter Meeting 2021
	b. Receive one applicant from each ASHRAE Region	Incomplete	December 2020
4	K-12/STEM	K-12/STEM	
	a. Evaluate how we can promote diversity and inclusion in our K-12/STEM efforts	In Progress	Winter Meeting 2021
	b. Streamline K-12/STEM Leadership Award, Youth Outreach Award, and Student Activities Achievement Award	In Progress	Annual Meeting 2021
	c. Develop ASHRAE themed K-6 book for students	In Progress	Annual Meeting 2021

5	Post High	Post High	
	a. Investigate a virtual Winter Student Program for students who cannot attend conference and pandemic contingency planning	Complete	Winter Meeting 2021
	b. Collaborate with YEA for Student Orientation and Events at Winter Program	Complete	Winter Meeting 2021
	c. Improve student branch status reporting to greater than 90% and review reports	Forthcoming	Summer Meeting 2021

Attachments

Attachment A – Subcommittee Reports

Attachment B – PAOE

Attachment A

I. Accreditation (ABET) Subcommittee

1. Dr. Robert Bittle, an engineering faculty member from Texas Christian University, has agreed to join the Accreditation Subcommittee this summer. He will be serving as the Engineering Technology Accreditation Commissioner and will replace Dr. Mansour Zenouzi who will be rotating to the Engineering Accreditation Commissioner. Dr. Bittle attended our meeting.
2. We are still waiting to hear from ASME on two items. Both would provide more opportunities for ASHRAE program evaluators to participate in ABET reviews of engineering programs.
 - a. In Fall 2020, we indicated to ABET and ASME our (ASHRAE's) interest in being a cooperating society in accrediting energy engineering programs. There are about 10 of these. We anticipate that there will be several engineering societies interested in cooperating in reviewing energy engineering programs.
 - b. ASME has still not considered our request to be a cooperating society for mechanical engineering programs.
3. ABET is in the process of revising their accreditation criteria to include diversity, equity, and inclusion that would impact review criteria for both students and faculty. The current proposed wording for Students (Criterion 5) and Faculty (Criterion 6) is given below:

Criterion 5 (Students) would include:

a professional education component that is consistent with the institution's mission and the program educational objectives and promotes diversity, equity, and inclusion awareness for career success.

Criterion 6 (Faculty):

The program faculty must demonstrate awareness and abilities appropriate to providing an equitable and inclusive environment for its students, and knowledge of appropriate institutional policies on diversity, equity, and inclusion.

ABET anticipates putting these changes up for public comment this summer.

II. Post High Subcommittee

1. Student Program
 - a. Orientation (Jane, Megan, and Jared)
 - i. Jane, Megan and Jared will review PPT and record video in the next week. Monday 1/11 and Wednesday 1/13 were discussed as options.
 - ii. The goal is to send out link by January 22
 - iii. This can be posted on the Student Program website
 - b. Career Panel (Pam and Kellie)
 - i. Length of session – 1.5 hours
 - ii. Two of three speakers finalized, Cameron and Bing, waiting to hear back from engineering career path speaker.
 - iii. Ask for students to submit questions they have about industry during orientation video
 - iv. Pam/Kellie to moderate
 - c. Grant and Design Comp Winner Presentation
 - i. Received one grant presentation, other to be sent by January 10th

- ii. Jane sent email to DC winners for presentations
 - iii. We will check with marketing team, otherwise Pam can compile
 - d. Scavenger Hunt (Jared)
 - i. Put together with Google forms, 3 different hunts on different days. Feb 1, 3, and 5
 - ii. Anybody who answers all correctly goes into drawing for prizes
 - 1. ASHRAE pocket guide, leftover swag – one each day
 - 2. Lots of leaky water bottles, footballs, drawstring bags, business card holders
 - iii. Mention it will be coming out in orientation session
 - iv. Jared to do a test run next week for subcommittee members to try
 - e. Recommended sessions
 - i. List for program – Shaun to send list
 - ii. On-demand sessions
 - 1. Jared, Mak, Jane
 - f. Student Congress and Student Branch Advisor Congress
 - i. In the past Katie asked SBAs to pick students to attend Student Congress and invite all SBAs
 - ii. Limit attendance, in the form ask what branch they are from and if multiple register, reach out individually.
 - iii. 10am EST Tuesday and Wednesday Feb 23 and 24
 - g. Send out program early next week and CC RVCs
2. MBO Progress
- a. Investigate a virtual Winter Student Program for students who cannot attend conference and pandemic contingency planning - Done with bonus points
 - b. Collaborate with YEA for Student Orientation and Events at Winter Program - Jared coordinated with YEA, so considerate done.
 - c. Improve student branch status reporting to greater than 90% and review reports – May
 - d. Update SBA Award to address timing, application process, and criteria issues – March
3. Upcoming Deadlines
- a. Grant-in-Aid (March 1)
 - b. Student Branch Advisor of the Year (June 10)
4. Executive Session
- a. Selected award recipient for Achievement Award to bring to full committee meeting on January 22nd

III. Design Competition Subcommittee

1.1 Design competition 2022

- a. Sub-committee meeting was on January 21, 2021 at 3-5pm.
- b. Glad to announce that the DC2022 is 97% done. Only few finishing touches to be done.
- c. Location of the DC will be located in Australia, Sydney
- d. The Building type will be a new construction of an educational facility, more precisely a University

1.2 2022 Applied Engineering Challenge (Setty Family Foundation)

- a. The AEC is about the design of a climate-controlled transport container for vaccine delivery to all global locations

Second part of the year:

1.3 Judging of the DC2021

- a. The DC 2021 will be closing soon (April-May)
- b. The sub-committee will be contacting all RVC soon to the judging

1.4 Judging Criteria for DC 2022

- a. Instead of changing the Judging Rubric, we have decided to give more guidelines to students in order to make the competition fair for all
 - i. Promote inclusiveness

IV. Grants Subcommittee

.1	Review of Applications	
i	The new application form was used this year	Several reviewers felt the new form organized submittal data better to help reduce overall review time
ii	Subcommittee members participation	6 of 7 subcommittee members reviewed applications, provided scores, and participated in selecting winners on 01-20-21
lii	Score results	64 applications were reviewed, and 35 grants were selected. The Top 2 selections were #29 Maharaja and #38 Oklahoma State.
lv	Follow up letters	6 winners require follow up letters to confirm budgets are adequate
v	Recommendations to revise scoring rubric	10 topics require further discussion for possible revisions to scoring rubric for next year. These will be included in MBO for next year. 1. use subtotal not total score to rank winners and recipients 2. revise how to apply bonus points as a secondary criteria 3. divide first time bonus points between multiple applications submitted by same student advisor 4. revise explanation of computers, data loggers, cameras, etc. 5. explain student participation better and future re-use 6. limit number of applications by same student advisor 7. resolve conflict between accuracy of funding needs (matching by others) and bonus points match funding 8. define innovative concepts in ASHRAE related topic 9. update line 12 subtotal (lines 4-1) for each application score 10. do not fund hazardous material or dangerous research
.2	MBO Review	
i	Inform Chapter Chairs about high school and trade school grant eligibility and possibly create a	Create a flyer for Chapter Chairs to present at Chapter meetings to inform members and student advisors about eligibility. Motion 25 PAOE points for presenting promotional flyer to each new potential Student Branch during their monthly meetings.

	motion to add PAOE points	Status: Flyer is still being developed. Discussion for possible PAOE points to be presented at Winter Meeting.
ii	Promote applications submitted by Trade Schools and increase grant applications by 5 this year	Identify trade schools that participate in Chapter meetings, encourage advisors to start student chapters, and search for sponsors to fund student membership enrollment leading to grant applications. Status: Subcommittee still researching list of trade schools to distribute flyer to Chapter Chairs and RVCs. MBO will probably be rolled over to next year.
iii	Increase applications to 100 this year	Status: Not achieved; final result was 64 applications received
iv	Increase number of testimonials to 15 this year for Grant showcase	Contact former recipients from past two years and provide examples how to create testimonials. Identify university vs. trade school on showcase. Once completed, send to ASHRAE publications to format. Status: Sam drafting email to send to past recipients.
v	Have at least two grant applicants per Region	Status: Not achieved; no submittals from a couple Regions
vi	Pursue travel grant from Life Members to fund attendance at Winter Conference	Coordinate and present motion to Life Members Council to provide grant to subsidize participation at Winter Meeting. Status: Located previous motion and still need to reach out to Life Members Council.
vii	Highlight and review PAOE progress monthly	Jared has been sending PAOE updates monthly. Status: Need feedback whether to continue emails or not.
viii	Grantflix videos	5 episodes available on line. Status: Subcommittee decided no further action required.
.3	New Business	
I	Record presentation of awards (brought forward from Post High)	Subcommittee will video record presentations at Winter Meeting. Status: Sam to coordinate with Jane.
li	Grant Presentation during student program (brought forward from Post High)	Grants to provide short explanation of how the team was selected. Status: Sam provided slide show to present during Winter Meeting.
lii	Create dry run example to help applicants receive higher scores	New MBO for next year to create dry run example of how applications are scored demonstrating completeness, clarity, and focus for scorers.
lv	Create new MBO for diversity and inclusion	Create new MBO for next year focused on diversity and inclusion. Consider student branch working with MBE or WBE business as hired employee or work on project together.

V. K-12 Subcommittee

This year the K12/STEM Subcommittee had several goals listed in our MBO:

- Increase the number of STEM Kits available on the ASHRAE website
- Begin the process of implementing a High School/3D Modeling Design Competition
- Contribute to the ASHRAE Children's Book Creation
- Receive nominations for the Youth Outreach Award
- Increase awarded K12/STEM Leadership Awards

Increase the number of STEM Kits available on the ASHRAE website

- In order to do this we've internally assigned the formal creation of the "Lego Construction Process" and "Steam Boat" STEM Kits. Both are well underway and will be on the ASHRAE site before the end of this chapter year. We've also posted a video of a chapter participating in the Pressure Drop experiment as an example or something to watch as others do the experiment.

Begin the process of implementing a High School/3D Modeling Design Competition

- We've formally moved to allocate money from the SA Committee budget to fund this. Pending some budgeting questions to Katie Thomson, these funds may get allocated. The subcommittee has developed a rough draft of the initial year's competition and will finish pending motion approval.

Contribute to the ASHRAE Children's Book Creation

- Our subcommittee has signed on to be the official cognizant committee regarding the creation of this book. As such, we've performed a textual review prior to delivering to publishing. We've also moved to support the book in the form of paying for the illustrator at \$1,600, and it's been approved.

Receive nominations for the Youth Outreach Award

- Unfortunately, we've not received any nominations for this award this year. It's unclear as to whether this is due to COVID, or another reason, but we're discussing why.

Increase awarded K12/STEM Leadership Awards

- This is ongoing. At the end of the society year we hope to have more awards than the previous years. We've not done anything specific as of yet to increase participation, but we'll continue discussing. .

Attachment B

Proposed 2021-22 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

STUDENT ACTIVITIES CATEGORY		
MINIMUM: 500 POINTS		PAR: 800 POINTS
Presidential Initiatives:		
SA1	10 points; (500 points maximum)	For each student attending a Chapter Program or Technical Tour where the topic aligns with the current Presidential Initiatives Master List
SA2	100 points; (500 points maximum)	For each Chapter Program presented by a student member at a Chapter Meeting based on alignment with the current Presidential Initiatives Master List
K-12/STEM Activities		
SA3	50 points; (add any bonus points)	For each K-12/STEM Activity. Then, add any bonus points
SA3.1	25 bonus points	If the activity is held jointly with another organization (i.e. Boy Scouts, Girl Scouts, NAWIC, AIA, ACE Mentorship, etc.)
SA3.2	25 bonus points	If the activity is promoting diversity, equity, and inclusion in engineering
SA3.3	25 bonus points	For each National Engineers' Week activity or equivalent non-US activity
SA3.4	25 bonus points	If all chapter officers + K-12 STEM Champion (or SA chair) participate (this qualifies for the K-12/STEM leadership award)
Post-High Activities		
STUDENT MEMBERSHIP		
SA4.1	50 points; (50 points maximum)	If net student membership as of April 1 for the chapter exceeds that of previous year
SA4.2	50 points; (no maximum)	For each current student member that renews their ASHRAE student membership
SA4.3	50 points; (no maximum)	For each student member that transfers from student member to Associate member via SmartStart
SA4.4	50 points; (50 points maximum)	For tracking student members permanent contact information (cell phone, personal email, LinkedIn, etc.
GENERAL STUDENT ACTIVITIES		
SA4.5	50 points; (300 points maximum)	For each ASHRAE Student Design Competition entered
SA4.6	50 points; (no maximum)	For each National Engineers' Week activity or equivalent non-US activity
SA4.7	25 points; (25 points maximum)	For promoting Society or Regional level scholarships to Student Branch Advisors and/or students through e-mail or social media
SA4.8	50 points; (150 points maximum)	For each student that submits an application for a Society level scholarship
SA4.9	25 points; (no maximum)	For each student member attending the Winter Conference Student Program
SA4.10	10 points; (100 points maximum)	For each student member that attends a local chapter meeting
SA4.11	5 points; (50 points maximum)	For each student member that attends a regional ASHRAE meeting or CRC
SA4.12	100 points; (no maximum)	For establishing a new student branch or reactivating an inactive student branch
CHAPTER MEMBER ENGAGEMENT IN STUDENT ACTIVITIES		
SA4.13	25 points; (no maximum)	For each post high school activity in which one or more chapter member participates
SA4.14	25 bonus points	If the activity is promoting diversity, equity, and inclusion in engineering
SA4.15	20 points; (40 points maximum)	For each meeting between a chapter member and a faculty of engineering college or tech school for the purpose of establishing a student branch
SA4.15	25 points; (50 points maximum)	For each chapter activity with student branch (e.g. Student Night meetings, technical programs, technical tours)
SA4.16	25 points; (25 points maximum)	For any chapter member mentoring a team (e.g. ASHRAE Grant or Design Competition) excluding Student Branch Advisors.
SA4.17	25 points; (200 points maximum)	For each ASHRAE Student member, enrolled in engineering college, undergraduate or tech school, that is placed in an ASHRAE related summer intern job or part-time job during school semester by an ASHRAE member
RVC Assigns/Enters the following points:		
SA5	200 Points Maximum	Training: 1. 100 Points (one time) For the incoming Chapter Student Activities committee chair attending the SA Centralized Training

		2. 100 Points (one time) For the incoming Chapter Student Activities committee chair attending the SA CRC workshop
SA6	50 – 100 points; (100 points maximum)	For planning/goal setting session with RVC (<i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i>)
SA7	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC (<i>points assigned by RVC by June 30</i>)
SA8	25 points; (no maximum)	Awards: <ol style="list-style-type: none"> 1. 25 Points (no max) For each Student Activities Achievement Award nomination (due December 31st each year) 2. 25 Points (no max) For each Student Branch Advisor of the Year Award nomination (due June 10th each year) 3. 25 Points (no max) For each Youth Outreach Award nomination (due December 31st each year)

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of January 22, 2021

Members Present

Corey Metzger, Chair
Vikrant Aute, Vice Chair
Billy Austin
Nohad Boudani
Marites Calad
Kristen Cetin
Andy Cochrane
Robert Cox
Gary Debes
Art Giesler
Ashu Gupta
Steve Idem
Rupesh Iyengar
Ryan MacGillivray
Maggie Moninski
Scott Peach
Anoop Peediyakkan
Bert Phillips
Sonya Pouncy
Christine Reinders-Caron
Lee Riback
Som Shrestha
Raul Simonetti
Marianna Vallejo
Devin Abellon, BOD ExO

Members Absent

Nivedita Jadhav
Farhan Mehboob

Guests

Brian Kastl
Carrie-Anne Monplaisir
Rachel Romero
Mick Schwedler

Staff

Joyce Abrams
Tony Giometti
Lizzy Seymour
Chris Preyor
Tracy Keller
Haley Booker-
Lauridson

Motions

None.

Information Items

1. The 2021 ASHRAE Virtual Winter Conference will be held Feb. 9-11, 2021. Based on feedback on the 2020 Virtual (Annual) Conference, new enhancements were implemented: more live sessions were added, more timeslots were added to better accommodate attendees in across global time zones, reduced conference to 3 days from 4 days, added additional networking sessions and increased sponsorship revenue.
2. The 2021 Virtual Winter Conference will have 41 live sessions and 80 sessions presented 'on-demand.' There is a total of 143 sessions and events scheduled, comprised as follows: 89 seminars, 26 Paper Sessions (conference papers and technical papers, including 73 conference papers and 12 technical papers), 6 Meet-Ups and Roundtables, 6 Honors and Awards sessions, 4 Panel discussions, 4 Tours and Social Events, 3 Forums, 2 Workshops, 1 Debate, 1 Keynote and 1 Meeting of the Members.
3. Registrations for the 2021 Virtual Winter Conference have trended lower than the 2020 Virtual Conference. It is forecast that registrations will be 75% of the anticipated registration. Sponsorships have increased through the creation of new opportunities and outreach by ASHRAE Journal advertising representatives, the Development Committee, CEC Sponsorship Subcommittee and staff. A total of 14 sponsors and \$82K in revenue was received.
4. Topical Conferences Held Since June 2020

- a. September 29 – October 1, 2020 *Virtual* Building Performance Analysis Conference and SimBuild, co-organized by ASHRAE and IBPSA-USA. (This conference originally was scheduled to take place August 9-13 in Chicago.) Nearly 400 people registered for the virtual conference, and it achieved a small surplus.
- b. November 5 – 6, 2020 *Virtual* 4th ASHRAE International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies, Beirut, Lebanon. (This conference was originally scheduled to take place October 1-2, 2020.) The conference was organized by ASHRAE, the ASHRAE Lebanese Chapter and the American University of Beirut. Over 200 people registered for the conference. Fiscal responsibility was assumed by the American University of Beirut.

Topical Conferences in Process

- c. March 10-12, 2021, Virtual Design and Construction, *presented virtually*. This conference was originally scheduled to take place in Orlando, Florida.
 - d. August 15-18, 2021, Ventilation 2021 Conference, Toronto, Canada
 - e. September 13-15, 2021, IAQ 2020, Athens, Greece, co-organized by ASHRAE and AIVC. This conference was originally scheduled to take place September 14-16, 2020.
 - f. September 22-24, 2021, 2021 Building Performance Analysis Conference, Denver, Colorado
 - g. December 5-8, 2022, Buildings XV, Clearwater Beach, Florida
5. Future Annual and Winter Conference Sites
- a. Annual, June 26-30, 2021 – Phoenix
 - b. Winter, January 29 - February 2, 2022 – Las Vegas
 - c. Annual, June 25-29, 2022 – Toronto
 - d. Winter, February 4-8, 2023 – Atlanta
 - e. Annual, June 24-28, 2023 – Tampa Bay
 - f. Winter, January 20-24, 2024 – Chicago
 - g. Annual, June 22-26, 2024 – Indianapolis
 - h. Winter, February 8-12, 2025 – Orlando
 - i. Annual, 2025 – to be determined

MBO Update

Attachments

Attachment A (CEC MBOs for 2020-2021)

Respectfully submitted,

Corey Metzger, Chair
Conferences and Expositions Committee

ATTACHMENT A

Committee Objectives
Committee: Conferences and Expositions Committee
Year: 2020 – 2021
Chair: Corey Metzger
Vice Chair: Vikrant Aute

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual and New Member Handbook.	12/31/2020	In process	None	Metzger, Operations Subcommittee, and Staff	None
2. Revise Sustainability Project guideline documents.	12/31/2020	In process	None	Metzger and Staff	None
3. Review requirements for Session Chairs and provide updated direction.	12/31/2020	In process	None	Operations Committee	None
4. Determine how to handle hybrid conferences (technical program for both in-person and remote attendees).	12/31/2020	In process	None	ExCom and Staff	None
5. Select the conference chairs for the 2023 Winter and 2023 Annual Conferences	6/30/2021	In process	None	Metzger and Aute	None
6. Increase representation of academic members on CEC.	6/30/2021	In process	None	Metzger and Aute	None

COMMUNICATIONS COMMITTEE

Report to Members Council
From Meeting of January 12, 2021

Members Present

Pam Duffy
Karine Leblanc
Nikolaos Giannitsanos
Anuj Gupta
Richard Kimball
Jessica Mangler
Randy Reed
Eleazar Rivera
Mick Schwedler

Members Absent

Ashish Rakheja

Guests

Scott Fisher

Staff

Joslyn Ratcliff
Ally Jordan
Lara Roenitz

Motions

Motion 1: Committee recommends to Members Council that Members Council revise the Manual of Chapter Operations (MCO) as it relates to chapter communications volunteer roles as submitted in Attachment A of the Communications Committee report to Members Council – Winter 2021.

Background: The intent of this motion is to clear up confusion as it relates to Communications roles in the MCO, the Chapter Information Questionnaire (CIQ), and the organizational structure of chapters. It is intentionally non-prescriptive in wording changes as several editorial changes are required. This motion is in alignment with the ASHRAE Strategic Plan Initiative 3: Organizational Streamlining and Initiative 4: Improve Chapter Engagement, Capacity, and Support.

Fiscal Impact: Administrative time for staff and volunteers.

Information Items

1. Communications Committee recommends passing Motion 6.b (11/10/2020) – Argentina Chapter referred to the Committee from Members Council. Communication Committee is in favor of implementing this motion and requests Members Council approve the additional funds for the account that would fund. (Annual pricing varies based on the type of license selected.)
2. Communications Committee recommends passing Motion 10.c (11/10/2020) – Montreal Chapter referred to the Committee from Members Council and suggests as next steps for Region 2 volunteers to share resources identified with MP and GAC for their consideration.
3. Communications Committee defeated Region XI (Alaska Chapter) – 2020 CRC Motion 1 that Society create centralized training for Chapter Communications Chairs.
4. Communications Committee will be hosting “office hours”, free online information sessions covering topics within the committee’s areas of expertise. The entire schedule can be seen in Attachment B. Any member interested and involved in the subject matter is encouraged to attend. Two office hours have taken place focusing on Basecamp and virtual meetings. Six more are scheduled, for a total of eight to take place the second half of SY 2020-2021.
5. Guidance documentation from Communications Committee is being reviewed and revised and reposted to the Communications Committee page of ashrae.org. The Committee provides guidance and tips on all types of communication such as email, Basecamp, apps, social media, websites and virtual meetings. A total of approximately thirty guidance documents are available from the committee for free download from ashrae.org at any given time. Any member with interest is encouraged to review the guidance and tips available.
6. Communications Committee has published a free Wix template ASHRAE chapters in need of a free template can use for their websites. Chapters wanting to use the template may contact

the Joslyn Ratcliff, Communications Committee staff liaison or visit ashrae.org/communications for more information. The Committee is continuing to work on a separate free chapter template for the Wordpress platform.

MBO Update

MBOs are in progress to be complete by the end of the Society year. Details can be seen in in Attachment C.

PAOE Update

Communications Committee is working with the PAOE subcommittee on Communications recommendations for 2021-2022 as seen in Attachment D.

Attachments

- Attachment A (Suggested revisions to MCO)
- Attachment B (Communications Committee Office Hours)
- Attachment C (Communications Committee MBOs)
- Attachment D (2021-2022 PAOE Draft recommendations)

Respectfully Submitted,
Pam Duffy
Communications Committee Chair 2020–2021

ATTACHMENT A

MANUAL FOR CHAPTER OPERATIONS

SECTION 2
CHAPTER COMMITTEES

- 2.1 Formation and Operation of Chapter Committees
- 2.2 Attendance Committee
- 2.3 Auditing Committee
- 2.4 Chapters Regional Conference
- 2.5 Government Affairs Committee
- 2.6 Student Activities Committee
- 2.7 Chapter Technology Transfer Committee
- 2.8 Finance Committee
- 2.9 Historical Committee and/or Chapter Historian
- 2.10 Honors and Awards Committee
- 2.11 Membership Promotion Committee
- 2.12 Nominating Committee and Election Procedure
- 2.13 ~~Publications and/or e~~ Newsletter Editor
- 2.14 ~~Publicity Committee~~Chapter Webmaster
- 2.15 Reception Committee
- 2.16 Refrigeration Committee
- 2.17 Research Promotion Committee
- 2.18 Special Events Committee
- 2.19 Young Engineers in ASHRAE (YEA) Committee
- 2.20 Communications ~~Committee and/or Chapter Webmaster~~Chair
- 2.21 Sustainability Committee
- 2.22 Diversity in ASHRAE
- 2.23 Chapter Social Media

SECTION 2
CHAPTER COMMITTEES

2.1 Formation and Operation of Chapter Committees

Each chapter must have the following committees: Government Affairs, Chapter Technology Transfer, Membership Promotion, Research Promotion, Student Activities and Young Engineers in ASHRAE.

Chapters have the option to create other committees. In some chapters, particularly

smaller ones, one person may chair or serve on more than one chapter committee.

Typical chapter committees and their usual responsibilities are provided in Sections 2.2 – 2.20.

Chapter committees are either elected by the chapter or appointed by the President-Elect or Board of Governors (BOG).

- A. Committees typically consist of a Chair, Vice-Chair and two members, except as provided otherwise by the chapter bylaws

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MANUAL FOR CHAPTER OPERATIONS

or as recommended in this Section of the manual. (See **Appendix 2A** for *Suggested Chapter Organization Chart*.)

- B. When electing or appointing committee members, voting members and officers are encouraged to:
- Promote a range of perspectives on each committee through diversity in age, experience type and level, industry segment, geographic location and other factors.
 - Promote continuity by ensuring that at least one current committee member serves on the committee the following year; two-year staggered terms accomplish continuity. If possible, committee chairs also should serve two-year terms.
- C. Committee Chair responsibilities typically include:
- Delegating to and motivating committee members
 - Attending CRC workshops
 - Scheduling regular committee meetings
 - Planning committee activities
 - Reporting to the BOG
 - Submitting a monthly and an annual report to the BOG. The annual report should include a summary of the committee's activities for the year and suggestions for the incoming committee.

2.2 Attendance Committee

The Attendance Committee is appointed by the President-Elect. Responsibilities of this committee typically include:

- Fostering increased member participation in chapter events, particularly at chapter meetings.
- Determining why members are not attending meetings and bringing this information to the attention of the chapter officers.
- Working with the Reception Committee (if the chapter has one) to maintain proper records of members' attendance.

2.3 Auditing Committee

The Auditing Committee is appointed by the BOG. No member of the BOG is eligible to serve as an auditor.

Section 1 provides detailed information related to the Auditing Committee and the auditing process.

2.4 Chapters Regional Conference (CRC) Committee

The CRC Committee is comprised of a Delegate and an Alternate Delegate from each chapter in the region. The Delegates and Alternates are expected to attend the Chapter Regional Conference, which is a meeting of representatives and officers from chapters in a given region. The Chapter Regional Conference is Chaired by the region's Director and Regional Chair (DRC). The location of a Chapter Regional Conference typically rotates among the chapters in the region.

- The chapter selects a Delegate and an Alternate to serve on the Chapter Regional Committee.
- The Delegate should be the President, the President-Elect, a Vice-President or the Immediate Past President. The Alternate should be a member of the BOG and, preferably, a chapter officer.
- No individual should serve for more than

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two consecutive years in either of these positions and not more than four consecutive years in both positions.

The delegate and alternate take office on July 1 and serve for a period of one year.

Accreditation of delegates and alternates from a chapter to the CRC is accomplished by the chapter's secretary certifying their selection, in writing, to the Society, with a copy to the DRC, on or before June 1. If a change in the delegate or alternate is required during the Society year, the chapter's BOG will make the selection and certify the change to the Society and to the DRC through the secretary of the chapter.

Although last minute changes are to be discouraged they are sometime necessary. In this event, the DRC must be advised of the change and the reason for it in writing, with as much advance notice as possible.

The period of service shall run from the close of business of the Annual Meeting of the Society to the close of the next Annual Meeting. In the event of disability, death or resignation, a replacement may be made by the chapter's BOG, or as provided in the chapter bylaws.

The chapter delegate or alternate to the Chapters Regional Conference represents the chapter at the CRC and reports to the chapter and BOG at the first chapter meeting after the CRC, and at any other time when requested. They shall also maintain liaison between the chapter and the DRC, as well as other chapters.

Officers, delegates and alternates will be reimbursed for CRC attendance in accordance with Society's Transportation Policy, which is excerpted in **Appendix 2B**.

2.5 Government Affairs Committee

The Government Affairs Committee (GAC) is appointed by the Chapter President-Elect. The committee's Chair is expected to attend the Government Affairs Workshop at the CRC.

The duties of this committee typically include:

- A. Providing current, relevant information to chapter members regarding government activities in their communities, including any limitations placed on these activities by local, state or provincial governmental bodies.
- B. Keeping the chapter, region and Society Government Activities staff informed on relevant governmental activities.
- C. Coordinating dissemination of governmental activities-related information to members and obtaining feedback from chapter and individual member government activities.
- D. Maintaining tools to train and enable chapter members to effect positive interactions with government entities in their communities, especially in the use of Society documents and the advancement of the Society's public policy agenda.
- E. Serving as a clearinghouse of government adoptions of ASHRAE-developed and endorsed standards, guidelines and positions.
- F. Keeping local, provincial and state governments updated on technical issues.
- G. Promoting the appointment of chapter members to local, provincial and state governmental bodies.
- H. Reporting PAOE points earned in accomplishing the committee's goals.
- I. If approved by the BOG, assisting a governmental body in writing or developing a regulation, a code, an ordinance or law, or participating in an advisory group to such a body, provided such activity:
 - i. Does not conflict with Society or chapter bylaws, or Society-approved documents

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| <p>or publications;</p> <p>ii. Involves technical or method-of-enforcement aspects only, and not support of a political party or candidate;</p> <p>iii. Does not jeopardize the chapter's tax status (e.g., 501(c)(3) tax status in the United States) or cause the chapter or a chapter member to exceed local, provincial or state limits regarding registration as a "lobbyist" or "lobbying organization;"</p> <p>iv. Chapter shall review the state legislation prior to engage in any lobbying effort, time expander or in-kind gifts. National Conference of State Legislatures web site reference links to state's legislative ethics and lobbying laws: http://www.ncsl.org/research/ethics/50-state-legislative-ethics-and-lobbying-laws.aspx#al; Any Federal Government lobbying activities must be coordinated strictly through the ASHRAE Government Affairs Office; this is to ensure proper preservation of the IRS 501(c)(3) status.</p> <p>See Appendix 2N for the list of links for each U.S. state.</p> <p>v. Chapters to contact the ASHRAE Government Affairs Office staff liaison prior to engaging in any lobbying activities in order to mitigate any potential issues that might arise. This is to conform with the "Chapter cannot speak for Society" policy.</p> <p>vi. Does not conflict with any existing Memorandum of Understanding or contractual obligation between ASHRAE and another code or standards writing organization; and</p> <p>vii. The member does not request any travel or transportation reimbursement (as defined by the ASHRAE Travel Policy), nor any reimbursement for time away</p> | <p>from their regular employment, for the activity.</p> <p><i>Note: All responses and recommendations to governmental advisory boards or agencies shall promote ASHRAE's mission to advance the arts and sciences of heating, refrigerating, air conditioning and ventilating, and the allied arts and sciences, for the benefit of the general public, and should, wherever feasible, be based upon current Society Board-approved documents or publications (e.g., Position Documents, ASHRAE Standards, ASHRAE Handbooks, etc.). Where such policy information is not clear, readily available, or applicable to the Chapter's climate or jurisdiction, the Chapter GAC chair shall request input from the Government Affairs Committee and the ASHRAE Government Affairs Office staff liaison.</i></p> <p>J. Providing assistance to the Chapter Publicity Committee (if one exists) in contacting local news media and chapter publications and offering to provide necessary information and material.</p> <p>K. Providing assistance to the Chapter Historian in maintaining a history of the chapter's governmental activities.</p> <p>L. Reporting to the Regional Vice Chair (RVC) for the Government Affairs Committee.</p> <p>M. Assisting the RVC for Government Affairs to achieve the goals of the Society at the chapter level.</p> <p>N. The Chapter GAC chair is responsible for informing chapter members involved in GAC activities of any local, provincial or state statutory or regulatory limitations placed upon government activities.</p> <p>i. At no time shall government activities jeopardize a chapter's or ASHRAE's tax-exempt status (e.g., 501(c)(3) status in the United States) by the chapter's GAC activities.</p> |
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- ii. Should there be any question about GAC activities placing a chapter's or ASHRAE's tax-exempt status in jeopardy, the Chapter GAC chair shall request input from ASHRAE's GAC and the ASHRAE Government Affairs Office staff liaison.

2.6 Student Activities Committee

The Student Activities Committee (SAC) is appointed by the President-Elect. Student branch presidents may be members of the chapter Student Activities Committee.

A. Chair's Responsibilities

- i. Attend the SAC Workshop at the CRC
- ii. For regions that have a spring CRC, the Chair for the next year is encouraged to attend the Student Activities Workshop and CRC

B. Committee's Responsibilities

- i. Act as liaison between the chapter and area educational institutions
- ii. Develop and coordinate awards, scholarships and other student incentives
- iii. Encourage the formation and continuing operation of student engineering organizations such as ASHRAE Student Branches
- iv. Recruit new student members
- v. Provide information on present and future industry manpower needs at both faculty and student levels, by means of counseling, programs, group discussion, etc.
- vi. Promote credit courses in the fields

of heating, ventilating, air conditioning and refrigerating at universities, colleges, technical institutes and junior colleges

- vii. Provide speakers to college and high school groups
- viii. Provide individual counseling to promote HVAC&R fields of interest to college students
- ix. Plan use of visual aid presentations for high schools and trade school groups; materials are available through the RVC for Student Activities
- x. Cooperate with and seek advice from the RVC for Student Activities
- xi. Provide to the RVC PAOE statistical report forms
- xii. Collaborate with the Membership Promotion Committee and Young Engineers in ASHRAE Committee to contact and encourage graduating student members to continue their membership through the SmartStart program. Contact graduating students toward the end of the school year, preferably two or three months prior to the graduation dates.

2.7 Chapter Technology Transfer Committee

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

The responsibilities of the CTTC typically include:

- A. The Chair's attendance at the Chapter Technology Transfer Workshop at the CRC meeting
- B. Coordinating dissemination of technical information in the chapter's geographic

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area

- C. Promoting and administering the chapter's Technology Awards program and encouraging entries in the regional competition
- D. Keeping the chapter informed on technical issues related to heating, ventilating, refrigeration and air conditioning
- E. Providing assistance to the Chapter Publicity Committee in contacting local news media and chapter publications and offering to provide necessary information and material
- F. Providing assistance to the Chapter Historian in maintaining a history of the chapter's technical and energy activities
- G. Reporting to the RVC for the Chapter Technology Transfer Committee
- H. Assisting the RVC for Chapter Technology Transfer to achieve the goals of the Society at the chapter level
- I. Planning the speakers and other logistics of monthly chapter meetings for the year, including reviewing speaker presentations for ASHRAE Commercialism Policy infractions.

Appendix 2C provides suggestions for organizing the CTTC's work.

2.8 Finance Committee

The Finance Committee is appointed by the President-Elect. Often, the current Treasurer serves as Chair, and a past Treasurer is one of the members.

The responsibilities of this committee typically include:

- A. Formulating an annual budget.

- B. Arranging with other chapter committees to obtain funds to defray the expenses of any special events or endeavors the chapter may be authorized to undertake

- C. Attending to any other financial matters referred by the President or BOG

2.9 Historical Committee and/or Chapter Historian

The Chapter Historian and/or Historical Committee is appointed by the President-Elect. Responsibilities of the Historian/Historical Committee typically include:

- A. Requesting Chapter Historians to interview presidential and long-time members to provide be in writing or on audio tape memories of industry history and its progress for inclusion in records, at the CRC and/or on the chapter's website
- B. Taking pictures of chapter functions and, if possible, of old air conditioning and refrigeration installations for inclusion in eNewsletters, records and programs
- C. Checking with the chapter past and present officers for the availability of chapter items of a historical nature
- D. Attending the CRC – including the History workshop – and reporting the chapter's progress to the Regional Historian for comparison with other chapters
- E. Providing the chapter eNewsletter editor articles about chapter history and progress to include in the eNewsletter
- F. Updating historical records annually, including updating the location of chapter property

Sample spreadsheets for tracking

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chapter officers and location of chapter property are provided in **Appendix 2D**.

- G. Preparing a display for CRC and showing at a chapter meeting at least once a year
- H. Preparing a written or digital history of the chapter, member, company or equipment specific to the chapter for submission for Gold Ribbon Award and possibly for Lou Flagg Award

2.10 Honors and Award Committee

The Honors and Awards Committee is appointed by the President-Elect. Past chapter Presidents are preferred members of this committee.

The responsibilities of this committee typically include:

- A. Promoting the recognition of outstanding chapter members within the chapter, the region, Society, associated societies and the community
- B. Submitting the names of chapter members to ASHRAE and other organizations for honors and awards
- C. Making recommendations for chapter, regional and Society-level awards, including ASHRAE Fellow and Honorary Member Membership grades
- D. Maintaining the chapter banner, awards banner and all chapter awards
- E. Submitting nominations for Society-level awards

*Information about Society-level awards is available at [Honors and Awards](#). Criteria for the Regional Award of Merit are provided in **Appendix 2E** and criteria for the Chapter Service Award are provided in **Appendix 2F**.*

Chapters should keep in mind that awards that

are approved at a Winter Meeting are presented at the following Winter Meeting and awards approved at an Annual Meeting are presented at the next Annual Meeting.

2.10.1 Maintaining Chapter Awards Electronically

Many chapters archive their chapter awards in storage facilities, home, office, etc., and over time the awards get lost. One way to keep your chapter awards (PAOE, Chapter Service Award, Regional Award of Merit, Certificate of Appreciation, etc.), in the forefront is to store them electronically on the chapter's website. By following a few instructions, this could save the chapter time, hassle and storage fees of these well-deserved earned awards. ASHRAE Headquarters does not currently provide electronic copies of awards; however chapters are encouraged to take digital photos of their awards.

Digital photos are simple to take with a digital camera, tablet, or phone, and may be stored electronically in a manner keeping with the chapter's existing filing and storage practices for electronic documents. Digital photos may also be posted to the chapter's website in a way pleasing to the chapter, including posting on the homepage, or creating a separate "Awards" page on which the digital photos are displayed.

2.11 Membership Promotion Committee

The Membership Promotion Committee is appointed by the President-Elect and is comprised of a Chair, Co-chair and a sufficient number of the chapter's area-assigned members to ensure that the committee's work can be done without placing an unnecessarily heavy burden on one or two individuals. Usually, the Co-chair is expected to become the next year's Chair.

The Chair is expected to attend the MP workshop at the CRC and Membership Promotion Centralized Training.

The responsibilities of this committee typically include:

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A.	Attracting new members who will be active in the Society, locally and/or at the Society level	honors and awards
B.	Encouraging membership from all segments of the industry	L. Collaborating with Student Activities Committee and Young Engineers in ASHRAE Committee to encourage students to retain their memberships when they graduate
C.	Encouraging advancement to higher grades of membership when candidates' qualifications meet the specified requirements	Appendix 2H provides ideas for achieving Society goals for membership growth.
D.	In conjunction with the Secretary, ascertaining that all prospective chapter members are bona fide members of Society	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.
E.	Reducing the number of member resignations or membership lapses	NOTE: FOR SPECIFIC DATES SEE CHAPTER BYLAWS.
F.	Advising the President and the Reception Committee when new members are elected or when members advance in membership grade, to ensure proper recognition at chapter meetings and in chapter publications	The responsibilities of this committee include:
G.	Organizing and executing membership drives, including encouraging participation from local consulting firms (a sample local employer participation letter is provided in Appendix 2G)	A. Selecting candidates for officers and the BOG and, if the bylaws provide, for a Delegate and Alternate to the Chapters Regional Conference
H.	Receiving from the Attendance Committee and/or Reception Committee a record of the names of people attending the chapter meetings	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.
I.	Cooperating with and seeking advice from the Membership Promotion Regional Vice Chair	C. Guidelines for the selection of Nominating Committee members:
J.	Providing a computer and internet access at chapter meetings so that individuals can join online	<ul style="list-style-type: none">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 diversityThe nomination committee should be formed of at least 5 chapter members in good standing.
K.	Reviewing each member's status to select and recommend nominations for	

ATTACHMENT A

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- 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

2.13 Publications Committee and/or e-Chapter Newsletter Editor

The Publications Committee and/or e-Chapter Newsletter Editor is appointed by the President-Elect. The responsibilities of the committee and/or e-Newsletter Editor in this position typically include:

- A. Publishing a monthly e-Newsletter to promote the activities of the chapter
- B. Communicating with the chapter President, program chair and other chapter chairs to obtain information to include in the e-Newsletter
- C. Organizing and editing information into the appropriate format
- D. E-mailing the e-Newsletter to chapter members, regional officers and relevant Headquarters staff
- E. Working with Chapter Webmaster / Communications Committee on e-Newsletter distribution, including use of Social Media

Appendix 2K provides guidance for collecting content for the e-Newsletter.

2.14 ~~Publicity Committee~~

~~The Publicity Committee is appointed by the President-Elect. The editor of the chapter publication often is a member of this committee.~~

~~The responsibilities of this committee typically include:~~

- ~~A. Obtaining biographical sketches of speakers, prominent guests and officers who may attend a chapter meeting, as a basis for preparing publicity~~
- ~~B. Promoting upcoming events and activities via the local press, radio and TV stations, allied organizations in the area and elsewhere, including appropriate use of social media~~
- ~~C. Preparing articles, including photos, pertaining to chapter speakers and meetings, which could be provided to local media, used in the chapter e-Newsletter or submitted for publication in ASHRAE Insights~~
- ~~D. Working with Chapter Webmaster / Communications Committee if using electronic methods of publicity, including Social Media~~

2.14 Chapter Webmaster

The Chapter Webmaster is appointed by the President-Elect.

Responsibilities of the Chapter Webmaster typically include:

1. Serving as the interface between the BOG and the website maintenance company (if one exists) to ensure all items requested by the BOG are uploaded/updated on the chapter's and the region's websites
2. Providing a budget for website activities to the Treasurer

Commented [RJ1]: Suggest removing and merge with Chapter Communications Committee instead.

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MANUAL FOR CHAPTER OPERATIONS

3. Managing the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales

4. Ensuring that the chapter's website complies with Society's website policies

5. Establishing an online payment system for chapter activities

6. Working with Chapter Technology Transfer Committee, Attendance Committee, Reception Committee and Special Events Committee in setting up and maintaining the chapter's online registration system

7. Working with Chapter Newsletter Editor to assist with electronic distribution of the Chapter's Newsletter, including posting both current and past issues on the Chapter's website and via Social Media

2.15 Reception Committee

The Reception Committee is appointed by the President-Elect. The responsibilities of this committee typically include:

- A. Arriving at chapter meetings at least fifteen minutes prior to starting time.
- B. Greeting all members and visitors and introducing them to other members
- C. Providing name badges for meeting attendees
- D. Requesting that each visitor fill out a registration card designating his or her name, home and business addresses, telephone number and E-mail address, as well as the name of the member who invited him or her to the meeting;

- E. Providing information about meeting guests to the Membership Promotion Committee for follow-up
- F. Keeping a record of all members and all guests attending chapter meetings and submitting a report to the Secretary and to the Membership Promotion Committee Chair
- G. Publicly introducing visitors and making them feel welcome

Refer to Section 2.2 "Attendance Committee." In some cases these two committees are combined.

2.16 Refrigeration Committee

The Refrigeration Committee is appointed by the President-Elect.

The responsibilities of this committee typically include:

- A. Cooperating with, coordinating efforts with and seeking advice from the Chapter Technology Transfer Regional Vice Chair and Regional Refrigeration Chair
- B. Promoting the interests and activities of those ASHRAE members whose primary concern is refrigeration
- C. Assisting the Chapter Technology Transfer Committee with chapter-sponsored seminars and monthly meeting speakers
- D. Assisting the Student Activities Committee in making arrangements with area educational institutions for continuing education courses and by other available means
- E. Cooperating with the Membership Promotion Committee chair in identifying potential new members who are refrigeration-oriented

ATTACHMENT A

MANUAL FOR CHAPTER OPERATIONS

2.17 Research Promotion Committee

The Research Promotion Committee Chair is appointed by the President-Elect. The Chair appoints a Vice Chair and a committee. The number of committee members depends upon the expected work load and the number of chapter members willing to do the committee's work.

The Research Promotion Training Manual provides significant guidance for this committee.

The responsibilities of this committee typically include:

- A. Attending the CRC and Research Promotion Centralized Training
- B. Communicating effectively the objectives, accomplishments and benefits of ASHRAE research and its value to every Society member and the industry
- C. Increasing the annual income for Society-sponsored research through chapter solicitation of members and businesses that directly or indirectly benefit from ASHRAE research
- D. Providing support for and collecting funds for the ASHRAE Foundation and scholarships
- E. Coordinate efforts to obtain chapter Full Circle donations
- F. In collaboration with chapter officers, developing a plan and setting a total goal for funds to be collected
- G. Developing a prospect list of businesses in the area, especially those represented in the Society membership and those in an ASHRAE-related field
- H. Assigning minimum goals for the

prospects

- I. Assigning each prospect to a committee member and preparing a detailed program with targeted dates for activities and reports
 - J. Following current administrative procedures for collecting and reporting contributions
 - K. Completing the Research Promotion Donor Form and submitting it with all checks to Research Promotion.
- Appendices 2L and 2M** provide forms for these purposes.
- L. Maintaining a written record of each activity
 - M. Cooperating and coordinating efforts with Regional Vice-Chairs for Research Promotion
 - N. Coordinating with chapter officers to ensure that one meeting per year is dedicated to "Research" or "Research Promotion"

2.18 Special Events Committee

The Special Events Committee is appointed by the President-Elect.

This committee works with the Chapter Technology Transfer Committee to arrange special events at meetings or to plan dances, picnics, golf tournaments, etc.

2.19 Young Engineers in ASHRAE (YEA) Committee

The Young Engineers in ASHRAE (YEA) Committee is appointed by the President-Elect. Each committee member should qualify as a Young Engineer in ASHRAE at the start of his or her term. The Chair is expected to attend the YEA workshop at the CRC.

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MANUAL FOR CHAPTER OPERATIONS

The committee's responsibilities typically include:

- A. Attracting new Young Engineers in ASHRAE who will be actively involved in Society, locally and/or at Society level.
- B. Encouraging membership from all segments of industry
- C. Organizing activities focused at attracting and retaining Young Engineers in ASHRAE
- D. Working with the Student Activities Committee to encourage student transfers

2.20 Communications Committee and/or Chapter Webmaster Chair

The Communications Committee Chair and Chapter Webmaster are appointed by the President-Elect.

Responsibilities of the Communications Committee Chair and/or Chapter Webmaster typically include:

- ~~1. Serving as the interface between the BOC and the website maintenance company (if one exists) to ensure all items requested by the BOC are uploaded/updated on the chapter's and the region's websites~~
- ~~2.1. Providing a budget for website activities to the Treasurer~~
- ~~3.1. Managing the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales~~
- ~~4.1. Ensuring that the chapter's website complies with Society's website policies~~

~~5.1. Interfacing with the Regional Communications Chair (RCC), for all questions, concerns and updates to Communications Committee rules and regulations~~

~~26. Attending all BOG meetings~~

~~7. Establishing an online payment system for chapter activities~~

8. Assisting the BOG in learning and utilizing new software that is available (e.g. web conferencing)

~~9. Working with Chapter Technology Transfer Committee, Attendance Committee, Reception Committee and Special Events Committee in setting up and maintaining the chapter's online registration system~~

~~10. Working with Chapter Publications Committee and/or Newsletter Editor to assist with electronic distribution of the Chapter's e-Newsletter, including posting both current and past issues on the Chapter's website and via Social Media~~

~~11. Working with Publicity Committee when using electronic methods of publicity, including use of Social Media~~

12. Performing other duties as assigned by the chapter President

2.21 Sustainability Committee

The Sustainability Committee is appointed by the chapter president elect.

Responsibilities of the Sustainability Committee will typically include:

- A. Develop and coordinate a chapter sponsored community sustainability project or event in conjunction with a non-profit organization to help local

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ATTACHMENT A

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charities lower costs related to HVAC&R and make a difference in the community.

- B. Ensure that organized events are publicized within the normal Chapter advertisements channel and outside of normal Chapter advertisements.
- C. Encourage ASHRAE members to share their engineering knowledge to improve the world around them.
- D. Work in collaboration with Chapter Technology Transfer Committee (CTTC) to organize educational seminar having a sustainability theme (e.g. energy efficiency, indoor air quality, high-performance buildings, bEQ etc.).
- E. Encourage the formation of a chapter user group on modeling that has an active online forum or meets periodically to provide education and mutual support.
- F. Facilitate and coordinate chapter sponsored presentation to local, state or provincial government entity serving the Chapter area (e.g. school board, state or provincial legislative committee, state or provincial agency, city council, county board, etc.) on sustainability or energy related topics.
- G. Promote to the chapter members Professional Development Hours (PDHs) on building science topic related to sustainability.
- H. Work in collaboration with CTTC to have sustainability related speakers at monthly chapter meetings.

2.22 Diversity in ASHRAE

The Diversity in ASHRAE (DiA) Committee is intended to raise the awareness of diversity and inclusion within the chapter. The DiA Committee

will foster locally, Society's commitment to a diverse and inclusive membership. The chapter DiA Committee will operate with the following goals:

1. Work with the MP Committee, Student Activities and YEA Committees to attract and retain diverse members that represent the communities within your chapter.
2. Coordinate with CTTC to provide programs and organize activities focused on attracting and retaining diverse members from all segments of the industry.
3. Promote inclusion and a diverse volunteer experience.
4. Create a network for professional growth.
5. Build diversity awareness and sensitivity within the Chapter.

2.23 Chapter Social Media

The Communications Committee can supply language if the motion is approved.

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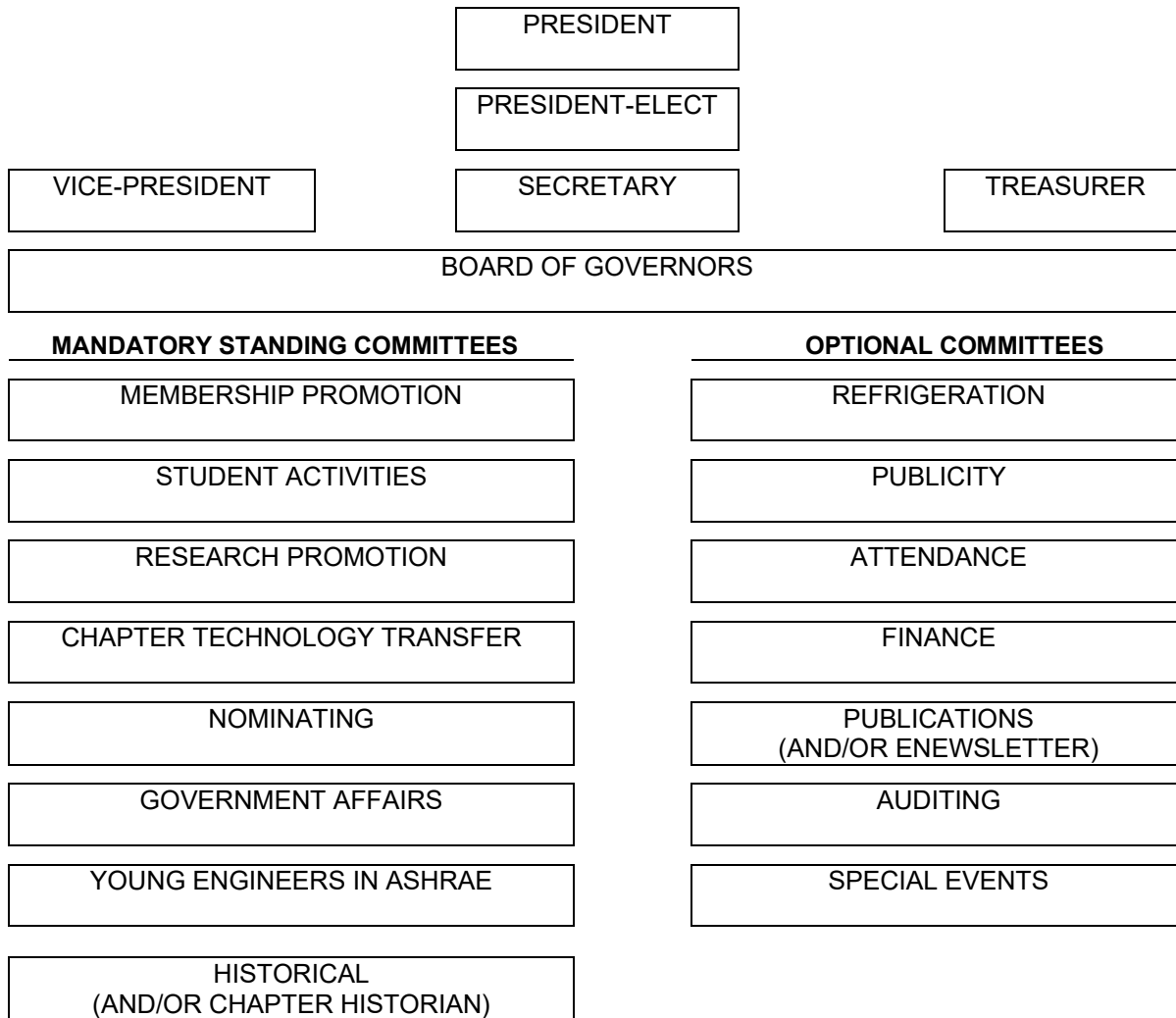
ATTACHMENT A

MANUAL FOR CHAPTER OPERATIONS

ATTACHMENT A

MANUAL FOR CHAPTER OPERATIONS

Appendix 2A: Suggested Chapter Organization Chart



ATTACHMENT A

MANUAL FOR CHAPTER OPERATIONS

COMMUNICATIONS <u>CHAIR</u> (AND/OR CHAPTER WEBMASTER)
--

<u>Chapter Webmaster</u>

<u>Chapter Newsletter Editor</u>

<u>Chapter Social Media</u>

The above committees should have a Chair, Vice-Chair and at least one other member. Flow-of-authority may vary from chapter to chapter, although each committee should be under the supervision of at least one chapter officer.

ATTACHMENT B

ASHRAE Communications Committee Office Hours

December – July 2021

Links to register embedded within. Any ASHRAE member with interest is encouraged to register for one of more of these free informational sessions.

- **Basecamp** - Hosted by Pam Duffy
 - Recording: [December - 12/17, 11am-12pm CT](#)
 - [Presentation Deck](#)
- **Virtual Meetings** - Hosted by Karine Leblanc & Anuj Gupta
 - Recording: [January - 1/14, 11:30am-12:30pm CT](#)
- **Social Media** - Hosted by Eleazar Rivera Mata & Karine Leblanc
[Feb - 2/18, 11am-12pm CT](#)
- **Website Templates** - Hosted by Karine Leblanc & Jessica Mangler
[Mar - 3/18, 10am-11am CT](#)
- **Email** - Hosted by Richard Kimball
[Apr - 4/15, 3:30pm-4:30pm CT](#)
- **Technical Committee Websites** - Hosted by Pam Duffy & Anuj Gupta
[May - 5/20, 9am-10am CT](#)
- **StarChapter Websites** - Hosted by Pam Duffy & Richard Kimball
[June - 6/17, 3:30pm-4:30pm CT](#)
- **Communications Committee Resource Overview** - Hosted by Pam Duffy & Richard Kimball
[July - 7/8, 10am-11am CT](#)

ATTACHMENT C

ASHRAE Communications Committee

MBOs for Society Year 2020-2021

Chair: Pam Duffy **Date:** September 24, 2020

MBO #	Objective	Fiscal Impact	Responsibility	Status
1	Provide recommendations on ASHRAE group communication tasks ownership by 2021.	None	Communications Committee	<p>July 2020 – Full committee meeting to assign adhoc committee membership.</p> <p>September 2020 – Recommendations to CIQ and MCO discussed on full committee call. Need to address TAC next.</p> <p>Dec 2020 – Committee is in process of approving a motion to member's council to change the MCO.</p>
2	Streamline Committee's published resources by June 2021	None	Communications Committee	<p>July 2020 – staff has reviewed existing resources and posted a summary document. Full committee meeting to assign adhoc committee membership.</p> <p>September 2020 – Resources have been reviewed, next step will be to decide which resources to archive and updates and develop a schedule for updating.</p> <p>Dec 2020 – Work has begun on</p>
3	Implement communication plan for key stakeholders by 2021	None	Communications Committee	<p>July 2020 – posted to committee's FB page; sent 1:1 email to BoardExO and CO re: upcoming meeting; sent email to RCCs re: upcoming meeting. Full committee meeting to assign adhoc committee membership. Communications Committee featured in eSociety. Virtual guidance passed to DLs and GGAC</p> <p>September 2020 – Communication plan discussed on full committee call and implementation has started.</p> <p>Dec 2020 – Committee is attending TC Chair training live. Committee has implanted monthly "office hours" to support volunteers. Scheduled meeting with Board ExO. We have reached out to key committee (CTTC and MP) to establish lines of communication.</p>

Accomplishments:

- July 2020
 - Promotion & publish of virtual meetings guidance document
- August 2020
 - Kick off discussions re: WordPress Templates
- September 2020
 - Improvements to ASHRAE.org – search, links, docs, etc.
 - More chapter requests for Wix template – so far 6 chapters have used this
- October 2020
 - Committee Reference Guide Updated
- November 2020
 - Drafted response to Alaska Chapter re: centralized training
 - Drafted motion to members council re:
 - ASHRAE Instagram established
 - Attended Member's Council meeting
 - Meeting to discuss WordPress themes
- December 2020
 - Approved response to Alaska Chapter re: centralized training
 - Committee Job Description Updated and updated [on the ashrae.org website](#).
 - Clean up of all committee resources – in progress.
 - Hosted first ever virtual office hours – Basecamp topic
 - YTD as of 12/10/2020 – 13 posts on ASHRAE Communications Committee Facebook Page
- January 2020
- February 2020
- March 2020
- April 2020
- May 2020
- June 2020

ATTACHMENT D

COMMUNICATIONS						
Year	CC	PAOE	Related	Points	Max Points	Comments
2020-2021	CC1	For posting a narrative and link for the current ASHRAE Society Theme on the chapter website	Presidential Initiatives	100	100	No change
2020-2021	CC2	For each chapter social media posting, with photo, supporting the current ASHRAE Society Theme	Presidential Initiatives	50	300	No change
2020-2021	CC3	a) For updating the chapter website with current officer information by October 1	Websites	50	one-time	No change
2020-2021	CC3	b) For updating the chapter website with chapter program schedule for the year by October 1	Websites	50	one-time	No change
2020-2021	CC3	c) For listing a contact email address on the chapter's website in an obvious location, such as the footer or a Contact page	Websites	50	one-time	No change
2020-2021	CC3	d) For each month that updated information, news, or images are posted to the chapter's homepage. Excludes posting the chapter newsletter or social media widg	Websites	20	200	No change
2020-2021	CC3	e) For posting a monthly newsletter to the website within 15 days of publishing	Websites	10	100	No change
2020-2021	CC3	f) For promotion of Society events, certifications, or products on the chapter website using the materials available in Marketing Central at ASHRAE.org	Websites	10	50	No change
2020-2021	CC4	a) For a chapter social media channel with more than 100	Social Media	50	one-time	No Change
2020-2021	CC4	b) For each month there is at least one post featuring an event photo from the last 30 days	Social Media	20	200	No Change
2020-2021	CC4	c) For public posts that tag or mention Society accounts in the post message	Social Media	10	100	No Change
2020-2021	CC4	d)For public post that uses the hashtag #myashrae	Social Media	10	50	No Change
2020-2021	CC4	e) For each social media post where a member illustrates how credentialing has helped their career	Social Media	10	50	PEAC Wish List
2020-2021	CC4	f) For each post on chapter's social media forum by a chapter member who is 50 years or older.	Social Media	10	50	PEAC Wish List
2020-2021	CC5	For using Society-provided Basecamp tool for chapter leadership business in place of other digital collaboration tools (email, GoogleDrive, Box, DropBox, etc.)	Collaboration Tools	100	100	No change
2020-2021	CC5	For communicating through Basecamp more than 50% of the time in lieu of email	Collaboration Tools	100	100	Added
2020-2021	CC5	For adding every month the chapter meeting agenda to Basecamp	Collaboration Tools	20	100	Added
2020-2021	CC6	a) For distributing a chapter newsletter via email on a monthly basis	Email Distribution	20	200	No Change
2020-2021	CC6	b) For distributing an announcement that prominently features an upcoming event that is distributed via email at least 2 weeks prior to the event	Email Distribution	10	200	No change
2020-2021	CC6	c) For promotion of Society events, certifications, or products in chapter emails or newsletters using the materials available in Marketing Central at ASHRAE.org	Email Distribution	25	100	No change
2020-2021	CC6	d)For following the best practices described in the Communication Committee's email guidance document: https://www.ashrae.org/email-guidance-for-chapters	Email Distribution	100	100	Removed
2020-2021	CC7	For creating or updating a procedural document for chapter communications, such as instructions on updating the chapter website and sharing with RCC	Knowledge Tranfer	100	100	no change
2020-2021	CC7	For holding a transition meeting with the incominf chapter Communications Chair by June 1st	Knowledge Tranfer	100	100	Added
2020-2021	CC8	For offering a hybrid option to the chapter members to attend the chapter meetings virtually	Virtual	50	50	Added
2020-2021	CC9	For Chapter Communications Chair who attends the CRC Communications workshop	RVC Assigns	100	100	no change
2020-2021	CC10	For planning/goal setting session with RCC by October 1 or 2 weeks after the CRC, whichever is later (50 point bonus if planning/ goal setting session takes place c	RVC Assigns	100	150	no change
2020-2021	CC11	For achieving goals established in goal-setting session with RCC	RVC Assigns	100	100	no change
2020-2021	CC12	For listing Disclaimer on homepage as specifically listed in the current ASHRAE Web Policy document with www.ashrae.org address linked to the Society homepag	RVC Assigns	50	50	no change
		PEAC wish list				
		For each post on social media by a chapter member how credentialing has helped their career	added			
		For each chapter member who is interviewed on a broadcast media regarding ASHRAE				
		For each post on chapter's social media forum either by a chapter member who is 50 years or older.	added			
		For each podcast of at least 10 minutes with a chapter member who is 50 years or older.				
		For each presentation/podcast/public conversation between two individuals, one involved in grassroots and the other technical, sharing why people should be involved in both aspects of ASHRAE.				

GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
From Meeting of January 27, 2021
~Virtual Winter Conference~

Members Present

Terry Townsend, Chair
Chad Smith, Vice Chair
Larry Fisher
Steven Emmerich
Sheila Hayter
Meghan McNulty
Nanette Lockwood
Thomas Reyes
Robert Hoadley
Kinga Porst Hydras
Tim Ashby
Nate Heffner
Matthew Jesson
Damon McClure
Andrea Phillips
Colin Laisure-Pool
Daryl Collerman
Eduardo Conghos
Sam C. M. Hui
George Pantelidis
Gian Modgil
Roger Jones
Dunstan Macauley
Farooq Mehboob

Members Absent

Lorey Flick
Eileen Jensen

Guests

Pat Graef
Madison Schultz, YEA
John Constantinide, Building EQ
Jared Larson, Student Activities
Rajan Rajendran, REF-CPCC
Dr. Nick Clements, EHC
Paula Seidel, AIA
Paul Karrer, AIA
Samantha Slater, AHRI
Mick Schwedler
Doug Cochrane
Brendan Hall
David Underwood
Darryl Boyce
Patrick Villaume
Jeremy Stockmans
Badri Patel

Staff

Alice Yates
Jeremy Pollack
Emily Porcari
Patricia Ryan
Lilas Pratt
Joyce Abrams

Motions

Motion 1 (GAC Manual of Procedures Updates): The GAC Committee recommends that Members Council revise the GAC Manual of Procedures as shown in Attachment A.

Background: Changes to the GAC Manual of Procedures (MOP) shown in the Attachment are intended to provide a better division of responsibility between the Chair and Vice-Chair, better reflect the role of the communications chair, and improve the nominations process for recommendations for chairs of the various subcommittees.

To develop these recommended changes, the GAC Rules Subcommittee conducted a detailed review of the MOP, and these changes were discussed at the November 16, 2020 Rules Subcommittee Meeting and approved unanimously by the Rules Subcommittee during its Virtual Winter Meeting on January 22, 2021. The full GAC committee approved the changes unanimously by voice vote on January 27, 2021.

Fiscal Impact: NONE

Information Items

1. Information Item 1. Government Outreach Events (GOE)
The GAC set a bold goal of 78 Government Outreach Events to be held during Society Year 2020 – 2021. In comparison, the goal in SY2019-20 was 45. The GAC has so far held 21 events, and has 19 scheduled and planned. While the GAC is slightly behind its target, outreach generally picks up in the spring and some events have taken place and just have not been reported. RVCs will be working with their Chapter Chairs to ensure that these events are properly reported.
2. Information Item 2. Outreach to Government Officials Concerning COVID-19
Resources developed by ASHRAE's Epidemic Task Force (ETF) continue to be a tremendous resource to policy makers and elected officials, and are sought after. Working with the ETF, more meetings and policy briefings with government officials (outside of the GOE events discussed above) were held this year than any other year: over 30 briefings and meetings, including legislative testimony, and 14 letters signed by the ASHRAE President.
3. Information Item 3. Public Policy Issue Briefs: The GAC approved three Public Policy Issue Briefs (PPIBs) for continued publication. The PPIBs listed below and provided in Attachment B were not revised from when they were published in July 2020, but since they will expire in July 2021 per the Rules of the Board, the committee seeks to renew them. They will be submitted to the Tech Council Document Review Subcommittee, and then they will need to be considered and approved by the Technology Council and then the Executive Committee.
 - a. Resiliency in the Built Environment
 - b. Climate Change and the Built Environment
 - c. Environmental Tobacco Smoke
4. Information Item 4. The GAC approved a motion to recommend to Technology Council development of a Position Document on Building Decarbonization.
5. Information Item 5. The GAC approved two motions with the following recommendations to Technology Council pertaining to Position Documents:
 - That the ASHRAE Position Document on Environmental Tobacco Smoke shall be amended and expanded with regards to cannabis smoke and electronic nicotine delivery; and
 - That the ASHRAE Position Document on Indoor Air Quality shall be amended to make further reference to natural ventilation systems in emerging economies, and ASHRAE shall provide further guidance and design guides specific to natural and traditional ventilation systems.
6. Information Item 6. A successful mentorship program has been established, and the most success has been seen with small groups rather than one-on-one mentorship. This program will be further developed in the next year.

MBO Update

MBO	Subcommittee Assigned	Status
1. Develop a 2030 vision statement for the GAC, accompanied with goals and objectives.	Executive Subcommittee	<p>An Ad-Hoc subcommittee for this MBO has been formed, and held a kick-off meeting in December. Members are listed below:</p> <p>Chad Smith (Team Lead) Meghan McNulty Colin-Laisure Pool Nannette Lockwood Gian Modgil Terry Townsend</p> <p>The goal is to finalize the vision statement, goals and objectives by the Annual Meeting (Summer 2021).</p>
2. Establish a GAC Advisory Board made up of senior staff from various government bodies; this group would advise ASHRAE on what technical resources they need.	Executive Subcommittee	<p>Chair Terry Townsend appointed 3 members to serve on a team to address this MBO, and has appointed Tim Ashby to lead:</p> <ul style="list-style-type: none"> • Tim Ashby (Lead) • Colin Laisure-Pool • Thomas Reyes <p>Two meetings have been held, and a draft of the objectives of the Advisory Board, as well as characteristics of members to participate, and a proposed name change (“Advisory Council”) have been discussed. The team also determined that multiple councils, including some that are global, should be established with specific objectives.</p>
3. Develop a Government Affairs Training webinar and/or event for members outside the committee to increase participation. Develop chapter-to-chapter training to learn from exemplary chapters who have been successful in their government outreach, including sharing why it is beneficial for the ASHRAE members involved.	Member Mobilization	<p>The Member Mobilization Subcommittee has established an Ad-Hoc of 5 members to address this MBO, led by Colin Laisure-Pool.</p> <p>The Ad-Hoc has met to discuss a training tool that would be a summary of all existing resources. The Ad-Hoc is also considering region-to-region training for regions to learn from each other, not only chapter-to-chapter or CRCs.</p>

MBO	Subcommittee Assigned	Status
4. Develop a general training for code officials, which could be used by chapters globally.	Executive Subcommittee	Chair Terry Townsend formed an implementation team, to be led by Roger Jones on this MBO. Team members include George Pantelidis (RVC, Region XIV). Roger is working to recruit others, but those asked are either too busy or non-responsive; any recommendations for members to assist with this MBO would be welcome!
5. Identify events attended by government officials at which ASHRAE members can attend for the purpose of outreach and advocacy.	Global Affairs	<ul style="list-style-type: none"> • Subcommittee members will work with the Global Training Center (GTC) to identify government officials that attend training and webinars. • The Subcommittee received the list from the GTC and is now deciding on an outreach plan. • Members have identified international organizations that host events of interest to ASHRAE members.
6. Identify ASHRAE resources and develop advocacy materials that can help state, provincial, federal, and global governmental entities reach their 2030/2050 goals	Policy & Programs	<ul style="list-style-type: none"> • Subcommittee members have identified at least one goal for their region. Goals need to be reviewed before materials or positions are developed. • A list of goals has been compiled by ASHRAE staff in a spreadsheet. Subcommittee members added to the list by end of October, focusing on elements where ASHRAE resources can help. • Based on a review of goals, it was decided, ASHRAE should provide more information and materials on Decarbonization. • ASHRAE is creating a PPIB on Decarbonization and the subcommittee has recommended the development of a PD.
7. Further develop communication tools using FiscalNote software to improve information between Society and Chapters.	Member Mobilization	<ul style="list-style-type: none"> • The Member Mobilization Subcommittee has established an Ad-Hoc of 3 members to address this MBO. • Staff has developed two draft reports from FiscalNote for review and discussion by the Ad-Hoc: a bio of state legislator, and a summary of pertinent state legislation.

MBO	Subcommittee Assigned	Status
		<ul style="list-style-type: none"> • Staff has created a 1-page summary of FiscalNote’s resources that has been sent out to the full GAC and is available on Basecamp, to be shared with Chapter Chairs for reference in their preparation for government outreach events.
<p>8. Identify in which countries outside the U.S. ASHRAE Standards have been adopted or used as guidance; document 2-3 examples of how ASHRAE standards have been used globally and what types of advocacy were used which could help with such efforts in other locations.</p>	Global Affairs	<ul style="list-style-type: none"> • The subcommittee is exploring if a webpage should be created that list what standards are adopted in each country. • The Subcommittee has voted to expand the MBO to include “Standards, guidelines, and resources.” • ASHRAE’s GAC staff reached out to Tech and Pub Ed staff to see if they had a list of countries that use or reference ASHRAE standards, guidelines, and resources. There is no formal list at this time. • ASHRAE 90.1 might be adopted in the UAE. It was reported that Hong Kong has adopted 90.1 and Sri Lanka is looking at it with the World Bank. 90.1 is mostly adopted in India while Kuwait and Saudi Arabia have adopted 90.2.
<p>9. Identify any issue for which a Position Document (PD) should be developed or for which an existing ASHRAE PD should be revised per the ROB (1.300.002) in order to be responsive to government inquiries and needs for which ASHRAE currently doesn’t have the relevant information. Before any issue or addition is recommended, work with pertinent ASHRAE GAC Council representative(s) and/or liaison(s) to confirm the information isn’t already being developed, potentially as a different type of resource such as a guidance document.</p>	Policy & Programs	<ul style="list-style-type: none"> • Subcommittee members have identified several areas for new PDs and updated PDs. Subcommittee is also looking at this from an international perspective • Recommends a PD on Decarbonization. • Recommends the PD on Environmental Tobacco Smoke should be amended and expanded with regards to cannabis smoke and electronic nicotine delivery. • Recommends the PD on Indoor Air Quality should be amended to make further reference to natural ventilation systems in emerging economies, and provide further guidance and design guides specific to natural and traditional ventilation systems. • Discussing wildfires, although EHC may be addressing that issue.

Attachments

Attachment A: Proposed MOP Revisions

Attachment B: PPIBs that were approved by the GAC

Attachment C: GAC recommendations for PAOE points

ATTACHMENT A
PROPOSED CHANGES TO THE GAC MOP



Shaping Tomorrow's
Built Environment Today

Government Affairs Committee

Manual of Procedures

PROPOSED by the Rules Subcommittee;

Approved by Rules Subcommittee Jan. 22, 2021

Approved, as amended by Government Affairs Committee on June 9, 2020 and accepted by Members Council on June 25, 2020.

Approved by Government Affairs Committee on June 25, 2020

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1. INTRODUCTION

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

2. EXPECTATIONS OF COMMITTEE MEMBERS

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

3. DUTIES OF COMMITTEE MEMBERS

a. Chair

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

1. Attend meetings of this Committee and assigned Subcommittee meetings.
2. Preside over all meetings of this Committee and its Executive Subcommittee.
- ~~3. Present, in coordination with the staff liaisons, centralized training for RVCs at the Annual Meeting and Winter Conference.~~
3. Review and coordinate approval of the Committee minutes, as prepared by the staff liaisons, for all Committee meetings.
4. ~~5.~~ Prepare the agendas for this Committee's meetings with the assistance of the staff liaisons and Committee members.
5. ~~6.~~ Preparing written reports, including MBO status, at Society Annual and Winter Meetings, and at other times as required.
6. ~~7.~~ In consultation with the GAC Nominating Committee, shall annually appoint the Chairs of the standing Subcommittees.
7. ~~8.~~ Annually appoint each member of this Committee to one or more standing Subcommittees.
8. ~~9.~~ Periodically review the expenditures and budget allocations of the Committee and take any action deemed necessary, in cooperation with the Executive Vice President, to stay within the established budget.
9. ~~10.~~ Appoint Ad Hoc Subcommittees, or working groups from the membership of this Committee, as necessary.
10. Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.

b. Vice Chair

Duties of the Vice Chair include the following:

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

2. In the event the Chair is unable to perform its duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.
3. Prepare recommended budgets for the operation of this Committee for the coming year, in consultation with this Committee's Executive Subcommittee, the staff liaisons, and the BOD ex-officio members, for consideration by this Committee.
4. Perform other duties which may be assigned by the Chair.
- ~~5. —Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.~~
5. Serve as the Chair of the Rules Subcommittee.
- ~~6. As needed, coordinate review of the MOP and ROB and recommend changes via motions to the Committee.~~
6. Serve on this Committee's Executive Subcommittee.
7. Serve as GAC representative to the Members Council PAOE Subcommittee.
 8. Coordinate all training activities, which include RVC training, at-large Member and Council Representative trainings held at Winter and Annual meetings, as well as throughout the year.
 - ~~9. Coordinate training at Winter and Annual Meetings.~~

c. Communications Coordinator

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

1. ~~Work with staff to~~ manage and update relevant ASHRAE webpages and social media outlets.
2. Produce newsletter and/or email updates on a quarterly basis, at a minimum.
3. ~~Work with staff to~~ Manage distribution channels for ~~grassroots~~ government activity clearing house efforts to the membership.
4. ~~Work with staff to~~ Solicit and publish *Journal* and *Insights* articles.
- ~~5. —Manage grassroots government activities training efforts.~~
6. Serve on this Committee's Executive Subcommittee.

d. Regional Vice Chairs

Duties of the Regional Vice Chairs include:

1. Work closely with the Director and Regional Chair (DRC) to keep them informed regarding the Committee's activities and assist with public policy issues.
2. ~~Serve on Subcommittees~~ Attend and actively participate in full GAC committee meetings, serve on at least 1 subcommittee, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.
3. Attend the regular meetings of this Committee at the Winter and Annual Meetings of the Society. Additionally, attendance at Subcommittee meetings during the Winter and Annual Meetings is highly encouraged. Meetings are scheduled for Friday all day and Saturday until noon.
4. Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
5. Monitor PAOE and enter RVC assigned points for Chapter governmental activities within the Region.

6. Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
7. Prepare reports, as required by the Society and this Committee's Chair.
8. Coordinate communication on government activities at the Chapter and Regional levels.
9. Administer this Committee's Government Affairs Awards Program within the Region, solicit entries for each award from the Chapters, and forward qualified entries for Society consideration.
10. Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.
11. Visit as many chapters as possible during the 3-year term in coordination with DRC's plans for chapter visits from region officers ~~During the 3-year term of an RVC, visit each Chapter at least once~~ (though some consideration shall be given to the RVCs in Region XIII, XIV and RAL).
12. RVC responsibility to help organize Government Outreach Events ~~Day on the Hill visits~~.
13. ~~Attend Subcommittee and Ad Hoc Subcommittee conference calls.~~
13. Travel, attend and present at Coordinate with DRC regarding President Elect Training and Regional Training.
14. Coordinate planning calls with Chapter GAC Chairs.

e. Representative of Technology Council

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

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

f. Representative of Members Council

Duties of the Representative of Members Council include:

1. Serve as the liaison between GAC and Members Council.
2. Ensure that ASHRAE's grassroots interests are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.

g. Representative of Publishing and Education Council (PubEd)

Duties of the Representative of PubEd Council include:

1. Serve as the liaisons between GAC and PubEd.
2. Ensure that ASHRAE's publications, training, certification, and related products are represented in public policy discussions and initiatives.

3. Serve on this Committee's Executive Subcommittee.

h. At-Large Members

Duties of the At-Large Members include:

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

i. Ex Officio Member

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

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

j. Staff Liaisons

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

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council and the BOD.
4. Welcome new members appointed to this Committee and send them copies of the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget ~~and four-year plan.~~
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out Strategic Plan Objectives (SPO's).

9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRC's.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Vice Chair in conducting training of Committee members at the Annual Meeting and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Assist the Communications Coordinator, the Vice Chair, and ASHRAE IT staff with maintaining a website whereby the membership of ASHRAE can readily obtain information regarding ~~grassroots~~-government activities in any geographical location where ASHRAE has a presence.
15. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.
16. Provide information and appropriate contact with government agencies in support of Committee ~~grassroots~~-government activities.
17. Provide administrative support for this Committee's programs.
18. Coordinate update of website per this Committee's directives.
19. Offer public policy updates and guidance to the Committee on:
 - a. Summary of recent ~~grassroots~~-government activities (as informed by the Society's Public Policy Priorities).
 - b. Trends relative to such priorities at the grassroots government level.
 - c. Existing or potential collaboration with partnering policy organizations.
 - d. Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.

46. SUBCOMMITTEES

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

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

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

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

Standing Subcommittee membership and responsibilities are assigned as follows:

a. Executive

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

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
 - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
 - b. Requests for action alerts may be ~~proposed by~~ initiated by individuals or groups within or outside GAC.
 - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved positions of the Society.
 - d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
 - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
5. Review and approve requests for input and/or support for specific issues being addressed at national, sub national, and local government levels.
 - a. Requests for input and/or support for specific issues being addressed at national, sub national, and local government levels are initiated by those outside of the GAC. Requests for support often are asking ASHRAE to publicly express an opinion on issues that are considered to be related to ASHRAE's interests.
 - b. Requests for input and/or support may be proposed or initiated by individuals or groups within or outside GAC or ASHRAE.
 - c. When a request for input and/or support is received, if time allows, ES shall make a preliminary judgment as to whether it is supported by an approved position of the Society.
 - d. If an input and/or support request is deemed relevant and supported by approved positions of ASHRAE, and if ES agrees that the input and/or support should be provided, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
 - e. If a request for input and/or support is found to lack support in approved ASHRAE positions and if ES believes the input and/or support should be provided, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
 - f. ASHRAE GA staff should inform the GAC chair when requests are received and advise the chair as to whether or not the request aligns well with existing ASHRAE priorities and documented positions. If time allows, the chair then determines whether to bring the issue to the ES for discussion or authorize staff to address the issue directly.
 - g. For requests received by staff that do not allow time to be considered by the GAC ES and/or GAC ES chair, staff may recommend action directly of the Society Executive

Committee and/or Society President. Staff should inform the GAC chair of these time-sensitive requests and recommendations, along with the action taken.

6. Review, comment, and approve Public Policy Issue Briefs (PPIBs) developed by the Policy and Programs Subcommittee.
 - a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.
 - b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.
 - c. PPIBs approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.

b. Policy and Programs

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

Responsibilities of the Policy and Programs Subcommittee shall include:

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

c. Member Mobilization

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

Responsibilities of the Member Mobilization Subcommittee shall include:

1. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Refer to GAC MOP section 6.a.4 and 6.a.5.
2. When deemed necessary, prepare and submit requests for action alerts or for providing input and/or support for specific issues being addressed at ~~state, provincial, national, sub national levels~~ to the Executive Subcommittee.
3. Provide regular reports to the GAC on the status of ongoing public policy projects. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.
4. Provide recommendations to the GAC on emerging issues that are not the current primary focus of the Society, but have the potential to become of greater interest and thus may warrant greater future attention.
5. Manage Government Affairs Awards Program.
6. Review and update training materials for chapter chairs prior to Winter Meeting. The Subcommittee must provide feedback on training materials and work with staff to update and develop the training materials for Regional and chapter training events.prior to Winter Meeting.

d. Global Affairs

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

Responsibilities of this Subcommittee shall include:

1. Developing strategies to promote and grow activities that reflect the global nature of the Society;
2. Identifying regional best practices for government outreach outside of the U.S. so that chapters can successfully promote the Public Policy Priorities internationally and build connections with government officials, institutions, non-governmental organizations, and private parties;
3. Monitor key public policy needs of government officials and policy makers internationally concerning the built environment, and make ASHRAE recommendations for responding to these issues;
4. Provide regular reports to the GAC on global outreach activities.

e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, the Members Council Representative, and if needed up to one additional

member from the Executive Subcommittee. Need for the additional subcommittee member shall be determined by the Chair of the Rules Subcommittee.

3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP, ROB, the Resource Manual, and Section 2.5 of the Manual of Chapter Operations.

- a. **Rules of the Board (ROB):**

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

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

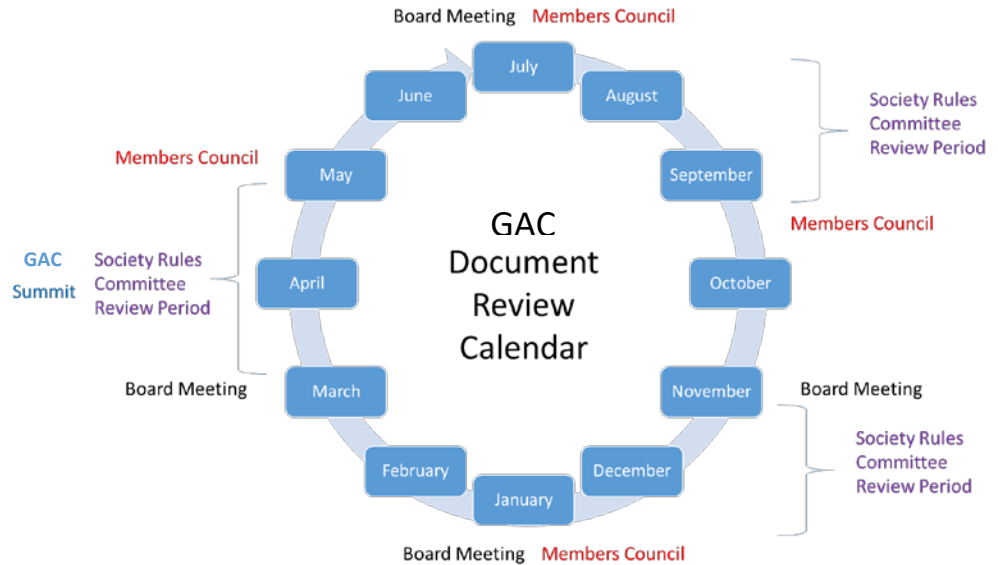
This manual details the operating procedures followed in carrying out the responsibilities of the committee as prescribed in its ROB. For example, this document contains the expectations of Committee members, their duties, a description and make-up of the GAC working subcommittees, the requirements for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

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

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

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

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



f. Nominating

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

57. Committee Objectives (MBOs)

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

1. If any Committee does not submit its objectives to the BOD at the Annual Meeting, an assigned BOD Ex-Officio is responsible for contacting the incoming Committee Chair and working with him/her to complete these objectives.
2. ASHRAE Headquarters staff Director of Member Services will send copies of objectives to the BOD Ex-Officio, Committee staff liaisons and council staff liaisons. Staff liaisons will send objectives to Committee members.
3. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or Subcommittee of the Committee, this should also be included.
4. A status report of the objectives will be included in the Committee report submitted to the Members Council at the Society's Winter Meeting, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Director of Member Services.
5. A final report of the objectives will be included in the Committee report submitted to the Members Council at the Society Annual Meeting, and a copy of the objectives will be sent to ASHRAE Headquarters staff, Director of Member Services. The objectives prepared by the incoming Committee Chair for the next Society Year (or by the individual who will be the next year's Chair) will also be included in this report. These two reports on objectives will show the Members Council what the Committee accomplished during the Society Year that is ending and what is planned for the upcoming year.

68. AWARDS PROGRAM

a. Government Affairs Award

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

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

Attachment B
PPIBs that were approved by the GAC



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RESILIENCY IN THE BUILT ENVIRONMENT

THE ISSUE

Resiliency in the built environment is a complex subject that involves many disciplines. The National Institute of Building Sciences (NIBS) Coalition on Resiliency, which includes ASHRAE and 38 other organizations, has defined resiliency as “the ability to prepare and plan for, absorb, recover from and more successfully adapt to adverse events or threats.” These events or threats may be financial, political, environmental, as well as disaster, conflict, cyber, climate, or health-related. Its recent prominence is in part due to increasing concerns over the adequacy of responses to natural or climate-related events around the world, as well as recognition that many such events are likely to increase in frequency and severity.¹ According to the National Oceanic and Atmospheric Administration (NOAA), weather and climate disasters in the United States alone have caused more than \$456 billion in damages in the last 3 years and over 3,500 deaths.²

Strengthening the built environment is vital to protecting the public when natural and human-induced events occur. Buildings often serve as the first line of defense and as a result, the built environment and engineered systems in buildings must become more resilient in how they are designed and operated in order to protect the public. A building's ability to recover and be available to occupants following such an event, can have widespread economic and health implications. Additionally, as the built environment becomes more interconnected and operations shift towards automation, building systems will see increased vulnerability to cyber threats.

ASHRAE's ROLE

It is ASHRAE's position that building design and operation must consider resiliency as part of an overall risk assessment and planning approach, and that major new efforts in research, education, standards and guidelines, and guidance documents are required to increase building resiliency. Building resiliency is of such importance that it has been identified as one of four key initiatives in the 2019-2024 ASHRAE Strategic Plan.

ASHRAE also has partnered with CIBSE to release a Joint Position Document on Resiliency in the Built Environment.³ The two societies are committed to taking a leadership role with respect to building

¹ IPCC. 2014. Fifth Assessment Report of the Intergovernmental Panel on Climate Change. Geneva, Switzerland: Intergovernmental Panel on Climate Change. www.ipcc.ch/report/ar5/.

² “Billion-Dollar Weather and Climate Disasters: Overview.” National Climatic Data Center, National Oceanic and Atmospheric Administration, www.ncdc.noaa.gov/billions/overview.

³ For more information, see https://www.ashrae.org/file%20library/about/position%20documents/ashrae_cibse_resiliencyinthebuiltenvironment_2019.pdf



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resiliency. ASHRAE will be developing and adopting designs, materials, components, systems, and processes that minimize the adverse impacts of extreme events and environmental changes over time.

ASHRAE's VIEW

Investing in building resiliency is crucial to saving lives, protecting public property, and reducing the financial strain of post-disaster recovery. For these reasons, ASHRAE sees the need for policy setting entities world-wide to encourage sound, balanced, and innovative actions to address long-range resiliency issues and the specific technical concerns associated with them.

When it comes to strengthening the built environment, building codes and standards, such as those developed by ASHRAE, make our communities more sustainable, more efficient and more resilient. According to a 2018 study released by NIBS, by adopting the most recent building codes, there is an impressive cost-benefit ratio ranging from \$4—12 for every \$1 invested towards hazard mitigation. Unfortunately, most jurisdictions have not yet adopted the most recent standards and codes that are based on the latest research and technological innovation. Legislators and other government officials should examine the best ways to assist these jurisdictions with the adoption, implementation and enforcement of the most recent building energy efficiency codes and standards. This will help prevent future destruction and improve the resilience of the built environment. ASHRAE is committed to being a resource for government with respect to building codes and standards, and will continue to publish and maintain consensus-based building standards, guidelines, and Design Guides.

ASHRAE also holds the following positions with respect to resiliency in the built environment:

- Resiliency is an important societal, economical and technical issue that has a major impact on the built environment as well as how engineered building systems are designed and operated.
- Technical solutions to these challenges are needed. These solutions will include research, standard and guideline development, and the production of educational material.
- Policy setting entities need to encourage sound, balanced, and innovative actions to address the broad issues of resiliency and the specific technical concerns associated with them.
- Built environments need to be developed which are both resilient and sustainable.

Additionally, ASHRAE recommends that additional and continuing research be conducted with the intent to guide resilient infrastructure, building systems and community designs. ASHRAE aims to continue collaborating on building resiliency research opportunities with external organizations, national and international government agencies, and foundations. This is in addition to the over \$10 million in ongoing research projects currently funded by ASHRAE.



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CLIMATE CHANGE AND THE BUILT ENVIRONMENT

THE ISSUE

Worldwide concern for changes in the global climate has escalated as scientific evidence has become more definitive, linking increased concentrations of atmospheric greenhouse gases (GHGs) with global warming. As a result, ASHRAE's policy focus on global climate change has significantly increased.

When developing policy to combat climate change, it is important to consider that buildings and their heating, ventilating, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to GHG emissions. Buildings are responsible for more than 35% of global final energy use and nearly 40% of energy-related CO₂ emissions worldwide.¹ These emissions are associated with construction and the energy needed to operate buildings and building systems, and to a lesser extent indirectly through the release of refrigerants, if not properly contained. According to the United Nations Intergovernmental Panel on Climate Change (IPCC), "buildings offer immediately available, highly cost-effective opportunities to reduce energy demand, while contributing to meeting other key sustainable development goals including poverty alleviation, energy security and improved employment."² Improving the energy efficiency, and the ongoing efficient performance of building systems provide a significant opportunity for climate change mitigation.

ASHRAE's ROLE

ASHRAE is the leading source of information and research for HVAC&R systems and building performance making this issue a key area for our members. ASHRAE's members use their expertise to help policymakers promote the implementation of energy efficient design practices and sustainable technologies that can help reduce GHG emissions. This is done most notably through ASHRAE's Energy Conservation Standard 90.1, existing building energy efficiency Standard 100, and the International Green Construction Code Powered by ASHRAE Standard 189.1, which addresses sustainability in buildings and building sites. ASHRAE has also published Standard 105, which provides a method for determining, expressing and comparing building energy performance and greenhouse gas emissions.

ASHRAE and its partners have published several Advanced Energy Design Guides (including Zero Energy Building Guides for K-12 Schools and Offices), which are available for free download and provide educational guidance to reduce energy consumption while achieving proper IEQ conditions.³

¹ 2018 Global Status Report Towards a Zero-Emission, Efficient and Resilient Buildings and Construction Sector. United Nations Environment Programme, International Energy Agency (IEA), and Global Alliance for Buildings and Construction (GlobalABC), https://wedocs.unep.org/bitstream/handle/20.500.11822/27140/Global_Status_2018.pdf?sequence=1&isAllowed=y.

² Lucon, Oswaldo, and Diana Ürge-Vorsatz. "AR5 Synthesis Report: Climate Change 2014." *Chapter 9: Buildings*, United Nations Intergovernmental Panel on Climate Change, 2014, https://www.ipcc.ch/site/assets/uploads/2018/02/ipcc_wg3_ar5_chapter9.pdf.

³ For more information, see www.ashrae.org/technical-resources/aedgs.



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ASHRAE is also in the process of developing BSR/ASHRAE Standard 228P which will set requirements for evaluating whether a building or group of buildings meets a definition of “zero energy.”

With respect to refrigerants, ASHRAE also advances the HVAC&R field by performing research on low GWP refrigerants and developing safety and classification standards on refrigerants.⁴, developing guides and a standard for designing systems that minimize energy consumption and reduce emissions of high global warming potential (GWP) refrigerants. As part of this effort, ASHRAE supports the global phasedown of the production and consumption of refrigerants that are high-GWP HFCs, including through legislation, regulations, and policy.

ASHRAE's VIEW

ASHRAE is committed to a leadership role in reducing climate change contributed to by building systems and responding to climate change experienced in the built environment. ASHRAE recommends:

- States adopt the most recent version of ANSI/ASHRAE/IES 100 for existing buildings and ANSI/ASHRAE/IES 90.1, which has been a benchmark for new commercial building energy performance in the United States and a key basis for codes and standards around the world for more than 40 years. The 2016 version of the standard is about 34% more energy efficient than the 2004 version.
- A full evaluation of new and existing buildings' climate impacts and energy performance.
- Funding for research that improves energy efficiency/utilization in HVAC&R technology to minimize GHG emissions.
- Funding for building science research leading to advanced equipment and systems, grid-interactive designs and ability to load-shift, integration of the Internet of Things (IoT), net metering, and building based energy storage systems capable of providing dispatchable energy systems.
- Promotion of life-cycle-cost analysis to building owners to encourage sustainable building construction, operation and renewal.

⁴ For more information, see: <https://www.ashrae.org/technical-resources/bookstore/standards-15-34>



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Built Environment Today

ENVIRONMENTAL TOBACCO SMOKE

THE ISSUE

While indoor smoking has become less common in recent years in many countries, exposure to Environmental Tobacco Smoke (ETS) continues to have significant health and cost impacts. Researchers have investigated the health and irritant effects among non-smokers exposed to tobacco smoke in indoor environments. Such exposure is also known as passive smoking and as involuntary exposure to secondhand smoke. A number of national and global health research groups and agencies have concluded, based on the preponderance of evidence, that exposure of non-smokers to tobacco smoke causes specific diseases and other adverse effects to human health, most significantly cardiovascular disease and lung cancer. No cognizant authorities have identified an acceptable level of ETS exposure to non-smokers, nor is there any expectation that further research will identify such a level.

Despite extensive evidence of such harm and the well-documented benefits of smoking bans, many locations worldwide still lack laws and policies that provide sufficient protection. In many locations, laws and policies are only partially protective, permitting smoking in certain areas of buildings or specific building types including casino, entertainment and multifamily housing.

ASHRAE's ROLE

Providing healthy and comfortable indoor environments through the management of indoor air quality is a fundamental goal of building and HVAC design and operation. ASHRAE has long been active in providing engineering technology, standards and design guidance in support of this goal. For example, ANSI/ASHRAE Standards 62.1 and 62.2 are standards that specify minimum ventilation rates and other measures in order to minimize adverse health effects for occupants. Therefore, the health effects of indoor exposure to emissions from cigarettes, cigars, pipes and other tobacco products are relevant to ASHRAE.

ASHRAE's VIEW

Exposure to ETS can be reduced through a variety of strategies, but they do not completely eliminate exposure to ETS. Only an indoor smoking ban, leading to near zero exposure, provides effective control, and only such bans have been recognized as effective by health authorities. While there are no engineering design issues related to this approach, the existence of outdoor smoking areas near the building and their potential impacts on entryway exposure and outdoor air intake need to be considered.

There are three general cases of space-use and smoking activity in sequence from most to least



Shaping Tomorrow's Built Environment Today

effective in controlling ETS exposure: 1) allowing smoking only in isolated rooms; 2) allowing smoking in separate, but not isolated spaces; and 3) totally mixing occupancy of smokers and nonsmokers. These approaches do not necessarily account for all circumstances.

Because of ASHRAE's mission to act for the benefit of the public, it encourages lawmakers, policymakers and others who exercise control over buildings, to eliminate smoking inside and near buildings. ASHRAE also recommends:

- That building design practitioners work with their clients to define their intent, where smoking is still permitted, for addressing ETS exposure in their building and educate and inform their clients of the limits of engineering controls in regard to ETS.
- That multifamily buildings have complete smoking bans inside and near them in order to protect nonsmoking adults and children.
- That further research be conducted by cognizant health authorities on the health effects of involuntary exposure in the indoor environment from smoking cannabis, using hookahs, using Electronic Nicotine Delivery Systems (ENDS), and engaging in other activities commonly referred to as vaping or using e-cigarettes.

ATTACHMENT C
GAC RECOMMENDATIONS FOR PAOE POINTS

Due to the extensive review GAC did last Society Year on PAOE criteria, the GAC has no additional recommendations at this time to the Government Affairs Category.

Chapter Technology Transfer Committee (CTTC)

Report to Members Council

From Meeting of January 13 and 15, 2021

Members Present	Members Absent	Guests	Staff
Thursten Simonsen	Renjie Jerry Huang	Larry Smith	Rhiannon Masterson
Mohammad Al Tassi		Kurt Monteiro	Anastasia Meadows
Daniel Robert		Mick Schwedler	Joyce Abrams
Charles Bertuch		Keith Reihl	Eunice Njeri
Daniel Redmond		Dan Chudecke	
Matthew Archey			
Christopher Adams			
Arunabha Sau			
Elizabeth Zakelj			
Grant Page			
Peter Sudbeck			
Russell Pratt			
Kevin Blankemeier			
Janice Peterson			
John Constantinide			
Mahroo Eftekhari			
Ahmad Nour			
Heric Holmes			
Andrew Reilman			
Ashish Rakheja			

Motions

1. That Society introduce a virtual Distinguished Lecturer option for chapters, which will not count as an allocated visit, effective July 1, 2020.

Background: Referred motion from Members Council: ASHRAE CARICOM Chapter – Motion 16 (02/04/2020). CTTC is already implementing the intent of this motion and the ASHRAE GoToMeetings service is available to chapters who need it. CTTC formed an ad hoc in June 2020 to provide guidelines and recommendations to chapters for hosting virtual meetings and it was agreed that virtual DL visits should not be discouraged. An action item was created to communicate to chapters that these virtual visits are available, that Society wants to track them as non-allocated, and to provide instructions on how to utilize ASHRAE's GoToMeeting service.

Fiscal Impact: None

Vote: 17-0-0 CNV

2. That Members Council refer the following motion to the Communications Committee to review for feasibility and fiscal impact: CTTC implement a "Chapters "DL" Event Tracker" application tool on ASHRAE 365 mobile application, beginning July 1, 2021.

Background: Referred motion from Members Council: South Brazil Chapter – Motion 6.c (11/10/2020).

After discussion, CTTC concluded that we are in favor of the intent of this motion, but are unsure of the cost and timeline. More research is required and CTTC voted to refer this motion to the Communications Committee to review for feasibility and fiscal impact.

Fiscal Impact: \$5,000

Vote: 17-0-0 CNV

3. That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

5. Committee Membership

A. This committee shall consist of ~~19~~ voting members, including a chair, ~~two~~ one or more vice chair(s), ~~14 CTTC regional vice chairs, and consultants in various roles~~ one chapter program coordinator, and one web broadcast coordinator; in addition, 2 non-voting members, ~~consisting of including~~ a BOD ex officio member, and a coordinating officer are assigned.

C. The chairman and ~~two~~ vice chair(s) of this committee shall be members intitled to vote in the Society.

6. Duties of Committee Members

Duties of ~~Web Broadcast~~ Tech Hour Coordinator

Duties of the ~~Web Broadcast~~ Tech Hour Coordinator shall include the following:

1. Manage ~~web broadcasts and webcasts~~ Tech Hours:
 - a. Select topics at ASHRAE Winter meeting for the following year's ~~broadcast/webcast~~ Tech Hours
 - b. Solicit ASHRAE Society's relevant committees for speaker recommendations
 - c. ~~Approve speaker's list at ASHRAE Annual meeting~~ The Tech Hour ad hoc will review speaker submissions for selection
 - d. Contact speakers for acceptance
 - e. ~~Forward accepted speaker's list with contact information to CTTC Staff Liaison~~ Assist with review process
 - f. ~~Supervise Peer Review Committee selection;~~
 - i. ~~Three (3) persons selected by Technology Council with name provided by specified date to CTTC Staff Liaison~~
 - ii. ~~Two (2) persons from organization related to the broadcast topic selected by CTTC Communications Coordinator~~
 - iii. ~~Four (4) persons who are members of CTTC or chosen by CTTC~~
 - iv. ~~All speakers for broadcast~~

Duties of the Staff Liaison

16. Coordinate logistics, publicity, program, registration, and reporting for CTTC ~~Satellite Broadcasts/Webcasts~~ Tech Hour.

7. Subcommittees

Executive Subcommittee

- a. Consists of the chair, first and second vice chairs, Programs Coordinator, ~~Web Broadcast~~ Tech Hour Coordinator, and the BOD ExO.

Operations Subcommittee

- d. Administer satellite ~~broadcasts/webcasts~~ Tech Hours.

Background: Necessary update to reflect change from webcast to Tech Hour, and housekeeping updates.

Fiscal Impact: None

Vote: 8-0-0 CNV

Information Items

1. CTTC is working to get two Tech Hours published within the next couple of months, and hopefully a third by the end of the Society year.
 - a. We are almost ready to record a Tech Hour on Commissioning, which was scheduled to be recorded in April 2020, but was delayed due to the pandemic and travel restrictions. The presenters are HJ Enck and Reinhard Seidl.
 - b. We are in the process of reviewing the Building EQ Tech Hour presentation materials, which will be presented by Doug Cochrane.
 - c. We are also looking at an IAQ topic.
2. The DL program has a total of 206 allocated visits available to chapters this Society year; however, due to travel restrictions none of those allocated visits have been utilized. The good news is that DLs and chapters have taken advantage of virtual visits and 173 virtual non-allocated visits have been completed or are scheduled, with a total of 183 chapters participating in those visits.
 - a. Eleven of the 69 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Malaysia, Singapore, Sri Lanka, and the UK. DL presentations are available in 11 languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Punjab, Spanish, and Thai.
3. CTTC reviewed 9 DL nominations as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 72 DLs for the 2021-22 Society year. Six new DLs will begin two-year terms on July 1, 2021. The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.
4. We received 26 Technology Award entries for this year's Society-level competition. The judging panel selected 11 projects for awards: one Engineering Excellence, six first place, one second place, and three honorable mention.
 - a. First place entrants and building owner representatives will be recognized during the Virtual Winter Conference. Winning projects will be featured throughout the year in both the *ASHRAE Journal* and *High Performance Building Magazine* in 2021.

Attachment

Attachment A – Updated CTTC MBOs for 2020-21

ATTACHMENT A

Management by Objectives
Chapter Technology Transfer Committee
ASHRAE Society Year 2020-2021
Thursten Simonsen, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
1. RVCs to coordinate with chapter program chairs to continue hosting a full chapter year of monthly meetings and programs, whether in-person or virtually as local and regional conditions dictate. RVCs and chapter program chairs to promote flexibility in responding to local ordinances and regulations related to the global pandemic while still engaging with chapter members in educational programs throughout the year.	Ongoing	June 2021	All RVCs	ASHRAE Strategic Plan Goal 2 promotes maximizing member value and engagement, including through the leveraging of technology. The impacts of the global pandemic have brought immediate reductions to in person education and technology transfer; however CTTC is in a prime position, through chapter programs, to continue promoting education and programs to chapter members.
2. Each RVC to work with chapter programs chairs to identify a minimum of five (5) organizations (i.e. local or regional councils, sustainability organizations, city or state energy efficiency organizations, or similar organizations) – and set up in person or virtual introductory meetings to promote ASHRAE's essential knowledge and resources for a sustainable, high-performance built environment.	Ongoing	June 2021	All RVCs	This aligns with ASHRAE Strategic Plan Goal 1 – and promotes local and regional engagement with organizations and councils that may align with ASHRAE's base of knowledge and expertise and drive positive economic, environmental, and social impact through innovation in building design and operations.

<p>3. CTTC Tech Hour Ad Hoc Committee and RVCs continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative tech hour programs during the 2020-21 society year. Goal to develop and publish a minimum of three (3) tech hour programs despite the limitations posed by the global pandemic, and to fully engage the ASHRAE marketing initiative for the ASHRAE Tech Hour.</p>	<p>Ongoing; two in production and a third in development</p>	<p>May 2021</p>	<p>All RVCs and Web Broadcast Subcommittee</p>	<p>In 2019-20 CTTC rebranded the ASHRAE Webcast as the ASHRAE Tech Hour and posted two programs. Development has halted due to global pandemic restrictions. Tech Hour programs must continue development in a manner to accommodate the travel and social distancing concerns of Covid-19.</p> <p>This supports Strategic Plan Goal 3 – Optimize ASHRAE’s Organizational Structure to Maximize Performance</p>
<p>4. RVCs to coordinate with chapter program chairs to schedule distinguished lecturer virtual presentations to each chapter during this society year. The global pandemic has curtailed travel; however with technology distinguished lecturers may continue to present to chapters. The goal is to have all allocated DL visits schedule by December 2020 as would occur during a typical chapter year, with chapters taking full advantage of technology to deliver virtual programs as needed and required.</p>	<p>Ongoing; 183 of 198 chapters have hosted or are scheduled to host a DL visit this year</p>	<p>December 2020</p>	<p>DL Program Ad Hoc and RVCs</p>	<p>The DL program has been a consistent method of transferring ASHRAE’s depth of knowledge and resources to local and regional membership through technical program. RVC’s shall work to continue full utilization of the DL program during the society year, even though most or nearly all of the programs must be delivered through virtual meeting technology.</p> <p>This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.</p>

5. Work with all RVCs to increase the number of Technology Award submissions, including a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, and Region-at-Large for a minimum of 5 total from outside North America.	Incomplete; received submissions from Region XIII including three from outside North America	October 2020	All RVCs	<p>International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards.</p> <p>This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.</p>
6. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year for each of the CTTC sub-committees	Ongoing	November 2020 & April 2021	Member Services & Operations	<p>This was something that our previous chairs, Farhan Mehboob and Nathan Hart, initiated and continued over the past two years. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3 – Organizational Streamlining.</p>

Task A – “Examine the MCO to determine if it provides the proper guidance in terms of Chapter Sponsorships”

January 25, 2021

Team Members: Joe Sanders, Richie Mittal, Nate Boyd

2020-2021 Members Council Planning Subcommittee

Recommendations and Conclusions:

- Sponsorship instructions in the MCO are limited primarily to the subject of RP and technical meetings.
- Training on sponsorship rules and best practices tends to be tribal knowledge of each Chapter and Region, resulting in inconsistencies.
- Regional instructions for sponsorships in the ROM are also severely limited and pertain exclusively to sponsorships regarding the ASHRAE Winter or Annual Meetings.
- Both the MCO and ROM are due for a rewrite to consolidate and standardize the instructions for sponsorships.
- Best practices from Chapters and Regions should be compiled and included in the updates to these documents.

Value to Members:

Providing greater access to standardized rules and best practices for sponsorships should increase the capabilities of Chapters and Regions to effectively and properly fundraise. Thus far, sponsorships have proven to be an effective means to fund more of our chapters' and regional activities as many of those chapters and regions cannot effectively meet their mission on dues alone.

Expected Improvement:

There are certain chapters and regions that perform significantly better in fundraising than others, and it is not entirely a matter of sponsor base. In most cases, the chapters and regions that are the most effective at fundraising are the ones that have established well-documented and matured best-practices. This is in comparison to relatively young chapters or spread-out regions that have not been provided much guidance and so are going about it in their own way. Effective sponsorship training should lead to an increase in chapter and regional operating funds and RP collection, meaning better meetings, better outreach, more effective research and membership promotion campaigns, etc.

Additional Tasks Needed:

Both the MCO and the ROM are lacking in both instruction and best practices for how chapters and regions should go about soliciting and utilizing sponsorships. Each of these guiding documents needs to be rewritten such that the critical subject of sponsorships is treated as its own chapter or topic heading for ease of reference.

Society should also provide training to each Chapter and Region on how to effectively solicit and utilize sponsorships.

Motions Needed:

A draft motion has been created by Planning Subcommittee for presentation at the 2021 Winter Meeting.

Concerns:

After reviewing both the MCO and the ROM, it is clear that updated guidance documentation and sponsorship training will be beneficial for our chapters, regions and indeed society as a whole. The financial situation for chapters, regions and society has been negatively impacted by the global pandemic of SARS-COVID-19; some more so than others. In the recently passed year and current society year, many chapters are likely struggling to maintain a strong financial standing. The ability to reach actual sponsors increases the effectiveness of the chapter.

There are concerns when providing sponsorship training. There are certain legalities that come into play outside of ASHRAE with respect to local, provincial or national laws that may be a factor in what is and is not allowed. This should be treated carefully and clearly in any written document with tips and tricks to securing sponsorships, and all Chapter and Regional officers should be provided training once the MCO and ROM are updated. It is recommended that society explore resources and experience that other committees may be able to offer (such as Government Advocacy) that may also be a substantial contributor to updating these procedures.

The other major concern is that standardizing sponsorship procedures will negatively impact the revenues at CRCs and chapter meetings. The chapters or regions that aren't currently "doing it by the book" may find themselves in the position of having to make significant changes to their business model. Therefore, each document should explore how to best secure and utilize sponsorships as a supplement to CRC or chapter revenue generation.

MBO #1 – “Explore frequent use of digital live trainings for Grassroots”

October 25, 2020

Team Members: Eric Sturm, Region VI; Bill Walter, Region I; Joe Sanders Region VIII

2020-2021 Members Council Planning Subcommittee

Recommendations and Conclusions:

- Grassroot digital training is effective as a supplement, but is not recommended as a total replacement of in-person training.
- Distribute the Communication Committee’s “ASHRAE Virtual Meeting Guidance: Tips for Hosting a Successful Virtual Event” to all hosts prior to event. This document should be updated as lessons are learned, and virtual meeting technologies evolve.
- Presenters should have training using the meeting software and on how to run effective training, including how to actively encourage participation.
- Someone other than the trainer should be assigned to monitor and/or respond to online chat.
- Software should have “break-out room” capability as an option.

Value to Members:

Providing greater access to training for our grassroots committee chairs and co-chairs should increase the capabilities of those chair to serve our members. Thus far, virtual training has proven to be an effective means to reach more of our chapters’ Grassroots committee chairs as many of those chairs are unable to travel to in-person training.

Expected Improvement:

The RVCs report a greater turnout of the actual chapter chairs to grassroots training at this year’s virtual CRCs. In most cases, 100% or near 100% attendance was reported in our surveys. This is in comparison to an estimated 25-30% when training is held exclusively in-person. Effective training should lead to an increase in effective chapter chairs, meaning better meetings, better government outreach, more effective research and membership promotion campaigns, etc.

Additional Tasks Needed:

Society or the Communications Committee may need to explore whether our current software for virtual training continues to be the best product for our needs. For instance, many RVCs would like breakout room capabilities that some software offers, but GoToMeeting does not at this time.

Society should also provide training to each RVC on how to conduct an effective virtual training session.

Motions Needed:

Future motions may be necessary to implement any changes to the virtual training software.

Concerns:

After surveying the RVCs of multiple regions, the chairs each grassroots committee, and the communications committee, it is clear that virtual training is beneficial for our committees. The feedback indicated that attendance by the incoming chairs far exceeded the attendance numbers in the past. Most RVCs reported nearly 100% attendance for training during this year's virtual CRCs; in recent years many chapters struggle to get a number of their chairs to attend the CRC and other members may attend the training in their place. The ability to reach the actual chairs increases the effectiveness of the training. Virtual training, when scheduled without overlapping sessions, allow for regional and chapter leadership to attend multiple sessions as well.

There are concerns when providing virtual training. The top concern amongst those surveyed was keeping the participants engaged. The Communications Committee has written an excellent document with many tips and tricks to providing effective training, all RVCs should be provided and familiar with this document. Many of the recommendations refer to virtual meeting software features, such as break out room capabilities, that our current platform does not support. It is recommended that society explore other platforms and confirm that it is the best option for grassroots training.

The other major concern is that providing virtual training will negatively impact the attendance at CRCs, centralized training, annual, and winter meetings. Involvement in the grassroots committees is often the driver in getting a member to their first CRC or society meeting. These in-person meetings provide a much-needed avenue to building relationships and networking that are essential to a strong professional society. Therefore, each committee should explore how to best utilize virtual training as a supplement to CRC or centralized training.



ASHRAE Virtual Meeting Guidance

Tips for Hosting a Successful Virtual Event

Prepared by: ASHRAE Communications Committee

Approved for Distribution: 5/29/2020

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General Tips

- ☐ Have a **Virtual Meeting Housekeeping** agenda item at the beginning to address virtual meeting protocol. See guidelines below under Hosting a Virtual ASHRAE Business Meeting.
- ☐ **Video/webcam use is strongly encouraged** - it allows attendees to see visual cues such as body language and engagement. Webcam usage and video transmission can cause Internet connections to slow down. Meetings of 20 or more should limit webcam usage to key speakers.
- ☐ **Mute** – Remind attendees to mute themselves unless they need to speak. Optionally, the meeting facilitator can mute everyone to start and announce how to make comments.
- ☐ **Listening/speaking** – use headset or earpiece to minimize your ambient noise interference when unmuted.
- ☐ **Designate a Facilitator** - Good facilitation is critical to a successful virtual meeting. See below under Meeting Facilitator.
- ☐ **Use Chat** – For quick answers (yes, no, agree, disagree, etc.) and other comments.
- ☐ **Meeting Length** – Trim your agenda and take breaks every 40 minutes. It is more difficult for most people to stay engaged during a long virtual meeting.

Meeting Facilitator

Good facilitation is critical to a successful meeting. Decide ahead of time who will facilitate your virtual event. For smaller meetings, the person chairing the event may be able to facilitate. Meetings larger than 10 people should have a dedicated facilitator.

Facilitator responsibilities:

- ☐ Join meeting 30 minutes ahead of time
- ☐ Confirms arrival of all presenters, especially speakers
- ☐ Test sound, video, and mute functions for all presenters
- ☐ Share screen for introduction slideshow, and advances slides as needed
- ☐ Manages the “pass off” between presenters if needed
- ☐ Handle mute/unmute of attendees as necessary
- ☐ Monitor chat
- ☐ Monitor agenda, ensure people are stepping in when necessary
- ☐ Monitor meeting elapsed time
- ☐ Review/prepare “welcome/housekeeping slides”

Who makes a great facilitator?

- ☐ Well-versed in meeting software
- ☐ Familiar with the content of the meeting
- ☐ Examples:
 - For a TC Meeting – Secretary or Vice-Chair
 - For a Chapter Event – CTTC Chair or Programs Chair
 - For a Society Committee Meeting – Staff Member

Hosting a Virtual ASHRAE Business Meeting

Before the Meeting

- ☐ Send [virtual meeting tips](#) to attendees
- ☐ Identify [meeting facilitator](#)
- ☐ Establish break times and lengths

During the Meeting:

- ☐ **Start with Virtual Meeting Housekeeping** – explain these items:
 - Ask people to identify themselves anytime they speak
 - "This is Pam Duffy from Region VIII"
 - How to mute and unmute on your platform.
 - "We can hear very tiny noises like keyboard typing."
 - Attendees may be asked to mute, or that the facilitator may mute them
 - "Jessica, we can still hear your audio. Can you please mute your line?"
 - "Jessica, I muted your audio."
 - Use the Chat box instead of speaking when:
 - For quick answers (yes, no, agree, disagree....) or sharing a hyperlink
 - Stepping away from the meeting
 - Audio or video quality problems
- ☐ **Taking Attendance**
 - Use the Member Roster and compare with the platform attendee list to identify attendance. Ask attendees to turn on audio and video when their name is called.
 - "Heather, I see you're online. Are you connected to audio?"
 - Have attendees to use the chat function to provide feedback to the moderator/speaker
 - "Your audio is quiet; can you try to adjust your settings?" I'll come back to you shortly to try again."
- ☐ **Motions and Voting**
 - Acknowledge specific individuals by name for discussion.
 - "Karine, would you like to comment on this topic?"
 - "Ken, would you like to make the motion?"
 - Call for the vote.
 - Voice vote – "All in favor, say 'aye.' All opposed, say, 'no.'" There is no need to ask these questions separately.
 - Roll call vote – Any voting member (including chair) can request a roll call vote.
- ☐ **Timing**
 - The chair should be cognizant of the time and make periodic announcements.
- ☐ **Breaks**
 - Instruct people to mute/turn off video during breaks.
 - Put break end time up on the screen.

Hosting a Virtual ASHRAE Meetings with a Main Presentation

Three Weeks Before Meeting

- ☐ **Assign a [Facilitator](#)**
- ☐ **Confirm the platform to be used**
 - GoToMeeting and GoToWebinar are available free of charge from ASHRAE.
 - Learn more about how to reserve: <https://www.ashrae.org/emeetings>
 - If the platform has a cap on the number of attendees, add a cap on your event registration.
 - If the platform requires attendee registration, include registration information in promotional materials.
- ☐ **Confirm how attendees will receive the joining information.** Will it be sent automatically from the platform or will a volunteer need to send?
- ☐ **Consider** incentives for members to attend the meeting live, like a raffle or giveaway.
- ☐ **Share** virtual meeting details with “sister” chapters or other chapters in your region that may be interested.

1 Week Before Meeting

- ☐ Create an **Event Agenda** (see template below) and confirm details with all participants.
- ☐ **Speaker Coordination**
 - Remind speaker to join the virtual meeting 30 minutes before start time for a technical test.
 - Confirm if recording the presentation is acceptable and get permission in writing.
 - Share technical agenda with speaker.
 - Discuss how questions will be handled. Using chat for Q&A is recommended.
 - Request presentation for [commercialism review](#). Refer to the [Manual of Chapter Operations](#) Appendix 5A to understand possible challenges. Ensure the [facilitator](#) has the ability end the live presentation if necessary.
- ☐ **Create online event survey** (Google Forms, Survey Monkey)
 - Look for an option to make a downloadable PDF available upon survey completion. This way, event attendees must fill out the survey to receive their PDH.

Day Before the Meeting

- ☐ Re-confirm agenda with speaker and presenters.
 - Introduction and conclusion
 - How pass-offs will happen
 - Q&A
- ☐ Email virtual meeting tips to attendees.

After the Meeting

- ☐ If you used a shared meeting platform with common login information, log out of the platform.
- ☐ Email the event survey.
- ☐ Email PDH certificates.
- ☐ Publish recorded presentation if you have permission.

Tips for Speakers and Presenters

Before the Meeting

- **Video**
 - Check our webcam video tips in the [Appendix](#)
- **Audio**
 - **Ensure high quality** audio from your microphone by testing ahead of time with the meeting organizers.
- **Test**
 - Use the platform setup to adjust your camera BEFORE the meeting.
 - Some platforms have test connections to do this when convenient.
- **Confirm Logistics**
 - Confirm logistics for screen sharing.
 - Confirm with meeting organizers how Q&A will work.
 - Determine who to “pass” the presentation back to once you are done presenting.
- **Prepare Presentation**
 - Concise presentations are more successful.
 - A virtual presentation can extend longer than a live presentation.
 - A good rule of thumb for virtual presentations is 2 minutes per slide. That is 30 slides maximum for a 60-minute presentation.
 - Maintaining audience engagement is more difficult in a virtual presentation.
 - Use built-in polls in GoToMeeting or responses in chat to encourage engagement during your presentation.
 - Plan for an engagement activity once every 5 minutes.
- **Rehearse**
 - Look at camera, not computer.
 - Record yourself to check your audio and video quality.

Speaking

- Ensure the presentation file is the version approved by the meeting organizers that is in compliance with the [ASHRAE Commercialism Policy](#)
- **Consider standing** during the presentation.
- **Eye Contact**
 - Look at camera as much as possible.
 - Add a sticky note to your camera with a friendly reminder that says, "look here!"
- **Keep it Engaging and Read the Proverbial “Room”**
 - Ask for written feedback, “Type yes into the chat if you agree”
 - Ask for visual feedback, “Give a thumbs up to the camera if you agree”
- **Q&A**
 - Build in "question pauses" in the presentation to ask and answer questions
 - Know that questions will be at the end of the presentation

Hosting a Virtual Special Occasion ASHRAE Event

- ☐ **Designate a [Meeting Facilitator](#)**
- ☐ **Create an Agenda**
 - It may not be a meeting, but you still need structure! Take a look at the [technical agenda](#) for ideas.
 - Remember that virtual events are more engaging with more speakers. Ensure that there are plenty of pass-offs.
 - Designate a clear “end time” and plan how to close out the event on a high note.
- ☐ **Slide Deck –**
 - Use the [opening slides template](#) with housekeeping items.
 - Add plenty of photos of those being recognized at the event or other memories.
- ☐ **Attire** – Encourage attendees to dress up for the occasion.
- ☐ **Theme** – Consider an event theme like superheroes, 80s, under the sea, and encourage people to decorate and dress accordingly.
- ☐ **Group Picture** – Make plans to take a group picture via screenshot (of award winners, or all attendees).
- ☐ **Music** – Create a playlist and sharing music upon entry.
- ☐ **Presentation of Physical Items** – Ship items as needed (plaques, trophies, etc.) with the express instructions to NOT open the box, but to be prepared to open the box during the meeting.
- ☐ **Activity** – Consider a group activity to engage people. Some ideas:
 - Trivia using built-in polling or another tool like [Poll Everywhere](#)
 - Scavenger Hunt (“Show us something with the ASHRAE logo!”)
 - Bingo
 - Hire a Professional Comedian or Live Music
 - Virtual Dance Party; for example, [learn a line dance!](#)
- ☐ **Extend the Invite** – Extend the invite to family, friends, and pets!
- ☐ **Drinks** – If your event would normal be accompanied by a happy hour, consider one of these ideas:
 - Have a themed cocktail and mocktail recipe that you have sent ahead of time to attendees.
 - Encourage attendees to bring their favorite beverage to the event.
 - Plan opportunities for toasts or cheers.
- ☐ **Meals** – If your event would normal be accompanied by a meal, consider one of these ideas:
 - Send a suggested menu with recipes and encourage attendees to prepare ahead of time and eat on the call.
 - If you have sponsors, you can have a food delivery service (DoorDash, Uber Eats, Postmates, etc.) delivered to the attendees so they can all share a meal or have a drink.
 - If you have sponsors, you can have sponsors issue gift cards to a food delivery service (DoorDash, Uber Eats, Postmates, etc.) and have attendees order after the meeting.
 - Utilize your platform’s “break out room” function so people can talk together like they are sitting at a round table at the event for real. Provide prompt questions for people to discuss at their breakout.

Appendix

- ☐ [Template: Technical Agenda](#)
- ☐ [Template: Email to Attendees with Virtual Meeting Tips](#)
- ☐ [Tips for Successful Video in Virtual Meetings](#)
- ☐ [More Tips for Hosting a Successful Virtual Meeting](#)

Template: Technical Agenda

	Responsible	Details
Entry – before meeting starts	Facilitator	<input type="checkbox"/> Display Welcome slide and share screen to attendees <input type="checkbox"/> Verify attendees can see the shared screen <input type="checkbox"/> Welcome people as they arrive. <input type="checkbox"/> Announce meeting start - on time
Housekeeping Announcements	Presenter	<input type="checkbox"/> Discuss virtual meeting housekeeping announcements. <input type="checkbox"/> When finished, introduce the next presenter, “Now I’d like to pass it off to, <volunteer name>”
Welcome and Meeting Announcements	Presenter	<input type="checkbox"/> Make remarks. <input type="checkbox"/> When finished, introduce the next presenter, “Now I’d like to pass it off to, <volunteer name>”
Introduce Speaker	Presenter	<input type="checkbox"/> Make remarks. <input type="checkbox"/> During introduction, Facilitator gives access for speaker to share their screen <input type="checkbox"/> When finished, the programs chair says, “It looks like we can see the presentation deck, so now I’d like to pass it off to, <speaker name>”
Presentation	Speaker	<input type="checkbox"/> Make presentation.
Q&A	Facilitator	<input type="checkbox"/> Facilitator asks questions from chat as time allows. <input type="checkbox"/> If needed, changes “share screen” from presenter back to Technical Moderator, to share the final “Concluding Remarks”. <input type="checkbox"/> When finished, says, “That’s all the time we have for questions. I’d like to turn it over to <volunteer name> for some final remarks.”
Concluding Remarks	Presenter	<input type="checkbox"/> Makes final remarks <input type="checkbox"/> Facilitator ends the meeting for all attendees

Template: Email to Attendees with Virtual Meeting Tips

We will be hosting our upcoming meeting virtually. <Enter information here on how to join the meeting, like the hyperlink>.

Here are tips to help make the meeting successful for everyone:

Audio:

- ☐ **Connection Type:** ensure the meeting control panel is set to the correct audio input and output device.
- ☐ **Ensure clear audio.** Use a connected or Bluetooth headset or earbud with microphone.
- ☐ **There is no need to announce your arrival to the meeting.** We will do a roll call and when your name is called, please unmute yourself to reply.
- ☐ **Ensure you are muted** unless you need to speak. Always keep the mute on even if you think you are not making noise, the group can hear everything. Use the mute function within the meeting platform instead of any mute functions on your audio hardware. A facilitator may mute your line for you if the audio is distracting to the meeting.

Video:

- ☐ **Webcam video is encouraged.**
- ☐ **Adjust your Camera Height** – Camera height should be eye level. Use books, boxes, or a laptop stand to raise the height of your camera.
- ☐ **There is no need to get fancy.** Wear something you would not be embarrassed by if you ran into your boss at the grocery store!

Chat:

- ☐ **Use Chat** instead of speaking when:
 - For quick replies (yes, no, agree, disagree.)
 - Stepping away from the meeting
 - Sharing a hyperlink
 - Audio or video quality problems

Finally, be sure to check all your settings before joining the meeting!

New to online conferencing? Here are some tips:

Test your equipment with these helpful links (GoToMeeting)

- ☐ [Test System Compatibility](#)
- ☐ [Test Your Mic and Speakers](#)
- ☐ [Test Your Webcam](#)

Joining the Meeting:

- ☐ [GoToMeeting Attendee Quick Start](#)

Tips for Successful Video in Virtual Meetings

- ❑ **Lighting** – good lighting is key! Make sure you are positioned with enough light.
- ❑ **Eye Contact** - try to look at camera as much as possible. Add a sticky note to your camera with a friendly reminder that says "look here!".
- ❑ **Read the Room** - Be intentional about asking people for feedback on specific items. People can give a thumbs up if they agree.
- ❑ **Adjust your Camera Height** – Camera height should be eye level. Use books, boxes, or a laptop stand to raise the height of your camera.
- ❑ **Be Camera Ready** – There is no need to get fancy, but please look presentable. Wear something you wouldn't be embarrassed by if you ran into your boss at the grocery store. Wear pants!

More Tips for Hosting a Successful Virtual Meeting

Avoid FOUM (Fear of Un-Muting) and EUMAO (Everyone Un-Mutes At Once)

Virtual meetings with a lot of people can feel awkward if everyone is muted and they are not sure when to unmute in order to speak. These long pauses, Fear of Un-Muting ("FOUM") can make virtual meetings feel long and labored.

When there is an open ended question ("can everyone see my screen?", "does anyone have any questions?") and a lot of people answer at once, every stops and starts talking at the same time and then tries to cede the floor at the same time. This phenomenon, Everyone Un-Mutes At Once (or "EUMAO") is even worse than FOUM.

It is the job of the meeting facilitator (person doing the presentation at that time) to avoid FOUM and EUMAO.

- ❑ **Questions that call on the whole group.**
 - These are questions like, "Are there any questions?", "Is everyone okay with tabling this topic?"
 - Ask people to direct their answers to the chat rather than unmute. "Please reply using chat if you are OK to table this topic."
- ❑ **Questions that require someone to chime in:**
 - These are questions like, "Who would like to volunteer?", or "I will entertain a motion..."
 - Instead, ask someone by name if they will take on this task, like "Ken, would you like to make the motion?" or "Kay, can you take on that task?"
- ❑ **Use people's names frequently.**
 - Ask for direct feedback by person, "Randy, do you have any comments or questions on this item?"

Region I Virtual Training Survey Results

Not reporting: communications, YEA, RP

Question	History Stan Westhoff	SA Chonghui Liu	CTTC Charles Bertuch	MP Jason Urso
1. How many attended your virtual workshop?	13	11	15	20
2. How many of those that attended were committee chairs?	11	8	12	10
3. Were those attending participating by commenting and/or asking questions?	Yes	Yes	Yes. We tried to keep the participants engaged and there was much discussion	Yes. I was able to keep the attendees engaged by asking them to get involved and to participate. Instead of just presenting a ppt for the entire presentation, I tried to make it more of a discussion.
4. What do you see as advantages of virtual training?	Bigger turnout	Easier to share screen, and less traveling logistics.	Greater opportunity for participation of Chapter Chairs. Training is important and this provides good opportunity for increased attendance.	Potentially increase attendance from Chairs
5. What do you see as disadvantages of virtual training?	No opportunity to talk and discuss things on a one on one basis or in small groups	No face-to-face interactions, hard to network.	Lack of face-to-face interaction, loss of networking/bonding opportunities	Lack of face to face interaction and keeping attendees engaged. In my opinion, keeping the attendees engaged and the overall success of a virtual training is highly dependent on the presenter. If they are not able to get the attendees to participate in the training, by encouraging them to ask questions or discussing their experiences, etc., then it is much easier for attendees to disengage from the training compared to in person training.
6. If we have to do virtual training again, what could we do to improve the training?	Not Sure	I would prepare more visual sharing (e.g. show them websites, resources, videos, pictures, etc.)	Perhaps provide more flexibility in scheduling to capture greatest number of chapters participating	I think RVCs should be trained on how to present, or at least given some guidance. A subpar presenter could make the experience for the attendees a poor one and turn Chairs off from attending again and possibly

				leave during the training. This applies to in person training as well, however attendees are less likely to leave in the middle of an in person training session.
7. If we are able to hold an in person CRC in 2021 should we consider hybrid workshops, where those that can't attend in person could connect virtually?	Yes, but I fear possible low in-person attendance	Absolutely!	Yes, but: 1) expect some technology challenges; and 2) I wouldn't be surprised to see minimal attendance from Chapter Chairs for whom this is the only reason for them to attend the CRC.	I think that is a good idea in order to get those that cannot attend to participate in the training, however if signing in virtually is given as an option I feel we will see a lot less in person attendees at the CRC.
8. Please feel free to add any other comments you have regarding virtual training.		I think it's good attendance though being virtual and on Saturday.	Overall, I think it was a success.	Hosting virtual training for the CRCs takes away the comradery that is gained from in person training. It's always more personable to see your Chairs face to face. Interacting with them at the social events at the CRC is another key aspect of building a strong relationship with your Chairs, which virtual training eliminates. What turned me on to volunteering for ASHRAE was attending CRCs. It gives us the opportunity to meet and interact with our peers in ASHRAE in both a business and social setting, be recognized at the awards ceremony for your accomplishments, visit other parts of New England, and get my family involved.

Region VIII CRC Training Responses

Region VIII CRC Training Responses							
Question # 1: What worked?	The virtual meeting worked well. It was set up by an ASHRAE society person so that's what worked for me. I didn't have to know how to create the meeting. We had a very good turnout, actually more than would have attended in person probably. I believe it was almost as effective as in person.	I definitely I had the highest attendance yet and I loved doing the event virtually so more people (and the right people, not stand-ins) could attend.	I think the CRC online training went great except for a technical issue that a few of the RVCs had, but I just moved ours to a teams call at the last minute. Most of the chapters were in attendance. We had two hours and it was more than enough time to go through everything.	I did have almost 100% attendance and it actually was all the GAC chairs. For some of them, that was my first contact with them all year. It was effective to connect, but as far as training, not sure. There was input from a small group of attendees. I should have sent a follow up survey to get feedback.	It made it more able for folks to attend, ALL people. I think we should have a virtual option even if we do in person. Many RVC and board positions are not paid travel so its on their dime.	I think it was the best option to reach out to them and for training.	
Question # 2: What didn't work?	The Q&A at the end was not as good as it would have been in person, in my opinion. Also, I didn't know how to operate the presenter controls very well. Otherwise, everything went well.	What I have experienced myself and heard from others is that the presenters feel much more awkward than the attendees. Presenters feel like it doesn't go well if no one is chiming in or seems extremely engaged or if they cannot foster discussion digitally.	A couple of things from the RP centralized training perspective. We split ours into three different sessions (5 hours total) and it was not explained well that people needed to attend each one so some only signed up for one session and are having to watch videos of the others. They are getting credit for attending if they watch the videos and do a quiz. Its frustrating because we still don't have last weeks video to send out and the next training is tomorrow.	I think what didn't work is that people were not participating voluntarily. I had to pull some comments out of people whereas I think in person in a more relaxed environment, people are most likely to add comments to other comments. I also think the drawback to virtual is people just blocked out an hour out of their day and there are still lots of distractions. At the in person CRC, if they are there, they are fully committed to it and sitting in the room.	As with any presentation people may check out. With online it is harder to keep them engaged. However, there are ways to do this and tools such as what Pam has used for quick surveys. I'd also say technical issues can be an issue, connection ect.	The lack of face to face is an issue, as a presenter you do not know if the public is engaged or not if they do not ask questions and usually the people who ask questions are the ones who already know you and feel comfortable asking virtually.	Centralized Training is unilaterally "death by PowerPoint". It would be better for the committee chair if Centralized Training was held virtually in 1/2 hour segments with Q&A.

Question #3: What improvements could be made by presenters, attendees, and/or society?	A better way to handle the sign in sheet. I was having to just make notes of who was attending and I didn't know what chapter some of them were with.	I think the best practice is to record micro-training videos in advance for people to watch and reserve the training for discussion and Q&A. That way, the micro trainings can be linked as answers to questions in the future	I recommend that if they split up the training into multiple sessions, send out the video of the first session well in advance of the second session so people have time to watch. It can work especially with training that is mostly via powerpoint anyway. Maybe have the option for breakout sessions for smaller group discussions.	It would be good to have some type of interactive function that requires their attention while the virtual meeting is going on to get them more focused on the training at hand.	A few things. Maybe a 101 about tricks and tips of our online software and presentations. I also mentioned a way to real time survey people like Pam has used in the past. I'd also say that maybe recording the presos and making them available online for review at a later time would be good. Finally, I had several folks say deciding between what to go to was an issue. If were virtual, maybe we spread it out over a few days.	It might help that everybody has their camara on so we can read the room and adapt our presentation. I have been asking that now that we have been reviewing their MBOs and that has helped a lot. I do not know how to achieve that in a group presentation, so far I have only done it 1 on 1.	Attending all the webinars or watching the recorded videos could be a PAOE requirement. Having virtual content could lead to improved training for chapter co-chairs, etc. and much-needed interaction with the RVC.
Question 4: Do you have any comments or personal feedback not addressed in previous questions?	I would still prefer in person meetings	I think anyone leading the sessions should receive training about how to have an engaging training session. There are many options besides death by powerpoint.	People will probably be multitasking in the background, but they are probably doing this during large group in person training too.	What we do is to record the complete training so the attendee can review it when they can and at the end there is a test where you have to score 80% in order to take it as complete.	With the opportunity to run successful virtual CRCs and annual conference it clearly changes the dynamic of how we CAN do meetings. The question I want to put in front of you guys is how do we shift to a virtual working community and maintain any semblance of a social community? A lot of relationships are formed at the host hotel bar or at the hospitality suite.		

Grassroots Committee Feedback

Research Promotion Chair – Tiffany Abruzzo (2020.09.22)

From: Tiffany Bates Abruzzo < >
Sent: Tuesday, September 22, 2020 5:15 PM
To: Abrams, Joyce
Cc: Sturm, Eric
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots
Attachments: How to set up a virtual event.docx

Hi Joyce & Eric- I hope you are staying well & Joyce- hope you are excited for the big move!

Please see my comments below.

Thank you both!

Best Regards,
Tiff

Tiffany Bates Abruzzo
Regional Account Manager
ClimateMaster, Inc.



Referenced RP Committee Document Attachment (How to setup a virtual event.docx)

How to set up a virtual meeting or event

1. What type of event are you having? What kind of participation do you want or expect from your attendees? Is it important that everyone who attends gets the chance to participate with video and audio, or is it more important that attendees watch a speaker? The type of event will inform what meeting platform you use.
2. Solicit sponsors. Your annual donors will still want to participate in events/meetings and you can still give them the time or space they are wanting virtually. You can involve them as speakers, on slideshow presentations, or just with their logo on a virtual sign.
3. Make sure you have access to a computer or another device with a microphone and webcam.
4. Choose a meeting platform.
 - a. There are many hosting platforms out there to choose from, with pricing ranging from free to monthly or yearly subscription plans. Check to see if any of your chapter officers already have a subscription to a meeting platform.
 - b. Zoom is a popular option. It's an easy to use and robust platform supported by many operating systems and it's free for up to 100 attendees for a 40-minute meeting. For unlimited time, you can subscribe to a yearly plan. Zoom is popular right now in education and community events and it's easy to find online resources to help you plan your Zoom meeting.
 - c. Skype is another popular app that almost everyone has on their business device, and it supports group calls of up to 50 participants for free.
 - d. ASHRAE also has the capability to host your meeting or event on GoToMeeting or GoToWebinar. To schedule, or for more information, email Regioninfo@ashrae.org.

5. Invite your attendees. Make sure to include registration instructions, if any, and information about logging in. Set the invite to remind participants the day of the event/meeting. If that is not an option, be sure to send out a reminder shortly before the event/meeting begins.
6. Practice. Get familiar and comfortable with your platform to minimize the risk of hiccups during your event. Set up a short meeting with your chapter board or volunteer committee and have everyone test the various features of your chosen platform.
7. Recognize your sponsors or donors. You can be as elaborate or simple as you want. Use powerpoint or another program to create slides thanking sponsors or donors and run it during your event. You can also mention your event is “sponsored by” in your invite or follow-up communications.
8. On the day of the event, assign one person to deal with any issues from attendees like trouble logging in, sending the link, issues with their interface, etc.
9. Follow-up. Send a thank you to the attendees and sponsors. Ask for feedback so you can correct anything before your next event or meeting and keep the attendee involved. If you already have the next one scheduled, include that information.

Student Activities Vice-Chair – Jared Larson (2020.09.22)

From: Jared Larson <>
Sent: Tuesday, September 22, 2020 7:33 PM
To: Sturm, Eric
Subject: FW: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Eric;

We held our centralized training all virtually this year. I also chaired a debrief meeting afterward to discuss the training. See my answers below. The effectiveness of training is really demonstrated in the engagement of chapter chairs by increased membership or increased PAOE. Given the revamped PAOE, we cannot compare years, and the pandemic will affect things outside. I may send out a survey monkey at the end of the year to see if they felt the training helped or not. All the answers below in **RED** are based on feedback, and surveys to attendees after the event.

Our format was to limit a 2 hour training window. Prior to training our committee made about fifteen 3 minute videos they were to watch before CT. These videos are made available all year as refreshers. During our training we held kahoot to keep it interactive. The questions were formed around the videos, and pulled out the major topics of the videos. After each question, the presenter would elaborate on the question. At the end of the Kahoots, we did a wind up discussion, and opened up live Q&A on that topic. The committee for years has had strong feedback to eliminate death by power point, and we felt this was our opportunity.

- What has worked well?

-Interactive. Virtual training has to be very interactive. We had generally positive feedback on the kahoots, both from attendees and from those leading the training.

-In our wrap up meeting, it was mentioned that Break out meetings in smaller groups lead by one RVC would be better. (and was used by some CRC's) Go To meeting does not have this function. You need to use Zoom. Not sure about google or teams.

-expanded audience. Many people indicated that they could not attend CT in person, due to limited employer support. We had a record high attendance of 92. Normally we are 40-60. Any training is better than no training.

- Rehearsal. We had 2 practice sessions. These were important for transition, and adding delays in for interactive.

- What hasn't worked well?

-Interaction between chairs. Whether we do it in person or virtual, the complaint has been not enough interaction and sharing of ideas. The collaboration of minds and networking is HUGE in ashrae. I think you will get this feedback on many virtual platforms. I think structured breakout rooms will be vital.

- Sometimes bandwidth is an issue for people.

- not having face to face in training. Usually for bandwidth, people mute their devices and hide the camera. This would improve the item above.

- some people did not like the Kahoot games as they felt the games were to elementary, and they wanted more discussion. These people tended to critique the event a little harder.

- Should we be doing more or fewer virtual trainings?

-I think if we can make it more meaningful, and better ability to network, that this will address many challenges we are facing. I still feel that in person CT is better and more value, but maybe there is an option of virtual, or a way people can join virtually. There was a surprisingly high response who indicated that the location will dictate whether they attend CT.

- What best practices should be shared among the committees?

- We need break out rooms.

- In training, interaction with viewers every 5 minutes will keep people from multitasking during the presentations. Whether using poll anywhere, or kahoot, or another interactive platform.

- Better AV connections to allow / encourage face to face.
- Orientations before larger training events (complete a certain task prior to the event.)
- If ashrae could get some accounts for these interactive platforms, we could share and collaborate with other presenters. Several RVC's ended up using the kahoots from centralized training in their CRC training. Maybe there are some better forums.
- My daughter is started university this year, and its all virtual. One thing the university did was a web scavenger hunt where they had to answer 10 questions each day for a week about the University. It forced them to navigate the website to find the answers. This gave them some familiarity with the website. And there were prizes for the winners.

Jared Larson, P.Eng
MacPherson Engineering Inc.
<http://www.macphersonengineering.com/>

From: Thomson, Katie < >
Sent: September 22, 2020 6:23 AM
To: Jared Larson < >
Subject: FW: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

[EXTERNAL]
Hi Jared,

I wasn't sure if you received this email as well or if it just went to Megan. Since you were leading the CT charge when we went all virtual for the Annual Meeting, I figured you would be able to provide more insight. I can pass along our CT survey results to Eric and provide my two cents but feel free to send any additional feedback.

Katie



Katie Thomson
Assistant Manager of Student Activities

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ashrae.org/365

For a full list of ASHRAE's available resources on COVID-19 visit ashrae.org/covid19

Student Activities Staff Liaison – Katie Thomson (2020.09.24)

From: Thomson, Katie < >
Sent: Thursday, September 24, 2020 9:12 AM
To: Sturm, Eric
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Eric,

I agree with Jared's comments below. We normally have around 30-40 individuals attend in person but had almost 100 attend the virtual session. We invited SBAs and other chapter officers interested in Student Activities since we weren't limited to who we could reimburse for travel. We made the on-demand videos for SA Chairs to watch ahead of the live Q&A session and although most of the participants watched them, not everyone had the time so they couldn't participate in the interactive kahoot sessions. I think it would be worthwhile to an extra live session which is just a discussion/sharing best practices or even quarterly catch up sessions, particularly this society year as so many branches and chapters are having to adapt to less travel and in-person meetings. We have a Basecamp group for SA Chairs but the discussion usually fizzles out. We recorded the live training session and have also kept the on-demand videos on the website so that SA Chairs can utilize them throughout their terms. The on-demand videos are broken up into topics that are fairly short and can easily be updated if anything changes year to year. For years we've talked about doing separate sessions for new vs returning chairs and I think this would be easier to accomplish virtually in the future with breakout sessions or different dates for interested volunteers.

Kind regards,
Katie



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Membership Promotion Chair PDF responses – Erik Sanchez (2020.09.24)

Date: September 24, 2020

To: Eric Sturm, Region VI RMCR

Re: Members Council to explore frequent use of digital live trainings for Grassroots

The following responses are for the questions provided to all grassroots committees on Monday, September 21, 2020 to help address a Members Council MBO to “explore feedback frequent use of digital live trainings for grassroots.” The Membership Promotion Committee provided two virtual Centralized Training (CT) sessions on Friday, July 19, 2020 from 12pm – 2pm Central Standard Time and Friday, June 26 from 12 – 2pm Central Standard Time. This was open to all regions across Society and chapter chairs were required to attend both sessions. The committee also decided to conduct a separate International Centralized Training (ICT) on Saturday, August 1 from 3am – 7am Central Standard Time. The intent of ICT was to provide an alternative time that would benefit chapters in Region-At-Large, Region XIII, and Region XIV and the content was the same.

What has worked well?

Our committee was pleased with the amount of volunteers that attended the training. ASHRAE staff helped gather data to determine the amount of people that registered, attended and participated during the training. This is represented in Table 1 below. Our committee did an amazing job of encouraging their chapter leaders to register for both CT sessions. 161 and 140 volunteers attended the first and second CT sessions, respectively. 99 volunteers attended International Centralized Training. The training was conducted by the same dedicated committee members for both CT and ICT. Poll questions were used throughout the presentation to help keep the audience engaged. By comparison, 52 volunteers attended Centralized Training last year during the Annual Conference in Kansas City. 27 volunteers attended International Centralized Training in Malaysia.

Table 1: 2020 Membership Promotion Centralized Training & International Centralized Training Attendance

	Registered	MP Chairs Registered	Attended	MP Chairs Attended	Attended > 50%	MP Chair > 50%	MP Chair > 50% & > 75%
CT Session I	216	126	161	103	115	69	66
CT Session II	213	126	140	95	94	61	57
International	124	44	99	39	93	37	24

Attended > 50% = Those that were viewing the slides at least 50% of the time.

MP Chair > 50% = The MP Chairs* that were viewing the slides at least 50% of the time.

MP Chair > 50% & > 75% of Time = The MP Chairs that were viewing the slides at least 50% of the time and stayed online at least 75% of the entire training.

*MP Chair is only those that indicated they were THE MP Chair, not Co-Chair or Committee members.

[E.S., 2020.09.24: clarification from Dan Gurley, MP Staff Liaison: “The Go To Webinar software has the ability review an attendee report that shows how long attendees were logged in and how much time they had the Webinar screen maximized vs minimized.”]

What hasn't worked well?

There are some challenges with virtual trainings. The opportunity to network with other ASHRAE members during an Annual Conference is one of the most significant benefits that Centralized Training provides. During a live Centralized Training, we provide the audience opportunities to engage in real-case scenarios that MP Chairs may face along the way and allow them to practice questions from members that they may encounter. To conclude our training, we split the audience into teams at the end of the presentation and conduct trivia games with questions about what was discussed

during the training. Unfortunately, virtual conference is not practical to be able to do this. Lastly, the last column in Table 1 shows the number of MP Chairs that were “fully engaged” at least half of the time:

CT Session I: 66 of 103 (64%)

CT Session II: 57 of 95 (60%)

ICT: 24 of 39 (61%)

This data leads us to recognize that virtual training hinders the amount of engagement from our volunteers.

Should we be doing more or fewer virtual trainings?

While virtual trainings provide a cost benefit to both Society and our volunteers, while also providing the comfort of attending events remotely, we believe it is not sustainable. Our centralized training events are much more effective when conducting it live. Ideas, friendships, collaboration often occur before, during and after the live sessions. There is a limitation that virtualized training provides and our committee strongly believes we should maintain our live training sessions.

What best practices should be shared among the committees?

Conducting an effective virtual training requires 3 things: planning, commitment, and willingness to serve.

Planning from the committee to prepare the training.

Commitment from multiple speakers to conduct the training and having trainees who are knowledgeable about the topics they present.

Committees to encourage participation of our chapter leaders and willingness of all our leaders to step up and be ready to face the challenges that lie ahead

We also can not do this without the support of our wonderful ASHRAE staff.

YEA Staff Liaison – Jeanette McCray (2020.09.30)

From: McCray, Jeanette <>
Sent: Wednesday, September 30, 2020 10:32 AM
To: Sturm, Eric
Cc: Abrams, Joyce
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Hi Eric,

I am the staff liaison for YEA and below is what has worked for us in the past few months.

- What has worked well? **When having virtual trainings or committee meetings, having a Zoom account platform has worked the best because of the functionality available with this platform. Having breakout rooms allows for small groups like the subcommittees to meet while others focus on something else. Also this always for voting to take place when necessary. GoTo Meeting has worked fine for smaller subcommittee meetings and conference calls.**
- What hasn't worked well? **No comments at this time**
- Should we be doing more or fewer virtual trainings? **YEA has started to have more virtual trainings and webinars to take the place of in person events that would normally be happening. It is a good idea to have more virtual trainings so that people will not lose interest or feel lost when they cannot get the information they need that is provided in various trainings.**
- What best practices should be shared among the committees? **Ground rules should be set at the beginning of the virtual meeting as well as put in the invite for the meeting. The presenter or facilitator should go over expectations for the virtual meeting at the beginning of the call , such as always keep your mic muted, wait until you are acknowledged before speaking, when and when not to use the chat, whether to keep the camera on or off, etc.**

Please let me know if you need anything else.

Thanks,
Jeanette



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Communications Committee Chair – Pam Duffy (2020.10.01)

From: Pam Duffy <>
Sent: Thursday, October 1, 2020 8:39 AM
To: Sturm, Eric
Subject: Re: REMINDER: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Hi Eric,

I have already provided my answers to Joe Sanders at his request (from RVC-SA perspective), but will respond again here (from Communications Committee Chair perspective).

The Communications Committee published a best practices document here: <https://www.ashrae.org/file%20library/communities/committees/standing%20committees/communications%20committee/ashrae-virtual-meeting-guidance.pdf>

It covers hosting a business meeting, a keynote presentation, and special occasion events. There are also many general best practices listed in there.

I am a huge advocate for training virtually. I would like to see all training go virtual, and limit in-person activities to optional best practice sessions.

For training a chapter-level volunteer, there is no reason to have in-person training. Virtual training is far more time and cost-effective for all involved, but especially for the chapter volunteer who will only be in the (volunteer!) role for a year. I have noticed that in some cases the volunteer spends more time in training than actually doing the role throughout the year. Less is more.

I have found my virtual training sessions to be much more well attended than in-person sessions. In particular, chapters that have never shown up to CRC or centralized training showed up to virtual training. We also got the "right" people attending the virtual sessions (sometimes at CRC you get stand-ins).

In my experience in collecting feedback for our best practices document, I believe that a huge majority of **presenters** do not like virtual training, while a huge majority of **attendees** prefer it (again, for time-effectiveness and cost-effectiveness). Presenters have reported feeling awkward and that their message isn't landing, or that there is not enough engagement on the calls, that people don't feel comfortable chiming in. Presenters express difficulty fostering conversation and discussion. Quite frankly - all of these are problems for the presenter, not the attendees. We know this because attendees that are surveyed have positive things to say, usually reporting things like "I'm so glad I was finally able to attend" and "I picked up a few nuggets I didn't know", etc. In short, I think the things that presenters feel are things that we can resolve by doing some "train the trainer" efforts and providing resources for how to facilitate successful and engaging virtual training.

Best practices include:

- * Keep live training short and engaging.
- * Record micro-trainings (5 mins or shorter) for specific task-related items, like showing how to pull a report.
- * Limit video/virtual training to what they really need know to do their job. Anything that is just general knowledge (ex: 1-hour presentations on a topic, for example) just post the doc to the website and point people to RVCs for questions.
- * Presenters should learn engagement techniques (or we can teach them) for live training

I am well-versed in engagement for virtual sessions so if you need help there, let me know.

--

Pam

Communications Committee Staff Liaison – Joslyn Ratcliff (2020.10.05)

From: Ratcliff, Joslyn <>
Sent: Monday, October 5, 2020 7:58 AM
To: Sturm, Eric
Cc: Pam Duffy; Abrams, Joyce
Subject: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Hi Eric,

Thank you for asking about feedback regarding digital live trainings. I've provided some responses below in blue and will sum it up to say that although virtual does not replace face-to-face interaction, it can and is an effective tool (both cost effective and efficient) for meetings and trainings if done with Best Practices in mind.

I've copied Pam on this email as well as this topic is very close to the Communications Committee and many on the committee have extensive experience with it.

Please let me know I (or the Committee) can provide any further information, assistance – or anything at all that's needed! We will be more than happy to help.

Thanks again,
Joslyn



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Joslyn Ratcliff
Senior Manager, Marketing Communications

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For a full list of ASHRAE's available resources on COVID-19 visit ashrae.org/covid19

From: Abrams, Joyce
Sent: Monday, September 21, 2020 4:23 PM
Cc: Eric Sturm <>
Subject: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

TO: Chairs and Staff Liaisons of Members Council Reporting Committees
FROM: Eric Sturm, Region VI RMCR

Dear Committee Chairs and Staff Liaisons:

On behalf of Members Council Planning Subcommittee, several volunteers are addressing an MBO to "Explore frequent use of digital live trainings for Grassroots" with a goal of obtaining feedback and help to establish 3-5 best practices (Members Council MBO SY 2020-21 #1). **Please take a few moments to consider the questions below and provide a response to Eric Sturm () no later than 9:00 a.m. CDT Monday, October 5, 2020.**

In your experience, when considering virtual training:

- What has worked well?

I have not been involved directly in facilitating or attending virtual *training*, however have been involved with attending and facilitating virtual *meetings* – and have discussed virtual trainings, so my responses are based more on *meetings*, although I believe the information would also be applicable to trainings. For meetings, the virtual setting works well for many reasons – there is no travel time/cost, everyone can arrive at the same time (as there is no travel time), when applicable having on-camera meetings is excellent to increase engagement and connectedness during the meetings. In addition, attendance is automatically recorded in via GTM/W (so long as everyone is logged in and applied their PIN), potentially this could reduce the need for paper sign-in sheets for some meetings in some settings. (That would need further investigation.) Also, chat has worked as an additional stream for the meetings in a way that can't happen during in-person meetings due to interrupting the speaker, being potentially off-topic, etc. Instead, I've seen where others that have pertinent information during the conversation are able to add it via chat, essentially creating a "two-stream meeting". Someone monitors the chat during the meeting and responds in real time and/or adds the information verbally to the meeting. After the meeting, the chat log is preserved. A recent example is while the Communications Committee was discussing an image of the committee, the vice chair asked that I make branding guidelines available via Basecamp that contained the appropriate colors and more to use. This ask was made quickly via the chat box. Another thing that's worked well for the Communications Committee is to have a little bit of virtual fun during the meetings to keep the personal aspect intact in the virtual setting. (The Committee has referenced a penguin theme throughout the year that stems from one of their projects – and the theme has added some nice levity as well as cohesiveness and a "Team" feel to the meetings.)

- What hasn't worked well?

The in-person experience is difficult to replicate in a virtual setting. However, the groups I have worked with are ones that are already familiar with each other – at least to a degree, so they are able to converse and have discussions similar to those that would take place at the start of an in-person meeting. There is no lingering afterwards during a virtual meeting. (But see the note above about the chat box – perhaps, some of the peripheral / additional / follow-up ideas often discussed in the room after an in-person meeting are migrating to chat during the meeting.) The meetings I've attended have been fortunate to not be plagued with poor Internet connection and everyone follows Best Practices, making the meetings effective and productive. However, if Best Practices aren't followed (someone doesn't mute, poor Internet connection, doesn't know how to share screen, etc.) the virtual meeting's productivity would be impacted.

- Should we be doing more or fewer virtual trainings? More! It's a **great** way to connect with individuals on their own time zones, with no need for travel cost/time. It's a perfect way to disseminate information – in an effective way that makes the most of volunteer time. I think this is especially effective in a setting where the individuals have been introduced to one another at least in some setting over the years. If the individuals on the training have never met, a suggestion to do a virtual introduction / ice breaker similar to what's often done during in-person meetings might be appropriate.
- What best practices should be shared among the committees? The Communications Committee produced up-to-date, easy-to-read (and implement) **guidance for virtual training** that should be shared among the committees. They have also developed **ASHRAE-branded backgrounds** appropriate for use on the Zoom platform. (Other platforms don't yet have the same capability.) Region X used breakout rooms in Zoom during their CRC, which were *very effective* at facilitating conversation among the attendees since they were broken up into small groups to chat.

CEC Chair – Corey Metzger (2020.10.01)

From: Corey Metzger <>
Sent: Thursday, October 1, 2020 2:19 PM
To: Abrams, Joyce; Sturm, Eric
Cc: Giometti, Tony
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Joyce and Eric,

I've tried to address the questions below both from a CEC perspective and from a past-experience perspective. CEC operations are obviously significantly different than many of the other grassroots committees, so some things that work for others won't work for us, and vice versa. Under normal circumstances, CEC does training for new members at our meetings, but we also frequently have virtual training for individuals with specific conference assignments throughout the year. Our members are generally on site at conferences from Friday through Wednesday, so we are normally able to conduct a training session on Saturday afternoon between the completion of our meetings and the beginning of the technical program. We also don't have any direct connections to regional or chapter operations, so the virtual training that occurs is just with our committee members or with others who have assignments for our conferences (TAC reviewers for program submissions, etc.). I think this is probably our biggest difference when compared to most grassroots committees. Please see notes in red after each bullet below and let me know if you have questions, comments, or concerns. As stated below, don't hesitate to disregard or ignore anything that doesn't make sense. Thank you, and have a great afternoon.

Corey

From: Abrams, Joyce <JAbrams@ashrae.org>
Sent: Monday, September 21, 2020 3:23 PM
Cc: Eric Sturm <>
Subject: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

TO: Chairs and Staff Liaisons of Members Council Reporting Committees
FROM: Eric Sturm, Region VI RMCR

Dear Committee Chairs and Staff Liaisons:

On behalf of Members Council Planning Subcommittee, several volunteers are addressing an MBO to "Explore frequent use of digital live trainings for Grassroots" with a goal of obtaining feedback and help to establish 3-5 best practices (Members Council MBO SY 2020-21 #1). **Please take a few moments to consider the questions below and provide a response to Eric Sturm () no later than 9:00 a.m. CDT Monday, October 5, 2020.**

In your experience, when considering virtual training:

- What has worked well? **For time-sensitive tasks, or tasks that aren't repeatedly completed throughout an individual's tenure on the committee, virtual training has worked very well to review a process that needs to occur in the near future to help our team understand roles, responsibilities, process, and timelines. Advance scheduling to maximize attendance and recording of sessions for follow up or viewing by those unable to attend are recommended.**
- What hasn't worked well? **Virtual training that isn't recorded or well attended has been an issue in some cases. Additionally, depending on the person providing the training, it can be more or less effective (if I'm doing the training, it will be less effective). For longer training sessions it seems that attention by all participants is a consistent issue (while also being possible for in-person training, it is harder to be disengaged). Finally, for initial or major training, the lack of face-to-face contact is a**

concern as those connections may help to keep volunteers engaged and increase their comfort level to reach out for input or assistance when needed.

- Should we be doing more or fewer virtual trainings? I would advocate for both. I think limiting virtual training for initial/major sessions is a good idea, while adding shorter virtual sessions for tasks or topics throughout the year may help with performance on a number of committees. I also think that trying to cover a year's worth of tasks/operations in a single session at a CRC, especially for regions with Spring CRCs, has some significant challenges (this may be true to a lesser extent for something like centralized MP training, but I don't have experience to share on that front). One of my biggest concerns in general with virtual training is a lack of connection between members from different chapters and/or regions. If you don't grab lunch after training or get a drink and chat at some point, how likely are you to form meaningful connections both with other members or the Society at large? Since I don't think CEC is the ideal committee to look at for considering grassroots training across the board, from a CTTC perspective the following might make sense (they may be doing all of this now):
 - Virtual session on chapter program recommendations and requirements each July or August
 - Virtual session on how to schedule a DL every August that is recorded and linked for chapter chairs might be good for CTTC (they could already be doing this, I've been gone for a while)
 - Virtual session on submitting for awards (chapter program star, refrigeration, Milton Garland, etc.)
 - Virtual session on submitting for Technology Awards
 - Virtual session on PAOE sometime in the Spring
 - Feel free to disregard the above feedback, as I have clearly not been the chair of CTTC for a number of years and don't know with any detail what their current training processes are
- What best practices should be shared among the committees? Recording of training sessions and posting for review by individuals who were not able to attend is recommended. This has been useful for process training completed by conference technical chairs to inform others about roles, responsibilities, process, and timelines as mentioned previously. When large group training is necessary, we obviously have the same challenges as other groups related to getting everyone to attend at the same time. This allows for one session to reach a larger group, and may help those who attended to go back for clarification if needed. In general, it may be useful to have select training topics recorded in short videos that can be shared throughout committees, regions, or chapters. Having this for something like

Thank you for your time and consideration.

Regards,
Eric Sturm
Region Members Council Representative
ASHRAE Region VI



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Joyce Abrams
Director of Member Services

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CEC – Lessons Learned from Virtual Conference (2020.08.03)

From: Corey Metzger < >
Sent: Thursday, October 1, 2020 1:37 PM
To: Sturm, Eric
Cc: Giometti, Tony; Abrams, Joyce
Subject: FW: CEC - Lessons Learned from Virtual Conference

Eric,

With respect to the recent virtual conference and the CEC perspective in general, the information below is what we came up with for lessons learned after completing the virtual conference this summer. This likely doesn't directly address your questions related to training, but I wanted you to have it for reference. I'll be sending a separate email in response to Joyce's messages in just a minute. Thank you.

Corey

From: Corey Metzger
Sent: Monday, August 3, 2020 10:11 PM
To: Schwedler, Mick < >
Cc:
Subject: RE: CEC - Lessons Learned from Virtual Conference

Mick,

Thank you for your patience on this response. The following are items CEC ExCom has identified as lessons learned/best practices to consider for potential future virtual or hybrid conferences based on our recent Virtual Conference:

- General:
 - Lesson Learned: Process with presentation reviews was similar to normal meeting (presentation slides were reviewed, but recordings were not able to be reviewed prior to being posted)
 - Lesson Learned: Transition to virtual created significant challenges for speakers and CEC members due to quick turnaround periods required to meet adjusted schedule, such as 10% of speakers dropping out, programs had to be dropped and new ones identified
 - Best Practice Moving Forward: If additional notice can be provided for transition in the future it will reduce stress on speakers and CEC – speakers and committee members demonstrated significant flexibility and willingness to accommodate changes to format and process – CEC will plan for a virtual conference contingency and will adjust accordingly when a decision is made to keep a conference face-to-face or transition to a virtual conference
 - Lesson Learned: By pivoting the annual conference to a virtual conference, CEC and staff gained invaluable experience, which is being put to use for transitioning two topical conferences to virtual
 - Attendance:
 - Lessons Learned: Numbers are being reviewed – consideration will be given as to whether number of live sessions should be increased, decreased, or maintained for future virtual or hybrid conferences
- Pre-Recorded Presentations:
 - Lesson Learned: Pre-recorded presentations (about 250) worked well for virtual conference and should be feasible for future conferences if needed
 - Lesson Learned: General feedback indicated many presentations seemed better organized or smoother in recorded format (compared to typical in-person sessions)
 - Lesson Learned: Minor issues were observed with timing and volume or understanding of a few speakers

- Best Practice Moving Forward: CEC does not envision using this approach when full in-person meetings are able to resume – Additional consideration will be needed for mix of live and/or pre-recorded sessions for hybrid meetings, if they occur
 - Lessons Learned: Created significant schedule challenges for speakers and reviewers on timing
 - Lessons Learned: Provide some challenges that are similar to live sessions – commercialism reviews were completed, but committee doesn't have adequate resources to review all recordings
- Live Sessions:
 - Lessons Learned: Additional consideration will be given by CEC and staff as to how live sessions with additional engagement (workshops, forums, debates) are executed and who leads or moderates these sessions
 - Best Practices Moving Forward: CEC will work to select/assign individuals with suitable skill sets to lead or moderate virtual sessions
 - Lessons Learned: Flexibility of options with how questions and answers are handled for session is limited for virtual sessions (in-person sessions can be handled with Q&A either after each speaker or at end of session – for some session types and session chairs preference is to have Q&A after each speaker)
- Live Questions and Answers Sessions for the On-Demand Sessions:
 - Lessons Learned: Seeding of questions from Session Chair seemed to help engage audience – some sessions had poor/limited activity during questions period
 - Best Practices Moving Forward: Plan to develop list of questions from session chair or speakers moving forward to help engage audience
 - Lessons Learned: One-minute summary of each presentation prior to Q&A also seemed to help engage attendees and encourage additional discussion
 - Best Practices Moving Forward: Have short summary of each presentation prior to Q&A session
- Platform (NTT):
 - Lessons Learned: Overall worked well, especially given short turnaround – would strongly consider using the same platform for future virtual conferences
 - Lessons Learned: This group specializes in hybrid solutions, so may be an option if a hybrid conference is implemented
 - Lessons Learned: Some limitations requiring additional technology (Zoom, GoToMeeting, etc.) to be utilized for interactive sessions
- Networking:
 - Lessons Learned: Seemed to be active engagement with happy hours and leadership moments in particular
- Planning for Chicago Conference:
 - While we don't know if an in-person meeting will be an option, we believe it is likely that at least some normal conference attendees may not be able/willing to attend by the time of the Winter Conference
 - We would like to have decisions made as early as possible regarding delivery method for the conference given the challenges associated with transitioning from an in-person planning process to a hybrid or virtual planning process (understanding decisions will involve the Expo and factors outside of ASHRAE's control)
 - We believe there may be benefit to polling membership (possibly from a list of those who have attended previous or recent conferences) to see if they will attend if the meeting is held in person – if this is feasible and we find that a significant number will not attend, we may look to plan for a hybrid model if that is acceptable to Members Council and the BOD
 - If an in-person conference is feasible, but we utilize a hybrid conference approach, the results of this conference could be used to inform potential changes in format for future conferences (if deemed necessary)

Please let me know if you have questions or comments regarding any of this information. We would certainly be happy to review this information in more detail if it is helpful. I can also put it in a different format if that would be better. Thank you again, and have a great evening.

Corey

Q1	Will your next CRC be F2F, Virtual, or Hybrid (Combination of Virtual & F2F)?	RESPONSES–	
	Face 2 Face	9	50.00%
	Virtual	2	11.11%
	Hybrid	7	38.89%
	TOTAL	18	
Q2	Should future CRCs be Hybrid?		
	Strongly Against	0	0.00%
	Leaning Against	6	31.58%
	Indifferent	2	10.53%
	Leaning For	8	42.11%
	Strongly For	3	15.79%
	TOTAL	19	
Q3	Did you see an increase in the number of attendees by going Virtual?		
	Negative	5	26.32%
	Yes-Increase between 10-30%	5	26.32%
	Yes-Increase between 30-50%	6	31.58%
	Yes-Increase between 50-75%	2	10.53%
	Yes-Increase between 75-100%	1	5.26%
	TOTAL	19	
Q4	What was the impression you got from first time attendees of the Virtual CRC?		
	Like	11	57.89%
	Dislike	3	15.79%
	No Comment	5	26.32%
	TOTAL	19	
Q5	What was the impression you got from RVCs and Chapter Officers of the Virtual CRC?		
	Like	7	36.84%
	Dislike	5	26.32%
	No Comment	7	36.84%
	TOTAL	19	
Q6	What is the financial influence of Virtual CRCs for the Host Chapter and Region?		
	Positive	6	31.58%
	Negative	7	36.84%
	None	6	31.58%
	TOTAL	19	
Q7	How was the quality of participants' interactions during the Virtual CRC?		
	Better	1	5.26%
	Lower	16	84.21%
	Same	2	10.53%
	TOTAL	19	
Q8	Did the Virtual CRC improve attendance for (check all that apply)?		
	YEA	9	75.00%
	Student	7	58.33%
	Senior Membership	3	25.00%
	Total Respondents	12	
Q9	How well did the CRC Virtual Platform work?		
	Very Well	7	36.84%
	Ok	11	57.89%
	Could be better	1	5.26%
	Poorly	0	0.00%
	TOTAL	19	
Q10	Should the Companion Room be added to the Virtual CRC for their interaction?		
	Yes	7	36.84%
	No	8	42.11%
	No comment	4	21.05%
	TOTAL	19	

ATTACHMENT B

MBO #	Description	Intent	Metric	Initiative #	Goal #	Completion Date	Financial Assist Req'd?
			(how do we determine success?)	(can be more than 1)	(can be more than 1)		
1	Develop guidance and/or update language in the Manual of Chapter Operations to assist chapters in conducting business virtually for critical operations such as conducting chapter elections, BOG meetings, audits, chapter meetings, etc.	Plan for present realities and future opportunities. This may include drafting language for updating chapter constitutions.	Redline version of the MCO ready for full Council review and approval	3 and 4	2a, 2c, and 3b	21-May-21	
2	Gather Lessons Learned from virtual CRCs – what worked, what didn't, what can be improved, and what can be used to make recommendations for the future of CRCs.	Stimulate greater participation amongst the members, chapters, and regions	-Develop & send out survey, -Update CRC manual, and -Report with recommendations	3 and 4	2a, 2c, and 3b	- Survey developed Oct. 31, 2020 - Survey due Nov. 20, 2020 - Draft report Jan. 15, 2021 -Final report May 21, 2021 -CRC manual May 21, 2021	
3							
4							
5							
6							

Suggested Presidential Initiatives

Developed by PEAC for the Member's Council PAOE Subcommittee

ASHRAE Society Year: 2021-22

Notes:

- 1 Existing PAOE points and descriptions have been reviewed with some revisions. Any existing Presidential Initiative PAOE point not listed below are suggested to be removed for 2021-2022.
- 2 New PAOE descriptions have been suggested and have a tag of "NEW". Not all description have points determined and the PAOE committee will need to fill these in as appropriate.
- 3 The Presidential Initiative Master List has also been modified. See the 'Pres Initiatives Master List' tab with the items highlighted in green suggested to move forward for 2021-2022 and the remaining items removed.

Tag	Points	Description	Notes
Chapter Operations			
CO1	200 points; (200 points maximum)	If the entire Chapter Board of Governors view the following two videos (Note: Board of Governors must be listed in the CIQ): Part 1: Sexual Harassment Prevention Training https://www.youtube.com/watch?v=sL7LwBsV9bM Part 2: Sexual Harassment Prevention Training: Case Studies: https://www.youtube.com/watch?v=1za7gs9S2H0	
CO2	1,500 points maximum	For a Chapter Sustainability Committee that meets periodically and organizes sustainability activities each year as: a) A chapter program or chapter sponsored educational seminar with a clearly defined sustainability theme (e.g. energy efficiency, indoor air quality, high-performance buildings) (150 points each) b) Chapter sponsored community sustainability project (500 points each); or c) A chapter creating a grassroots program specific to the needs of the local community or a non-profit organization To qualify, the chapter event or program must include scope of supporting a local utility or institutional organization, to provide training for improvements to areas such as building operations, while improving indoor environments and wellness in buildings in the community, etc. This would include publicity (outside of normal Chapter advertisements) that includes print, audio or electronic media at local, state, provincial, national or industry level promotion of the work of ASHRAE and/or local chapter (150 points each)	
NEW	50 points	For each job fair that is held in-person or virtually that a chapter hosts or co-hosts with another chapter (or other entity) that has a minimum of five companies in attendance	
NEW	5 pts per time, max 50	For each promotion of the ASHRAE Jobs Board in the Chapter Newsletter	
NEW		For each chapter officer that meets a first time attendee, welcomes them to the chapter meeting and introduces them to other chapter members at a chapter meeting	

Tag	Points	Description	Notes
NEW		For each event where a chapter member who is a YEA member and a member who is 50 years or older develop a two-way professional mentoring relationship	
NEW		For developing a chapter to chapter partnership with a chapter from a different region	Points should be more substantial
NEW		For each joint meeting with the chapter's partner chapter from a different region	Points should be more substantial
NEW	Possibly less points	For each person (members and non-members) that attends a chapter meeting after receiving a personal invitation to the meeting that have not attended in the previous year	
NEW		For each sponsorship activities in supporting various women in engineering organizations and activities such as National Women in Engineering Day.	
Chapter Technology Transfer			
CT1	50 points; (500 points maximum)	For each Chapter Program topic based on alignment with the current Presidential Initiatives Master List	
CT2	100 points; (no maximum)	For each Technical Tour and accompanying 30-minute presentation based on alignment with the current Presidential Initiatives Master List	
CT3	10 points; (500 points maximum)	For each Professional Development Hour (PDH) earned (at a Chapter Program) by a chapter member based on alignment with the current Presidential Initiatives Masters List	
CT4	100 points; (300 points maximum)	For each Conference Paper or Technical Paper authored or co-authored by a chapter member based on alignment with the current Presidential Initiatives Master List	
CT7	100 points; (300 points maximum)	For each ASHRAE published document (<i>e.g. Handbook Chapter, Standard, User's Manual, Guideline, Design Guide, Periodical, Position Document</i>) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education). Content must be based on alignment with the current Presidential Initiatives Master List	
NEW		For each presentation on the credentialing program	
Communications			
CC1	25 points; (25 points maximum)	For posting a narrative and link for the current ASHRAE Society Theme on the chapter website	
CC2	5 points; (100 points maximum)	For each chapter social media posting, with photo, supporting the current ASHRAE Society Theme	
NEW		For each post on social media by a chapter member how credentialing has helped their career	
NEW		For each chapter member who is interviewed on a broadcast media regarding ASHRAE	
NEW		For each post on chapter's social media forum either by a chapter member who is 50 years or older.	
NEW		For each podcast of at least 10 minutes with a chapter member who is 50 years or older.	

Tag	Points	Description	Notes
NEW		For each presentation/podcast/public conversation between two individuals, one involved in grassroots and the other technical, sharing why people should be involved in both aspects of ASHRAE.	
Government Affairs			
GA1	50 points; (500 points maximum)	For each unique industry topic discussed with a government individual, department, or agency based on alignment with the current Presidential Initiatives Master List	
History			
None			
Membership Promotion			
MP1	50 points; (100 points maximum)	For each ASHRAE Core Value chapter activity (Excellence, Commitment, Integrity, Collaboration, Volunteerism, Diversity)	
RP			
None			
Student Activities			
SA1	10 points; (500 points maximum)	For each student attending a Chapter Program or Technical Tour where the topic aligns with the current Presidential Initiatives Master List	
SA2	100 points; (500 points maximum)	For each Chapter Program presented by a student member at a Chapter Meeting based on alignment with the current Presidential Initiatives Master List	
NEW		For each STEM activity undertaken with economically disadvantaged or racially diverse K-12 schools	
Young Engineers in ASHRAE (YEA)			
YEA1	100 points; (500 points maximum)	For each Chapter Program presented by a YEA member at a Chapter Meeting based on alignment with the current Presidential Initiatives Master List	

MBO #	Description	Intent	Metric	Initiative #	Goal #	Completion Date	Financial Assist Req'd?
			(how do we determine success?)	(can be more than 1)	(can be more than 1)		
1	Improve PAOE Impact: Elaborate and implement a strategy to facilitate comprehension and reporting of PAOE points.	make efficient use of volunteer time - Streamline procedures	Thinner PAOE spreadsheet	3: streamline 4: engagement	2c 3b	TBD	No
1A	Better and more accurate metrics for Society	Reliable data helps forecasting and anticipating issues	More consistent data	3: streamline 4: engagement	2c 3b	TBD	No
1B	Better buy in for members who have to report PAOE points	Easier process creates less procrastination	On time reporting	3: streamline 4: engagement	2c 3b	TBD	No
1C	Ease of validation by Regional team	Generate less call for interpretation	Timely reports	3: streamline 4: engagement	2c 3b	TBD	No

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region XIV, Hellenic Chapter – 2014 Fall CRC)	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p>2/1/2021 – There were conversations with ANSI staff however the solutions didn't seem to work with our existing standards and there was a potential path forward but ISO has limited the use of agreements with other SDOS. Standards Committee has taken the Ad Hoc report and has forwarded a motion to Tech Council to consider the formation of a new standing committee that would bring in members from the international regions in consultation with the Regional chairs.</p> <p>COMPLETE</p>
Atlanta – 10/2016	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	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p>02/1/2021 – It is not clear what Tech Council would do with this without more information. The handbook would typically reference ASHRAE standards or guidelines but this is an industrial ventilation issue that it is not clear within the scope of current ventilation standards. Tech Council needs more information and clarification to help further this. Tech Council asks Members Council to facilitate a call between Tech Council and Standards Committee leadership and the RAL.</p> <p>OPEN</p>
Chicago – 01/2018	17	That a referral be made be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in ASHRAE documentation by January 1, 2019. (Region XII, Florida West Coast Chapter – 2017 Fall CRC)	Technology Council	<p>01/23/2018 – Members Council approved this motion and referred it to Technology Council for consideration.</p> <p>02/1/2021 – AHRI addresses the performance of VRF units in its AHRI 1230 Standard. It references ASHRAE 37 but then makes modifications in a normative appendix. This request as well as the request in item 28 has been handled through a negotiation process that included DOE. DOE will reference the AHRI 1230 Standard in its regulation so this and item 17 are complete.</p> <p>COMPLETE</p>
Atlanta – 11/2018	13	That a scoring system for TCs (Technical Committees) similar to the PAOE (Presidential Award of Excellence) scoring system for chapters be created. (Region XII – Brasil Chapter – 2018 Fall CRC)	Technology Council	<p>02/21/2019 – Technology Council referred this motion to TAC for review and response. This is currently being addressed by TAC in their MOP that applies to all TCs.</p> <p>2/1/2021 - This is complete. TAC has created a tracking system (not necessarily point based) to use to review performance of TCs as part of its streamlining efforts.</p> <p>COMPLETE</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 11/2018	15	That by July 1, 2019 that the Standing Standards Project Committees (SSPC's) and Standards Project Committees (SPC's) create permanent liaison positions on the ASHRAE SSPC or SPC for a person in the society or organization who's published documents are referenced by that Standard. (Region XII – Central Florida Chapter – 2018 Fall CRC)	Standards Committee & Technology Council	02/01/2021 Response: Our ANSI rules don't have provisions for permanent seats by organizations. We are required to have balanced committees. Some committees have organizational seats and these groups could request that option. All meetings are open so anyone can attend and all interested groups should sign up for the Standards Action List serve to get notified of meetings and drafts. COMPLETE
Atlanta – 11/2018	28	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures. (Region II – Montreal Chapter – 2018 Fall CRC)	Technology Council	02/21/2019 – Technology Council referred this motion to TC 8.7 with copy to the TAC Chair. 02/1/2021 – AHRI addresses the performance of VRF units in its AHRI 1230 Standard. It references ASHRAE 37 but then makes modifications in a normative appendix. This request as well as the request in item 28 has been handled through a negotiation process that included DOE. DOE will reference the AHRI 1230 Standard in its regulation so this and item 17 are complete. COMPLETE
Atlanta – 11/2018	32	That ASHRAE include as an addition to the next climatic data update which is scheduled to be published in the 2021 version of the ASHRAE Handbook, Fundamentals with updated data for the locations as included in the ASHRAE CLIMATIC DATA FOR REGION X is the American Society of Heating, Refrigerating and Air-Conditioning Engineers document titled "ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994. (Region X – Tucson Chapter – 2018 Fall CRC)	Technology Council	02/21/2019 – Technology Council referred this motion to TC 4.2 through RAC and TAC. It is likely that the best response would be to submit this as a research project. OPEN
Atlanta – 11/2019	7a	That Society revise the criteria for the Scholarship program to allow the contribution to be taken in Canadian funds and the scholarship be given in Canadian funds. (Region II – Toronto Chapter – 2019 Fall CRC)	Foundation Trustees	3/11/2020 – The scholarship trustees reviewed the attached referral motion from Members Council at their meeting on February 4, 2020 in Orlando. The trustees recommend the motion be referred to the ASHRAE Foundation Trustees since the issue involves the contribution of funds, which is the responsibility and work of the ASHRAE Foundation and not within the scope of the Scholarship Trustees. OPEN
Atlanta – 11/2019	21	That Society hold one HVAC Essentials course in Region II per year. Region II – Toronto Chapter – 2019 Fall CRC)	Professional Development Committee	OPEN
Atlanta – 11/2019	23	That Society "to build a Standard" for neutralization systems for the prevention of release of corrosive wastes entering a sewer system. Corrosive waste neutralization systems do not currently have a standard for compliance and is referenced in the O.B.C. (Ontario Building Code) and N.P.C. (National Plumbing Code) 7.4.4.4 and 2.4.4.4 respectively as a requirement. (Region II – Windsor Chapter – 2019 Fall CRC)	Technology Council	2/4/20 – Technology Council declined to recommend this standard and determined it was best to approach a plumbing society to develop as this is outside the scope of ASHRAE. COMPLETE
Atlanta – 11/2019	33	That ASHRAE investigate a carbon offset policy for air travel. (Region XIV – Ireland Chapter – 2019 Fall CRC)	Technology Council Refer to Finance Committee	2/4/20 - Technology Council determined that this request should be determined by Finance Committee. OPEN
Orlando – 02/20	16	That Society introduce a virtual Distinguished Lecturer option for chapters, which will not count as an allocated visit, effective July 1, 2020. (Region XII – ASHRAE CARICOM Chapter – 2019 Fall CRC)	CTTC	01/27/2021 – CTTC is already implementing the intent of this motion and the ASHRAE GoToMeetings service is available to chapters who need it. CTTC formed an ad hoc in June 2020 to provide guidelines and recommendations to chapters for hosting virtual meetings and it was agreed that virtual DL visits should not be discouraged. An action item was created to communicate to chapters that these virtual visits are available, that Society wants to track them as non-allocated, and to provide instructions on how to utilize ASHRAE's GoToMeeting service.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				COMPLETE
Virtual – 06/20	11	That ASHRAE postpone the proposed \$10.00 increase in member dues for two years or until July 1, 2022. (Region VIII – Monterrey Chapter – 2020 Virtual CRC)	Finance Committee	03/26/2021 – The Board of Directors approved a motion to not increase Society dues for the 2021-2022 year. COMPLETE
Virtual – 06/20	14	That Society create centralized training for Chapter Communications Chairs. (Region XI – Alaska Chapter – 2020 Virtual CRC)	Communications Committee	01/27/2021 – The Communications Committee was not in favor of this motion. COMPLETE
Virtual – 11/20	4	That ASHRAE Society reduce the Society Renewal Dues of dues-paying members that are affected by COVID-19 to 50% of membership dues. The reduced dues are only valid for renewal during period of July 1st, 2020 to June 30th, 2021. Determination of COVID-19 hardship requires supporting documentation. (Region X – Southern California Chapter – 2020 Virtual CRC)	Membership Promotion Committee	01/27/2021 – The Membership Promotion Committee was made aware of this motion in October 2020. The Committee agreed with the intent, made modifications, and put forth a separate motion to Members Council presented to its November 2020 meeting. Members Council passed the motion, however, it failed at the Board level as they said there was an existing economic hardship clause. COMPLETE
Virtual – 11/20	5B	That Society Nominating Committee appoint an <u>ad hoc committee</u> to explore revising the Nominating Process and Ballot, for presenting "multiple candidates" on the annual membership ballot form for the offices of Society President-Elect, Treasurer, Vice Presidents, and Directors at Large. The process of the current President Elect automatically moving to the President position, as well as the current DRC process, remains unchanged. (Region XII – Florida West Coast Chapter – 2020 Virtual CRC)	Nominating Committee	02/08/2021 - An ad hoc was appointed and they have begun their work. A report is expected at the Annual Meeting. OPEN
Virtual – 11/20	6.a	That Society, allocate RP funds from branch offices to the correct Chapter, and not to the chapter where that companies HQ resides. (Region II – Toronto Chapter – 2020 Virtual CRC)	RP Committee	01/27/2021 – It is the policy of the RP Campaign to credit gifts according to donor wishes. In most cases, that means that the local chapter is credited for gifts from a company branch, but there are exceptions. The RP Committee is reaching out to the Toronto Chapter in order to understand the circumstances of this motion and to communicate campaign policy. COMPLETE
Virtual – 11/20	6.b	That the Society License of the Virtual meeting software by Zoom used for Lectures should be upgraded in order to allow simultaneous translation of conferences into another Language, beginning July 1, 2021. (Region XII – Argentina Chapter – 2020 Virtual CRC)	Communications Committee	01/27/2021 – The Communications Committee recommends passing this motion and is in favor of implementing. The Communications Committee requests Members Council approve the additional funds for the account that would fund. (Annual pricing varies based on the type of license selected.) COMPLETE
Virtual – 11/20	6.c	That CTTC implement a "Chapters "DL" Event Tracker" application tool on ASHRAE 365 mobile application, beginning July 1, 2021. (Region XII – South Brazil Chapter – 2020 Virtual CRC)	CTTC	02/04/2021 – CTTC was in favor of the above motion and approved it by unanimous vote. CTTC was already implementing the intent of this motion and the ASHRAE Go-To-Meetings service is available to chapters who need it. CTTC formed an ad hoc in June 2020 to provide guidelines and recommendations to chapters for hosting virtual meetings and it was agreed that virtual DL visits should not be discouraged. An action item was created to communicate to chapters that these virtual visits are available, that Society wants to track them as non-allocated, and to provide instructions on how to utilize ASHRAE's Go-To-Meeting service. COMPLETE
Virtual – 11/20	6.d	That Members Council direct the appropriate department to add an option to the membership application to be able to indicate if the applicant requests to be classified as a member of a section of the chapter or region, beginning July 1, 2021. (Region XII – Florida West Coast Chapter – 2020 Virtual CRC)	Membership Promotion Committee	01/27/2021 – The Membership Promotion Committee was in favor of this motion. COMPLETE

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Virtual – 11/20	6.e	That ASHRAE engages Region XIV leadership to facilitate the work of the Brussels office in order to create and/or enhance close ties with the European Commission and other Europe based organizations for collaboration in research and allied fields. (Region XIV – Hellenic Chapter – 2020 Virtual CRC)	Society Executive Committee	02/08/2021 - The consensus was that ExCom was in favor of the spirit of the motion and felt that it would serve our members well. The details of engagement will be finalized by ExCom. COMPLETE
Virtual – 11/20	6.f	That ASHRAE covers transportation of Region XIV leadership to the Brussels office for their task to facilitate the work of the Brussels office in order to create and/or enhance close ties with the European Commission and other Europe based organizations for collaboration in research and allied fields. (Region XIV – Hellenic Chapter – 2020 Virtual CRC)	Society Executive Committee	OPEN
Virtual – 11/20	10B	That donation to ASHRAE Foundation scholarships from a Canadian chapter or a Canadian Member are recognized by Society in Canadian dollars in order to use the same currency as ASHRAE Research Canada objectives be referred to the Foundation Trustees for consideration with copy to the RP Committee as an information item. (Region II – Montreal Chapter – 2020 Virtual CRC)	Foundation Trustees	OPEN
Virtual – 11/20	10.c	That Region 2 volunteers identify what MP and GAC documentation is required in French and begin translation which Society will review and post to the Society web site. (Region II – Montreal Chapter – 2020 Virtual CRC)	Communications Committee	01/27/2021 – The Communications Committee recommends approval of this motion and suggests as next steps for Region II volunteers to share resources identified with MP and GAC for their consideration. COMPLETE
Virtual – 11/20	10.d	That Society expand the eLearning Corporate training program to be used by ASHRAE chapters beginning January 2021. (Region V – Evansville Chapter – 2020 Virtual CRC)	Publishing and Education Council	02/04/2021 – Although ASHRAE eLearning courses are not designed or suitable for group learning sessions, they are currently offered to individual Members at a 25% discount. In addition, discounts are available to chapters as well as corporate customers for purchase of a certain number of eLearning users: https://www.ashrae.org/professional-development/elearning-on-demand/corporate-program . For chapters wanting instructor-led online or in-person group training sessions, those can be scheduled by contacting ASHRAE Professional Development staff manager Karen Murray (kmurray@ashrae.org). An action item was also assigned to Jeremy Smith, Chair of the Training and Education Committee, to ask the Evansville Chapter for clarification and confirmation of the type(s) of training desired. COMPLETE
Virtual – 11/20	10.e	That Society grant temporary access to the ASHRAE Design Standards in searchable PDF format to all competitors in the Student Design Competition, over the duration of the competition. (Region XII – CARICOM Chapter – 2020 Virtual CRC)	Student Activities Committee & Publishing and Education Council	1/27/2021 – The Student Activities Committee voted in favor of recommending this motion be passed by Members Council, 16-0-0, Chair Voting. The committee did not evaluate the fiscal impact of the request, however it did consider the scope of "ASHRAE Design Standards". As part of implementing this motion, the Student Activities Committee would provide a list of ASHRAE Standards that are referenced by the competition criteria and would not require annual updating. The committee recommends temporary access be granted to students upon request only, and not automatically to all students that register for the competition. 2/4/2021 – Publishing and Education response: Requests for complimentary access to ASHRAE publications should be sent to the Director of PEC, Mark Owen (mowen@ashrae.org) and should include the specific publications to which access is desired. If the CARICOM Chapter or any design team provides such a list, the best option for access for the students participating in the competition can be selected. Many ASHRAE Standards are already available for free read-only access on the ASHRAE website here: Read-Only Versions of ASHRAE Standards . COMPLETE
Virtual – 11/20	10.f	That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of Chapter Officers and Chairs that have	Honors and Awards Committee	02/04/2021 – The Honors and Awards Committee was in favor of this motion. COMPLETE

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE

MOTION #

MOTION

REFERRED TO

RESPONSE

		access to their Chapter Member Bios, by April 1, 2021. (Region XII – Central Florida Chapter – 2020 Virtual CRC)		
Virtual – 11/20	10.g	That the society recognizes and approves the Israeli Chapter's biannual HVAC training for young engineers and project managers and schedules a CHD exam at the end of the course to benefit participants in having an international accreditation finishing their training. (Region XIV – Israeli Chapter – 2020 Virtual CRC)	Certification Committee	02/04/2021 - In addressing this motion, the Certification Committee expresses its full support of the Israeli Chapter's professional development efforts, and reports that scheduling the CHD exam for the end of the Chapter's HVAC training course can be done simply by contacting staff Manager of Certification, Tim Kline (tkline@ashrae.org). ASHRAE Learning Institute (ALI) does not have a role in recognizing or approving Chapter-developed trainings and does not guarantee that a participant's completion of any training would provide a participant with competency in the body of knowledge needed to pass the CHD exam. However, ASHRAE Certification could work with the Chapter to identify specific job tasks covered in their trainings. COMPLETE
Virtual – 11/20	10.h	That the name ASHRAE from the CIBSE ASHRAE Group be reviewed to stimulate development of an equitable relationship model. (Region XIV – UK London & Southeast Chapter – 2020 Virtual CRC)	Society Executive Committee	OPEN

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2020 MEMBERS COUNCIL FALL MEETING 11/9-10/2020					
1	5	Schwedler	02/21	Complete	To send the COVID-19 motion, Motion 3, (approved by Members Council), from the Membership Promotion Committee to Society ExCom and Finance Committee for review before motion goes to the BOD for their November meeting.
2	7	Staff	02/21	Complete	To refer Motion 4 (11/9/2020) to the Membership Promotion Committee.
3	7	Staff	02/21	Complete	To report status of Motion 4 to the Southern California Chapter and publish on the website.
4	9	Schwedler, Lavitt, Boyd, Peach & Gagnon	02/21	Complete	To review the Nominating Committee Motion 5B from the Florida West Coast Chapter and revise the background and fiscal impact before referring the motion to the Nominating Committee.
5	11	Staff	02/21	Complete	To refer Motion 5B (11/9/2020) with revised background and fiscal impact to the Nominating Committee.
6	12	Staff	02/21	Complete	To report status of Motion 5B (11/9/2020) to the Florida West Coast Chapter and publish on website.
7	12	Staff	02/21	Complete	To refer Motion 6.a (11/10/2020) from the Toronto Chapter to the RP Committee for consideration.
8	12	Staff	02/21	Complete	To report status of Motion 6.a (11/10/2020) to the Toronto Chapter and publish on the website.
9	12	Staff	02/21	Complete	To refer Motion 6.b (11/10/2020) from the Argentina Chapter to the Communications Committee for consideration.
10	12	Staff	02/21	Complete	To report status of Motion 6.b (11/10/2020) to the Argentina Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
11	13	Staff	02/21	Complete	To refer Motion 6.c (11/10/2020) from the South Brazil Chapter to the Chapter Technology Transfer Committee for consideration.
12	13	Staff	02/21	Complete	To report status of Motion 6.c (11/10/2020) to the South Brazil Chapter and publish on the website.
13	14	Staff	02/21	Complete	To refer Motion 6.d (11/10/2020) from the Florida West Coast Chapter to the Membership Promotion Committee for consideration.
14	14	Staff	02/21	Complete	To report status of Motion 6.d (11/10/2020) to the Florida West Coast Chapter and publish on the website.
15	15	Staff	02/21	Complete	To refer Motion 6.e (11/10/2020) from the Hellenic Chapter to the Society Executive Committee for consideration.
16	15	Staff	02/21	Complete	To report status of Motion 6.e (11/10/2020) to the Hellenic Chapter and publish on the website.
17	15	Staff	02/21	Complete	To refer Amended Motion 6.f (11/10/2020) from the Hellenic Chapter to the Society Executive Committee for consideration.
18	15	Staff	02/21	Complete	To report status of Motion 6.f (11/10/2020) to the Hellenic Chapter and publish on the website.
19	15	Staff	02/21	Complete	To send CRC Motion 5 back to Montreal Chapter to determine 1) fiscal impact and 2) explore other inexpensive options that are available.
20	17	Staff	02/21	Complete	To report results of Motion 7 (11/10/2020) to the Toronto Chapter and publish on the website.
21	18	Staff	02/21	Complete	To report results of Motion 8 (11/10/2020) to the Montreal Chapter and publish on the website.
22	18	Staff	02/21	Complete	To report results of Motion 9 (11/10/2020) to the Hellenic Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
23	20	Manual Subcommittee	02/21	Open	To review Motion 10.b (11/10/2020) from the Florida West Coast Chapter for consideration.
24	20	Staff	02/21	Complete	To report status of Motion 10.b (11/10/2020) to the Florida West Coast Chapter and publish on the website.
25	20	Staff	02/21	Complete	To refer Motion 10.c (11/10/2020) from the Montreal Chapter to the Communications Committee for comment.
26	20	Staff	02/21	Complete	To report status of Motion 10.c (11/10/2020) to the Montreal Chapter and publish on the website.
27	21	Staff	02/21	Complete	To refer Motion 10.d (11/10/2020) from the Evansville Chapter to Publishing and Education Council for consideration.
28	21	Staff	02/21	Complete	To report status of Motion 10.d (11/10/2020) to the Evansville Chapter and publish on the website.
29	21	Staff	02/21	Complete	To refer Motion 10.e (11/10/2020) from the CARICOM Chapter to the Student Activities Committee and Publishing Education Council for comment and to determine fiscal impact.
30	21	Staff	02/21	Complete	To report status of Motion 10.e (11/10/2020) to the CARICOM Chapter and publish on the website.
31	22	Staff	02/21	Complete	To refer Motion 10.f (11/10/2020) from the Central Florida Chapter to the Honors and Awards Committee for consideration to determine if the H&A staff should be responsible for bio access to the chapter H&A chapter chairs annually.
32	22	Staff	02/21	Complete	To report the status of Motion 10.f (11/10/2020) to the Central Florida Chapter and publish on the website.
33	23	Staff	02/21	Complete	To refer Motion 10.g (11/10/2020) from the Israeli Chapter to the Certification Committee for consideration.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
34	23	Staff	02/21	Complete	To report the status of Motion 10.g (11/10/2020) to the Israeli Chapter and publish on the website.
35	24	Staff	02/21	Complete	To refer Motion 10.h (11/10/2020) from the UK London & Southeast Chapter to ExCom to communicate to CIBSE the concern of the member and the language of the ASHRAE/ CIBSE MOU be communicated to the member.
36	24	Staff	02/21	Complete	To report status of Motion 10.h (11/10/2020) to the UK London & Southeast Chapter and publish on the website.
37	24	Staff	02/21	Complete	To refer Motion 10.a (11/10/2020) from the Montreal Chapter to the Foundation Trustees for consideration with copy to the RP Committee as an information item.
38	24	Staff	02/21	Complete	To report status of Motion 10.a (11/10/2020) to the Montreal Chapter and publish on the website.
39	25	Manual Subcommittee	02/21	Open	To review CRC Motion 4 from the Halifax Chapter and use the same verbiage of electronic voting that is currently in the ROB and MCO since this is already available.
40	25	Staff	02/21	Complete	To report the results of CRC Motion 4 to the Halifax Chapter and publish on the website.
41	25	Staff	02/21	Complete	To worked with IT to ensure the zip codes are set up correctly for the Brasil and South Brazil Chapters in the database as indicated in CRC Motion 16 from the Brasil Chapter.
42	25	Staff	02/21	Complete	To report the results of CRC Motion 16 to the Brasil Chapter and publish on the website.
43	26	Staff	02/21	Complete	Staff to update instruction sheet sent to the chapter presidents annually to include Chapter Section officer positions so that the positions can be entered in the CIQ as indicated in CRC Motion 19 from the Florida West Coast Chapter.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
44	26	Staff	02/21	Complete	To ensure Section officer positions are listed in the online CIQ as indicated in CRC Motion 19 from the Florida West Coast Chapter.
45	26	Staff	02/21	Open	To report the results of CRC Motion 19 to the Florida West Coast Chapter and include a note to chapter of which Section officer positions are available in the CIQ and MCO and to let them know that the section positions as shown above with strikethrough are not available for the CIQ.
46	26	Manual Subcommittee	02/21	Open	To address the attached MOU form not currently in the MCO or published on the website as a standalone document.
47	27	Manual Subcommittee	02/21	Open	To review and establish a step-by-step guide for evaluating if a chapter is struggling or not.
48	28	Staff	02/21	Complete	To report the status of CRC Motion 10 to the Sierra Delta Chapter and publish on the website.
49	30	Schwedler	02/21	Complete	To reach out to Technology Council concerning open referred motions from Members Council and to provide input by the winter conference.
50	30	Staff	02/21	Open	In regards to Action Item 28 (11/19): "Staff to develop a comprehensive list of training activities to publish on the website in one location," to notify the Alaska Chapter that this list is available on the website and to provide the weblink to the chapter of where this information is located.
51	30	RMCRs	02/21	Open	To provide CRC schedule updates to Grant and Abrams.
52	30	Reporting Committee Chairs and Staff Liaisons	02/21	Open	To review lean assessment from his presentation and report back with recommendations in two weeks (November 24).
53	30	Staff	02/21	Complete	To send Schwedler a summarized list of action items including due dates be sent to him after this meeting.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2019 MEMBERS COUNCIL FALL MEETING (11/14-15/2019)					
41	21	Staff	01/20	Open	To work on a database that will track motions and their status that could be used at the Regional and Society levels and make available on the website as indicated in Motion 29.
43	22	Staff	01/20	Open	To work on a database that will improve the method of tracking motions, documenting historical records by category and topic as indicated in Motion 30.
2019 MEMBERS COUNCIL ANNUAL MEETING (06/25/2019)					
28	33	Staff	11/19	Complete	To develop a comprehensive list of training activities to publish on the website in one location as indicated in Motion 38.
32	37	Manual Subcommittee	11/19	Open	To review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO.
37	39	Manual Subcommittee	11/19	Open	To make recommendation on Region XI, Alaska Chapter, 2019 Spring CRC Motion 5, "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head."
38	39	Manual Subcommittee	11/19	Open	To review award point structure for Chapter Service Award and Regional Award of Merit and make recommendation.



CRC SCHEDULE 2021-2022

<u>FALL 2021</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 RD WEEK	AUGUST 18-20			RACHEL ROY
REGION II	QUEBEC QUEBEC, PQ	LONDON LONDON, ON	AUGUST 4 TH WEEK	AUGUST 19-22			STEPHEN LYNCH EVANS-MUTUA GUY PERREAULT
REGION III	CEN PENNSYLVANIA HARRISBURG, PA	ANTHRACITE SCRANTON, PA	AUGUST 2 ND WEEK	AUGUST 12-14			
REGION IV	GREENVILLE GREENVILLE, SC	CHARLESTON CHARLESTON, SC	AUGUST 2 ND WEEK	AUGUST 12-14			BILL KNIGHT
REGION V	FORT WAYNE FORT WAYNE, IN		JULY 4 TH WEEK	JULY 29-31			MATTHEW KLOK
REGION VII	NWFL/MOBILE/ MS/ NOLA BILOXI, MS	EAST TENNESSEE KNOXVILLE, TN	JULY 4 TH WEEK	JULY 21-25			SHANNON HOLDERFIELD NWFL
REGION IX	PIKES PEAK COLORADO SPRINGS, CO	UTAH SALT LAKE CITY, UT	AUGUST 1 ST WEEK	AUGUST 4-7			MICHELLE SWANSON JOHN STUMPF
REGION X	ORANGE EMPIRE ANAHEIM, CA	NORTHERN NEVADA RENO, NV	AUGUST 3 RD WEEK	AUGUST 22-24			JEFF CONRAD
REGION XII	CENTRAL FLORIDA ORLANDO, FL		AUGUST 2 ND WEEK	AUGUST 11-15			NATE BOYD
REGION XIII	INDONESIA JAKARTA, IDN	JAPAN TOKYO, JPN	AUGUST 4 TH WEEK	AUGUST 20-22			RYOZO OOKA
REGION XIV	SPAIN MADRID, SPAIN		SEPTEMBER 3 RD WEEK	SEPTEMBER 24-26			
RAL	PYRAMIDS LUXOR, EGYPT		SEPTEMBER 3 RD WEEK	OCTOBER 7-9			MAGED FOUAD
<u>SPRING 2022</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	MINNESOTA MINNEAPOLIS, MN	LA CROSSE AREA LA CROSSE, WI	MAY 1 ST WEEK	TBD			DAN CHUDECKE
REGION VIII	HOUSTON HOUSTON, TX		APRIL 4 TH WEEK				
REGION XI	REGINA REGINA, SK	NORTHERN ALBERTA EDMONTON, AB	MAY 2 ND WEEK	MAY 12-14			PIERRE RANGER

Additions and/or revisions are shaded.

Revised: February 1, 2021

Distribution: EXCOM, DRCS, LITTLETON, DEVAUGHN, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, PORCARI, GIOMETTI, MUMFORD, GURLEY, MASTERSON, THOMSON, SEYMOUR, GRANT, KELLER, RATCLIFF



CRC SCHEDULE 2022-2023

<u>FALL 2022</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	RHODE ISLAND PROVIDENCE, RI		AUGUST 3 RD WEEK				KRISTA LACOBUCCI
REGION II	LONDON LONDON, ON		AUGUST 4 TH WEEK				KATE MAYBERRY
REGION III	ANTHRACITE SCRANTON, PA		AUGUST 3 RD WEEK				
REGION IV	CHARLESTON CHARLESTON, SC	TRIANGLE RALEIGH/DURHAM, NC	AUGUST 2 ND WEEK				
REGION V			JULY 4 TH WEEK				
REGION VII	EAST TENNESSEE KNOXVILLE, TN	LOUISVILLE LOUISVILLE, KY	AUGUST 1 ST WEEK				DAVID KAMINSKY
REGION IX	UTAH SALT LAKE CITY, UT	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 ST WEEK	AUGUST 4-6			
REGION X	NORTHERN NEVADA RENO, NV	CENTRAL ARIZONA TUCSON-PHOENIX, AZ	AUGUST 3 RD WEEK	AUGUST			
REGION XII	MIAMI MIAMI, FL	COLOMBIA BOGATA, COLOMBIA	AUGUST 2 ND WEEK				
REGION XIII	JAPAN TOKYO, JPN	TAIWAN TAIPEI, TWN	AUGUST 4 TH WEEK	AUGUST 19-21			
REGION XIV							
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2023</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	LA CROSSE AREA LA CROSSE, WI	CEDAR VALLEY CEDAR RAPIDS, IA	MAY 1 ST WEEK				MICHELE HULL KRISTIN SULLIVAN
REGION VIII			APRIL 4 TH WEEK				
REGION XI	NORTHERN ALBERTA EDMONTON, AB	INLAND EMPIRE SPOKANE, WA	MAY 2 ND WEEK				

Additions and/or revisions are shaded.

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