



MINUTES

**MEMBERS COUNCIL
HOUSTON, TEXAS
JUNE 26, 2018**

These minutes were approved by Members Council November 8, 2018.

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|---|---|---|
| 2 | 2 | That the Charter of the Northwest Arkansas Chapter of ASHRAE, whose headquarters will be in the cities of Bentonville/Fayetteville, Arkansas; and, whose geographic area of activity will be in the area East and South of Bentonville/Fayetteville, be approved. (Region VIII) |
| 3 | 6 | That the charter be approved for the Caricom Chapter of ASHRAE, whose headquarters will be Charlieville, Trinidad and Tobago, and whose geographic area of activity will be Barbados, Haiti, Saint Lucia, Trinidad and Tobago, Jamaica, Bahamas and Bermuda. (Region XII) |
| 4 | 3 | That the charter be approved for the Faisalabad Chapter of ASHRAE, whose headquarters will be Faisalabad City, Pakistan, and whose geographic area of activity will be Faisalabad, Sargodha and Multan Districts in the country of Pakistan. (Region-At-Large) |
| 5 | 4 | That the charter be approved for the Pyramids Chapter of ASHRAE, whose headquarters will be in the city Giza, Egypt and whose geographic area of activity will be Aswan, Asyut, Beni Suef, Dakahlia, Faiyum, Giza, Ismailia, Kayoubeya, Luxor, Minya, Monufia, Port Said, Sharqia, Sohag, Suez and Tanta in the country of Egypt. (Region-At-Large) |
| 6 | 4 | That the charter of the Mid-Columbia Chapter located in Richland, Washington be dissolved and the remaining members of the chapter be assigned to the Inland Empire Chapter. (Region XI) |
| 7 | 4 | That the charter be approved for the Penang Section, located in Penang, Malaysia and sponsored by the Malaysia Chapter. (Region XIII) |
| 8 | 4 | That Motion 2 (01/23/2018), "That the charter of the Cedars Section, located in Koura, Lebanon and sponsored by the Lebanese Chapter be approved" be rescinded. (Region-At-Large) |
| 9 | 5 | <p>That consent motions a. through aa. (27 student branches), as shown below be approved.</p> <ul style="list-style-type: none">a. That the charter of the Pittsburgh Technical College (PTC) Student Branch, located in Oakdale, Pennsylvania and sponsored by the Pittsburgh Chapter be approved. (Region III)b. That the charter of the Houston Community College Student Branch, located in Houston, Texas and sponsored by the Houston Chapter be approved. (Region VIII)c. That the charter of the University of Washington Bothell Student Branch, located in Bothell, Washington and sponsored by the Puget Sound Chapter be approved. (Region XI)d. That the charter of the Universidad del Valle (Univalle) Student Branch, located in Cali, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)e. That the charter of the Escuela Politecnica Nacional Student Branch, located in Quito, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII) |

- f. That the charter of the Universidad Politecnica Salesiana (UPS) - Cuenca Student Branch, located in Cuenca, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
- g. That the charter of the Guayaquil Student Branch, located in Guayaquil, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
- h. That the charter of the Facultad de Ingeniería de la Universidad de Buenos Aires (FIUBA) Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
- i. That the charter of the Electromecanica Bolivia Student Branch, located in Santa Cruz, Bolivia and sponsored by the Argentina Chapter be approved. (Region XII)
- j. That the charter of the Goias Student Branch, located in Anapolis, Goias, Brasil and sponsored by the Brasil Chapter be approved. (Region XII)
- k. That the charter of the ArchTech – Labaut SP Student Branch, located in Sao Paulo, Brazil and sponsored by the Brasil Chapter be approved. (Region XII)
- l. That the charter of the Volcano Student Branch, located in Guatemala City, Guatemala and sponsored by the Brasil Chapter be approved. (Region XII)
- m. That the charter of the ING Universidad de Chile Student Branch, located in Santiago, Chile and sponsored by the Chile Chapter be approved. (Region XII)
- n. That the charter of the Lyceum of the Philippines University-Cavite Student Branch, located in General Trias, Cavite, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
- o. That the charter of the Rizal Technological University Student Branch, located in Mandaluyong City, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
- p. That the charter of the University of Macau Student Branch, located in Taipa, Macau, China and sponsored by the Macao Chapter be approved. (Region XIII)
- q. That the charter of the Dublin Institute of Technology (DIT) Student Branch, located in Dublin, Ireland and sponsored by the Ireland Chapter be approved. (Region XIV)
- r. That the charter of the Nebrija University Student Branch, located in Madrid, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
- s. That the charter of the Universidad Politécnica de Madrid (UPM) Student Branch, located in Madrid, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
- t. That the charter of the TEI of Sterea Ellada Student Branch, located in Psachna, Greece and sponsored by the Hellenic Chapter be approved. (Region XIV)
- u. That the Jayawantrao Sawant College of Engineering (JSCOE) Student Branch, located in Hadapsar, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
- v. That the charter of the Bhartiya Skill Development University (BSDU) Student Branch, located in Jaipur, India and sponsored by the India Chapter be approved. (Region-At-Large)
- w. That the charter of the Swedish College of Engineering and Technology - Rahim Yar Khan (SCET - RYK) Student Branch, located in Rahim Yar Khan, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)

- x. That the charter of the HVAC Karabuk Student Branch, located in Karabuk, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- y. That the charter of the National Institute of Technology Srinagar Student Branch, located in Srinagar, India and sponsored by the India Chapter be approved. (Region-At-Large)
- z. That the charter of the Government Advance Technical Training Centre (GATTC) Peshawar Student Branch, located Peshawar, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- aa. That the Birla Institute of Technology (BIT) Student Branch, located in Ras-Al-Khaimah, United Arab Emirates and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)

- 11 9 RP Committee recommends to Members Council that the 2018-19 Region Goals as shown below be approved.

Region	Goal
I	\$210,000
II	\$190,000
III	\$200,000
IV	\$186,000
V	\$133,000
VI	\$180,000
VII	\$140,000
VIII	\$432,000
IX	\$260,000
X	\$190,000
XI	\$173,000
XII	\$153,000
XIII	\$49,000
XIV	\$5,000
RAL	\$24,000
Total	\$2,525,000

- 12 10 That Section 2, Chapter Committees of the Manual for Chapter Operations (MCO) be amended to include the following description for the Women in ASHRAE (WiA) Chapter Committee Chair.

The Women in ASHRAE (WiA) committee is intended to raise the awareness of diversity and inclusion within the chapter. WiA committee will foster locally, Society's commitment to a diverse and inclusive membership. The chapter WiA committee will operate with the following goals:

1. Work with the MP Committee, Student Activities and YEA committee 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.

- 13 10 That ASHRAE Bylaws Section 2.7 be amended such that Society-approved years of experience be credited as follows:

One year of credit maximum for ASHRAE Certified Professional credential(s).

- 14A 12 That Members Council create an ad hoc committee including members from the Student Activities, YEA and Membership Promotion Committees to explore opportunities to create regional programs focused on student retention and transition.
- 15 13 That Members Council recommend to the ASHRAE Executive Committee the approval of the attached list (Attachment G/A) of proposed Public Policy Priorities for Society Year 2018-2019.
- 16 14 That Members Council recommend to the ASHRAE Board of Directors change of the GGAC committee name from the “Grassroots Government Advocacy Committee” to the “Government Affairs Committee.”
- 17 15 That the changes to the Honors and Awards Manual of Procedures, as noted in Attachment H/A be approved.
- 18 15 That the following changes to the Rules of the Board section 2.411.003.5 be approved.

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

Award

Recommending Committee

Donald Bahnfleth Environmental Health Award

Environmental Health

- 19 15 That the following changes to the Rules of the Board section 2.411.003.4 be approved, contingent on the GGAC name change being approved.
- D. The ~~Grassroots~~ Government ~~Advocacy~~ Affairs Award is established to recognize an individual who demonstrates Outstanding efforts in the state, provincial and local government on technical issues important to ASHRAE. (16-06-29-17/88-05-21-23/95-06-29-40B/01-02-01-90/14-07-02-15)
- 20 16 That the ASHRAE Bylaws be revised as shown below.

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

Nominations shall be put forward by the Nominating Committee as hereinafter

provided in Section 7.6.

Nominations may also be made in writing by not fewer than ~~fifty one percent of ASHRAE members in good standing. The minimum number of members required shall be based on the membership roster of the first day of that Society year. No more than 10% of the signatures shall be from one chapter and no more than 30% shall be from one region. members eligible to vote.~~ Upon presentation of such nominations to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

- 22 19 That the recommendations from the Ethics Enforcement Procedures Task Group report to the BOD (**Attachment J**), be used to address the CRC motions from the Illinois Chapter, CRC Motion 4 (**Attachment J1**) and the Central Florida Chapter, CRC Motion 37 (**Attachment J2**).

Region VI (Illinois Chapter) – CRC Motion 4:

J1. That the Rules of the Board Paragraph 3.980; “Enforcement Procedures” be amended as follows:

3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics and Other Disciplinary Matters (07-01-31-17).

Region XII (Central Florida Chapter) – CRC Motion 37:

J2. That the following changes as shown below” be made to ROB 1.140.001 “Code of Ethics”, and 3.980 “Enforcement Procedures for Violation of the ASHRAE Code of Ethics,” as shown below, beginning January 1, 2018.

1.140.001 Code of Ethics (74-06-23-28/86-06-22-23/07-01-31-16/13-01-30-61)

1.140.001.1 As members of ASHRAE ~~or participants in ASHRAE committees, when participating in ASHRAE volunteer work of the Society or related or sponsored activities,~~ we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

- 25 22 That Rule of the Board Section 3.300.005 be amended as shown below effective July 1, 2018.

3.300.005 APPOINTMENTS

~~C. Assistant Regional Chair~~

~~1. The Chapters Regional Committee of each region, in Executive Session, may select up to three candidates for Assistant Regional Chair (ARC). The Assistant Regional Chair is an optional position for the region. The committee, before turning in its list of candidates, shall determine that each candidate is capable, qualified, and willing to serve, and understands the commitment of time and the expenses to be anticipated if selected for the position. If there will be a new DRG, a past DRG should serve as ARC for one year, with the preference being the most recent DRG available. The ARC's qualification requirements are the same~~

~~as RVC. In no case should an individual be appointed to the position for more than three consecutive years.~~

~~2. The Director and Regional Chair shall select one candidate. The order of preference submitted by the caucus shall be considered as a factor in the selection.~~

~~3. The Director and Regional Chair shall recommend their selected candidate to the Society President Elect for appointment for a term of one year.~~

~~4. If a member appointed is unable to serve or complete a term, the Director and Regional Chair shall select a replacement candidate to recommend to the Society President for appointment.~~

~~5. The Society President shall have the right to replace any Assistant Regional Chair who is not serving as an effective member of the region.~~

~~6. The Society President Elect will send an appointment letter of intent to each Assistant Regional Chair nominee in November of each year prior to taking office.
(09-06-24-12/10-06-30-15[7])~~

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

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – HOUSTON, TX – 06/18
15	21	Staff	11/18	Open	To report status of CRC Motion 1.2 and CRC Motion 2-Illinois Chapter; CRC Motion 12-Hampton Roads Chapter; CRC Motion 25 Gold Coast Chapter; and CRC Motion 28-Southwest Florida Chapter using postponed Motion 23 and publish on the website.
16	22	Staff	11/18	Open	To refer Motion 24 (06/26/2018) from the Rocky Mountain Chapter to the Standards Membership Model Ad Hoc Committee.
17	22	Staff	11/18	Open	To report the results of Motion 25 (06/26/2018) to the Rocky Mountain Chapter.
18	23	Staff	11/18	Open	To send Motion 25 (06/26/2018) to SRC before sending to the BOD for approval.
19	24	Bryant/Macauley	11/18	Open	To continue discussing referred CRC Motion 34 from the Brasil Chapter (10% royalty) with Publishing and Education Council.
20	26	Staff	11/18	Open	To include the awards calculation information in email communications to the chapters.
21	26	Staff	11/18	Open	To report results of Motion 26 (06/26/2018) from the Iowa Chapter and publish on the website.
22	26	Staff	11/18	Open	To include the CIQ advance notification due date of 60 days prior to the CRC information in email communications to the chapters.
23	26	Staff	11/18	Open	To report results of Motion 27 (06/26/2018) from the Iowa Chapter and publish on the website.



**MINUTES
MEMBERS COUNCIL MEETING
JUNE 26, 2018**

MEMBERS PRESENT: Sheila J. Hayter, Chair
Darryl K. Boyce, Vice-Chair

Erich Binder, ExO
Essam E. Khalil, ExO
Malcom D. Knight, ExO
Ng Yong Kong, ExO
Daniel R. Rogers, ExO
Joseph L. Furman, Region I RMCR
Isabelle Lavoie, Region II RMCR
Dustan L. Macauley, Region III RMCR
Steven A. Marek, Region IV RMCR
Douglas F. Zentz, Region V RMCR

NON-VOTING MEMBERS PRESENT:
Leslie A. Jonsson, CTTC Chair
David E. Claridge, CEC Chair
James E. Wolf, GGAC Chair
Charles E. Henck, H&A Chair
Devin A. Abellon, MPC Chair
John A. Rieke, RPC Chair*
William P. Simpson, SAC Chair
Jake Kopocis, YEA Chair

NON-VOTING MEMBER ABSENT:
Oswaldo D.S. Bueno, Consultant

GUESTS PRESENT:
Charles Gullledge, Incoming Treasurer
Jon Symko, Region VIII DRC
Chris Phelan, Incoming DRC Region I
Kevin Marple, Incoming CEC Chair
Bert Phillips, TAC
Trent Hunt, DRC Region IX
Callen Schwank, LeaDRS Region IX
Ken Clark, Publications Committee
Heather Schopplein, RP RVC Region X
David Underwood, Incoming GAC Chair
Mark Tome, Incoming RMCR Region III
Eileen Jensen, Incoming RMCR Region XI
Adam Davis, Incoming SAC Chair
Billy Austin, DRC Region IV
Weston Hockaday, LeaDRS Region IV
Michelle Swanson, Incoming MPC Chair
Carrie Kelty, Incoming MPC VC
Bill Walter, DRC Region I

John A. Rieke, Region VI RMCR*
Chris M. Gray, Region VII RMCR
Randy C. Schrecengost, Region VIII RMCR
Tyler J. Glesne, Region IX RMCR
Scott E. Wayland, Region X RMCR
Russell J. Lavitt, Region XI RMCR
Robin Bryant, Region XII RMCR
Cheng Wee Leong, Region XIII RMCR
Dimitris Charalambopoulos, Region XIV RMCR
Richie Mittal, Region-At-Large RMCR

GUESTS PRESENT (CONT'D):
Mackenzie Sutter, LeaDRS Region I
Doug Fick, DRC Region V
Kelsey Pitschel, LeaDRS Region V
Michael Cooper, DRC Region VII
Robert Hangen, LeaDRS Region VII
Stephanie Kunkel, Incoming YEA Chair
Jeff Clarke, Incoming DRC Region II
Mick Schwedler, Incoming ASHRAE BOD VP
Marites Calad, DRC Region X
Thiago Portes, LeaDRS Region XII
Ron Gagnon, DRC Region II

STAFF PRESENT:
Joyce Abrams
Vickie Grant
Candace Pettigrew
Chandrias Jacobs
Tony Giometti
Julia Mumford
Megan Gotzmer
Daniel Gurley
Jim Scarborough
Jeremy Pollack
Alice Yates
Katie Thomson
Rhiannon Masterson
Tammy Catchings
Vanita Gupta
Lizzy Seymour



1. CALL TO ORDER AND INTRODUCTIONS

The 2018 Annual Meeting of Members Council was called to order by Sheila Hayter, Chair, on Tuesday, June 26, 2018 at 8:15a.m. in Grand J (4) of the Hilton Americas-Houston Hotel. Introductions of the Members Council members, guests in the audience and staff were made. Those in attendance are included in the list above.

2. CODE OF ETHICS COMMITMENT

Ms. Hayter 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, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.” (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

3. REVIEW OF AGENDA

There were no revisions to the agenda.

4. APPROVAL OF DRAFT MINUTES

It was moved by Mr. Macauley and seconded

- (1) That the following consent motions be approved:
 - a. That the draft minutes from the January 11, 2018 web conference of Members Council be approved.
 - b. That the draft minutes from the January 23, 2018 winter meeting of Members Council be approved.
 - c. That the draft minutes from the February 22, 2018 web conference of Members Council be approved.

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

5. CHAPTER, SECTION AND STUDENT BRANCH CHARTERS

It was moved by Mr. Glesne and seconded

- (2) That the Charter of the Northwest Arkansas Chapter of ASHRAE, whose headquarters will be in the cities of Bentonville/Fayetteville, Arkansas; and, whose geographic area of activity will be in the area East and South of Bentonville/Fayetteville, be approved. (Region VIII)

Background: Forming the NW Arkansas Chapter is a natural evolution of the NW Arkansas Section, which was chartered in 1991. Creating this Chapter will leverage the momentum that the Section has gained over the past few years and will allow ASHRAE to:

- Better serve its Members in this area of Arkansas;
- Attract new members and retain existing members; and,
- Be able to actively engage in both Region VIII and the Society at large.

A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 44 such members signed the petition for the Northwest Arkansas Chapter.

Fiscal Impact: \$21,860 / year. This cost is estimated and includes transportation for:

- Chapter delegate and alternate to CRC;
- Chapter committee chairs to CRC, and to MP, SA, and RP centralized training; and,
- Chapter President-Elect to attend President-Elect Training (PET).

It is anticipated this cost would be offset by increased membership and use of ASHRAE publications, guidelines and certifications within the State of Arkansas.

Secretary's Note: This motion was moved by the Arkansas Chapter of Region VIII and approved by the chapters during the 2018 Region VIII CRC. (14-0-1, chair not voting)

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

It was moved by Mr. Rogers and seconded

- (3) That the charter be approved for the Caricom Chapter of ASHRAE, whose headquarters will be Charlieville, Trinidad and Tobago, and whose geographic area of activity will be Barbados, Haiti, Saint Lucia, Trinidad and Tobago, Jamaica, Bahamas and Bermuda. (Region XII)

Background: The current DRC, Dan Rogers and RMCR, Robin Bryant has worked with the active members in the Caricom Countries in securing a petition of 40 ASHRAE members in good standing who are Member and Associate grade members. The Argentina Chapter will sponsor and mentor the proposed chapter. The proposed chapter are using modern technology to have online meetings to discuss and plan their future as a chapter for the next 3-5 years.

Fiscal Impact: Adding a new chapter will include support of authorized chapter positions to attend CRC and centralized training.

MOTION 3 PASSED. (21-0-0, chair not voting)

It was moved by Mr. Mittal and seconded

- (4) That the charter be approved for the Faisalabad Chapter of ASHRAE, whose headquarters will be Faisalabad City, Pakistan, and whose geographic area of activity will be Faisalabad, Sargodha and Multan Districts in the country of Pakistan. (Region-At-Large)

Background: The current DRC, Farooq Mehboob has worked with members of the proposed chapter who are leaving section status (2015) to become a chapter. A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 44 such members signed the petition for the Faisalabad Chapter.

Fiscal Impact: Adding a new chapter will include support of authorized chapter positions to attend CRC and centralized training.

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

It was moved by Mr. Mittal and seconded

- (5) That the charter be approved for the Pyramids Chapter of ASHRAE, whose headquarters will be in the city Giza, Egypt and whose geographic area of activity will be Aswan, Asyut, Beni Suef, Dakahlia, Faiyum, Giza, Ismailia, Kayoubeya, Luxor, Minya, Monufia, Port Said, Sharqia, Sohag, Suez and Tanta in the country of Egypt. (Region-At-Large)

Background: The current DRC, Farooq Mehboob has worked with members of the proposed chapter. A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 43 such members signed the petition for the Faisalabad Chapter.

Fiscal Impact: Adding a new chapter will include support of authorized chapter positions to attend CRC and centralized training.

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

It was moved by Mr. Lavitt and seconded

- (6) That the charter of the Mid-Columbia Chapter located in Richland, Washington be dissolved and the remaining members of the chapter be assigned to the Inland Empire Chapter. (Region XI)

Background: For the last few years, there has been little to no participation in the chapter. Both the current DRC, Keith Yelton and RMCR, Russell Lavitt has worked with members of the struggling chapter but to no avail. The Mid-Columbia Chapter voted during their CRC last year to dissolve the chapter.

Fiscal Impact: As stated in the MCO, distribution of any remaining funds shall be contributed to Society's Research Promotion Fund.

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

It was moved by Mr. Kong and seconded

- (7) That the charter be approved for the Penang Section, located in Penang, Malaysia and sponsored by the Malaysia Chapter. (Region XIII)

Background: The current DRC, Ng Yong Kong has worked with members of the proposed section. A minimum of 10 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed section must sign a petition for a new section; 11 such members signed the petition for the Penang Section.

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

It was moved by Mr. Mittal and seconded

- (8) That Motion 2 (01/23/2018), "That the charter of the Cedars Section, located in Koura, Lebanon and sponsored by the Lebanese Chapter be approved" be rescinded. (Region-At-Large)

Background: Although the proposed section went through the correct process for charter, the proposed section did not have the support of regional leadership.

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

It was moved by Mr. Marek and seconded

- (9) That consent motions a. through aa. (27 student branches), as shown below be approved.
- a. That the charter of the Pittsburgh Technical College (PTC) Student Branch, located in Oakdale, Pennsylvania and sponsored by the Pittsburgh Chapter be approved. (Region III)
 - b. That the charter of the Houston Community College Student Branch, located in Houston, Texas and sponsored by the Houston Chapter be approved. (Region VIII)
 - c. That the charter of the University of Washington Bothell Student Branch, located in Bothell, Washington and sponsored by the Puget Sound Chapter be approved. (Region XI)
 - d. That the charter of the Universidad del Valle (Univalle) Student Branch, located in Cali, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
 - e. That the charter of the Escuela Politecnica Nacional Student Branch, located in Quito, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
 - f. That the charter of the Universidad Politecnica Salesiana (UPS) - Cuenca Student Branch, located in Cuenca, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
 - g. That the charter of the Guayaquil Student Branch, located in Guayaquil, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
 - h. That the charter of the Facultad de Ingeniería de la Universidad de Buenos Aires (FIUBA) Student Branch, located in Buenos Aires, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
 - i. That the charter of the Electromecanica Bolivia Student Branch, located in Santa Cruz, Bolivia and sponsored by the Argentina Chapter be approved. (Region XII)
 - j. That the charter of the Goias Student Branch, located in Anapolis, Goias, Brasil and sponsored by the Brasil Chapter be approved. (Region XII)
 - k. That the charter of the ArchTech – Labaut SP Student Branch, located in Sao Paolo, Brazil and sponsored by the Brasil Chapter be approved. (Region XII)
 - l. That the charter of the Volcano Student Branch, located in Guatemala City, Guatemala and sponsored by the Brasil Chapter be approved. (Region XII)
 - m. That the charter of the ING Universidad de Chile Student Branch, located in Santiago, Chile and sponsored by the Chile Chapter be approved. (Region XII)
 - n. That the charter of the Lyceum of the Philippines University-Cavite Student Branch, located in General Trias, Cavite, Philippines and sponsored by the Philippines Chapter

be approved. (Region XIII)

- o. That the charter of the Rizal Technological University Student Branch, located in Mandaluyong City, Philippines and sponsored by the Philippines Chapter be approved. (Region XIII)
- p. That the charter of the University of Macau Student Branch, located in Taipa, Macau, China and sponsored by the Macao Chapter be approved. (Region XIII)
- q. That the charter of the Dublin Institute of Technology (DIT) Student Branch, located in Dublin, Ireland and sponsored by the Ireland Chapter be approved. (Region XIV)
- r. That the charter of the Nebrija University Student Branch, located in Madrid, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
- s. That the charter of the Universidad Politécnica de Madrid (UPM) Student Branch, located in Madrid, Spain and sponsored by the Spain Chapter be approved. (Region XIV)
- t. That the charter of the TEI of Sterea Ellada Student Branch, located in Psachna, Greece and sponsored by the Hellenic Chapter be approved. (Region XIV)
- u. That the Jayawantrao Sawant College of Engineering (JSCOE) Student Branch, located in Hadapsar, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
- v. That the charter of the Bhartiya Skill Development University (BSDU) Student Branch, located in Jaipur, India and sponsored by the India Chapter be approved. (Region-At-Large)
- w. That the charter of the Swedish College of Engineering and Technology - Rahim Yar Khan (SCET - RYK) Student Branch, located in Rahim Yar Khan, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
- x. That the charter of the HVAC Karabuk Student Branch, located in Karabuk, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- y. That the charter of the National Institute of Technology Srinagar Student Branch, located in Srinagar, India and sponsored by the India Chapter be approved. (Region-At-Large)
- z. That the charter of the Government Advance Technical Training Centre (GATTC) Peshawar Student Branch, located Peshawar, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
- aa. That the Birla Institute of Technology (BIT) Student Branch, located in Ras-Al-Khaimah, United Arab Emirates and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)

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

6. MEMBERS COUNCIL STANDING COMMITTEE REPORTS**A. Conferences and Expositions Committee (CEC) Report (Attachment A)**

The following was reported by David Claridge, Conferences and Expositions Committee Chair.

It was moved by Mr. Rogers

- (10) CEC requests that Members Council refer the following motion to the Publications Committee:

That the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference.

Background: Authors have identified indexing of their papers as the top reason where they choose to publish. Currently, however, conference papers presented at winter and annual conferences are not being indexed. Papers that are published in ASHRAE Transactions are indexed, so by moving the conference papers into ASHRAE Transactions, ASHRAE will be able to meet the authors' need to have their papers indexed. Additionally, TC chairs have voiced strong approval for this action when it was announced at the TC chairs' breakfast. (CEC Vote: 23-0-1, CV)

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

AI 1 Staff to refer Motion 10 (06/26/2018) to the Publications Committee for consideration.

Information Items:

Mr. Claridge reported the following information items.

1. For the celebration of ASHRAE's 125th Anniversary, Publishing and Education Council referred a motion to CEC to provide a copy of the updated "Proclaiming the Truth," to conference registrants at the 2020 Winter Conference at a cost of \$15 per book.

The Historical Committee is updating "Proclaiming the Truth" for the 125th Anniversary of ASHRAE in 2020. Publishing and Education Council requests that the book be made available to conference registrants at a cost of \$15 per registrant. All registrants would receive the book except students, student branch advisors, spouses, guests, monitors and press. It is requested that the book be made available for purchase. The anticipated fiscal impact is \$3500 for providing the book to registrants who receive a complimentary registration except those as noted above. This expense will be factored into the budget for the 2020 Winter Conference.

CEC approved the registration rates for the 2020 Winter Conference in Orlando to be increased by \$15 for all paid categories, except the student and spouse/guest categories, to provide these paying registrants a printed copy or PDF of a revised edition of "Proclaiming the Truth" and that the printed copy or PDF be provided to all registrants who receive a complimentary registration, except for the "press" and "monitor" categories.

2. There were 20 conference paper sessions (67 conference papers presented), 4 technical paper sessions (14 technical papers presented), 72 seminars, 7 workshops, 4 forums, 1 debate and 1 panel discussion during the 2018 ASHRAE Annual Conference technical program.

3. CEC approved the creation of an Extended Abstract publication option specifically for the Annual Conference Research Summit track beginning with the 2019 Annual Conference and will be implemented as outlined in Attachment A/C.
4. The following conferences are in process:
 - Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA, Sept. 26-28, 2018, Chicago, Illinois
 - Third International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies, October 4-5, 2018, Beirut, Lebanon
 - Buildings XIV International Conference, December 9-12, 2019 in Clearwater, Florida. The Steering Committee met for the first time at this meeting.
 - IAQ 2020, Fall of 2020, Greece (to be confirmed). The Steering Committee met for the first time at this meeting.
5. The following are future annual and winter conference sites:
 - a. Winter, January 12-16, 2019 – Atlanta
 - b. Annual, June 22-26, 2019 – Kansas City
 - c. Winter, February 1-5, 2020 – Orlando
 - d. Annual, June 27-July 1, 2020 – Austin
 - e. Winter, January 23- 27, 2021 – Chicago
 - f. Annual, June 26-30, 2021 – Phoenix
 - g. Winter, January 29 - February 2, 2022 – Las Vegas
 - h. Annual, June 25-29, 2022 – Toronto
 - i. Winter, February 4-8, 2023 – Atlanta

ASHRAE staff will explore holding the 2023 Annual Conference in Minneapolis, Philadelphia, Indianapolis and Tampa.

B. Chapter Technology Transfer Committee (CTTC) Report (Attachment B)

The following was reported by Leslie Jonsson, Chapter Technology Transfer Committee Chair.

Information Items:

1. The April 19, 2018 CTTC Webcast, “Making Energy Efficiency a Reality,” featured presenters Tom Durkin, Mark Frankel, and Chris Mathis. This year’s program had an estimated 9,426 viewers worldwide. A total of 422 sites registered and accounted for an estimated 2,648 viewers. A total of 2,866 viewers complete the online Participant Reaction Form, and of those viewers, 98.7% indicated they would participate in another ASHRAE Webcast. The on demand replay of the Webcast was available for two weeks following the live webcast and was viewed by an estimated 1,510 people. The program ranked in the top 10 for number of viewers for all 2018 webcasts to date, hosted by our webcast provider MediaPlatform. The ASHRAE Webcast also set an all-time record with MediaPlatform for the number of registrants who actually viewed the program. The 2018 program saw nearly 50% of registrants, as of April 19th view the live broadcast; the average is closer to 30%.
2. “The Future of Refrigerants in Unitary and VRF Systems” is the subject of the April 2019 Webcast. Sarah Kim, Steve Kujak, and Doug Tucker have been selected by CTTC as

presenters. The program content, title, and format will be developed by the 2018-19 Webcast Ad Hoc Subcommittee at a planning meeting scheduled for August 7th. Details regarding registration, the presenters, and the program are available at www.ashrae.org/webcast. The 2019 program will feature a new all live format with two broadcast times. The goal is to make the program more accessible to members outside of the Eastern time zone.

3. The 2017-18 ASHRAE Distinguished Lecturers Program completed a total of 274 visits. This total includes 195 budgeted visits, plus an additional 80 non-budgeted visits. This year's roster included 73 lecturers, representing 13 countries – Argentina, Canada, Denmark, Egypt, Malaysia, Mexico, Singapore, Thailand, United Kingdom, Indonesia, the United States, and Italy; and 12 languages – English, Arabic, Chinese, Danish, French, German, Hindi, Marathi, Spanish, Thai, Punjabi, and Italian.

The 2018-19 DL program will provide 195 budgeted visits. CTTC has approved a roster of 71 lecturers; 5 new DLs will begin two year terms in July 2018. A DL review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters and attendance for DL visits exceeds average chapter meeting attendance.

C. RP Committee (Attachment C)

The following was reported by John Rieke, RP Committee Chair.

It was moved by Mr. Rieke

- (11) RP Committee recommends to Members Council that the 2018-19 Region Goals as shown below be approved.

Region	Goal
I	\$210,000
II	\$190,000
III	\$200,000
IV	\$186,000
V	\$133,000
VI	\$180,000
VII	\$140,000
VIII	\$432,000
IX	\$260,000
X	\$190,000
XI	\$173,000
XII	\$153,000
XIII	\$49,000
XIV	\$5,000
RAL	\$24,000
Total	\$2,525,000

Background: These figures are based upon current and prior years' results. RVCs were asked to speak with their DRCs prior to this meeting and receive their support and approval since goals are regional business.

Fiscal Impact: None.

MOTION 11 PASSED. (20-0-1*, chair not voting)

*John Rieke abstained as chair of RP Committee and Members Council voting member

D. Membership Promotion Committee Report (Attachment D)

The following was reported by Devin Abellon, Membership Promotion Committee Chair.

It was moved by Mr. Knight

- (12) That Section 2, Chapter Committees of the Manual for Chapter Operations (MCO) be amended to include the following description for the Women in ASHRAE (WiA) Chapter Committee Chair.

The Women in ASHRAE (WiA) committee is intended to raise the awareness of diversity and inclusion within the chapter. WiA committee will foster locally, Society's commitment to a diverse and inclusive membership. The chapter WiA committee will operate with the following goals:

1. Work with the MP Committee, Student Activities and YEA committee 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.

Background: Society and Members Council recognizes WiA as a chapter committee and the position exists within the CIQ. These additions further clarify the WiA committee chair roles and responsibilities.

Fiscal Impact: None.

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

AI 2 Staff to revise MCO Section 2 as indicated in Motion 12 (06/26/2018).

It was moved by Mr. Knight

- (13) That ASHRAE Bylaws Section 2.7 be amended such that Society-approved years of experience be credited as follows:

One year of credit maximum for ASHRAE Certified Professional credential(s).

Background: To promote ASHRAE certification, the Membership Promotion Committee would like to recognize individuals that receive an ASHRAE certification as achieving a year of experience towards advancement of Member grade. It is found that the minimum ASHRAE certification qualifications

requires a member to have 7 years of experience prior to sitting for the examination. The certification being recognized as a year of educational experience will give additional merit to the certification as well as promote membership advancement. The Membership Promotion committee believes this one year educational credit will not diminish the Member grade as this will be utilized by non-PE qualifying individuals.

Fiscal Impact: None.

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

AI 3 Staff to send Motion 13 to BOD during their meeting in Houston.

Information Items:

1. Referred Motion to Membership Promotion Committee from Members Council: Region-At-Large (Pune Chapter) – CRC Motion 42: That Society credit to ASHRAE Certified Professionals (like BEMP, BEAP) a certain number of years of experience (similar to PE) when considering them for advancement to membership grade.

The Membership Promotion Committee agrees with the intent of this motion but had to defeat it in order to provide more detail needed to amend the ASHRAE Bylaws (see Motion 13 above).

AI 4 Staff to report results of CRC Motion 42 to the Pune Chapter and publish on the website.

2. As of May 31, 2018 ASHRAE had 56,508 paid and unpaid members compared to 56,629 this same time last year. The developing economies membership program is in its ninth year. In July 2008 just after it began, there were 135 members participating. As of May 31, 2018, there were a total of 2,555 members (includes all new grades that were added).

E. Student Activities Committee Report (Attachment E)

The following was reported by Bill Simpson, Student Activities Committee Chair.

It was moved by Mr. Binder and seconded

- (14) That the following motion: “That Members Council create an ad hoc committee including members from the Student Activities, YEA and Membership Promotion Committees to explore opportunities to create regional programs focused on student retention and transition” be tabled until the referred CRC motion from the Central New York Chapter as shown below was discussed.

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

Information Item:

1. Referred Motion to Student Activities Committee from Members Council: Region I (Central New York Chapter) – CRC Motion 5: That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region's CRC (Smart-Start Weekend).

Mr. Simpson reported that the Student Activities Committee was not in favor of the motion from the Central New York Chapter and defeated the motion as it was currently written. He stated the committee is receptive to the ideas presented within the motion and with further review and research in the future through means of an ad hoc. The following motion below was offered as a substitute. It was moved Mr. Binder

- (14A) That Members Council create an ad hoc committee including members from the Student Activities, YEA and Membership Promotion Committees to explore opportunities to create regional programs focused on student retention and transition.

Background: Region I Central New York Chapter hosted a weekend specifically for students, called a “Smart-Start Weekend.” The goal of the Smart-Start Weekend Program is to increase ASHRAE’s Student Membership retention rate. The current Student Membership retention rate is low and Society has seen a decreasing trend in this metric in the recent year. The objectives of the program are to:

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

The CNY Chapter pilot event was held in April 2017 with funding received from the Chapter Opportunity Fund (\$4,750) and money raised from company sponsors (\$5,690). The purpose of this ad-hoc subcommittee will include reviewing:

1. Which regions are receptive to adding this type of program to their schedule
2. When and where this event will take place (i.e. As part of a CRC, a separate weekend, fall or spring etc.)
3. Budget analysis to determine how much funding should be allocated to such a program
4. Review of the best approach to distribute funds for this program
5. Development of guidelines for usage of these funds and expected time commitments needed for an effective program

Mr. Rogers stated the three committees need to work together to keep students and have them stay on and become members of ASHRAE.

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

AI 5 Student Activities, Membership Promotion and YEA Committee Chairs to work with Members Council Chair to come up with members of the ad hoc as indicated in Motion 14A.

AI 6 Staff to report the results of CRC Motion 5 to the Central New York Chapter and publish on the website.

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

The following was reported by Jake Kopocis, Young Engineers in ASHRAE Committee Chair.

Information Items:

1. There was no growth for YEA members on TCs; this will be a priority for the committee moving

forward.

2. The SmartStart student transfer program rate is up 36% compared to last year. Information was gathered in the following areas: how transfers heard about the SmartStart program; majority transferred to continue their ASHRAE membership; 61% transferred were student members.

YEA membership increased 13.6% and the goal was 15%, there are now over 11,000 YEA members.
3. The YEA Committee implemented the Developing Leader Award, which recognizes members with high level of involvements within their first five years of membership. There were four qualified applicants this year which were submitted to the H&A Committee for approval.
4. The following 4 Leadership U participants attended the 2018 Annual Conference and shadowed the Society Vice Presidents:
 - Elise Kiland, San Jose Chapter (Julia Keen)
 - Abhishek Khurana, Toronto Chapter (Mick Schwedler)
 - Charlotte Dean, Orange Empire Chapter (Ginger Scoggins)
 - Alekhya Kaianathbhatta, Toronto Chapter (Edward Tsui)
5. The 2018 YEA Leadership International event is scheduled for October 19-21 in Belgrade, Serbia. YEA consulted with YEN to select a date and location that would work well for them. YEA wanted to focus in Europe to help connect with CIBSE/YEN as well as Region XIV.
6. The 2018 Fall Leadership Weekend is scheduled November 2-4, 2018 in Portland, Maine and registration is open.
7. The 2018 YEA Leadership Weekend (2.0) date and location will be determined at a later time.

G. Grassroots Government Advocacy Committee (Attachment G)

The following was reported by Jim Wolf, Grassroots Government Advocacy Committee Chair.

It was moved by Ms. Bryant

- (15) That Members Council recommend to the ASHRAE Executive Committee the approval of the attached list (Attachment G/A) of proposed Public Policy Priorities for Society Year 2018-2019.

Background: Per the ROB, the GGAC is to annually develop a list of proposed public policy priorities, and is to submit the list to Members Council and ExCom for approval.

The SY2018-19 Public Policy Priorities (PPPs) were developed during the April 28-29, 2018 GGAC Executive Subcommittee Planning Retreat, held in Washington, DC. To help with continuity, the SY2018-19 PPPs are largely similar to the ones from SY2017-18. “Energy Utilization” was modified to “Building Performance,” to reflect broader considerations, including building commissioning. In addition, STEM and Workforce Development were added as a new policy priority as the building technology industry is experiencing a tight supply of a qualified workforce.

Fiscal Impact: There is zero fiscal impact to Society for approving these Public Policy Priorities.

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

It was moved by Ms. Bryant

- (16) That Members Council recommend to the ASHRAE Board of Directors change of the GGAC committee name from the “Grassroots Government Advocacy Committee” to the “Government Affairs Committee.”

Background: At the 2018 Winter Meeting in Chicago, the ASHRAE Executive Committee asked for GGAC’s recommendation on whether to rename the GGAC. ExCom explained that there is increasing awareness that words like “grassroots” and “advocacy” do not translate well to those in many parts of the world where English is not a first language.

During the April 28-29, 2018 GGAC Executive Subcommittee Planning Retreat, held in Washington, DC, the Executive Subcommittee recommended the GGAC should be renamed to “Government Affairs Committee.” Retreat participants agreed that the “grassroots” term doesn’t translate well internationally, and the committee does much more than advocate for specific policies, as ASHRAE wants to be known as a *technical resource* to elected officials and policy makers.

There was discussion concerning whether this committee has undergone too many recent changes, but overall it was deemed the improvement in defining what the committee does with the committee name change was more beneficial than any costs incurred resulting from confusion by ASHRAE members. The GGAC met via go-to meeting/conference call on June 4, 2018 and approved by voice vote this committee name change (with one member opposing).

Fiscal Impact: There is zero fiscal impact to Society for changing the name of the GGAC to the Government Affairs Committee.

MOTION 16 PASSED. (unanimous voice vote, chair not voting)**Information Items:**

1. GGAC recommends that Members Council refer the motion below to ExCom because many of the contacts with non-U.S. Government Officials take place by the Board of Directors and ExCom, and not through GGAC.

In January 2017, Members Council referred a CRC Motion from Region XII, Brasil Chapter from their 2016 Fall CRC to the GGAC. This motion stated: “The GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017.

2. GGAC created maps using political boundaries, and evaluated their use and effectiveness in 4 Regions (II, III, IV, and VII). The committee concluded that these maps could be a useful tool for communicating GGAC issues among chapters but it is premature to publicly launch GGAC MAPS at this time. In SY2018-19, GGAC will assemble a new ad-hoc subcommittee to further the evaluation phase of this project.

H. Honors and Awards Committee Report (Attachment H)

The following was reported by Charles Henck, Honors and Awards Committee Chair.

It was moved by Mr. Khalil

- (17) That the changes to the Honors and Awards Manual of Procedures, as noted in Attachment H/A be approved.

Background: The attached edits reflect several editorial changes previously approved by the Board of Directors and Society Rules Committee. As well as a request from Society Rules Committee to include the complete listing of pass through awards, with the recommending committees/councils, as part of the H&A MOP.

Fiscal Impact: None.

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

It was moved by Mr. Khalil

- (18) That the following changes to the Rules of the Board section 2.411.003.5 be approved.

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

<u>Award</u>	<u>Recommending Committee</u>
<u>Donald Bahnfleth</u> Environmental Health Award	Environmental Health

Background: During his 1985-86 Presidential year, Donald Bahnfleth recognized the increasing interest in and concerns about indoor air quality in buildings, as well as ASHRAE's potential role in addressing these concerns. He convened a Presidential Ad Hoc Committee with some of the world's leading experts in the field and charged them with examining the issue of IAQ and ASHRAE's role. The findings of this ad hoc led to the creation of the ASHRAE IAQ conference series (that continues to this day), the creation of the Environmental Health Committee, and a recognition of ASHRAE as a key source of information, standards, research and publications in the field.

Renaming this award will recognize the key role of President Bahnfleth in ASHRAE's environmental health activities and ensure that he is remembered into perpetuity for his efforts. This motion was unanimously approved by both the Environmental Health Committee and the Honors and Awards Committee.

Fiscal Impact: None.

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

- AI 7 Staff to send Motion 18 to the Society Rules Committee before sending to the Board for approval.

It was moved by Mr. Khalil

- (19) That the following changes to the Rules of the Board section 2.411.003.4 be approved, contingent

on the GGAC name change being approved.

- D. The ~~Grassroots~~ Government ~~Advocacy~~ Affairs Award is established to recognize an individual who demonstrates Outstanding efforts in the state, provincial and local government on technical issues important to ASHRAE. (16-06-29-17/88-05-21-23/95-06-29-40B/01-02-01-90/14-07-02-15)

Background: The GGAC will make a motion to Members Council in Houston requesting a committee name change from “Grassroots Government Advocacy Committee” to the “Government Affairs Committee.” If Members Council approves this committee name change, it makes sense that the Committee Award Name also be changed to reflect the new committee name.

The Honors and Awards Committee felt that because the entire justification for the award name change was the change of the Committee’s name, that the award should only be changed if the Committee name change is approved. This motion was unanimously approved by Honors and Awards.

Fiscal Impact: None.

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

AI 8 Staff to send Motion 19 to the Society Rules Committee before sending to the Board for approval.

- **Executive Session**

Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council.

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

The following was reported by Dunstan Macauley, Planning Subcommittee Chair.

- **2018 Spring CRC Motions**

It was moved by Mr. Macauley

(20) That the ASHRAE Bylaws be revised as shown below.

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

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

Nominations may also be made in writing by not fewer than fifty one percent of ASHRAE members in good standing. The minimum number of members required shall be based on the membership roster of the first day of that Society year. No more than 10% of the signatures shall be from one chapter and no more than 30% shall be from one region. members eligible to

~~vote.~~ Upon presentation of such nominations to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

Background: The Planning Subcommittee reviewed CRC motions (see below), from the La Crosse Area Chapter (Region VI) and the Regina Chapter (Region XI) to determine the amount of votes needed on a percentage basis instead of the 50 members currently listed in the bylaws. The Planning Subcommittee voted unanimously in a straw poll that a change was needed.

Region VI (La Crosse Area Chapter) – Motion 1:

That the Region VI DRC make the following motion at the next Board of Directors meeting at which he has the opportunity:

That the Board of Directors initiate a referendum to amend the ASHRAE BYLAWS as follows:

To amend two motions to x percent, x percent include membership total as the first day of the society year

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

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

Nominations may also be made in writing by not fewer than ~~fifty~~ one percent of the members eligible to vote, with no more than 40% of those members from any one region. Upon presentation of such nominations to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

Background: It is extremely important for members to have a method outside of Nominating Committee to nominate a member for office. The present value of 50 members was a larger portion of the Society population when the BYLAWS were established. It was also a much more difficult task to collect these signatures. With the internet and today's technology, collecting 50 signatures takes very little effort and could easily be achieved in the span of a single chapter meeting. 2018 is the first time this clause has been exercised. The clause may be used more often in the future making elections and other Society-level functions (e.g. leadership transition) much more convoluted and difficult. In the extreme it could lead to an environment that includes the introduction of open campaigning, outside influence, or nominations by a large block of members from a single entity (company, university, chapter, region, etc.). None of these are deemed beneficial for ASHRAE.

Fiscal Impact: None.

Vote: 11-0-0, chair not voting

Region XI (Regina Chapter) – Motion 5:

That society make the following change to the ASHRAE Bylaws, Section 3.3, Voting:

Nominations may also be made in writing by not fewer than ~~fifty~~ 3% of the current membership members eligible to vote. No more than 50% of the signatures shall be from one region, and there shall be a minimum of 3 regions represented.* Upon presentation of such nominations to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

* Amended unanimously.

Background: The current version of By-law 3.3 has not been updated since the time of the society merging in 1959. The membership at that time was under 10,000 members worldwide. With the increase of the membership to over 56,000 members the minimum number of members to nominate anyone individual should be reflective to the membership size. Under the current rules one chapter could nominate any member to the Board of Directors.

Fiscal Impact: None.

Vote: 11-0-0, chair not voting

MOTION 20 PASSED. (17-3-1, chair not voting)

AI 9 Planning Subcommittee to continue to review the report to the BOD from Dennis Knight and make recommendations during the 2018 fall meeting of Members Council. **(Attachment I)**

AI 10 Staff to send results of CRC Motion 1 to the La Crosse Area Chapter and CRC Motion 5 to the Regina Chapter using Motion 20 (06/26/2018) and publish on the website.

The following CRC motion from the Regina Chapter was withdrawn:



Region XI (Regina Chapter) – CRC Motion 6:

That the DRC represent Motion #5 at the Board Meeting on May 17th 2018.

Background: To expedite the process.

Fiscal Impact: None.

Vote: 11-0-0

AI 11 Staff to send results of withdrawn CRC Motion 6 to the Regina Chapter and publish on the website.

It was moved by Mr. Macauley

(21) That Region VIII, Central Oklahoma Chapter, CRC Motion 4 be referred to the Student Activities Committee and the Membership Promotion Committee for review.

Region VIII (Central Oklahoma Chapter) – CRC Motion 4:

That the Membership Promotion Committee in conjunction with Society's Board or Directors; and, per ASHRAE Bylaws Section 2.10 Student Member, establish criteria for acceptable student membership regarding accredited vocational and/or apprentice trade school students (union, non-union, or similar international designation depending on the country) involved in secondary or post-secondary education; and, designed to provide technical skills which are required to perform the tasks of a particular, specific job for entry directly into the workforce.

Background: In the case of secondary or post-secondary education, vocational and/or apprentice trade schools focus on job-specific training to students (regardless of age) who are typically bound for a skilled trade, rather than providing academic training for students pursuing careers in a professional discipline.

For some occupations, licensing is required and granted through a professional body or a licensing board composed of practitioners who oversee the applications for licenses. Although this often involves accredited training and examinations, and can vary a great deal for different trades and in different countries, most of these programs operate under well-defined rules and regulations designed to protect the vocational student and/or apprentice; and, provide the education and training necessary to meet the highest standards for the industry. Upon completion of many of the programs, the individual should hold the necessary licenses to work legally in the HVAC&R industry.

As HVAC&R equipment technology continues to advance, the necessary skills needed to install, startup, commission and service this equipment requires competencies in multiple areas such as: psychometrics, heat transfer, fluid dynamics, DDC control theory, computer programming, debugging and logical problem-solving skills, as well as many other related fields. These skill needs and the shortage of students in the various trade, career and vocational technician programs has left our Society members and our HVAC&R industry with a shortage of talented work force contributors.

Through Society and Chapter Student Activities and associated STEM events, several Chapters in Region VIII have identified opportunities to fill some of the needs described above by extending Student Memberships to those individuals locally and thus increasing ASHRAE Society membership.

Fiscal Impact: It is assumed that there is no immediate fiscal impact since ASHRAE has an established Student Membership Grade.

Vote: 14-0-1, chair not voting

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

AI 12 Staff to refer Motion 21 from the Central Oklahoma Chapter to the Student Activities and Membership Promotion Committees for review.

AI 13 Staff to report the status of Motion 21 from the Central Oklahoma Chapter and publish on the website.

- **2017 Postponed Fall CRC Motions**

It was moved by Mr. Macauley

- (22) That the recommendations from the Ethics Enforcement Procedures Task Group report to the BOD (**Attachment J**), be used to address the CRC motions from the Illinois Chapter, CRC Motion 4 (**Attachment J1**) and the Central Florida Chapter, CRC Motion 37 (**Attachment J2**).

Region VI (Illinois Chapter) – CRC Motion 4:

- J1.** That the Rules of the Board Paragraph 3.980; “Enforcement Procedures” be amended as follows:

3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics and Other Disciplinary Matters (07-01-31-17).

Region XII (Central Florida Chapter) – CRC Motion 37:

- J2.** That the following changes as shown below” be made to ROB 1.140.001 “Code of Ethics”, and 3.980 “Enforcement Procedures for Violation of the ASHRAE Code of Ethics,” as shown below, beginning January 1, 2018.

1.140.001 Code of Ethics (74-06-23-28/86-06-22-23/07-01-31-16/13-01-30-61)

1.140.001.1 As members of ASHRAE ~~or participants in ASHRAE committees, when participating in ASHRAE volunteer work of the Society or related or sponsored activities,~~ we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

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

- AI 14 Staff to report results of the Illinois Chapter (CRC Motion 4) and Central Florida Chapter (CRC Motion 37) and publish on the website.

It was moved by Mr. Macauley

- (23) That the CRC motions listed below (1-5), continue to be postponed to the next Society Year until the Nominating Committee report to the Board of Directors is reviewed by the subcommittee.

Region VI (Illinois Chapter) – CRC Motion 1.2:

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

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

Region VI (Illinois Chapter) CRC Motion 2:

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

2.415 NOMINATING COMMITTEE

2.415.002 MEMBERSHIP

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

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

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

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

Region III (Hampton Roads Chapter) CRC Motion 12:

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

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

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

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

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

Region XII (Gold Coast Chapter) CRC Motion 25:

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

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

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

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

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

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

Region XII (Southwest Florida Chapter) – CRC Motion 28:

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

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

- AI 15 Staff to report the status of CRC Motion 1.2 and CRC Motion 2-Illinois Chapter; CRC Motion 12-Hampton Roads Chapter; CRC Motion 25 Gold Coast Chapter; and CRC Motion 28-Southwest Florida Chapter using postponed Motion 23 and publish on the website.

It was moved by Mr. Macauley

- (24) That CRC Motion 24 from the Rocky Mountain Chapter as shown below be referred to the Standards Membership Model ad hoc committee for their information.

Region IX (Rocky Mountain Chapter) – 2017 CRC Motion 24:

That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process.

Background: This motion was referred to the Standards Committee and Handbook Committee for comment.

Standards ExCom discussed this motion and they did not think it was something that required discussion/recommendation by the full Standards Committee. The position of Standards ExCom was they were mostly ambivalent. They weren't opposed to it, if it happens they'd be ok with it, but ultimately they thought it was more of a publications/member benefit issue. So no strong support or opposition by Standards ExCom.

Publication and Education Council: This motion was referred to the Standards Committee and Handbook Committee. This referral was made to Handbook Committee and to Standards Committee but since the impact is fiscal the Fiscal Planning Subcommittee of Publishing and Education Council took up the issue. The Fiscal Planning Subcommittee recommends that PEC not approve the motion. The subcommittee concluded that the process of determining print runs would be extremely complex and either excess or inadequate inventory leading to a negative substantial fiscal impact; Handbook print runs would become smaller increasing unit cost; substantial effort required to reprogram dues notices; complexity in assembling publication packages of equal value and varying update schedules for items in package; reduced sales of publications. Additionally, a limited distribution of the Handbook would diminish the editorial value of the Handbook as a unifier of technology application Society wide. The subcommittee concluded that the question of member benefit, however, extends beyond fiscal issues and Handbook editorial issues, and should be considered at a higher policy making level within ASHRAE. An action item was assigned to Vice President Julie Keen to initiate discussion at the Executive Committee about the type of membership benefit that should be offered in the future. Council members discussed the complexity of implementing this motion. Mr. Comstock gave a brief review of the process printing the Handbook and agreed with the subcommittee that is seemed to be a much boarder policy issue concerning what member benefits should be and should be made by the Board of Directors. Publishing and Education Council failed the motion.

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

AI 16 Staff to refer Motion 24 from the Rocky Mountain Chapter to the Standards Membership Model Ad Hoc Committee for their information.

AI 17 Staff to report the results of Motion 24 from the Rocky Mountain Chapter and publish on the website.

The following motion was withdrawn; the same motion was on the GGAC report to Members Council.

That the GGAC Public Policy Priorities as shown in Attachment C be approved.

Background: Per the ROB (reference below), the GGAC is to annually develop a list of proposed public policy priorities, and will submit it to Members Council and ExCom for approval.

2.402.003.3 The Committee annually will seek input from members on issues to be addressed. The Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit it to Members Council and ExCom for approval. The attached list of proposed Public Policy Priorities was approved by GGAC on June 4, 2018 and will be submitted to Members Council for their review and approval.

It was moved by Mr. Macauley

- **Assistant Regional Chair (ARC)**

(25) That Rule of the Board Section 3.300.005 be amended as shown below effective July 1, 2018.

3.300.005 APPOINTMENTS

~~C. Assistant Regional Chair~~

~~1. The Chapters Regional Committee of each region, in Executive Session, may select up to three candidates for Assistant Regional Chair (ARC). The Assistant Regional Chair is an~~

~~optional position for the region. The committee, before turning in its list of candidates, shall determine that each candidate is capable, qualified, and willing to serve, and understands the commitment of time and the expenses to be anticipated if selected for the position. If there will be a new DRC, a past DRC should serve as ARC for one year, with the preference being the most recent DRC available. The ARC's qualification requirements are the same as RVC. In no case should an individual be appointed to the position for more than three consecutive years.~~

~~2. The Director and Regional Chair shall select one candidate. The order of preference submitted by the caucus shall be considered as a factor in the selection.~~

~~3. The Director and Regional Chair shall recommend their selected candidate to the Society President Elect for appointment for a term of one year.~~

~~4. If a member appointed is unable to serve or complete a term, the Director and Regional Chair shall select a replacement candidate to recommend to the Society President for appointment.~~

~~5. The Society President shall have the right to replace any Assistant Regional Chair who is not serving as an effective member of the region.~~

~~6. The Society President Elect will send an appointment letter of intent to each Assistant Regional Chair nominee in November of each year prior to taking office. (09-06-24-12/10-06-30-15{7})~~

Background: Originally the Assistant Regional Chair (ARC) position was intended to provide (a) back up for the Director and Regional Chair (DRC), if needed, and (b) an educational and professional growth opportunity for individuals in preparation for their being nominated as the next DRC.

The Regional Members Council Representative (RMCR) position has taken on the majority of the functions initially ascribed to the ARC, thereby changing the nature of the latter. As a result, the ARC position, which is optional, no longer merits Presidential appointment.

Additionally, when President Olesen worked on appointments for his Presidential Year, he noted that the Assistant Regional Chair (ARC) position probably should not be filled by Presidential appointment because the ARC position is not required and is not reimbursed, and RMCRs now serve many of the original functions intended for ARCs. No action was taken to remove the ARC from the list of Presidential appointments in time for President Elect Hayter's Presidential Year.

Fiscal Impact: \$0 in hard costs.

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

AI 18 Staff to send Motion 25 to the Society Rules Committee before sending to the Board for approval.

- **Postponed Motion 13 (01/23/2018) – Chicago Meeting**

The following postponed motion did not need a vote; GGAC found a way to implement and is already posted on the website.

That Postponed Motion 13 (01/23/2018) as shown below be withdrawn.

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

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

Fiscal Impact: Unknown.

Information Items:

1. MBO 1 (2017-18): Develop a methodology for evaluating ASHRAE region boundaries was postponed until the 2018 fall meeting of Members Council. (**Attachment K**)
2. MBO 1 (2016-17): Optimize the Meeting Schedule for Members Council at Society Meetings and between Society Meetings. (**Complete, Attachment L**)
3. The Planning Subcommittee recommended a candidate to the Honors and Awards Committee for the John F. James International Award which will be presented during the ASHRAE 2019 Winter Conference in Atlanta, GA.
4. The following postponed CRC Motion 42 from the Pune Chapter was referred to the Certification Committee and the Membership Promotion Committee for comment. The Membership Promotion Committee made a motion to Members Council to revise the ASHRAE Bylaws to address CRC Motion 42. (One year of credit maximum for ASHRAE Certified Professional credentials.)

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

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

Certification Committee Response: In response to a Members Council request, the Certification Committee's comment on CRC Motion 42 is that crediting to ASHRAE Certified Professionals a certain number of years of experience when considering them for advancement to membership grade would promote awareness of certification.

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

- AI 19 5. The following postponed CRC Motion 34 from the Brasil Chapter was referred to Publishing and Education Council for comment. Dunstan Macauley and Robin Bryant will continue to discuss this recommendation with Publishing and Education Council.

Region XII (Brasil Chapter) – CRC Motion 34:

That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter's promotional efforts.

Publishing and Education Council: This motion was referred to Publishing and Education Council who later referred it to PEC's Fiscal Planning Subcommittee. The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit. (Fiscal Planning Subcommittee voted 0-0-8 CNV.) PEC members discussed and agreed with the subcommittee that the motion negatively impacts ASHRAE revenue.

B. Region Operations Subcommittee Report

The following was reported by Isabelle Lavoie, Region Operations Subcommittee Chair.

- **2018 Spring CRC Motions**

It was moved by Ms. Lavoie

Region VI (Iowa Chapter) – Motion 2:

(26) That the Honors and Awards Tally Sheets for Chapter Service Award and Regional Award of Merit are revised. The current form utilizes a Word document and the scoring structure provides some gray areas. A revised document that provides more automation and provides grace for active members prior to the time biographies were maintained.

Background: We have a very active member that is nearing 50 years as an active ASHRAE Member. His biography is pretty vague and limited. He served as chapter president in the mid-90s. He has held an RVC position in recent years. He has served as a committee chair for this CRC as well as past. When utilizing the tally form, it is hard to decipher where to apply the points. In our opinion, he should have been eligible for a Chapter Service Award many years ago. We would like to honor this gentleman, but the current grading method provides a challenge. If there was a grandfather date incorporated with the revised document, it would provide grace for the active members that may not have received recognition for their service prior to Society recording biographies. This motion would allow chapters to nominate these individuals privately, some of these individuals are too humble.

Fiscal Impact: Cost to create document or automate process.

Ms. Lavoie reported the tally forms for the Chapter Service Award and Regional Award of Merit belong to Members Council and reside in the Manual for Chapter Operations (MCO). Members Council approved an automated process that is currently available in the database to calculate chapter and regional positions for these awards. Staff has received very few requests for this report because it has not been publicized. Also, it doesn't matter when or how long ago a member volunteered in the chapter, as long as the positions are listed on their bio, they receive credit for serving. Staff often receive requests from members to assist in updating bios when positions are not listed and Society has no record of it, they are entered in the database using the honor system.

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

AI 20 Staff to include the awards calculation information in email communications to the chapters.

AI 21 Staff to report the results of Motion 26 to the Iowa Chapter and publish on the website.

It was moved by Ms. Lavoie

Region VI (Iowa Chapter) – Motion 3:

(27) That Regions who host CRCs, the Delegate and Alternate from those chapters are comprised of the Delegate and Alternate listed on the current year's CIQ.

Background: Region VI hosts a Spring CRC. The way the business sessions are currently comprised, the incoming Delegate and the incoming Alternate provide representation for their respective chapters. Thus they are providing feedback, chapter reports, motions, voting duties for a society year that was led by the preceding Delegate and Alternate. The regional training occurs in the summer for the incoming Delegate and Alternate, the incoming Delegate and Alternate that attend the Spring CRC under the current format have not gone through regional training. When inputting the chapter CIQ, those terms have a start date of July 1 which occurs after our CRC.

Fiscal Impact: None.

Ms. Lavoie reported that the spring CRCs should be set up in the same way as the fall CRCs. The incoming delegate and alternate of the fall CRCs receive training for the new society year. If the current spring delegate and alternate receives the training, they would only have two-three months left in their term. If both the current and incoming delegates and alternates attend their regions' CRC, only one delegate and one alternate would be reimbursed transportation. The other chapter delegate and alternate would have to receive permission from their DRC to use the DRC's chapter allotted visits to cover their transportation. Incoming chapter committee chairs who have spring CRCs also receives training for the next Society year.

MOTION 27 FAILED. (unanimous voice vote, chair not voting)

AI 22 Staff to include the CIQ advance notification due date of 60 days prior to CRC information in email communications to the chapters.

AI 23 Staff to report the results of Motion 27 to the Iowa Chapter and publish on the website.

- **Manual for Chapter Operations Revisions**

It was moved by Ms. Lavoie

(28) That consent motions a. through j. be approved as shown below.

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

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

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

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

- I. Planning the speakers and other logistics of monthly chapter meetings for the year including reviewing speaker presentations for Commercialism Policy infractions.

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

2. Secure speakers and schedule technical sessions.
 - a. Recruit willing, interested, and interesting chapter members
 - b. Ask chapter members for recommendations
 - c. Develop and maintain an active "Speakers Bureau"
 - d. Make use of Society's Distinguished Lecturer Program; information can be found at <https://www.ashrae.org/society-groups/committees/chapter-technology-transfer-committee>
 - e. Refer to the list of speakers from Society's Winter and Annual Conferences
 - f. Obtain speaker presentations two weeks prior to the meeting, review for adherence to the Commercialism Policy. Inform the speaker if CTTC and the Chapter President-Elect find any concerns.

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

B. Commercialism

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

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

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

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

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

C. Chapter Program Committee:

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

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

A. Product Shows

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

- A maximum of three displays per meeting, with a 4' x 8' table for display.
- No restrictions on the number of products.
- The display and/or presentation cannot interfere with the technical or business session.
- No time shall be provided on the program for product discussion.
- A disclaimer will be posted adjacent to the display area and listed in any published announcements.
- Product Show presenters shall not address the membership at the business meeting.

B. Equipment Expositions

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

- Chapters may only sponsor, co-sponsor, conduct, manage or operate exhibits or expositions

confined to the immediate community of the chapter and conducted for strictly scientific, educational and noncommercial use.

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

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

Commercialism Issues

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

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

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

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

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

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

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

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

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

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

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

I. Selecting Speakers and Topics

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

- A. Survey the members early in April to find out which subjects will be of interest to the greatest number. The survey may contain as many subjects as deemed desirable.
- B. Using the results of the survey, the Chapter Technology Transfer Committee should start as soon as possible to line up suitable speakers for the coming year, with emphasis on speakers in the area. The committee may want to solicit the opinion of the Board of Governors.
- C. A panel of two or more people on a selected subject is often very effective, but should be properly prepared in advance.
- D. If practicable, all of the meetings during the year should be arranged by September, so that they may be published and promoted. Two chapters in close proximity can coordinate the exchange of speakers. Also, the regional vice- chair for Chapter Technology Transfer can be contacted for speaker suggestions.
- E. Two chapters in close proximity can coordinate the exchange of speakers. Also, the regional vice chair for Chapter Technology Transfer can be contacted for speaker suggestions

F. Try to avoid speakers and/or topics that can lead to Problems with following the Society Commercialism Policy.

G. Speakers should not be obtained via a solicitation for chapter support (Pay for Play).

IV. Advice to Speakers

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

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

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

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

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

A. Technical Talks

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

C. Field Trips

- 1. Manufacturing Plants: Plant visits can be interesting and educational. Most manufacturers are proud of their plants, as well as their product, and usually welcome the opportunity to have groups visit them.
- 2. Application Installations: Visits to special and interesting refrigerating, heating and air-conditioning installations are conducted by many chapters in the interest of our profession. Including students in these visits helps to interest them in our industry, which is a part of our Society's *selling campaign*.

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

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

Chapter Clause Agreement

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

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

Motion 27 was postponed until the fall meeting of Members Council in November.

Information Items:

1. MBO #2-2017-18: Define the goals for holding CRCs (e.g., conducting regional business, information sharing, training, networking), was postponed until the fall meeting of Members Council in November. **(Attachment M, postponed until fall meeting)**
2. Manual Subcommittee Action Item 9 (02/18): Manual Subcommittee (Furman/Glesne) to add to the Region Operations Manual a section explaining the working of the Chapter Opportunity Fund and make recommendation in Houston during the annual conference. **(Complete)**
3. Financial Presentations Action Item 12 (02/18): Ad Hoc Committee (Wayland-Chair, Zentz and Binder) to review the current US and International financial presentations and update as needed. (Presentation with ASHRAE CPA, should be completed by spring CRCs.) **(Complete, Attachment N)**
8. **OLD BUSINESS**
 - A. RP Motion (New Vice Chair Position) – **(Attachment O, postponed until fall meeting)**
 - B. Status of Referrals from Members Council to Other Councils **(Attachment P)**

- C. Review of Carryover Action Items (**Attachment Q**)
- D. CRC Schedules (**Attachment R**, send updates to vgrant@ashrae.org)
- E. Referred Motions to Finance Committee – Boyce
 - Motion 15 (06/27/2017) – Monterrey Chapter (Open)
 - Motion 12 (11/3/2017) – Montreal Chapter (Open)

9. OTHER BUSINESS

- A. Presentation: Certificates of Appreciation

Ms. Hayter presented certificates of appreciation to the outgoing RMCRs, outgoing committee chairs, and those who chaired subcommittee and ad hoc committees. She thanked them for their support and service on Members Council.

- B. Passing of Gavel to Darryl Boyce

At this time Mr. Boyce presented the following items:

- A. 2018-19 Members Council Subcommittee Appointments (**Attachment S**)
- B. Members Council 2018 Fall Meeting – Atlanta Headquarters
 - Thursday, November 8 and Friday, November 9

10. ADJOURNMENT

The 2018 Annual Meeting of Members Council adjourned at 12:00pm.

Attachments:

- A – Conferences and Expositions Committee Report
- B – Chapter Technology Transfer Committee Report
- C – RP Committee Report
- D – Membership Promotion Committee Report
- E – Student Activities Committee Report
- F – Young Engineers in ASHRAE Committee Report
- G – Grassroots Government Advocacy Committee Report
- H – Honors and Awards Committee Report
- I – Report from Dennis Knight to the BOD
- J – Ethics Enforcement Procedures Task Group Report
- J1 – Illinois Chapter-CRC Motion 4 (Ethics Motion)
- J2 – Central Florida Chapter-CRC Motion 37 (Ethics Motion)
- K – MBO #1 (2017-18) Report
- L – MBO #1 (2016-17 Report
- M – MBO #2- (2017-18) Report
- N – Financial Presentation
- O – RP Motion New Vice Chair Position
- P – Status of Referrals from Members Council
- Q – Review of Carryover Action Items
- R – Review of CRC Schedules
- S – 2018-19 Members Council Subcommittee Appointments

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of June 23, 2018

Members Present

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

Members Absent

Walid Chakroun
Dimitris Charalambopoulos
Nivedita Jadhav

Guests

Doug Cochrane
Wade Conlan
Chuck Curlin
Blake Ellis
Bill Harrison
Thiago Portes
Ryan MacGillivray
Steve Redding
Marianna Vallejo
Theresa Weston
Keith Yelton

Staff

Tiffany Cox
Tony Giometti
Mark Owen

Action Item

1. CEC requests that Members Council refer the following motion to the Publications Committee:

That the Publications Committee publish conference papers and extended abstracts presented at the winter and annual conferences in ASHRAE Transactions beginning with the 2019 Winter Conference.

Background: Authors have identified indexing of their papers as the top reason where they choose to publish. Currently, however, conference papers presented at winter and annual conferences are not being indexed. Papers that are published in ASHRAE Transactions are indexed, so by moving the conference papers into ASHRAE Transactions, ASHRAE will be able to meet the authors' need to have their papers indexed. Additionally, TC chairs have voiced strong approval for this action when it was announced at the TC chairs' breakfast. (CEC Vote: 23-0-1, CV)

Information Items

1. For the celebration of ASHRAE's 125th Anniversary, Publishing and Education Council referred a motion to CEC to provide a copy of the updated "Proclaiming the Truth" to conference registrants at the 2020 Winter Conference at a cost of \$15 per book. CEC's response to the referral is as follows:

CEC approves that the registration rates for the 2020 Winter Conference in Orlando be increased by \$15 for all paid categories, except the student and spouse/guest categories, to provide these paying registrants a printed copy or PDF of a revised edition of "Proclaiming the Truth" and that the printed

copy or PDF be provided to all registrants who receive a complimentary registration, except for the “press” and “monitor” categories.

Background: Historical Committee is updating “Proclaiming the Truth” for the 125th Anniversary of ASHRAE in 2020. Publishing and Education Council requests that the book be made available to conference registrants at a cost of \$15 per registrant. All registrants would receive the book except students, student branch advisors, spouses, guests, monitors and press. It is requested that the book be made available for purchase. (Vote: 23-0-2, CNV)

Fiscal Impact: \$3500 for providing the book to registrants who receive a complimentary registration except those as noted above. This expense will be factored into the budget for the 2020 Winter Conference.

2. The 2018 ASHRAE Annual Conference technical program featured 20 conference paper sessions (67 conference papers presented), 4 technical paper sessions (14 technical papers presented), 72 seminars, 7 workshops, 4 forums, 1 debate and 1 panel discussion.
3. CEC approved the creation of an Extended Abstract publication option specifically for the Annual Conference Research Summit track beginning with the 2019 Annual Conference and implemented as described in Attachment A.
4. The following conferences are in process:
 - Building Performance Analysis Conference and SimBuild, co-organized ASHRAE and IBPSA-USA, Sept. 26-28, 2018, Chicago, Illinois
 - Third International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies, October 4-5, 2018, Beirut, Lebanon
 - Buildings XIV International Conference, December 9-12, 2019 in Clearwater, Florida. The Steering Committee met for the first time at this meeting.
 - IAQ 2020, Fall of 2020, Greece (to be confirmed). The Steering Committee met for the first time at this meeting.
5. The following specialty conferences are under consideration:
 - a. September 2019 ASHRAE Building Performance Analysis Conference
 - b. Industrial Ventilation
6. Future Annual and Winter Conference Sites
 - a. Winter, January 12-16, 2019 – Atlanta
 - b. Annual, June 22-26, 2019 – Kansas City
 - c. Winter, February 1-5, 2020 – Orlando
 - d. Annual, June 27-July 1, 2020 -- Austin
 - e. Winter, January 23- 27, 2021 – Chicago
 - f. Annual, June 26-30, 2021 -- Phoenix
 - g. Winter, January 29 - February 2, 2022 – Las Vegas
 - h. Annual, June 25-29, 2022 -- Toronto
 - i. Winter, February 4-8, 2023 – Atlanta
7. For the 2023 Annual Conference site, staff will explore holding the conference in Minneapolis, Philadelphia, Indianapolis and Tampa.
8. A revision to the CEC MOP has been prepared and will be distributed to the committee for review and comment after which an email ballot and vote will be taken.
9. CEC is working with the Student Activities Committee to set up a student paper competition for the purpose of identifying an ASHRAE entry to the HVAC World Student Paper Competition with the entrant to present the paper at the CLIMA 2019 conference.

MBO Update

Attachments

Attachment A (Extended Abstract proposal)

Attachment B (CEC MBOs for 2017-2018)

Attachment C (CEC MBOs for 2018-2019)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Claridge". The signature is fluid and cursive, with a large initial "D" and a distinct "C" at the end.

David Claridge, Chair
Conferences and Expositions Committee

Extended Abstracts Proposal

Motivation

Discussion with Reinhard Radermacher (Editor of STBE) and tenure-track faculty indicated that ASHRAE's Conference Paper publication option was not satisfying the "pre-journal" publication needs of ASHRAE's academic members. There are three primary reasons that academics have less motivation to publish Conference Papers:

1. Previously, a conference paper was an acceptable step before submitting an expanded publication to a journal. Currently, some journals take the position that a previously-published conference paper means that a journal article will not be accepted. Extended abstracts are filling that "pre-journal" niche.
2. Conference Papers are not indexed and do not show up in search engines like Google Scholar. This significantly decreases potential exposure. Extended abstracts aim to be indexed and return results in major search engines.
3. The format and length of conference papers means that a conference paper on *completed research* must be turned in approximately 6 months before the conference. An extended abstract would be due approximately 4 months before the conference, with the expectation that the authors would be working to bring their latest research for actual presentation.

Multiple conferences on related subject matter have added an extended abstract option (ASME, AIAA, ExHFT etc.). Anecdotal, researchers appreciate the advantages offered by an extended abstract publication option, as noted above. From a member engagement and marketing perspective, this is a gap in what ASHRAE offers. The sub-committee recommends an extended abstract option can be piloted for the Research Summit track at the 2019 Annual Meeting in Kansas City. Commercialism concerns for the Research Summit are minimal; for the 2018 Houston Research Summit, there were 11 papers from academics and 1 from a national laboratory.

General Structure and Content

Archival research journal articles "count" the most for academics in terms of tenure and promotion, CV, etc. An extended abstract is an initial short piece of written research that will eventually be converted into an archival journal article. Therefore, the subject matter must (at this stage) appear to be towards that goal. Anyone can submit an extended abstract, but the subject matter must be appropriate for the Research Summit track.

The extended abstracts will go through one round of single blind review with two reviewers. The reviewers will be familiar with the state of the relevant research. They need not necessarily be from universities or national laboratories, but it is anticipated that most reviewers will come from those backgrounds. The reviewers will agree to a one to two week review timeline. This review timeline is feasible because the extended abstracts are limited to 3 pages.

At this stage, extended abstracts will be offered only for the Research Summit track, which is only present at the Annual Conference. Again, the proposal is to pilot this at the 2019 Annual Meeting in Kansas City. Extended Abstracts will be up to three pages in length (including figures and references) and the same template as the Conference Papers, with minimal adjustment. Guidance may be given to the authors to keep figures and references to what is genuinely needed.

Dissemination

It is expected that the appropriate ASHRAE staff will work with CEC towards an end product that is indexable, searchable, etc. It is understood that this is not necessarily a straightforward task, and may require additional discussion and coordination. However, meeting this market gap necessitates that the extended abstracts are easily locatable by electronic searches.

Investigation into a shift to an open-access path for the pilot at Kansas City may be appropriate and is of strong interest to the academic community, but is not within the scope of the current proposal to decide.

Schedule

The Kansas City 2019 draft schedule below was prepared by Tony Giometti (with thanks). It has three main goals:

1. Dates to submit abstracts should be close to the conference for reasons described previously

2. Work within the schedule limits/dates already in use by ASHRAE Special Publications staff, e.g., the date that the conference papers must be turned over to Special Publications
3. Use milestone dates already established for the other conference publications to mitigate schedule confusion

Saturday, February 9, 2019	Extended Abstracts Due (Same date as Seminar/Workshop/Forum)
Tuesday, February 12, 2019	Confirm extended abstracts are in the right tracks
Wednesday, February 13, 2019	Assign extended abstracts to CEC for review
Wednesday, March 6, 2019	Extended Abstracts First/Final Reviews Due
Thursday, March 7, 2019	Extended Abstracts final accept/reject notifications
Friday, March 8, 2019	Extended Abstracts Scheduled
Thursday, March 14, 2019	Final Extended Abstracts due
Monday, April 8, 2019	Conference Papers and Extended Abstracts turned over to Special Publications staff

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

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

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2018 - 2019
 Chair: Kevin Marple
 Vice Chair: Michael Collarin

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual, and New Member Handbook.	12/31/2018	None	Marple, Collarin, Ad Hoc's, and Staff	None
2. Revise MOP to include current CEC practices and procedures.	7/1/2018	None	Marple, Metzger, and Staff	None
3. Revise Sustainability Project guideline documents.	7/1/2018	None	Marple and Moreno	None
4. Continue communication between CEC, TAC and TC's. Better availability of information on CEC and conference websites.	6/30/2019	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
5. Revise structure of "Topical" Conference Subcommittee and develop/implement a succession plan.	1/12/2019	None	Marple, Ad Hoc's and Staff	None
6. Revise structure of Operations Subcommittee.	12/31/2018	None	Marple, Collarin, and Staff	None
7. Select the conference chairs for the 2020 Annual and 2021 Winter Conferences	6/30/2019	None	Marple, Collarin	None

CHAPTER TECHNOLOGY TRANSFER COMMITTEE**ATTACHMENT B**

REPORT TO MEMBERS COUNCIL
FROM MEETING OF JUNE 22-23, 2018

MEMBERS PRESENT

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

MEMBERS ABSENT/GUESTS

Andrew Babler
Peter Sudbeck

VISITORS

Charles Bertuch
Russell Pratt
Kevin Blankemeier
Walter Lenzi
Charles Hon
Chris Mathis
Samir Traboulsi
Georgi Kazachki
Abhishek Khurane
Michael Woodford
Keith Reihl
Roger Jones
Dennis Knight
Ahmed Alaa Eldin Mohamed
Farooq Mehboob
Corey Metzger
Genevieve Lussier
Mick Schwedler
Rob Craddock

STAFF

Candace Pettigrew
Chandrias Jacobs
Eunice Njeru
Joyce Abrams

INFORMATION ITEMS

1. The April 19, 2018 CTTC Webcast, "Making Energy Efficiency a Reality," featured presenters Tom Durkin, Mark Frankel, and Chris Mathis. This year's program had an estimated 9,426 viewers worldwide. A total of 422 sites registered and accounted for an estimated 2,648 viewers. A total of 2,866 viewers complete the online Participant Reaction Form, and of those viewers, 98.7% indicated they would participate in another ASHRAE Webcast. The on demand replay of the Webcast was available for two weeks following the live webcast and was viewed by an estimated 1,510 people.

The program ranked in the top 10 for number of viewers for all 2018 webcasts to date, hosted by our webcast provider MediaPlatform. The ASHRAE Webcast also set an all-time record with MediaPlatform for the number of registrants who actually viewed the program. The 2018 program saw nearly 50% of registrants, as of April 19th, view the live broadcast. The average is closer to 30%.

2. "The Future of Refrigerants in Unitary and VRF Systems" is the subject of the April 2019 Webcast. Sarah Kim, Steve Kujak, and Doug Tucker have been selected by CTTC as presenters.

The program content, title, and format will be developed by the 2018-19 Webcast Ad Hoc Subcommittee at a planning meeting scheduled for August 7th. Details regarding registration, the presenters, and the program are available at www.ashrae.org/webcast.

The 2019 program will feature a new all live format with two broadcast times. The goal is to make the program more accessible to members outside of the Eastern time zone.

3. The 2017-18 ASHRAE Distinguished Lecturers Program completed a total of 274 visits. This total includes 195 budgeted visits, plus an additional 80 non-budgeted visits.

This year's roster included 73 lecturers, representing 13 countries – Argentina, Canada, Denmark, Egypt, Malaysia, Mexico, Singapore, Thailand, United Kingdom, Indonesia, the United States, and Italy; and 12 languages – English, Arabic, Chinese, Danish, French, German, Hindi, Marathi, Spanish, Thai, Punjabi, and Italian.

4. The 2018-19 DL program will provide 195 budgeted visits. CTTC has approved a roster of 71 lecturers. Five new DLs will begin two year terms in July 2018.

A DL review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters and attendance for DL visits exceeds average chapter meeting attendance.

5. The Committee discussed incoming CTTC Chair training and felt that the previous decision to keep training at the CRCs is most effective for our Committee and Chapter Chairs. Each Region has their own needs regarding programs and the CRCs are better equipped to address these specific needs.

Additionally, it was approved that either the CTTC Chapter Chair or the CTTC Chapter Co-Chair can be reimbursed to attend CRC training. This decision has no fiscal impact and the hope is that this decision will encourage attendance and increase the number of members trained.

6. CTTC requests the assistance of DRCs and RMCRs to communicate the importance of treating Distinguished Lecturers as VIPs to the Chapters. DLs donate a tremendous amount of time and effort to ASHRAE and the program and should be treated accordingly. This includes, arranging transportation to/from the meeting location, communicating expectations well in advance, and reimbursing local travel expenses (in accordance with the DL Reimbursement Policy).

ATTACHMENTS

Attachment A – Updated 2017-18 MBOs

Attachment B – 2018-19 MBOs

MANAGEMENT BY OBJECTIVES
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE
 ASHRAE SOCIETY YEAR 2017-18
 LESLIE JONSSON, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Conduct a minimum of five encounters with a local chapter or a local event of American Institute of Architects (AIA)	Complete	June 2018	All RVCs	<p>Five encounters will increase our effort to foster collaboration with AIA. This supports Strategic Plan 2.C: align with existing organizations.</p> <p>About 7 interactions have taken place. Difficult to complete because AIA's organizational structure is different from ASHRAE's and our annual meetings occur at the same time. Suggestions were presented to foster continued collaboration.</p>
2. Conduct a minimum of five chapter meetings with a residential theme in collaboration with local Green Building Council	Closed	June 2018	All RVCs	<p>With several Green Building Council Chapters in each ASHRAE Region, five encounters is a reasonable effort to foster collaboration. ASHRAE has a long lasting relationship with USGBC. This supports Strategic Plan 2.C and 5.A: align with existing organizations and collaborate with key organizations in the residential sector.</p> <p>Several chapters held joint meetings but they were not on the topic of residential buildings. Activities have taken place in Region XII that support this initiative.</p>
3. Work with our international members to have a minimum of one ASHRAE Technology Award submission from	Ongoing	June 2018	All RVCs	<p>Recent changes in the Tech Awards Judging Panel Criteria will insure international representation, but submissions will help us better understand how to better serve the</p>

Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large				<p>global community with this program. This supports Strategic Plan Initiative 4: ASHRAE's Role in the Global Community</p> <p>Efforts will continue to encourage increased submissions from these Regions.</p>
4. Submit 3 Applications for each of the Dan Mills Technical Award, Donald A. Siller Refrigeration Award, and the Chapter Programs Star Award	Ongoing	November	All RVCs	<p>The ASHRAE Awards program recognizes excellence in chapter endeavors and identifies future leaders in ASHRAE. Many CRCs have similar awards in alignment with the three awards programs. RVCs to work with CRC award recipients to submit for Society Awards.</p> <p>Additional changes have been submitted to the Honors and Awards Committee for review to continue to improve the effectiveness of and participation in the CTTC awards program.</p>
5. Develop and implement a Distinguished Lecturer training video for incoming DL's.	Closed	June 2018	Staff, DL Subcommittee	<p>Currently there is no official training program implemented for the Distinguished Lecturer Program. A Distinguished Lecturer Training Video could disseminate important guidelines, recommendations and procedures that could help reduce the number of complaints received by the DL Subcommittee, and clearly communicate the procedures to the DL's.</p> <p>It was determined that a comprehensive checklist for use by the DLs and Chapters would better address the needs of lecturers at this time. The new checklist will be implemented for the 18-19 Society year.</p>

6. Conduct a minimum of eight encounters with employers to discover what programs would generate their support and interest.	Complete	June 2018	All RVCs	<p>In order to grow ASHRAE membership it is imperative to reach out to employers in the communities to discover the resources and programs would generate their support and interest. This supports Strategic Plan 1.A to meet with employers to gain continued time and financial support of ASHRAE volunteers.</p> <p>Employers contacted mentioned that programs supporting the development of younger engineers, such as technical training and the ability to be decision makers, would be most helpful.</p>
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MANAGEMENT BY OBJECTIVES
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE
 ASHRAE SOCIETY YEAR 2018-19
 FARHAN MEHBOOB, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Review existing CTTC communication processes and their effectiveness and impact with respect to members at grassroots level	Open	June 2019	Full Committee, Staff (possible Ad Hoc)	<p>There are areas where we can further enhance engagement with chapters/ members.</p> <p>The objective is to review how CTTC communicates and engages with chapters and members and see if we can do anything differently to increase engagement and to better our programs, awards and offerings based on members' feedback.</p> <p>This aligns with the strategic plan's initiative 2A: Organizational efficiency</p>
2. Conduct a minimum of five chapter meetings with a residential theme in collaboration with key organizations and/or stakeholders	Open	June 2019	All RVCs	<p>Key organizations and stakeholders may be akin to USGBC chapters, an association of residential developers or the like.</p> <p>The objective is to find ways to collaborate and provide bi-directional feedback: stakeholders are made aware of relevant ASHRAE offerings, and ASHRAE receives information to understand market needs both locally and internationally.</p> <p>This supports Strategic Plan initiative 2C and 5A: align with existing organizations and collaborate with key organizations in the residential sector.</p>

3. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large	Open	June 2019	All RVCs	<p>Recent changes in the Tech Awards Judging Panel Criteria are meant to encourage international representation, but submissions will help us better understand how to better serve the global community with this program.</p> <p>This supports Strategic Plan Initiative 4: ASHRAE's Role in the Global Community</p>
4. Submit 3 Applications for each of the Dan Mills Technical Award, Donald A. Siller Refrigeration Award, and the Chapter Programs Star Award	Open	November	All RVCs	<p>The ASHRAE Awards program recognizes excellence in chapter endeavors and identifies future leaders in ASHRAE. Many CRCs have similar awards in alignment with the three awards programs. RVCs to work with CRC award recipients to submit for Society Awards.</p>
5. Conduct a minimum of 5 meetings with key organizations in 'Developing Economies' countries to understand the impact of ASHRAE Chapter programs and technical offerings at the grassroots level and to help determine the needs of the local Chapters and Members.	Open	June 2019	All RVC's	<p>Many ASHRAE products, chapter programs and technical offerings are North American centric and these encounters with organizations in "Developing Economies" will assist in gaining an understanding of the impact of ASHRAE products and offerings at the grassroots level in these markets; and how CTTC and ASHRAE at large can better serve these members and the local HVAC&R community, while simultaneously increasing membership, enhancing member benefits, and increasing ASHRAE's position as a technical leader.</p> <p>This is in line with the Strategic Plan's initiatives 1B and 4A.</p>

RP COMMITTEE
Report to Members Council
From Meeting of June 23, 2018

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
John Rieke, Chair	Duane Rothstein, RVC VI	John Shonder	Julia Mumford
Derek Crowe, Vice Chair	Jason Hardman, RVC XII	Keith Yelton	Megan Gotzmer
Scott Martin, Vice Chair	Guy Perrault, ARC	Mark Miller	Nicole Blount
Anthony Jonkov, Vice Chair		Nicolas Lemire	Kim Mitchell
Tom Zoller, RVC I	<u>Outgoing RVCs Absent</u>	Jim Fields	
Mark Lawrence, RVC II	Cory Law, IX	Chris Phelan	
JD Karnik, RVC III	Karine Leblanc, X	Ng Yong Kong	
Matt Rowe, RVC IV			
Jack Kibort, RVC V	<u>Incoming RVCs Absent</u>		
Scott Peach, RVC VII	Devin Snowberger, V		
Mike Donovan, RVC VIII			
Ruth Armstrong, RVC XI	<u>Incoming RVCs Present</u>		
Ching Loon Ong, RVC XIII	Chris DeSoto, III		
Liviu Drughean, RVC XIV	Kimberly Thompson, VIII		
Aakash Patel, RVC RAL	Megan Sterl, IX		
Tiffany Bates Abruzzo, Consultant	Heather Schopplein, X		
Dennis Knight, Board Ex-Officio	Les Pereira, XI		
	<u>Incoming Chair</u>		
	Derek Crowe		

Motions

- 1. RP Committee recommends to Members Council that the attached Region Goals be approved (Attachment A)**

BACKGROUND: These figures are based upon current and prior years' results. RVCs were asked to speak with their DRCs prior to this meeting and receive their support and approval since goals are regional business.

FISCAL IMPACT: None

Information Items (as of June 25, 2018)

1. Goal: \$2,450,000

Region	YTD Results	Last Year This Month	% Ahead/Behind	Total Regional Goal	% Regional Goal
I	\$183,332	\$187,134	-2.0%	\$201,500	91.0%
II	\$180,277	\$157,248	14.6%	\$176,000	102.4%
III	\$198,270	\$221,086	-10.3%	\$189,700	104.5%
IV	\$173,803	\$129,904	33.8%	\$180,000	96.6%
V	\$111,305	\$104,918	6.1%	\$130,000	85.6%
VI	\$107,206	\$109,475	-2.1%	\$177,000	60.6%
VII	\$128,655	\$100,379	28.2%	\$136,250	94.4%
VIII	\$491,326	\$468,814	4.8%	\$420,150	116.9%
IX	\$245,053	\$239,702	2.2%	\$247,000	99.2%
X	\$142,280	\$169,572	-16.1%	\$186,400	76.3%
XI	\$123,899	\$110,363	12.3%	\$170,000	72.9%
XII	\$120,773	\$119,333	1.2%	\$150,000	80.5%
XIII	\$47,174	\$46,532	1.4%	\$48,200	97.9%
XIV	\$4,728	-	-	\$3,500	135.1%
RAL	\$20,520	\$20,983	-2.2%	\$25,300	81.1%
TOTALS:	\$2,278,601	\$2,185,443	4.3%	\$2,450,000	93.0%
				(Campaign Goal)	

MBO Update

Please see attached updated 2017-18 MBO (Attachment B) and 2018-19 MBO (Attachment C)

Attachments

Attachment A 2018-19 Regional Goals

Attachment B 2017-18 MBO

Attachment C 2018-19 MBO

Respectfully submitted,

John A. Rieke
2017-18 RP Chair

ATTACHMENT C/A

RP COMMITTEE

Report to Members Council
From Meeting of June 23, 2018

Regional Goals for RP 2018-19

Region	Goal
I	\$210,000
II	\$190,000
III	\$200,000
IV	\$186,000
V	\$133,000
VI	\$180,000
VII	\$140,000
VIII	\$432,000
IX	\$260,000
X	\$190,000
XI	\$173,000
XII	\$153,000
XIII	\$49,000
XIV	\$5,000
RAL	\$24,000
Total	\$2,525,000

ATTACHMENT C/B
RP COMMITTEE
Report to Members Council
From Meeting of June 23, 2018

RESEARCH PROMOTION 2017-18 MBO*

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

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

1. **Chapter centralized/enhanced training attendance** Goal 70% **Results: 55%**
Last three years: 2016-17: 57% 2015-16: 63% 2014-15: 59%
2. **Chapters attaining Full Circle** Goal 80% **Results: 63%**
Last three years: 2016-17: 65% 2015-16: 75% 2014-15: 76%
3. **Chapters reaching 30% of goals by Dec 31** Goal 50% **Results: 40%**
Last three years: 2016-17: 45% 2015-16: 44% 2014-15: 37%
4. **Chapters reaching 100% of Goal by June 15** Goal 40% **Results: 35%**
Last three years: 2016-17: 31% 2015-16: 33% 2014-15: 37%
5. Develop solicitation materials specific for non-English speaking Regions/Chapters through the coordinated efforts of RP Consultant and RAL-RP RVC.
6. Develop support materials to aid in the education of RP Chairs and Chapters on the benefits of ASHRAE Foundation supported activities; (Chapter Managed Scholarships, Endowed Scholarships, Research Endowments, YEA, ALI).
7. Develop support materials for TC members to encourage financial support in addition to their ongoing TC activities.
8. Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.
Results to date: \$529,086
Last three years: 2016-17: \$557,119 2015-16: \$484,622 2014-15: \$416,669
9. Assist RP Staff to ensure twice monthly social media posts promoting the RP Campaign and various funds and programs supported by the RP Campaign.
10. Focus on increasing the support of two of the Funds that are part of the RP Campaign due to special requests by ASHRAE and the affiliated Committees:
Chapter Annual Scholarship Contributions - \$25,000 **(now at \$199,147)**
YEA Annual Contributions - \$20,000 **(now at \$14,161)**

* Updated as of 6/25/18

ATTACHMENT C/C
RP COMMITTEE
Report to Members Council
From Meeting of June 23, 2018

RESEARCH PROMOTION 2018-19 MBO

GOAL: \$2,525,000 FOR 2018-19 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2018-19 campaign:

1. **Chapter centralized/enhanced training attendance** Goal: 60%
Last three years: 2017-18: 55% 2016-17: 57% 2015-16: 63%
2. **Chapters attaining Full Circle** Goal: 70%
Last three years: 2017-18: 63% 2016-17: 65% 2015-16: 75%
3. **Chapters reaching 30% of goal by Dec 31** Goal: 45%
Last three years: 2017-18: 40% 2016-17: 45% 2015-16: 44%
4. **Chapters reaching 100% of Goal by June 15th:** Goal: 37%
Last three years: 2017-18: 35% 2016-17: 31% 2015-16: 33%
5. Develop support materials to aid in the education of RP Chairs and Chapters on the benefits of ASHRAE Foundation supported activities; (Chapter Managed Scholarships, Endowed Scholarships, Research Endowments, YEA, ALI).
6. Develop materials for RP Chapter Chairs to aid them in planning and executing successful RP fundraising events.
7. 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.
8. Review and refresh existing donor recognition program with the goal of attracting new and increased gifts to the RP.
9. Develop donor communications and materials designed to help RP Chairs and Chapters retain existing donors from campaign year to campaign year and metrics to report those retention results.
10. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.

MEMBERSHIP PROMOTION COMMITTEE

Minutes

From the meeting of Saturday, June 23 2018, Houston, Texas

Members

Devin Abellon, Chair
 Michelle Swanson, 1st Vice Chair
 Carrie Kelty, 2nd Vice Chair
 Lee Feigenbaum (I) **Absent**
 Genevieve Lussier (II)
 Patrick Marks (III) **Absent**
 Samir Sheth (IV) **Absent**
 Adam Doubblestein (V)
 Will Mak (VI)
 Casper Briggs (VII)
 Alan Neely (VIII) **Absent**
 Jonathan Smith (IX)
 Erik Sanchez (X) **Absent**
 Greg Fluter (XI)
 Florentino Rodriguez (XII)
 Bill Wang (XIII)
 Monica del Fresno (XIV) **Absent**
 Wimalachandra Jaykody (RAL) **Absent**
 Dennis Knight, Board Ex-Officio

Guests

Pranav Godble
 Bryan Holcomb
 Mark Miller
 Marites Calad
 Spencer Moresch
 Keith Yelton
 Russell Lavitt
 Marko Ianghtovic
 Alyse Falconer
 Sayani Hari Babu
 Benny Skelton
 Joyce Abrams

Staff

Daniel Gurley
 Anne Wilson

Incoming

Daniel Chudecke (VI)
 Meg Gates (X)
 Henry Yeo (XIII)
 Brian Justice (IV) **Absent**

Call to Order at 8:07 am

Motion to accept minutes as written from Chicago made by Adam Doubblestein, seconded by Jonathan Smith, carries unanimously.

Motions

Motion 1: To amend Chapter 2 of the Manual for Chapter Operations (MCO) to include a description for Women in ASHRAE (WiA) chapter committee chair.

The Women in ASHRAE (WiA) committee is intended to raise the awareness of diversity and inclusion within the chapter. WiA committee will foster locally, Society's commitment to a diverse and inclusive membership. The chapter WiA committee will operate with the following goals:

1. Work with the MP Committee, Student Activities and YEA committee 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.

Background: Society and Members Council recognizes WiA as a chapter committee and the position exists within the CIQ. These additions further clarify the WiA committee chair roles and responsibilities.

Fiscal Impact: None

9-0-0, 7 absent, CNV

Motion passes

Motion 2: The Membership Promotion Committee moves that ASHRAE Bylaws Section 2.7 be amended such that Society-approved years of experience be credited as follows:

One year of credit maximum for ASHRAE Certified Professional credential(s).

Background: To promote ASHRAE certification, the Membership Promotion Committee would like to recognize individuals that receive an ASHRAE certification as achieving a year of experience towards advancement of Member grade. It is found that the minimum ASHRAE certification qualifications requires a member to have 7 years of experience prior to sitting for the examination. The certification being recognized as a year of educational experience will give additional merit to the certification as well as promote membership advancement. The Membership Promotion committee believes this one year educational credit will not diminish the Member grade as this will be utilized by non-PE qualifying individuals.

Fiscal Impact: None.

9-0-0 7 absent, CNV

Motion passes

Referred Motions:

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

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

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

Fiscal Impact: Early advancement to Member grade.

0-9-0, 7 absent, CNV

Motion Fails

MP Response: Membership Promotion Committee agrees with the intent of this motion, but had to defeat in order to provide more detail needed to amend the Society Bylaws (See MP Motion 2).

Members Council Assigned Action Items:

Sister chapters: A survey was fielded to the 188 chapters to gauge interest in sister chapter formation. The responses were lukewarm, some interest depending on what it would entail.

INFORMATION ITEMS:

1. Retention:

As of May 31 st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2017	56,629	36,093	4,119	5,761	2,332
2018	56,508	36,260	3,627	5,508	2,085

- a) The developing economies membership program is in its ninth year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2018, there were a total of 2,555 (includes all new grades that were added) members participating.
- b) The Retention Subcommittee brainstormed the three biggest challenges for retention and made changes to the Membership Guide.
- c) The subcommittee is working in tandem with Recruitment to get the word out about #myashrae.
- d) Autorenewal was discussed and decided it should be offered when it is available in the new database.

2. Chapter Chair Training & Development:

- a) MP will host Centralized Trainings in Houston and Atlanta.
- b) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.
- c) Set a goal to train 60 MP Chairs in Kansas City.
- d) Will allow all MP Chairs to attend Kansas City CT, then Regions I-XII will attend second in Atlanta and Regions XIII, XIV, and RAL will attend the international one (depending on registrations).

3. Recruitment:

- a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- b) Develop a plan to promote international growth, particularly Region XIV.
- c) Use this information to share with other chapters best practices they can utilize.
- d) Continue to maintain tools for recruiting members for MP Chairs.
- e) Spread the word about GoPro with ASHRAE recruitment campaign.

4. Member Communication:

- a) Exploring possibilities with the App.
- b) Motions presented for WIA chapter chair defined in MCO.
- c) Exploring if Sister Chapters are viable. Checking with Dayton and Ireland to see "what's next"; additional investigation.

Motion to adjourn made by Smith, seconded by Swanson, carries unanimously.

Adjourned at 2:06 pm

Student Activities Report to Members Council
From the meeting of June 23, 2018, Houston, TX

<u>Members Present</u>	<u>Guest</u>	<u>Staff</u>
William Simpson, Chair	Mai Anh Dao, incoming Reg II RVC	Katie Thomson
Adam Davis, Vice - Chair	Jake Taylor, incoming Reg V RVC	
Ben Oliver, Reg II	Jiajun Liao, Student Consultant	
James Piscopo, Reg III	Atila Biyikoglu	
Adam Parker, Reg IV	Mak Kampen	
Janice Means, Reg V	Will Mak	
Eric Sturm, Reg VI	Long Phan	
Vaughn Nichols, Reg VII	Keith Yelton	
Chris Ahne, Reg VIII	Nicolas Lemire	
Kevin Amende, Reg IX	Chuck Curlin	
Buzz Wright, Reg X	Mehdi Azizkhani	
Jared Larson, Reg XI	Kevin Summers	
Manuel Belino, Reg XIII	James Curlin	
Zoltan Magyar, Reg XIV	Ayman Eltalouny	
Michael Brandemuehl, ABET BoD		
Mansour Zenouzi, ABET ETAC		
Joe Chin, Consultant		
Megan Tosh, Consultant		
Erich Binder, BoD Ex-O		

MOTION

That Members Council create an ad-hoc committee including members from the Student Activities, YEA, and Membership Promotions committees to explore opportunities to create regional programs focused on student retention and transition.

Background: Region I Central New York Chapter hosted a weekend specifically for students, called a “Smart-Start Weekend”. The goal of the Smart-Start Weekend Program is to increase ASHRAE’s Student Membership retention rate. The current Student Membership retention rate is low and Society has seen a decreasing trend in this metric in recent year. The objectives of the program are to:

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

The CNY Chapter pilot event was held in April 2017 with funding received from the Chapter Opportunity Fund (\$4,750) and money raised from company sponsors (\$5,690). The purpose of this ad-hoc subcommittee will include reviewing:

1. Which regions are receptive to adding this type of program to their schedule
2. When and where this event will take place (ie. As part of a CRC, a separate weekend, fall or spring etc.)
3. Budget analysis to determine how much funding should be allocated to such a program
4. Review of the best approach to distribute funds for this program
5. Development of guidelines for usage of these funds and expected time commitments needed for an effective program

Vote: 14-0-0-CNV

REFERRED MOTION

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

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

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

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

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

The CNY Chapter held a Smart-Start Weekend pilot event in April 2017 from funding received from the Chapter Opportunity Fund (\$4,750) and money raised from company sponsors (\$5,690). The intent of providing society level funding of \$75,000 annually to be divided between the 15 ASHRAE Regions is to incentivize Regions to include student focused programs at their annual CRC. Incentivizing Chapters will accelerate the program more rapidly throughout the Society. Based on expenses from the pilot event, it was determined that \$75,000 (\$5,000 for each Region) is appropriate funding.

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

Fiscal Impact: \$75,000

Vote: The Student Activities Committee voted to defeat this motion as currently written (14-0-0-CNV)

Comments from the Committee: We are receptive to the ideas presented within the motion and further review in the future. However, we feel more research, whether through such means as an ad-hoc committee is required to determine:

Action Item Summary

EXCOM Action Items:

Action Item	Person(s) Responsible	Due Date
Subcommittee assignments and conference call times	Adam/Subcommittee Chairs	July 2018
New Chair MBO's	Adam	Ongoing
Update the Student Activities MOP	Subcommittee Chairs and Consultant	January 2019

Centralized Training Action Items:

Action Item	Person(s) Responsible	Due Date
Review format and increase attendance for 2018	Centralized Training Subcommittee/Staff	June 2019

ABET Action Item:

Action Item	Person(s) Responsible	Due Date
Review outcome of proposed changes to accreditation criteria of HVAC&R engineering programs	ABET Subcommittee/staff	January 2019
Increase outreach to members to significantly increase the number of PEVs within ASHRAE membership with the possibility of an article in <i>Insights</i> .	ABET Subcommittee Chair	June 2019
Prepare a letter to ASCE requesting that ASHRAE be a Cooperating Society for Architectural Engineering Technology programs	ABET Subcommittee Chair/staff	January 2019
Follow up with ASHRAE's request to be a Cooperating	ABET Subcommittee Chair/staff	January 2019

Society for Mechanical Engineering and Mechanical Engineering Technology programs		
Reach out to Prof. Filza Walters to see if she is interested and pursue opportunities for her to serve as a PEV for ASCE or ASME	ABET Subcommittee Chair/staff	August 2018

K-12/STEM Action Items:

Action Item	Person(s) Responsible	Due Date
Increase the number of K-12 school visits	K-12/STEM Subcommittee	Ongoing
Promote STEM awards (Youth Outreach and Chapter K-12/STEM Leadership)	K-12/STEM Subcommittee	Ongoing
Encourage SA Chairs to complete online STEM activity report	RVCs	Ongoing
Develop new pop-pop steamboat STEM kit	K-12/STEM Subcommittee	January 2019

Post High Action Items:

Action Item	Person(s) Responsible	Due Date
Provide RVC's with information regarding inactive student branches so that they can encourage chapter follow up for reinstatement	Staff	October 2019
Finalize schedule for Atlanta student program	Post High Subcommittee/Staff	October 2018
Develop Post-High content for Student Zone	Post High Subcommittee/Staff	June 2019

Encourage collaboration between SMACNA and ASHRAE student branches	Post High Subcommittee/Staff	ongoing
Continuously improve marketing material for student members	Post High Subcommittee/Staff	ongoing
Develop questionnaire to send out to international groups to get feedback on program for students	Consultant	January 2019
Roll out ASHRAE version listserv to allow SBAs to communicate with each other to share ideas, programming, what worked and didn't etc.	Post High Subcommittee/RVCs/Staff	July 2018

Grants Action Items:

Action Item	Person(s) Responsible	Due Date
Improve Undergraduate Program Equipment Grant visibility amongst all members	Grants Subcommittee	Ongoing for 2018-19 round
Utilize FormSite for online application form	Grants subcommittee/Staff	August 2018
Investigate potential for travel grant/Leadership U type mentoring program for students	Grants subcommittee	January 2019

Design Competition Action Items:

Action Item	Person(s) Responsible	Due Date
Release 2020 Design Competition Details early	Design Competition Subcommittee/Staff	January 2019
Modify judging rubric to include	Design Competition	July 2018

additional clarification on scoring	Subcommittee	
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1) Subcommittee Reports

a) Executive Committee

Student Members

- The total number of student members as of May 31, 2018 is 7,593
 - May 31, 2017 is 8,093
 - May 31, 2016 is 7,213.
 - May 31, 2015 is 6,324
 - May 31, 2014 is 5,868.
- Review of all subcommittees were made.
- The Chair reviewed the status of this year's MBOs – see attachment A.
- The Student Activities MOP edits have been combined and will be reviewed.

b) Grants Subcommittee

- Subcommittee reviewed online application form and judging criteria for 2018-19 round
- The Grants subcommittee plans to investigate new grant opportunities with possible student travel grant or Leadership U type mentoring program for students.

c) ABET Subcommittee Report

- David Cassel provided an update on the Engineering Accreditation Commission and Mansour Zenouzi provided an update on the Engineering Technology Accreditation Commission.
- The program criteria have been submitted to the ABET Engineering Technology Accreditation Commission and will be on the agenda at their July 2018 meeting.
- A letter was sent by Jeff Littleton to ASME requesting that ASME invite ASHRAE to be a Cooperating Society for Mechanical Engineering and Mechanical Engineering Technology programs. The request is expected to be considered at their meetings in July 2018.
- In an effort to gauge interests among ASHRAE members, the subcommittee discussed the need to increase outreach to members to significantly increase the number of PEVs within ASHRAE membership with the possibility of an article in *Insights*.
- The subcommittee will develop some text about ASHRAE's involvement in ABET for the ASHRAE Student Zone website.
- The subcommittee discussed ASCE requesting that ASHRAE be a Cooperating Society for Architectural Engineering Technology programs. Brandemuehl will prepare a letter to ASCE requesting that ASHRAE be a Cooperating Society for Architectural Engineering Technology programs.
- It was discussed that there are no alternates for the ASHRAE representatives on EAC or ETAC. While the terms of the current representatives extend for two more years, it is time to start identifying prospective commissioners. Thomson will reach out to Prof.

Filza Walters to see if she is interested and pursue opportunities for her to serve as a PEV for ASCE or ASME.

d) K-12/STEM Subcommittee Report

- Staff provided an update on the activity report, kit requests, and K-12/STEM Chapter Leadership Awards
- The new Sling Pyschrometer STEM Kit is complete and will be tested at Centralized Training.
- New Pop-Pop Steamboat STEM Kit is being developed with Steve Sill (Reg I) leading.
- Continue to develop partnership with STEM Scouts.
- Sub-committee develop content for Centralized Training and CRC training to promote how the STEM Scouts partnership could work.
- The subcommittee discussed the development of additional kits while also continuing to focus on promoting youth outreach to regions/chapters

e) Post High Subcommittee Report

- Most student branch status reports have been submitted and RVC's will reach out to branches that have not submitted.
- Four nominations were reviewed for the SBA of the Year Award. The committee voted unanimously for Professor Balkrushna Shah from the Nirma University Student Branch in India.
- Subcommittee reviewed Chicago Student Program and proposed changes for the 2019 Winter Conference in Atlanta.
- Subcommittee will review and update Post-High content on Student Zone.
- Discussed possibility of allowing trade apprentices to be student members.
- SBA listserv has been finalized and will be sent to advisors to allow better communication.
- Student Membership
 - The total number of student members as of May 31, 2018 is 7,593 (6.18% decrease from May 2017)
 - Branches – 27 pending branches bringing the 2017-2018 total to 47 new branches

Region	Student Branch	Chapter	Location
XIV	Dublin Institute of Technology (DIT) Student Branch	Ireland	Dublin, Ireland
III	Pittsburgh Technical College (PTC) Student Branch	Pittsburgh	Oakdale, PA
XI	University of Washington Bothell Student Branch	Puget Sound	Bothell, WA
XII	Universidad del Valle (Univalle) Student Branch	Colombia	Cali, Colombia
XII	Escuela Politecnica Nacional Student Branch	Ecuador	Quito, Ecuador
RAL	Jayawantrao Sawant College of Engineering (JSCOE) Student Branch	Pune	Hadapsar, India
XII	Universidad Politecnica Salesiana (UPS) - Cuenca Student	Ecuador	Cuenca, Ecuador

	Branch		
RAL	Bhartiya Skill Development University (BSDU) Student Branch	India	Jaipur, India
XII	Facultad de Ingeniería de la Universidad de Buenos Aires (FIUBA) Student Branch	Argentina	Buenos Aires, Argentina
XII	Goias Student Branch	Brasil	Anapolis, Goias, Brasil
XII	Guayaquil Student Branch	Ecuador	Guayaquil, Ecuador
XIV	Nebrija University Student Branch	Spain	Madrid, Spain
XIV	Universidad Politécnica de Madrid (UPM) Student Branch	Spain	Madrid, Spain
RAL	Swedish College of Engineering and Technology - Rahim Yar Khan (SCET - RYK)	Central Pakistan	Rahim Yar Khan, Pakistan
XIII	Lyceum of the Philippines University-Cavite Student Branch	Philippines	General Trias, Cavite, Philippines
XIV	TEI of Sterea Ellada Student Branch	Hellenic	Psachna, Greece
XII	ArchTech – Labaut SP Student Branch	Brasil	Sao Paulo, Brazil
XII	ING Universidad de Chile Student Branch	Chile	Santiago, Chile
XIII	Rizal Technological University Student Branch	Philippines	Mandaluyong City, Philippines
VIII	Houston Community College Student Branch	Houston	Houston, TX
RAL	HVAC Karabuk Student Branch	Turkish	Karabuk, Turkey
XII	Electromecanica Bolivia Student Branch	Argentina	Santa Cruz, Bolivia
XIII	University of Macau Student Branch	Macao	Taipa, Macau, China
XII	Volcano Student Branch	Brasil	Guatemala City, Guatemala
RAL	National Institute of Technology Srinagar Student Branch	India	Srinagar, India
RAL	Government Advance Technical Training Centre (GATTC) Peshawar Student Branch	Northern Pakistan	Peshawar, Pakistan
RAL	Birla Institute of Technology (BIT) Student Branch	ASHRAE Falcon	Ras-Al-Khaimah, United Arab Emirates

Design Competition Subcommittee Report

- 63 Design Competition projects were submitted this year.
 - Design Calculations – 31
 - System Selection – 8
 - ISBD – 16
 - Applied Engineering Challenge - 8
- 33 Design Competition submissions were judged at Society Level with six considered as Rising Stars. The Winners of each category were selected and will be notified in early August.

- Information for the 2019 Design Competition has been published on the website.
- Discussed outreach to several schools who have placed well several years in a row. These schools and faculty advisors should be congratulated and encouraged to submit for other competitions.
- The 2019 competition website was reviewed and it was agreed that the judging rubric and previous winning reports would be removed to encourage creativity in future submissions. The registration form will also be updated to ask registrants to enter team name to better track teams that are registered.
- The goal is to release the 2020 Design Competition information in January 2019 with discussions ongoing regarding location and building type. The subcommittee is awaiting feedback from President-elect regarding the scope for the Applied Engineering Challenge.

Attachment E/A

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

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

	a. Increase SA chair attendance at Centralized Training by 20% - Vice Chair	Vice Chair	Summer Meeting 2018 <i>Incomplete (no change)</i>
	b. Track SA chair attendance at CRC training – Vice Chair w/Consultant	Vice Chair w/ Consultant	Summer Meeting 2018 <i>Complete</i>
	c. Implement recently developed CRC training	Consultant	Summer Meeting 2018 <i>Complete</i>
	d. Investigate feasibility for international Centralized Training	Vice Chair w/ Consultant	Summer Meeting 2018 <i>Ongoing</i>
10	Improve opportunities for Post-High students	Post-High w/Vice Chair and Consultant	
	a. Remodel Student Program to integrate with general ASHRAE conference schedule with top quality programs and presenters		Winter Meeting 2018 <i>Complete</i>
	b. Review Central NY SmartStart Program and investigate expansion beyond Region I, II, III with possible integration to CRC		Winter Meeting 2018 <i>Ongoing</i>
	c. Monitor success of Adapt Building EQ pilot programs and promote to Student Branches		Summer Meeting 2018 <i>Complete</i>
11	Develop relationships with synergistic societies	Consultant	
	a. Pilot collaborative relationship with SMACNA		Winter Meeting 2018 <i>Ongoing</i>
12	Improve recognition of ASHRAE volunteers		
	a. Get at least 5 nominations for SBA of the Year	Post-High	Summer Meeting 2018 <i>Complete (4)</i>
	b. Get at least 5 nominations for Youth Outreach – K12/STEM	K-12/STEM	Winter Meeting 2018 <i>Incomplete</i>
	c. Get at least 5 nominations for Student Activities Achievement Award	Post-High	Winter Meeting 2018 <i>Incomplete</i>

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council

From Meeting of June 23, 2018, Houston, TX

Members Present

Jake Kopocis, Chair
Stephanie Kunkel, Vice Chair
Chonghui (CL) Liu, Region I
Alexis Gagnon, Region II
Lindsey King, Region III
Jackson Willis, Region IV
Jake Taylor, Region V
Shona O'Dea, Region VI
Stephen Wren, Region VII
Vanessa Freidberg, Region VIII
Rachel Romero, Region IX
Alyse Falconer, Region X
Greg Jernstrom, Region XI
Kathleen Simpson, Region XII
Tracy Pang, Region XIII
Aleksandar Andjelkovic, Region XIV
Muhammad Omer Khan, RAL
Carrie Anne Monplaisir, At-Large
Ashu Gupta, At-Large
Michelle Swanson, MP Liaison
Erich Binder, BOD Ex-Officio
Caleb Haynes, Consultant

Members Absent

Emilia Targonska
Adam Davis, SA Liaison
Sheila Hayter, Coord. Officer

Guests

Chris Kriepps
Marko Iasatovic
Jeff Clarke
Billy Austin
Enrica Galasso
Edward Tsui
Long Phan
Keith Yelton

Staff

Rhiannon Masterson

Summary of Activities

- We saw a 0% growth for YEA members on TCs. Improving this is a priority moving forward.
- Implemented the Developing Leader Award, which recognizes members who with a high level of involvements within their first five years of membership. We had four qualified applicants this year, which were sent to H&A for approval. Recipients will be recognized at the 2019 Winter Conference.
- The SmartStart student transfer rate is up 36% compared to last year. We gathered the following information from those who transferred:
 - How transfers heard about the SmartStart program: 60% from Society, 27% from Chapters, and 13% from Student Branches.
 - The majority transferred so they could continue their ASHRAE membership beyond school (as opposed to transferring for specific benefits, such as publications, networking, career development).
 - 61% of transfers were Student members for 1 year, 23% for 2 years, 10% for 3 years, 6% for 4+ years.
- Increased YEA membership by 13.6% (goal of 15%), now over 11,000 YEA members.
- We are working with H&A to look at the possibility of creating an ASHRAE New Faces award (which would replace the award of the same name that was put on hiatus by DiscoverE).
- Upcoming YEA Events
 - Fall 2018 YEA Leadership Weekend, scheduled for November 2-4 in Portland, Maine
 - 2018 YEA Leadership International, scheduled for October 19-21 in Belgrade, Serbia
- Creation of a Cof/YEA mentorship session at the Winter Conference in Atlanta.
- Creation of the YEA Cheat Sheet for Consulting Engineers. A summary of typically used equations for new engineers that would be available to dues paying ASHRAE members.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment B is the 2017-18 YEA MBO document

Attachment C is the 2018-19 YEA MBO document

ATTACHMENT F/A

Information Items

- 1) Outreach Development Subcommittee
 - a. YEA Leadership International (YLI)
 - i. Scheduled for October 19-21, 2018 in Belgrade, Serbia.
 - ii. We consulted with YEN to select a date/location that would work well for them. We wanted to focus in Europe to help connect with CIBSE/YEN, as well as Region XIV.
 - iii. CIBSE members would need to join ASHRAE in order to register and attend YLI.
 - b. International outreach and CIBSE Young Engineers Network (YEN) Development
 - i. Emilia has been great in maintaining a connection with CIBSE. We are still waiting to see if YEN will host another event this year (since it is not held every year).
 - ii. There have continued to be discussion on a joint YEA/YEN conference. It has proven to be difficult to organize and there hasn't been much positive feedback. We would like to look at finding a date that would work for both groups, since the YEN meeting goes from Sunday-Wednesday/Thursday and the YLI meeting goes from Friday-Sunday. In the meantime, we hope to get YEN participation at YLI.
 - iii. Emilia discussion a potential student transfer/internship program.
 - iv. The funds from YEA Technical Weekend will now be used for outreach purposes.
- 2) Personal Development Subcommittee
 - a. YEA Leadership Weekend (YLW)
 - i. A YLW marketing flyer has been created and added to the YLW webpage.
 - ii. Fall 2018 YEA Leadership Weekend (YLW)
 1. Scheduled for November 2-4, 2018 in Portland, Maine
 2. Technical Tour of Cross Insurance Arena
 3. Registration is open
 - iii. Spring 2019 YEA Leadership Weekend (YLW)
 1. Date/location TBD
 - b. 2018 YEA Leadership Weekend (YLW) 2.0
 - i. Date/location TBD. Location preference is Florida.
 - c. First Time at an ASHRAE Seminar
 - i. Held Sunday, June 24th from 9:45-10:45am. Rachel and Vanessa presented, and Steph served as chair.
 - d. Chapter/Member outreach
 - i. Working on quantifying best practices. Still working on this initiative.
- 3) Professional Development Subcommittee
 - a. Awards
 - i. Developing Leader Award
 1. Nominations closed on May 1st. We received five nominations. Any approved recipients will be approved by H&A at the 2018 Annual Conference in Houston and the plaques will be given out at the 2019 Winter Conference in Atlanta.
 - ii. ASHRAE New Faces Award
 1. We have created an outline for this award, which would be an ASHRAE version of the previous New Faces of Engineering. We have been in contact with H&A to develop this award.
 - b. Leadership U
 - i. The participants in Houston are:
 1. Elise Kiland, San Jose Chapter, Region X (VP: Julia Keen)
 2. Abhishek Khurana, Toronto Chapter, Region II (VP: Mick Schwedler)
 3. Charlotte Dean, Orange Empire Chapter, Region X (VP: Ginger Scoggins)
 4. Alekhya Kaianathbhatta, Toronto Chapter, Region II (VP: Edward Tsui)
 - c. HVAC Design Training Scholarship
 - i. All five scholarship recipients from the previous round have been registered for their training of choice between January – June 2018.

- ii. Applications are open through June 30, 2018. Five scholarship will be awarded that can be used for any training scheduled between July-December 2018.
- iii. YEA Hospitality Suite
 - 1. Held Sunday, June 24, 2018 from 4-6pm.
- iv. Student Retention
 - 1. As of 6/19/18, our student transfer rate is up 36% compared to last year.
- v. Liaison Coordination
 - 1. We have a liaison assigned to all Members Council committees. The liaison will attend the committee meeting to see how YEA can help or how that committee overlaps with YEA.
- vi. PDC/YEA Training Products
 - 1. Working on a roadmap for YEA members. A subgroup was created within PDC, and work is still ongoing.

ATTACHMENT F/B

2017-2018 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase communication with employers/YEA program brochure for employers	Complete	6/30/2018	YEA Committee	Develop and implement an employer visit report form
2	Increase YEA membership by 15%	11,245 as of 6/1/18; 13.6% increase	6/30/2018	YEA Committee	Continue to grow the YEA demographic and encourage involvement
3	Implement ASHRAE Developing Leader Track	Ongoing	6/30/2018	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
4	Increase number of YEA members participating on TCs by 15% (595 start total)	595 as of 6/19/18; 0% change	6/30/2018	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide
5	Increase number of YEA Chapter Chairs (YCC's) by 5%	.06% decrease as of 6/19/18	6/30/2018	YEA Committee	YRCs are communicating importance of YEA contact at chapter level. It is difficult to get a YCC if the chapter is extremely small and has a hard time filling other chapter positions.
6	Full Circle for entire YEA Committee	Complete	9/30/2017	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
7	Assign a YEA liaison to each Members Council committee	Complete	6/30/2018	Outreach Development Subcommittee	To encourage communication and better integrate between committees
8	Develop a plan to promote educational resources for international YEA members	Ongoing	6/30/2018	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
9	Implement YEA Communications Procedure	Complete	6/30/2018	YEA Committee	Approve communication plan for YRC's to use to connection YEA Members and YEA Committee
10	Chapter/Member Outreach	Ongoing	6/30/2018	Personal Development Subcommittee	Continue/increase the communication between YRC's and YCC's so that membership is informed of programs and events
11	PDC/YEA Training Products	Ongoing	6/30/2018	Outreach Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA

ATTACHMENT F/C

2018-2019 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15%		6/30/2019	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Implement ASHRAE Developing Leader Track		6/30/2019	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
3	Increase number of YEA members participating on TCs by 15%		6/30/2019	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide
4	Full Circle for entire YEA Committee		9/30/2018	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
5	Develop a plan to promote educational resources for international YEA members		6/30/2019	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
6	PDC/YEA Training Products		6/30/2019	Professional Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA
7	Have 80% of YEA Chapter Chairs (or Co-Chairs) attend their CRC		6/30/2019	YEA Committee	Now that YCC transportation is reimbursed for CRC, we want to encourage YCC attendance at CRC.
8	Development of SmartStart weekend		6/30/2019	Ad Hoc	Further research the SmartStart weekend motion and develop a plan for implementation.
9	Host a joint College of Fellows mentoring event		6/30/2019	YEA Committee	Work with College of Fellows to solidify a joint mentoring event to connect YEA and CoF members.

GRASSROOTS GOVERNMENT ADVOCACY COMMITTEE

Report to Members Council
From Meeting of June 22-23, 2018

Members Present

Jim Wolf, Chair
David Underwood
Chad Moore
Robin Bryant
Mohammad Hosni
Michael Bilderbeck
William McQuade
Terry Townsend
Andrew Manos
Ronald Gagnon
Roger (Tim) Ashby
James Arnold
Chad Powell
Ryan Williams
Jessica Errett
David Palty
Jeffrey Hurd
Nathaniel Boyd
Vorasen Leewattanakit
Stephen Gill
Vikram Murthy
Jaap Hogeling
Ng Yong Kong

Members Absent

Michael Witkowski
Chad Smith
Maged Fouad Hashem
Sheila Hayter
Darryl Boyce

Guests

Charles Gullledge
Rob Craddock
Matthew Jesson
Michael Wolf
Sam Hui
Douglas Cochrane
Kinga Porst Hydras
Dunstan Macauley
Maher Mousa
Adam Doubblestein
Bratislaw Blagojevic
Marko Iakotovic
Christopher Mathis
Kathleen Simpson
Madison Schultz
Meaghan McNulty

Staff

Alice Yates
Jim Scarborough
Jeremy Pollack

Motions

Motion 1: Public Policy Priorities for Society Year 2018-19: The GGAC recommends that Members Council recommend to ASHRAE Executive Committee the approval of the Attached List of proposed Public Policy Priorities for Society Year 2018-2019.

Background:

Per the ROB, the GGAC is to annually develop a list of proposed public policy priorities, and is to submit the list to Members Council and ExCom for approval.

The SY2018-19 Public Policy Priorities (PPPs) were developed during the April 28-29, 2018 GGAC Executive Subcommittee Planning Retreat, held in Washington, DC. To help with continuity, the SY2018-19 PPPs are largely similar to the ones from SY2017-18. "Energy Utilization" was modified to "Building Performance," to reflect broader considerations, including building commissioning. In addition, STEM and Workforce Development were added as a new policy priority as the building technology industry is experiencing a tight supply of a qualified workforce.

Fiscal Impact:

There is zero fiscal impact to Society for approving these Public Policy Priorities.

Motion 2: GGAC Committee Name Change: The GGAC recommends that Members Council recommend to the ASHRAE Board of Directors change of the GGAC committee name from the "Grassroots Government Advocacy Committee" to the

“Government Affairs Committee.”

Background:

At the 2018 Winter Meeting in Chicago, the ASHRAE Executive Committee asked for GGAC’s recommendation on whether to rename the GGAC. ExCom explained that there is increasing awareness that words like “grassroots” and “advocacy” do not translate well to those in many parts of the world where English is not a first language.

During the April 28-29, 2018 GGAC Executive Subcommittee Planning Retreat, held in Washington, DC, the Executive Subcommittee recommended the GGAC should be renamed to “Government Affairs Committee.” Retreat participants agreed that the “grassroots” term doesn’t translate well internationally, and the committee does much more than advocate for specific policies, as ASHRAE wants to be known as a *technical resource* to elected officials and policy makers.

There was discussion concerning whether this committee has undergone too many recent changes, but overall it was deemed the improvement in defining what the committee does with the committee name change was more beneficial than any costs incurred resulting from confusion by ASHRAE members.

The GGAC met via go-to meeting/conference call on June 4, 2018 and approved by voice vote this committee name change (with one member opposing).

Fiscal Impact:

There is zero fiscal impact to Society for changing the name of the GGAC to the Government Affairs Committee.

Information Items

1. Information item 1. AASA Motion from Members Council: GGAC recommends that Members Council refer the motion below to ExCom because many of the contacts with non-U.S. Government Officials take place by the Board of Directors and ExCom, and not through GGAC.

In January 2017, Members Council referred a CRC Motion from Region XII, Brasil Chapter from their 2016 Fall CRC to the GGAC. This motion stated: “The GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017.

2. Information Item 2. “Day on the Hill” Name Change: The GGAC met via go-to meeting/conference call on June 4, 2018 and approved by voice vote to change the name of GGAC’s public policy briefing and advocacy day from “Day on the Hill” to “Government Outreach Day.” This change was motivated by Members Council communicating to GGAC that there is increasing awareness that words like “ Hill” ” do not translate well to those in many parts of the world where English is not a first language.

During the April 28-29, 2018 GGAC Executive Subcommittee Planning Retreat, held in Washington, DC, the Executive Subcommittee recommended changing the “Day on the Hill” events to a “Government Outreach Day.” In international settings in particular, legislative/parliamentary bodies do not always reside at the top of a hill, and the “hill” terminology could be confusing. Retreat participants noted that the name of these outreach events matters less than doing the outreach itself. Individual chapters and regions can vary the naming of these events if that is helpful. For the purpose of this committee and training, participants recommended using the more inclusive title of “Government Outreach Day,” as it would make sense outside of the U.S., and it would also be able to include outreach at the

local level (including building codes hearings), outreach to government agencies, and meetings with Federal Elected officials at their State and District Offices.

3. Information Item 3: Days on the Hill/Government Outreach Days: During Society Year 2017-18, GGAC held a total of 16 Days on the Hill/Government Outreach events, which included two meetings with staff of U.S. Members of Congress at their district offices. The number of these events have nearly **doubled** since the last Society Year 2018-19.
4. Information Item 4: Government Outreach Documents and Materials: A number of additional ASHRAE Government Outreach documents and training materials were developed over the past Society Year; however, the committee wants some of these documents consolidated and streamlined, and additional materials on key subjects developed and revised.
5. Information Item 5: Status of Maps Project: GGAC created maps using political boundaries, and evaluated their use and effectiveness in 4 Regions (II, III, IV, and VII). The committee concluded that these maps could be a useful tool for communicating GGAC issues among chapters but it is premature to publicly launch GGAC MAPS at this time. In SY2018-19, GGAC will assemble a new ad-hoc subcommittee to further the evaluation phase of this project.
6. Information Item 6: GGAC members promoted EWeek, which celebrates the work of engineers, and High Performance Building Week, which advances innovative building technologies and energy efficiency. Members secured several proclamations by state and local officials recognizing these weeks. In addition, bipartisan resolutions were introduced in the U.S. Senate and U.S. House of Representatives designating June 11-15, 2018 as "High Performance Building Week."

MBO Update

Grassroots Government Advocacy Committee

2017-18 MBOs: Final Status Table

Jim Wolf, Chair

Objectives	Responsibility	Due Date	Status
1. Expand support to Chapter and Regional levels on public policy issues of interest to ASHRAE and on how to become involved with government officials through development of model presentation(s) for DLs and others. Identify DLs, current GGAC members, and other ASHRAE members willing to make presentations at Chapters and CRCs.	Policy and Programs Committee	January 2018	<p><i>June 2018 Update:</i></p> <ul style="list-style-type: none">• Chapter Presentation is completed.• Presentation Video has been produced.• DL presentation is still under development, with no request for presentation to date. <p><i>MBO is complete, though this effort will need continuous maintenance and development.</i></p>
2. Develop and implement programs to promote awareness and use of Building EQ	Member Mobilization Subcommittee + Boyd, Co-Chair	June 2018	<p><i>June 2018 Update:</i> Materials were created by the Building EQ Committee including some for distribution by GGAC. A blast email was sent to all Chapter Presidents and Chapter GGAC Chairs identifying all the Building EQ materials available for them to use to promote this product. Additionally, the Building EQ flyer is used in some packets given to legislative leaders during Day on the Hill visits.</p> <p><i>MBO is complete, though this effort will need continuous maintenance and development.</i></p>

Objectives	Responsibility	Due Date	Status
3. Develop implementation plan for promoting the document created last year on ASHRAE in Residential Codes and Construction	Ad Hoc Committee – Chaired by McQuade	January 2018	<p>June 2018 Update: This Ad Hoc Subcommittee met once between the Annual Meeting in June 2017 and this meeting. Work continues on an implementation plan and will be done in conjunction with the ASHRAE Residential Committee.</p> <p><i>This MBO is being held over into the new Society year.</i></p>
4. Develop and implement a program to emphasize awareness of Public Safety issues	Member Mobilization Subcommittee	June 2018	<p>June 2018 Update: This Subcommittee has submitted some materials to the Resiliency Committee and is waiting for the new Resiliency Position Document to be finalized and approved by the Board.</p> <p><i>This MBO is being held over into the new Society year.</i></p>
5. Develop implementation plan for the report of the Subcommittee about Global issues	Nate Boyd, Chair Ad Hoc Subcommittee on Implementation Plan for Global Issues Report	June 2018	<p>June 2018 Update: The work of this Ad Hoc Subcommittee has been provided to the new Global Affairs Subcommittee.</p> <p><i>This work has transferred to a new GGAC Standing Subcommittee.</i></p>
6. Expand Day On The Hill (DOTH) including development of new training materials to include documents, videos and case studies	Policy and Programs Subcommittee	June 2018	<p>June 2018 Update:</p> <ul style="list-style-type: none"> • “How to Develop a Successful Legislative Day” has been developed • Case study using DOTH Events in Oklahoma under development • Video of DOTH events for Follow-Up Visits is under development <p><i>MBO is complete, though this effort will need continuous maintenance and development.</i></p>
7. Develop additional incentives for Chapter GGAC Chair recognition (i.e.: Regional Awards and others)	Member Mobilization Subcommittee	January 2018	<p>January 2018 Update: A survey is being created to be sent to the Chapter GGAC Chairs on what awards are currently given at the Chapter level.</p>

Objectives	Responsibility	Due Date	Status
			<p>June 2018 Update: Committee identified a number of additional incentives currently being implemented by ASHRAE Chapters.</p> <p><i>MBO is complete.</i></p>
8. Develop program for initiating contacts with national political elected/appointed officials at local/district offices	Policy and Programs Subcommittee	January 2018	<p><i>June 2018 Update:</i></p> <ul style="list-style-type: none"> • Program, along with Training Presentation, has been developed. • 2 Pilot Meetings took place in Arizona, organized by GGAC Region X RVC Dave Palty: Rep. Sinema, and Rep. McSally in January 2018. • Target List of U.S. Congressional Members developed for SY2018-2019. • Target List of Canadian MPs to target has been developed for SY2018-2019. <p><i>MBO is COMPLETE; next step is Implementation of Program.</i></p>
9. Establish annual list of updated standards, publications, etc.	Ad Hoc Committee: Members - Bryant, Hosni, Bilderbeck	January 2018	<p><i>January 2018 Update:</i> A motion was made by this subcommittee to ask the Society to create an online database of materials for members to use.</p> <p><i>April 2018 Update:</i> At the 2018 Winter Meeting, is was recommended this Ad Hoc Subcommittee wait for the launch of the updated ASHRAE website. Ms. Bryant recently reported on a GGAC Executive Subcommittee GoToMeeting that she has tested the new website and believes members can access this information through the website.</p> <p><i>This MBO is complete.</i></p>

Objectives	Responsibility	Due Date	Status
10. Monitor implementation of Maps Project and evaluate for possible expansion	Ad Hoc Committee – Randy Jones, Chair	June 2018	<p>January 2018 Update: This is still in the Pilot Program phase and will likely extend into the next Society year.</p> <p>June 2018 Update: A final report will be submitted to GGAC at the Annual Meeting.</p> <p><i>This Ad Hoc has completed its assigned work, but recommends the GGAC continue the MAPS pilot program into SY18-19.</i></p>
11. Develop and plan to expand international engagement	Ad Hoc Subcommittee – Jaap Hogeling, Chair and Nate Boyd, Vice Chair	January 2018	<p>January 2018 Update: This Ad Hoc Subcommittee continues to meet and develop recommendations.</p> <p>June 2018 Update: The work of this Ad Hoc Subcommittee has been provided to the new Global Affairs Subcommittee.</p> <p><i>This Ad Hoc has transferred its work to a new GGAC Standing Subcommittee.</i></p>
12. Conduct annual maintenance of GGAC governing documents	Ad Hoc Committee – Bill McQuade and Dick Hayter, Co-Chairs, Jim Arnold	June 2018	<p>January 2018 Update: This Ad Hoc Subcommittee created a report that has been incorporated into the proposed changes to the GGAC MOP.</p> <p><i>This Ad Hoc has completed its work, and continuing maintenance activities have been assigned to the new GGAC Standing Rules Subcommittee.</i></p>
13. Complete evaluation of GGAC Structure	Ad Hoc Subcommittee on GGAC Structure	January 2018	<p>January 2018 Update: This Ad Hoc Subcommittee has drafted proposed changes to the GGAC ROB and MOP.</p> <p><i>This Ad Hoc has completed its work, and continuing maintenance activities have been assigned to new GGAC Standing Subcommittees.</i></p>

Attachments

Attachment A: Public Policy Priorities

Attachment G/A: Public Policy Priorities
Grassroots Government Advocacy Committee

Proposed 2018-19 Public Policy Priorities

David Underwood, Chair

A. Building Performance Optimization

1. New Construction

a. Codes and Standards - Adoption of Current Versions

i. Building Design Criteria (90.1, AEDGs, etc.)

b. Performance based standards/BEQ as designed

i. System approach to Energy Efficiency

c. Commissioning/ongoing-commissioning (Monitoring)

2. Existing buildings

a. Codes and Standards

b. Benchmark/assessment and path to improvements

c. Building EQ

d. Re-Commissioning/retro-commissioning/ongoing-commissioning (Monitoring)

B. Public Safety

1. Legionella

a. Advocate use of Standard 188

b. Coordinate with 188 committee – need for design guide

2. Licensure issues

a. Response to state efforts to implement MOE or to abolish state licensing boards

3. Refrigerant safety

a. Educate officials on updated Standards on flammable refrigerants in commercial/industrial settings

4. Resiliency

a. Identify ASHRAE resources

C. Indoor Environmental Quality (IEQ)

1. Building Design Criteria - Codes and Standards (62.1, 55)

i. Updated list

2. Airborne and Waterborne hazards

3. Collaborate with other organizations (IAQA, etc.)

D. Residential

1. Codes and Standards (55, 62.2, design guides)
 - Educate officials on what we are doing right now
2. Refrigerant Safety
 - Educate officials and industry on anticipated changes to codes
 - Collaborate with other organizations (NFPA, ACCA, SMACNA, ASP, etc.)

E. STEM and Workforce Development

1. STEM (DOE – Long term)
 - Liaison with student activities
2. Workforce (DOL – Short term)
 - Communicate the need or shortage in training for operators and technicians
 - Improve awareness of ASHRAE training resources and certification
 - Identify what need to be done

HONORS AND AWARDS COMMITTEE

REPORT TO MEMBERS COUNCIL
FROM MEETING OF JUNE 23-24, 2018

MEMBERS PRESENT

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

MEMBERS ABSENT**GUESTS**

Sherry Abbott-Adkins
Jake Kopocis
Isabelle Lavoie
Florentino Roson Rodriguez
Andrew Persily
Alyse Falconer

STAFF

Candace Pettigrew
Chandrias Jacobs

MOTIONS

Motion 1: The Honors and Awards Committee recommends to Members Council that the changes to the Honors and Awards Manual of Procedures, as noted in Attachment A, be approved.

Background: The attached edits reflect several editorial changes previously approved by the Board of Directors and Society Rules Committee. As well as a request from Society Rules Committee to include the complete listing of pass through awards, with the recommending committees/councils, as part of the H&A MOP.

Fiscal Impact: None.

Motion 2: The Honors and Awards Committee recommends to Members Council that the following changes to the Rules of the Board section 2.411.003.5 be approved

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

Award

Donald Bahnfleth Environmental Health Award

Recommending Committee

Environmental Health

Background: During his 1985-86 Presidential year, Donald Bahnfleth recognized the increasing interest in and concerns about indoor air quality in buildings, as well as ASHRAE's potential role in addressing these concerns. He convened a Presidential Ad Hoc Committee with some of the world's leading experts in the field and charged them with examining the issue of IAQ and ASHRAE's role. The findings of this ad hoc led to the creation of the ASHRAE IAQ conference series (that continues to this day), the creation of the Environmental Health Committee, and a recognition of ASHRAE as a key source of information, standards, research and publications in the field.

Renaming this award will recognize the key role of President Bahnfleth in ASHRAE's environmental health activities and ensure that he is remembered into perpetuity for his efforts.

This motion was unanimously approved by both the Environmental Health Committee and the Honors and Awards Committee.

Fiscal Impact: None.

Motion 3: The Honors and Awards Committee recommends to Members Council that the following changes to the Rules of the Board section 2.411.003.4 be approved, contingent on the GGAC name change being approved

D. The ~~Grassroots~~ Government Advocacy Affairs Award is established to recognize an individual who demonstrates Outstanding efforts in the state, provincial and local government on technical issues important to ASHRAE. (16-06-29-17/88-05-21-23/95-06-29-40B/01-02-01-90/14-07-02-15)

Background: The GGAC will make a motion to Members Council in Houston requesting a committee name change from "Grassroots Government Advocacy Committee" to the "Government Affairs Committee."

If Members Council approves this committee name change, it makes sense that the Committee Award Name also be changed to reflect the new committee name.

The Honors and Awards Committee felt that because the entire justification for the award name change was the change of the Committee's name, that the award should only be changed if the Committee name change is approved.

This motion was unanimously approved by Honors and Awards.

Fiscal Impact: None.

EXECUTIVE SESSION MOTIONS

Motion 1

Attachments

Attachment A – H&A MOP Edits
Attachment B – Updated 2017-18 MBOs
Attachment C – 2018-19 MBOs
Attachment D – Executive Session



HONORS AND AWARDS COMMITTEE

MANUAL OF PROCEDURES

Approved by H&A: June 25, 2017
Approved by Members Council: June 27, 2017

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1. **PURPOSE**

The Manual of Procedures of a General Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the committee for its own guidance. The MOP requires approval of the committee and the council to which it reports. Appendices shall reside in a separate **Resource Reference** Manual requiring approval by the Honors and Awards Committee.

2. **ESTABLISHMENT**

2.1 The Honors and Awards Committee is a standing general committee of the Society.

ROB 520-134-001
67-06-25-08

2.2 This committee shall administer the Honors and Awards program of the Society under guidelines established by the Board of Directors

ROB 520-134-002

90-02-14-10

3. **RESPONSIBILITIES/DUTIES**

3.1 This committee reports to Members Council.

ROB 510-101-003

92-04-26-2B

3.2 This committee shall recommend to the BOD the candidates for all honors and awards for contributions to the sciences and arts of heating, refrigeration, air conditioning and ventilation, or the closely allied fields.

H&A Committee BAR
86-01-22-11

3.3 It is the duty of this committee to study diligently the possibility of establishing additional awards which, in the considered opinion of the committee, have real merit, are attractive to the recipient, and are beneficial to the Society. The recommendations of the committee require submission to Members Council and the Board of Directors for approval.

3.4 Prior to Board approval, this committee shall review all recommendations for new awards to ensure the wording of the criteria is sufficiently specific to clearly establish the purpose of the award, and to ensure that the wording of the criteria does not conflict with existing awards. This committee shall also ensure that the official version of the criteria, as established in the ROB, shall be the version used in all ASHRAE publications.

H&A Committee BAR

3.5 This committee shall report as directed by the Board of Directors or on request of the President. Society Bylaws 7.11

3.6 The Chair of the Honors and Awards Committee shall be invited to the Executive Session of Board meetings to answer questions pertaining to candidates under consideration for personal awards.

3.7 This committee shall annually review Honors and Award Fund balances, income and payouts to assist in attaining the goal of self support for the life of all awards, exclusive of the cost of awards presentation at both meeting.

H&A Committee BAR
94-06-26-02

3.8 This committee shall annually evaluate and submit to the Board of Directors cash award levels and the cost and quality of medals, certificates and presentations.

H&A Committee BAR

- 3.9 This committee shall develop action plans to address Strategic Plan Objectives (SPOs) assigned to it, and execute approved programs related to these SPOs.

H&A Committee BAR

- 3.10 This committee shall develop objectives to carry out the Society program including the President's theme, develop plans to implement these objectives and monitor the progress of the plans to see that they are completed within the approved time schedule.

H&A Committee BAR

- 3.11 This committee shall submit a recommended 4-year fiscal plan, including the succeeding year's annual budget to its council for review. This committee shall monitor its expenses to see that expenditures are within the approved budget.

H&A Committee BAR

- 3.12 This committee shall maintain its MOP, revising it as required to reflect current committee procedures. Each change shall be submitted to its council for approval.

H&A Committee BAR

- 3.13 This committee shall annually review its BAR and recommend applicable revisions to its council. If approved by the council, each change shall be submitted by the council to the Board for approval. H&A Committee BAR

- 3.14 This committee shall develop procedures for recommending updates to the Strategic Plan on the continuous basis. As a minimum the committee shall submit a report to Members Council at a time determined by the Planning Committee. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the Strategic Plan as provided by the committee's constituents prior to the Annual Meeting.

4. COMMITTEE MEMBERSHIP

- 4.1 This committee shall consist of eleven (11) voting members, including a Chairman and a Vice Chairman; in addition, a BOD ex-officio member and a coordinating officer are assigned.

H&A Committee BAR

98-01-21-26

- 4.2 Committee Personnel:

- a) The Chair and Vice Chair of this committee shall be members entitled to vote in the Society. Society Bylaws 7.2
- b) All members should be at least Associate Member grade.
- c) For balance, it is desirable that the committee membership include at least one Presidential member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.
- d) All members should possess high professional stature.
- e) Since work of committee is secret, members should have a reputation for discretion.

H&A Committee BAR

98-01-21-26

- 4.3 The Coordinating Officer of the committee shall be the Chair of the Member Council. H&A Committee BAR

- 4.4 The Board Ex-Officio member shall be a Director-at-Large assigned by the President. H&A Committee BAR

- 4.5 The President may appoint any person or persons to serve in a consulting capacity to this committee.
H&A Committee BAR

5. DUTIES OF CHAIR, VICE CHAIR, STAFF LIAISON & DIRECTOR AT LARGE

- 5.1 Duties of the Chair shall consist primarily of direction and operation of the Honors and Awards Committee and reporting to Members Council and the Board of Directors as required. Specific duties include:
- a) Presiding over all meetings of the Honors and Awards Committee.
 - b) Approving the agenda for meetings of the Honors and Awards Committee.
 - c) Approving the minutes of the Honors and Awards Committee for distribution by headquarters.
 - d) Preparing written reports to Members Council at Society Annual and Winter Meetings and other times as required.
 - e) Attending Members Council meetings as required for reporting purposes.
 - f) Submitting annually to the President-Elect recommendations for membership on the Honors and Awards Committee for the following year.
 - g) Recommending, with assistance of the Vice Chair and Staff Liaison, the appointment of the incoming Vice Chair of the Honors and Awards Committee.
 - h) Appointment of subcommittees and assignment of specific functions.
 - i) Coordinating the MBO program for the committee and transmitting to the Society President. Goals should be well established and finalized at the preceding Annual Meeting.
 - j) Other duties as assigned by the President or the Board of Directors.
- 5.2 Duties of the Vice Chair shall include the following:
- a) In the absence of the Chair, the Vice Chair shall assume the chair at all scheduled meetings of the Honors and Awards Committee.
 - b) In the event the Chair is unable to perform his duties, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.
 - c) Preparation of budgets, in consultation with staff, for the ensuing year(s).
 - d) The Vice Chair shall perform other duties which may be assigned to him/her by the Chair.
- 5.3 Duties of the Staff Liaison shall include the following:
- a) Acting as secretary at committee meetings, submitting meeting minutes for approval to the Chair prior to distribution, and distributing meeting minutes within 60 days after committee meetings.
 - b) Mailing agendas and supporting papers to committee members in a timely manner.
 - c) Ensuring that committee reports to Members Council and the Board of Directors are prepared and submitted in a timely manner.
 - d) Welcoming new members appointed to the Honors and Awards Committee, sending them copies of the committee roster, ~~Resource~~ Reference Manual, Manual of Procedures, minutes of the past two meetings, and other pertinent information.
 - e) Sending notification letters to award recipients several months prior to the meeting where the award is to be presented.
 - f) Sending ballots, write-ups and biographies to the Board of Directors 60 days prior to Society meetings on recommended award
 - g) Staying abreast of committee budget and expenses incurred by the committee and working with the Chair to establish yearly budgets.
 - h) Ensuring the Manual of Procedures and ~~Resource~~ Reference Manual remain up-to-date.

- i) Answering or directing inquiries received at headquarters to the Chair or appropriate members of the Honors and Awards Committee.
- j) Distributing information or materials (i.e., biographies, meeting papers, etc.) to committee members on a timely basis so they can perform their assigned duties.

5.4 Duties of the Director-at-Large shall include the following:

- a) A Director-at-Large shall be assigned as an ex officio member to the Honors and Awards Committee. He shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of the Society.
- b) The Board Ex Officio shall serve the Honors and Awards Committee in an advisory capacity and shall provide liaison with the Board of Directors, the councils, and other committees.
- c) The Board Ex Officio shall provide support to the Honors and Awards Committee as follows:
 - 1. Communication and interpretation of Presidential goals
 - 2. Guidance in fiscal planning
 - 3. Assistance in preparation of annual objectives
 - 4. Monitoring of progress toward completion of annual objectives
 - 5. Assistance in developing action plans to achieve Strategic Plan Objectives
 - 6. Monitoring of progress toward completion of Strategic Plan Objectives
 - 7. Ongoing review of the committee's Board-Approved Rules (BAR) and
 - 8. Manual of Procedures (MOP) (92-06-28-5B)
- d) The Board Ex Officio shall assess the committee's scope, operation and personnel and shall suggest changes as needed.
- e) The Board Ex Officio shall attend all meetings of the Honors and Awards Committee except in cases of conflict with a BOD meeting, the BOD meeting shall take absolute precedence.
- f) In cases of conflict between appointed committees, approximately equal amounts of time should be devoted to each committee in question.
- g) The Board Ex Officio shall attend Honors and Awards Committee meetings whenever possible and shall be available for liaison with the Board and for serving the committee in an advisory capacity.

6. **SUBCOMMITTEES**

6.1 To achieve its yearly goals, the committee is divided into two or more subcommittees covering Personal Awards, Paper Awards, and at times, Special Projects. The Chair of each subcommittee will utilize the time between Society meetings to distribute submittals and nominations for preliminary study and evaluation and subcommittee progress. The entire committee participates in all actions during Society meetings. Committee objectives are assigned to one of the following subcommittees: (Note: General responsibilities of each of the subcommittees follows)

- a) Personal Awards (see Section 15)
Reviews and makes recommendations to full committee on recipients for personal honors or awards; considers development of new Society awards; revises criteria for existing awards as necessary.
- b) Paper and Pass Through Awards
Recommends papers to receive the Crosby Field Award, Technical Paper Award, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award; monitors peer review scoring process developed by the Conferences and Exposition Committee and recommends changes, when necessary. Also coordinates and evaluates proposed new pass

through awards; periodically evaluates existing pass through awards to establish need for continuation; reports recommendations for action by full committee.

c) Media

Reviews on a proactive basis the MOP, ~~Resource~~ Reference Manual and web page to ascertain that they accurately reflect how the committee operates, and recommends changes to the committee for approval.

d) Planning

Responsibilities include fiscal planning, tracking the Strategic Plan as it impacts H&A, reviewing new award recommendations, and recommending award deletion and/or consolidation.

7. VOTING

- 7.1 The following categories of committee members do not vote and do not count for a quorum unless specifically indicated: BOD ex-officio members on General Committees, Consultants, Staff Members ROB 520-102-003

87-06-28-19

- 7.2 More than 50 percent of the voting membership of the committee is required for a quorum. H&A Committee BAR

- 7.3 BOD ex-officio members and consultants do not count for a quorum. H&A Committee BAR

- 7.4 Voting may be conducted during meetings or by letter ballot. Votes taken at meetings shall be decided by a majority of those voting. Letter ballots require a majority of the committee's voting membership.

H&A Committee BAR

- 7.5 The committee shall record the number of votes, including abstentions, on all motions. H&A Committee BAR

8. OPERATING RULES

- 8.1 All deliberations of the committee including all actions, discussions, voting, and correspondence shall be held in the strictest confidence by its members. All exchanges of correspondence concerning candidates for awards shall be marked "Confidential." All voting members of the committee shall sign a Confidential Information Agreement prior to entering into any discussions or voting upon any honors and awards. Minutes of this committee are confidential and shall be distributed as directed by the Chair.

- 8.2 A number of principles have evolved over the years for the guidance of the committee in its operation and in the selection of recipients of honors and awards for service or achievement.

- 8.3 Honors are highly treasured, and if they are to maintain their value and prestige, it is important that the qualifications of the individual be critically examined and evaluated before selection or recommendation for an honor. It is not appropriate to encourage negative comments concerning individuals under consideration for honors or awards. However, it is acceptable to encourage open communication concerning candidates for awards.

- 8.4 All award candidates should adhere to the ASHRAE Code of Ethics which recognizes, for example, that honesty, fairness, courtesy, competence and integrity characterize their conduct.

- 8.5 The following guidelines apply for new ASHRAE awards:

- a) All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to the BOD for review and approval.
 - b) ASHRAE awards are grouped into the following categories, each of which have their own form of award:
 - Personal Honors (plaque and medallion)
 - Personal Awards for General Society Activities (plaque and lapel pin)
 - Personal Awards for Specific Society Activities (plaque and lapel pin)
 - Paper Awards (plaque and honorarium)
 - Society Awards to Groups or Chapters (plaque)
 - (c) Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Paper Award). No business, product or other commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award after an individual.
 - (d) Proposers of awards shall submit a detailed description including the name, suggested category, reason for establishment, and the selection and awarding process to the Honors and Awards Committee. Proposers shall also prepare suggested wording for the award.
 - (e) Initial total funding for the award shall be described in the proposal, along with provisions for future funding and inflation considerations. Funding shall be self-perpetuating and supporting for the expected life of the award.
 - (f) Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity and the name given the award would then add prestige.
- 8.6 In general, an individual will receive only one honor in recognition of the same achievement. However, the recipient of an ASHRAE honor shall not be barred from receiving another ASHRAE honor, provided the candidate receives the honor for a different group of distinctive accomplishments or distinguished service. Nominees for pass through awards (those recommended by committees or groups other than H&A) may not be vetoed by the Honors and Awards Committee.
- 8.7 Members of the Honors and Awards Committee shall not be considered for any Society honor during the term for which they have been appointed. Exceptions will be made, however, for “pass through” awards (i.e., Lincoln Bouillon Award, William J. Collins Award, Homer Addams Award, etc.).
- 8.8 It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame and Pioneers of the Industry.
1. If the nominee’s death occurs after the nomination was submitted to the H&A Committee, it will be awarded posthumously if approved. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.
 2. If the nominee is known to be deceased before the nomination is submitted to the H&A Committee or if the H&A Committee learns that the nominee’s death preceded the submission of the nomination prior to the Board and/or Members Council voting on the award, the nomination will be returned with an appropriate explanation of the reason in the notification to the nominee’s sponsor.
 3. If the H&A Committee learns of the nominee’s death occurring before the nomination was submitted but after the Board and/or Members Council has voted approval, it will be awarded posthumously. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

- 8.9 The committee will report only affirmative actions taken on nominations or selections. Sponsors of nominations that are not recommended to the Board will be so notified by the H&A Committee staff liaison.
- 8.10 Recipients of awards and members eligible for advancement are not to be notified, or announcement made of such action, until Board approval has been received; recognition and presentation are to be made at the following Society meeting.
- 8.11 Transportation expenses will be reimbursed, if requested, to awardees not otherwise reimbursed by the Society, to attend meetings to receive awards as referenced in Appendix A of the H&A [Resource Reference](#) Manual.
- 8.12 Award nominees to be recommended to the Board for the Hall of Fame must have been unanimously approved by the Honors and Awards Committee. For all other award nominees, only one negative vote will be allowed on any award recipient to be recommended to the Board of Directors. Two or more negative votes by the H&A Committee will defeat a motion and that individual will not be recommended to the Board.
- 8.13 A listing of all honors and awards, including their form, appears in Appendix P of the H&A [Resource Reference](#) Manual.
- 8.14 All Society awards shall be reviewed every five (5) years considering, but not limited to: current prestige and appeal to the society, number of candidates on an annual basis, financial status of the award, and basis for original establishment of award. The awards to be reviewed each year shall be those in a specific group as listed in Appendix A of the H&A [Resource Reference](#) Manual (Form of all Honors and Awards chart). The initial year of review of a group of awards shall include those in the "Personal Honors" group. Reviews in succeeding years shall include awards in "Personal Awards for General Society Activities," "Personal Awards for Specific Society Activities," "Paper Awards," and "Society Awards to Groups or Chapters." Review of award groups shall commence in 2000-01. Elimination of or revisions to awards are to be submitted to Members Council and the Board for approval.

9. STANDING RULES

- 9.1 This committee is authorized to hold two meetings per year. These meetings shall be held at the Annual and Winter Meetings of the Society. Committee meetings in excess of those authorized may be called by the Chair of the committee upon approval of the President or of the committee's Coordinating Officer. This committee's final meeting for each administrative year is held at the Annual Meeting.
ROB 530-105-001
93-01-27-42
- 9.2 Standing general committees and special committees normally have their final meeting for the administrative year at the Annual Meeting. Reports to councils and BOD resulting from such meetings shall be rendered by the outgoing committee chairman and the appropriate DAL who served as BOD ex-officio on the committee.
- The new members of such committees who have been appointed for the succeeding year shall be invited to attend such committee meetings as guests and without vote, but the standard transportation reimbursement shall apply to them.
ROB 520-105-002
87-01-19-27
- 9.3 The administrative year of the Society shall begin immediately upon the adjournment of the Annual Meeting. This committee's membership and leadership shall change from the old to the

new when the new Board convenes for the first time.
ROB 100-103-001

87-03-28-07

- 9.4 The standard format for committee BARs dated 89-12 is approved.

ROB 500-101-003
90-02-14-10

- 9.5 This committee shall coordinate with other Society committees with related interests.
H&A Committee BAR

- 9.6 Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as President.
H&A Committee BAR

94-06-26-04

- 9.7 The Board of Directors may, by a two-thirds vote of its members present, remove a member of this committee.
Society Bylaws 7.9

- 9.8 All voting for honors and awards of the Society shall be strictly secret and held at meetings of the Board of Directors and Members Council, and that the Honors and Awards Committee be instructed to place the necessary information for such voting before the Board at least two months prior to the applicable meeting.
H&A Committee BAR

65-01-28-19

- 9.9 This committee shall include in their supporting material for candidates only information pertinent to the requirements for the particular award for which the candidate is being considered.
H&A Committee BAR

70-07-01-11

- 9.10 This committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD and the committee's council. The BOD or the council may take such steps, or see that such steps are taken by the committee, as may be appropriate to comply with the Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule or directive of the BOD or council.
ROB 520-103-001

87-06-28-19

- 9.11 If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of the committee, or whether any action should be taken by the committee, or in the case of a committee tie vote, the same shall be settled and determined by its council or the BOD
ROB 520-103-002

87-06-28-19

- 9.12 Any committee, except those specifically authorized by the Rules of the Board, requesting authority to appoint a representative to coordinate its activities or meet with other organization or groups having interests similar to those of the committee shall make a written request initially and annually thereafter to the chairman of its council. The request shall include the reasons for the coordination activities or meeting and estimated travel costs, if required, and indicate if the travel costs are budgeted. The council chairman shall take the action deemed appropriate and report action (s) to ExCom.

ROB 520-107-001
93-01-24-5B

- 9.13 When a recommendation is disapproved by a council, the committee shall be informed of the action, together with a brief statement on the negative comments leading to the disapproval. The committee can resubmit the recommendation with any statements it desires to make relating to the negative comments or to additional supporting information which it believes could change the council voting.

In the event the council disapproves a re-submittal of an action, the submitting committee may appeal directly to the BOD. An affirmative vote of two-thirds of the appropriate committee's voting members is required to approve submitting an appeal. On such an appeal, the council shall submit its reasons for disapproval for the consideration of the BOD.

ROB 520-104-001

90-02-14-10

10. COMMITTEE OBJECTIVES (MBOs)

- 10.1 Prior to the Society annual meeting, the committee vice chair or the individual who will be the next year's chair will prepare objectives for the committee for the next year and present these objectives to the committee for review at the committee meeting held during the Society annual meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item, and a copy of the objectives will be sent to the Assistant to the Board of Directors.
- 10.2 If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex Officio) is responsible for contacting the incoming committee chair and working with him/her to complete objectives.
- 10.3 The Assistant to the Board of Directors will send copies of objectives to the BOD Ex Officio, committee staff liaison and council staff liaison. Staff liaisons will send objectives to committee and council members.
- 10.4 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.
- 10.5 A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting, and a copy of the objectives will be sent to the Assistant to the Board of Directors.
- 10.6 A final report of the objectives will be included in the committee report submitted to the council at the Society annual meeting, and a copy of the objectives will be sent to the Assistant to the Board of Directors. The objectives prepared by the committee vice chair for the next 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 council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.
- 10.7 A suggested format for committee objectives appears in Appendix C of the H&A [Resource Reference](#) Manual.

11. CHANGES TO RULES OF THE BOARD

- 11.1 Changes to ROBs and BARs shall be issued as supplements to ROBs, BARs and manuals. The ROBs included in the supplements shall be incorporated in these documents when they are revised.

ROB 500-101-004

- 11.2 Proposed changes, including additions and deletions to Rules of the Board (ROBs) shall be submitted by committees, council and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.
- 11.3 To propose a change to an existing ROB:
Present a two-column comparison showing the current ROB number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include the ROB number, the proposed change, and the reason for the change.
- To propose a new ROB:
Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:
- It is recommended that this rule be placed in ROB Book II, Publishing Council BAR.
 - It is recommended that this rule be placed in ROB Book I, Section 300, Meetings of Members.
- To propose rescinding an existing ROB:
Include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.
- 11.4 Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for proposed changes to ROBs.

12. CHANGES TO BOARD APPROVED RULES (BARS)

- 12.1 Proposed changes including additions and deletions to BARs and manuals (Book II documents) shall be submitted through the respective committees and councils to the Board of Directors.
- 12.2 To propose a change to a BAR:
Present a two-column comparison showing the current BAR paragraph number and the wording and the proposed BAR wording. A proposed change, as a minimum, shall include the BAR name, the BAR paragraph number, the proposed change, and the reason for the change.

13. SELECTION PROCESS FOR PERSONAL HONORS AND AWARDS

- 13.1 Nominees for personal awards must be selected by the committee one year prior to the time the award is presented.
- 13.2 Immediately upon receiving biography, staff shall forward to Personal Awards Subcommittee Chair. Staff and Subcommittee Chair shall review biographies for completeness. If considered incomplete, staff shall forward back to nominee, requesting the necessary information.
- 13.3 Full and detailed data as to the accomplishments of the nominee for a personal award must be in the hands of the committee before a vote is taken.
- 13.4 The Staff Liaison shall supply the names of those eligible for awards based on point system or age as revealed by computer output.
- 13.5 The committee should urge that nominations for personal honors and awards come from the membership through the chapters and Directors serving as Regional Chair of the Society rather than from within the committee. Retiring officers, the Board of Directors, and committee chairs should be reviewed for consideration. Those making submittals should support their nominations with biographical data.

- 13.6 Notice should be provided on an annual basis to Chapter Presidents and Regional Chair requesting that biographies be complete and advising that supporting letters from sponsors are welcome. Supporting letters should state how and why the qualifications of the nominee meet the requirements in the ASHRAE description of the award.
- 13.7 A unanimous vote is expected for all personal award recommendations. No recommendation shall pass that receives more than one (1) dissenting vote.
- 13.8 Candidates not selected to receive awards will not be automatically carried over, but may be re-nominated for consideration in future years by their sponsor. Proposed candidates may also be carried over for consideration as a result of H&A Committee action.

14. **SCHEDULE**

- 14.1 Candidates for personal awards are considered by the Honors and Awards Committee one year before the award is presented.
- 14.2 Deadline for proposed candidates to be submitted to the Honors and Awards Committee is 30 days preceding the Annual or Winter Meeting.
- 14.3 Nominations from the Honors and Awards Committee will be sent to the Board of Directors sixty (60) days prior to the Annual or Winter Meeting. The nominees will be considered, and voted upon, by the Board at the Annual or Winter Meeting.
- 14.4 The calendar of the awards for which consideration is to be given at Annual and Winter Meetings is listed in Appendix B of the H&A ~~Resource~~ Reference Manual.

14. **SCHEDULE**

- 14.1 Candidates for personal awards are considered by the Honors and Awards Committee one year before the award is presented.
- 14.2 Deadline for proposed candidates to be submitted to the Honors and Awards Committee is 30 days preceding the Annual or Winter Meeting.
- 14.3 Nominations from the Honors and Awards Committee will be sent to the Board of Directors sixty (60) days prior to the Annual or Winter Meeting. The nominees will be considered, and voted upon, by the Board at the Annual or Winter Meeting.
- 14.4 The calendar of the awards for which consideration is to be given at Annual and Winter Meetings is listed in Appendix B of the H&A Resource Manual.

15. **PASS-THROUGH AWARD RECOMMENDATION COMMITTEES/COUNCILS**

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

<u>Award</u>	<u>Recommending Committee/Council</u>
<u>Lincoln Bouillon Membership Award</u>	<u>Membership Promotion</u>
<u>William J. Collins, Jr. RP Award</u>	<u>Research Promotion</u>
<u>Homer Addams Award</u>	<u>Research Administration</u>

<u>John F. James International Award</u>	<u>Members Council</u>
<u>Ralph G. Nevins Physiology and Human Environment Award</u>	<u>TC 2.1</u>
<u>E.K. Campbell Award of Merit</u>	<u>Life Members Milton W.</u>
<u>Garland Commemorative Refrigeration Award for Project Excellence</u>	<u>Refrigeration</u>
<u>Journal Paper Award</u>	<u>Publications</u>
<u>Grassroots Government Advocacy Award</u>	<u>Grassroots Government Advocacy</u>
<u>Standards Achievement Award</u>	<u>Standards</u>
<u>Poster Presentation Award</u>	<u>Conferences and Expositions</u>
<u>Dan Mills Technical Award</u>	<u>Chapter Technology Transfer</u>
<u>Student Activities Achievement Award</u>	<u>Student Activities</u>
<u>Chapter Program Star Award</u>	<u>Chapter Technology Transfer Comfort Cooling</u>
<u>Award for Project Excellence</u>	<u>Refrigeration</u>
<u>Service to ASHRAE Research Award</u>	<u>Research Administration George B.</u>
<u>Hightower Technical Achievement Award Technology Activities Environmental Health Award</u>	<u>Environmental Health</u>
<u>Lou Flagg Historical Award</u>	<u>Historical</u>
<u>Donald A. Siller Refrigeration Award</u>	<u>Chapter Technology Transfer</u>
<u>Young Engineers in ASHRAE (YEA) Award of Excellence</u>	<u>Young Engineers in ASHRAE Individual</u>
<u>Youth Outreach Award</u>	<u>Student Activities</u>
<u>Science and Technology for the Built Environment Best Paper Award</u>	<u>Pub and Ed Council</u>
<u>Lower-GWP Refrigeration and Air-Conditioning Innovation Award</u>	<u>UN Environment Liaison</u>

16. **PERSONAL HONORS**

16.1 **HONORARY MEMBER**

16.1.1 The purpose of this award is to recognize any person of preeminent professional distinction who is not a member of the Society.

16.1.2 Any notable person of preeminent professional distinction may be elected an Honorary Member. Election of an Honorary Member shall be by the Board of Directors.
Society Bylaws 2.2

16.1.3 In submitting candidates for Honorary Member to the Board for

vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of each person nominated.

16.1.4 Nomination for Honorary Member shall be made by the Honors and Awards Committee to the Board of Directors. Election shall be by the BOD and two or more negative votes shall cause the rejection of any proposed candidate.
H&A Committee BAR

16.1.5 The grade of Honorary Member shall be conferred on no more than three persons in any calendar year.
H&A Committee BAR

16.1.6 Form of the award is a plaque with a medallion.

16.2 FELLOW GRADE

16.2.1 Requirements for eligibility for election to the grade of Fellow by the Board of Directors:

16.2.1.1 Good standing as a full grade Member for at least ten (10) years.

16.2.1.2 Participation or service to ASHRAE is not a metric to be evaluated.

16.2.1.3 Attained distinction and made substantial contribution in HVAC&R and the built environment such as:

16.2.1.3.1 Education and/or research

16.2.1.3.2 Engineering design/consulting/forensics

16.2.1.3.3 Invention/original work

16.2.1.3.4 Engineering executive on projects of unusual or important scope.

16.2.1.3.5 Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities.

16.2.1.3.6 Other activities leading to advancement of the arts and sciences of HVAC&R and the built environment including that of contractors, manufacturers and their representatives

16.2.1.4 Distinction is interpreted to mean: seen by his/her peers in the industry as a person of excellence

16.2.1.5 Substantial contribution is interpreted to mean: one or more contributions to the industry which had a notable, unique, and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.

16.2.2 In submitting the names of candidates for Fellow grade to the Board for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of each person nominated.

- 16.2.3 Nominations for Fellow shall be made by the Honors and Awards Committee to the Board of Directors. Election shall be by the Board by secret ballot, and four or more negative votes by the BOD shall defeat the proposal.
H&A Committee BAR

85-06-26-15

- 16.2.4 Form of the award is a plaque with a medallion.

16.3 LOUISE AND BILL HOLLADAY DISTINGUISHED FELLOW AWARD

- 16.3.1 The Board of Directors approves the establishment of the “Louise and Bill Holladay Distinguished Fellow Award” to recognize a Fellow of the Society who continues preeminence in engineering or research.

ROB 520-134-005

79-01-31-05/87-07-21-21

- 16.3.2 The Honors and Awards Committee will submit the name of a candidate to the Board of Directors for approval. In addition to the biography, a statement of reason for the selection of the nominee should be included.

- 16.3.3 The voting procedure for the Louise and Bill Holladay Distinguished Fellow Award is the same as for Fellow grade, i.e., four or more negative votes disqualify the candidate. Only one individual may be recommended per calendar year.

- 16.3.4 Form of the award is a plaque with a medallion stating under the individual’s name “. . . who is distinguished as a Fellow grade member through continuing preeminence in engineering or research work.” Transportation expenses will be reimbursed in accordance with ASHRAE’s Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

16.4 F. PAUL ANDERSON AWARD

- 16.4.1 The Board approves the establishment of the F. Paul Anderson Award to honor a member for notable achievement, outstanding work or service in any field of the Society. This award is the highest ASHRAE award.
ROB 520-134-005

61-02-01-25/88-05-21-18

- 16.4.2 To be awarded this honor, a member’s accomplishments should exhibit exceptional distinction in the HVAC&R industry, ASHRAE, and in society. Broad-based activity of outstanding value to industry in the HVAC&R field such as consulting, contracting, engineering, design and outstanding work or service in any field of the Society are desirable qualifications.

- 16.4.3 Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to the BOD a candidate for approval. Approval of this award shall be by secret ballot of the BOD and two or more negative votes shall cause the rejection of any proposed candidate.

- 16.4.4 In submitting the name of the candidate for the F. Paul Anderson Award to the BOD for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of the candidate nominated.

- 16.4.5 Form of the award is a plaque with a medallion. Transportation expenses will be reimbursed in accordance with ASHRAE’s Travel Reimbursement Policy, if the award

recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

16.5 ASHRAE AWARD FOR DISTINGUISHED PUBLIC SERVICE

16.5.1 The BOD approves the establishment of the ASHRAE Award for Distinguished Public Service (formerly named ASHRAE-ALCO Medal for Distinguished Public Service) to recognize a member for outstanding public service.
ROB 520-134-006

65-07-04-47

16.5.2 In submitting the name of the candidate for the ASHRAE Award for Distinguished Public Service to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the candidate nominated.

16.5.3 Nomination for the ASHRAE Award for Distinguished Public Service shall be made by the Honors and Awards Committee to the Board of Directors. Election shall be by secret ballot of the BOD, and four or more negative votes shall cause the rejection of the proposed candidate.

16.5.4 Form of the award is a plaque with a medallion. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

16.6 ANDREW T. BOGGS SERVICE AWARD

16.6.1 The Board approves the establishment of the Andrew T. Boggs Service Award to recognize a past Exceptional Service Awardee for continued unselfish, dedicated and distinguished service to the Society.

ROB 520-134-005

86-01-22-13

16.6.2 This award was established in honor of Andrew T. Boggs, ASHRAE Executive Vice President Emeritus, for his 30 years of outstanding service and leadership.

16.6.3 The award shall be made to an ESA awardee of the Society in recognition of particularly notable service to ASHRAE continued beyond that which earned the ESA and may be given annually. In the case of Presidential Members considered for this award, the service to be considered would be that which continued beyond the normal duties of the President.

16.6.4 The ESA point system shall not be used to determine recipients of this award.

16.6.5 In submitting the name of the candidate for the Andrew T. Boggs Service Award to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the nominee.

89-02-01-39

16.6.6 Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to the Board of Directors a candidate for approval. Approval of this award shall be by secret ballot of the BOD, and four or more negative votes shall cause the rejection of any proposed candidate.

16.6.7 Form of the award is a plaque with a medallion. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award

recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

16.7 ASHRAE HALL OF FAME

- 16.7.1 The Board approves the establishment of the ASHRAE Hall of Fame to honor deceased members who have made milestone contributions to the growth of ASHRAE-related technology. Individuals inducted into the Hall of Fame must have been an ASHRAE member (any grade) or a member of a predecessor Society and must have shown evidence of distinction in the Society, either technically or academically.

ROB 520-134-006

90-06-14-26

- 16.7.2 The criteria for the Hall of Fame shall be:
- (a) Must have been an ASHRAE member (any grade) or a member of a predecessor society.
 - (b) Must have made milestone contributions to the growth of ASHRAE-related technology and/or to the development of ASHRAE as a Society. A milestone contribution is an innovative technological advancement in the industry and/or service to ASHRAE resulting in improved stature and leadership in the Society. Evidence of distinction in these areas may be accomplished through invention, entrepreneurial activity, research, publishing, outstanding academics, Society or engineering leadership, or a combination thereof.
 - (c) Must be deceased.
 - (d) The personality and popularity of the candidate and evidence of Society awards earned shall be considered only in the context of evaluating the contribution which shaped the industry.
- 16.7.3 Nominations for the ASHRAE Hall of Fame shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to the Board of Directors for approval. Approval of this award shall be by secret ballot of the BOD and two or more negative votes shall cause the rejection of any proposed candidate.
- 16.7.4 A maximum of two individuals may be inducted into the Hall of Fame annually. Form of the award is a plaque. In addition, a permanent listing with the recipient's accomplishments will be on display at Society headquarters, on the ASHRAE Website, and in a permanent binder in the ASHRAE Headquarters Library. Transportation expenses to the Society Meeting and one nights' lodging shall be reimbursed in accordance with the ASHRAE Travel Reimbursement Policy, if the family member or representative is not otherwise reimbursed by the Society, to attend the meeting to receive the award.

16.8 ASHRAE PIONEERS OF THE INDUSTRY

- 16.8.1 The Board approves the establishment of the ASHRAE Pioneers of the Industry to honor deceased individuals who have made one or more milestone contributions to the growth of
- a) air conditioning,
 - b) heating,
 - c) refrigeration
 - d) and/or ventilation.

Individuals inducted into the Pioneers of the Industry must have shown evidence of distinction either technically or academically.

- 16.8.2 The criteria for the Pioneers of the Industry shall be:
- (a) Must have made milestone contributions to the growth of air conditioning, heating, refrigeration and/or ventilation. A milestone contribution is an innovative technological advancement in the industry. Evidence of distinction in these areas may be accomplished through invention, entrepreneurial activity, research, publishing, outstanding academics, engineering leadership, or a combination thereof.
 - (b) Must be deceased.
 - (c) The personality and popularity of the candidate and evidence of awards earned shall be considered only in the context of evaluating the contribution which shaped the industry.
 - (d) Distinction should be exclusively through the contributions to the growth of air conditioning, heating, and/or ventilation, unlike the Hall of Fame candidate where the distinction is to be in the Society through contribution to the growth of ASHRAE related technology.
- 16.8.3 Nominations for the ASHRAE Pioneers of the Industry shall be Received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to the Board of Directors for approval. Approval of this award shall be by secret ballot of the BOD and two or more negative votes shall cause the rejection of any proposed candidate.
- 16.8.4 A maximum of two individuals may be inducted into the Pioneers of the Industry annually. Form of the award is a permanent listing with the recipient's accomplishments that will be on display at Society headquarters, on the ASHRAE website, and listed in a permanent binder in the ASHRAE Headquarters Library.

16.9 E. K. CAMPBELL AWARD OF MERIT

- 16.9.1 This award is made by the Life Members Club to honor outstanding service and achievement in teaching.
- 16.9.2 The Life Members Club will submit the name of the recipient to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.
- 16.9.3 Presentation of the award is made at the Winter Meeting.
- 16.9.4 Form of the award is a plaque and \$10,000 honorarium.

17. PERSONAL AWARDS FOR GENERAL SOCIETY ACTIVITIES

17.1 DISTINGUISHED SERVICE AWARD

- 17.1.1 The BOD approves the establishment of the Distinguished Service Award to recognize a member who has served ASHRAE faithfully as a member of

committees or otherwise giving freely of his/her time and talent on behalf of the Society.

ROB 520-134-006

62-06-24-30/69-01-30-20/71-01-28-15/77-02-13-03/81-07-02-17/85-06-26-15

- 17.1.2 Candidates can be recommended by members of the Society to the Honors and Awards Committee or selected by the committee from computer data.
- 17.1.3 Candidates must score a minimum of 15 points in accordance with the point tally form.
- 17.1.4 Candidates for the Distinguished Service Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council are required to defeat the election of a DSA candidate.
- 17.1.5 The form of the award is a plaque and lapel pin.

17.2 EXCEPTIONAL SERVICE AWARD

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

ROB 520-134-006

96-06-27-34/97-01-30-36

- 17.2.2 Candidates must score a minimum of 45 points in accordance with the point tally form. If a candidate for the Distinguished Service Award also meets the requirements for the Exceptional Service Award, both honors will be awarded.
- 17.2.3 The award is open to a maximum of 20 individuals per year.
- 17.2.4 Nominations for the Exceptional Service Award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend them to Members Council for approval. Four or more negative votes by Members Council are required to defeat the election of a ESA candidate.
- 17.2.5 Form of the award is a plaque and lapel pin.

17.3 DISTINGUISHED FIFTY-YEAR MEMBER AWARD

- 17.3.1 The BOD approves the establishment of the Distinguished Fifty-Year Member Award to recognize a member who has been a member for a minimum of 50 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

ROB 520-134-006

70-06-27-15/82-01-27-08/88-05-21-19/95-06-28-22C/96-02-22-46

- 17.3.2 Candidates for the Distinguished Fifty-Year Member Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council shall defeat the nomination.
- 17.3.3 Form of the award is a plaque and lapel pin.

18. PERSONAL AWARDS FOR SPECIFIC SOCIETY ACTIVITIES

18.1 LINCOLN BOUILLON AWARD

- 18.1.1 The Board approves the establishment of the Lincoln Bouillon Membership Award to recognize a member who performs the most outstanding work in increasing the membership of the Society.

ROB 520-134-005

67-02-02-20

- 18.1.2 The Society shall commemorate Lincoln Bouillon perpetually in the following manner: . . . By establishing a perpetual award which is presented annually to the individual who performs the most outstanding work in increasing the membership of the Society. This recipient shall be determined by a majority vote of the Society Membership Promotion Committee.

- 18.1.3 The Chair of the Membership Promotion Committee shall notify the Chair of the Honors and Awards Committee of their selection by the Winter Meeting. The candidate's name is then submitted to Members Council for approval at the Winter Meeting.

- 18.1.4 Members Council shall confirm the selection of the Lincoln Bouillon Membership Award recipient by majority vote.

- 18.1.5 The form of the award is a plaque and lapel pin. Transportation will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.2 WILLIAM J. COLLINS, JR. RP AWARD

- 18.2.1 The Board approves the establishment of the William J. Collins, Jr. RP Award to recognize the Chapter RP Chair who excels in all activities supporting the campaign, including raising funds for all Society programs and promoting research at the chapter level.

- 18.2.2 An endowment fund will be established for the William J. Collins, Jr. RP Award, funded initially by Region VIII, for the purpose of providing transportation cost to the Annual Meeting, a plaque and medallion for the recipients. The funds will be invested and controlled by the ASHRAE Foundation and monitored by the Research Promotion Committee. The initial funding by Region VIII will be at least \$10,000. No expense will be made that will reduce the endowment principal without approval of the Board of Directors.

- 18.2.3 The award winner will be selected from a list of nominees submitted by the Research Promotion Regional Vice Chair.

- 18.2.4 The Research Promotion Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Annual Meeting.

- 18.2.5 Form of the award is a plaque with a medallion and a lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel

Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.3 HOMER ADDAMS AWARD

- 18.3.1 The Board approves the establishment of the Homer Addams Award to recognize universities which have been involved in ASHRAE research and have graduate programs in the areas of heating, ventilation, and air conditioning.

ROB 520-134-005

59-06-21-14/64-06-28-44/71-08-25-14/83-06-29-AC/90-06-14-51/92-01-30-61

- 18.3.2 The purpose of the award is to:
- (a) Encourage students involved in ASHRAE-sponsored research to strive for high standards of performance.
 - (b) Perpetuate the memory of Homer Addams, Charter Member of ASHVE.

- 18.3.3 That ASHRAE replenish the original endowment of \$10,000 for the Homer Addams award from general funds and that staff be instructed not to invade the principal but to take annual awards from earnings. Should earnings not be adequate to fund the award, the difference shall be taken from the Society general fund.

- 18.3.4 The endowment of the ASHRAE-ASHAE Homer Addams Award be increased from \$10,000 to \$25,000 and the award be changed from \$1500 to \$5000. The increased endowment would be covered by a transfer of ASHRAE Research Funds to the Endowment Fund.

- 18.3.5 The procedure for processing the Homer Addams Award shall be as follows: The Research Administration Committee shall select a graduate student engaged in, or who has been engaged in, an ASHRAE research project, and make a recommendation to the H&A Committee for submittal to Members Council for final approval at the Winter Meeting. The award will be presented at the Annual Meeting.

- 18.3.6 Form of the award is a plaque, lapel pin, and \$5,000 honorarium. Funding for the award honorarium is provided by both the Honors and Awards Committee (\$1500) and the Research Administration Committee (\$3500).

18.4 JOHN F. JAMES INTERNATIONAL AWARD

- 18.4.1 The Board approves the establishment of the John F. James International Award to recognize a member who has given freely of his time and talent to enhance the Society's international activities.

ROB 520-134-006

83-06-30-32/86-06-25-16/96-06-26-31A

- 18.4.2 The purpose of this award is to recognize members of the Society, both international and domestic, who have done the most to enhance the Society's international presence or posture.

- 18.4.3 The selection of the candidate shall be based upon any one or a combination of the following:

- (a) Participation in international activities related to ASHRAE's interest

03-01-27-15

- (b) Exchange of information with international communities in the form of symposia, seminars, lectures, and ASHRAE ambassadorship
 - (c) Dissemination of ASHRAE technical information for the enhancement of international standards
 - (d) Adaptation or introduction of innovative international technology
 - (e) Recruitment of international members
- 18.4.4 At the Annual Meeting, the Staff Liaison shall obtain the name of the candidate from Members Council and advise the Honors and Awards Committee.
03-01-27-15
- 18.4.5 The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Winter Meeting.
- 18.4.6 Form of the award is a plaque and lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.5 RALPH G. NEVINS PHYSIOLOGY AND HUMAN ENVIRONMENT AWARD

- 18.5.1 The Board approves the establishment of the Ralph G. Nevins Physiology and Human Environment Award to recognize the individual who has made the most significant accomplishment in the area of man's response to the environment which includes thermal, moisture, visual, acoustical, toxic, allergic, olfactory, vibrational and microbiological effects on man's health, comfort, and well-being.
ROB 520-134-005
78-02-02-45
- 18.5.2 The award shall be made to a promising investigator, preferably under 40 years of age, whose accomplishments are represented by significant papers published by ASHRAE or by Journals of an ASHRAE International Associate over the five-year period previous to the award. The awardee should have an engineering degree or an advanced degree in allied sciences.
- 18.5.3 TC 2.1, Physiology and Human Environment will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Annual Meeting.
- 18.5.4 Form of the award is a plaque, lapel pin, and \$500 honorarium.

18.6 MILTON W. GARLAND COMMEMORATIVE REFRIGERATION AWARD FOR PROJECT EXCELLENCE

- 18.6.1 The Board approves the establishment of the Milton W. Garland Commemorative Refrigeration Award for Project Excellence to recognize a non-comfort cooling refrigeration application which highlights innovation and/or new technologies.
ROB 520-134-005
90-02-15-23/02-06-26-13

- 18.6.2 Financing of at least \$2,000 has been provided by Region III and \$10,000 from the Frick Company for the purpose of establishing this award.
- 18.6.3 The Refrigeration Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Winter Meeting.
- 18.6.4 The form of the award is a plaque with a medallion and a lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.7 COMFORT COOLING AWARD FOR PROJECT EXCELLENCE

- 18.7.1 The Board approves the establishment of the Comfort Cooling Award for Project Excellence to encourage those studying it to expand their interest in and appreciation for comfort cooling applications.
ROB 520-134-006
05-02-10-21
- 18.7.2 The Refrigeration Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Winter Meeting.
- 18.7.3 The form of the award is a plaque and transportation to attend the award presentation. The plaque and transportation expenses will be paid for by the Refrigeration Committee.

18.8 STANDARDS ACHIEVEMENT AWARD

- 18.8.1 The Board approves the establishment of the Standards Achievement Award to recognize excellence in volunteer service for developing ASHRAE standards/guidelines.
ROB 520-134-006
95-01-29-09/95-02-02-41
- 18.8.2 The purpose of the award is to recognize ~~excellence in volunteer service for developing ASHRAE standards/guidelines significant and exceptional service in the areas of standards leadership and standards technical contributions.~~
- 18.8.3 The Standards Committee will submit the name of the recipient(s) to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name(s) of the candidate(s) to Members Council for final approval. The award will be presented at the Annual Meeting.
- 18.8.4 Form of the award is a plaque and lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient(s) is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.9 STUDENT ACTIVITIES ACHIEVEMENT AWARD

- 18.9.1 The Board approves the establishment of the Student Activities Achievement Award to recognize a chapter Student Activities Chair for service related to the

goals and growth of student activities at all levels.
ROB 520-134-006

98-06-24-17/99-01-27-49A

- 18.9.2 The Student Activities Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Annual Meeting.
- 18.9.3 Form of the award is a plaque and lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.10 DAN MILLS TECHNICAL AWARD

- 18.10.1 The Board approves the establishment of the Dan Mills Technical Award to recognize a Chapter Technology Transfer Committee (CTTC) member (Chair or Vice-Chair) who excels in promoting technical, and energy activities.
ROB 520-134-005
98-06-25-16/99-01-27-49A
- 18.10.2 The Chapter Technology Transfer Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Annual Meeting.
- 18.10.3 Form of the award is a plaque and lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.11 LOU FLAGG HISTORICAL AWARD

- 18.11.1 The Board approves the establishment of the Lou Flagg Historical Award to recognize a Chapter Gold Ribbon Award winner for compiling information on outstanding historical projects or persons related to HVAC&R.
ROB 520-134-005
00-06-28-12/01-02-01-35/03-07-02-15
- 18.11.2 The Historical Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Annual Meeting.
- 18.11.3 Form of the award is a plaque and lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.12 CHAPTER PROGRAM STAR AWARD

- 18.12.1 The Board approves the establishment of the Chapter Program Star Award to recognize excellence in chapter program endeavors.
ROB 520-134-006

- 18.12.2 The Chapter Technology Transfer Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Annual Meeting.
- 18.12.3 Form of the award is a plaque and lapel pin. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.13 GEORGE B. HIGHTOWER TECHNICAL ACHIEVEMENT AWARD

- 18.13.1 The Board approves the establishment of the George B. Hightower Technical Achievement Award to recognize excellence in service in the area of Technical Committee, Technical Group, or Technical Research Group leadership and contribution, which includes all TC, TG and TRG activities except research and standards.
- 18.13.2 Technical Activities Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the recipient's TC/TG/TRG meeting or at the Section Meeting by the TAC chair.
- 18.13.3 The award plaque will be donated by the ASHRAE Atlanta Chapter.

18.14 SERVICE TO ASHRAE RESEARCH AWARD

- 18.14.1 The Board approves the establishment of the Service to ASHRAE Research Award to recognize excellence in excellence in volunteer service to the area of Society research. The award will serve to heighten general membership awareness of, and interest in, research activities at the Technical Committee/Technical Group level.
- 18.14.2 Technology Council will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the recipient's TC/TG meeting or at the Research Subcommittee Chair's Breakfast.
- 18.14.3 The award plaque will be included in the Research Activities Committee budget.

18.15 ENVIRONMENTAL HEALTH AWARD

- 18.15.1 The Board approves the establishment of the Environmental Health Award to recognize excellence in volunteer service focused on environmental health issues.
- 18.15.2 Technology Council will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the annual meeting of the Environmental Health Committee.

- 18.15.3 The award plaque will be included in the Honors and Awards budget. Travel Reimbursement will be included in Environmental Health Committee budget.

18.16 DONALD A. SILLER REFRIGERATION AWARD

- 18.16.1 The Board approves the establishment of the Donald A. Siller Refrigeration Award to recognize exceptional performance by a Chapter Refrigeration Chair for planning activities and providing technology transfer on the subject of refrigeration.
- 18.16.2 The Chapter Technology Transfer Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the Chapter Technology Transfer Committee Meeting at the Society's Annual Conference.
- 18.16.3 The award plaque will be included in the Chapter Technology Transfer Committee budget.

18.17 YOUNG ENGINEER IN ASHRAE (YEA) AWARD OF INDIVIDUAL EXCELLENCE

- 18.17.1 The Board approves the establishment of the YEA Individual Member Award to recognize YEA member(s) annually for superior efforts during the preceding Society year in the promotion of the YEA Institute and representation of the 35 and under the demographic of ASHRAE.
- 18.17.2 The Young Engineer in ASHRAE Committee will submit the name(s) of the recipients to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the YEA Committee Meeting at the Society's Annual Conference.
- 18.17.3 The award plaque will be included in the YEA Committee budget.

18.18 YOUTH OUTREACH AWARD

- 18.18.1 The Board approves the establishment of the Youth Outreach Award to recognize the outstanding effort of a member who actively engages a youth audience in their country, region, or local community through science, technology, engineering and mathematics (STEM) activities.
- 18.18.2 The Student Activities Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the recipient's Chapter Regional Conference.

- 18.18.3 The award plaque will be included in the Student Activities Committee budget.

18.19 DEVELOPING LEADER AWARD

- 18.19.1 The Board approves the establishment of the Developing Leader Award to recognize new members who have shown a diverse involvement and commitment to ASHRAE within five (5) years of Associate Member join date.
- 18.19.2 The Young Engineer in ASHRAE Committee will submit the name(s) of the recipient(s) to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the YEA Hospitality Event at the Society's Winter Conference.
- 18.19.3 The award plaque and lapel pin will be included in the YEA Committee budget.

18.20 GRASSROOTS GOVERNMENT ADVOCACY AWARD

- 18.20.1 The Board approves the establishment of the Grassroots Government Advocacy Award to recognize an individual who demonstrates outstanding efforts at the state, provincial, and local government level on technical issues important to ASHRAE.
- 18.20.2 The Grassroots Government Advocacy Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the First Place candidate to Members Council for final approval. The First Place award will be presented at the Annual Meeting.
- 18.20.3 Form of the award is a plaque. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

18.21 LOWER-GWP REFRIGERATION AND AIR-CONDITIONING INNOVATION AWARD

- 18.21.1 The Lower-GWP Refrigeration and Air-Conditioning Innovation Award was established to recognize individuals who have developed or practiced innovative technological concepts applied in developing countries to minimize global warming potential (GWP) through refrigeration and air-conditioning management.
- 18.21.2 Presentation of the award will be at a UN event with UN Environment. UN Environment shall be responsible for the form of the award and its preparation. Recognition of First Place and Honorable Mention winners will be made at the ASHRAE Conference immediately following the chosen UN event through a vehicle determined by the ASHRAE – UN Environment Liaison Committee.
- 18.21.3 Form of the award will be a certificate and travel reimbursement. UN Environment is responsible for the cost of the award.

19. PAPER AWARDS

19.1 DESCRIPTION AND SELECTION PROCESS FOR PAPER AWARDS

- 19.1.1 The following paper awards shall be considered for each calendar year: Crosby Field Award, Technical Paper Awards, Journal Paper Award, Willis H. Carrier Award, and Poster Presentation Award.
- 19.1.2 The selection of the best papers for the year (other than the ASHRAE Journal Paper Award) will be based on the peer review scoring method as developed by the Conferences and Expositions Committee (CEC) and processed by the paper review scoring program (PRSP).
- 19.1.3 The Conferences and Expositions Committee's written and oral peer rating of the top six Technical Paper Session and ASHRAE Poster Presentation papers presented at Society Annual and Winter Meetings shall be forwarded to the Honors and Awards Paper and Pass Through Subcommittee Chair at the conclusion of each meeting. The paper ratings will be accompanied by a copy of the papers.
- 19.1.4 The ratings will determine the following awards for the year:
 - a. Crosby Field Award (see Section 18.2 for details)
 - b. Technical Paper Awards (see Section 18.3 for details)
 - c. Willis H. Carrier Award (see Section 18.4 for details)
 - d. Poster Presentation Award (see Section 18.6 for details)
- 19.1.5 Unless specifically noted for an award, the author or authors of paper awards are not required to be members of ASHRAE.

19.2 CROSBY FIELD AWARD

- 19.2.1 The Board approves the establishment of the Crosby Field Award to recognize the highest rated paper presented before a Technical Paper Session or an ASHRAE Poster Session at a Society meeting in a given year. The paper having the highest score from the PRSP (peer review scoring program) will be selected for this award. In the event of a scoring tie, the Conferences and Expositions Committee will select the winner by majority vote.

ROB 520-134-005

75-01-31-19/98-06-24-14/01-02-01-35

- 19.2.2 The Honors and Awards Committee shall forward the name of the candidate (or candidates if more than one) to Members Council for final approval.
- 19.2.3 Form of the award is a plaque and \$750 honorarium, to be divided equally between co-authors. The award will be presented at the Annual Meeting.

19.3 TECHNICAL PAPER AWARDS (Formerly Transactions Paper Awards)

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

- 19.3.2 The Honors and Awards Committee shall forward the name of the candidate (or candidates if more than one) to Members Council for final approval.
- 19.3.3 Form of the award is a plaque and \$500 honorarium, to be divided equally among co-authors. The award will be presented at the Annual Meeting.

19.4 WILLIS H. CARRIER AWARD

- 19.4.1 The Board approves the establishment of the Willis H. Carrier Award which recognizes an individual for the best published paper of outstanding quality at a Society meeting by a member of any grade who is 32 years of age or less at the time of presentation of the paper.
ROB 520-134-005
67-01-29-28/98-06-24-14
- 19.4.2 Where there are multiple authors, the eligible author(s) must be the principal author(s), and only the eligible author(s) shall receive the award. The principal author(s) shall be the person(s) who did the analytical or experimental work on which the paper is based. Where one or more of the authors is not eligible, and the principal author cannot be established, then no award shall be made.
- 19.4.3 The winner, if any, shall be selected from the top 12 papers for the year, presented at either a Technical Paper Session or an ASHRAE Poster Session, beginning with the highest ranking paper (from the PRSP).. The individual receiving this honor shall have been a member of ASHRAE at the time the paper was presented, even though his/her membership may have been later dropped. (Note: Award is not presented if there were no authors 32 years of age or less at the time of presentation in the top 12 papers.)
- 19.4.4 The Honors and Awards Committee shall forward the name of the candidate (or candidates if more than one) to Members Council for final approval.
- 19.4.5 The following wording shall appear on the citation of the Willis H. Carrier Award, "This award was established in memory of Dr. Willis H. Carrier, to inspire the young engineers who are today creating a better tomorrow." Form of the award is a plaque and \$500 honorarium for the principal author. If more than one principal author of the paper qualifies, all qualifying authors will receive plaques and the honorarium will be divided equally among them. The award will be presented at the Annual Meeting.

19.5 ASHRAE JOURNAL PAPER AWARD

- 19.5.1 There shall be selected one article published in the ASHRAE Journal for the calendar year. The Publications Committee will submit the article and name of the author(s) to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward same to Members Council for final approval.
- 19.5.2 Form of the award is a plaque and \$500 honorarium, to be divided equally among co-authors. The award will be presented at the Annual Meeting.

19.6 POSTER PRESENTATION AWARD

- 19.6.1 The Board approves the establishment of the Poster Presentation Award to recognize the best poster from the Annual and Winter Meetings.
ROB 520-134-006

97-01-30-44/99-01-27-49A

- 19.6.2 Prior to the Winter Meeting, the Conferences and Expositions Committee will submit to the Honors and Awards Committee the best poster presentations from each of the previous Annual and Winter Meetings (based on the PRSP).. The Honors and Awards Committee shall forward same to Members Council for final approval.
- 19.6.3 Form of the award is a plaque and \$250 honorarium for each poster, which shall be awarded to the individual who presented the poster. The award will be presented at the Annual Meeting.

19.7 SCIENCE AND TECHNOLOGY FOR THE BUILT ENVIRONMENT BEST PAPER AWARD

- 19.7.1 The Board approves the establishment of the Science and Technology for the Built Environment Best Paper Award to recognize the best referred paper published in the volume year of Science and Technology for the Built Environment, the ASHRAE research journal, preceding the ASHRAE Winter Conference.
- 19.7.2 The Research Journal Subcommittee will submit the name(s) of the recipient(s) to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during the ASHRAE Research Summit.
- 19.7.3 The award plaque will be included in the Publishing and Education Council budget.

20. SOCIETY AWARDS TO GROUPS OR CHAPTERS

20.1 STUDENT DESIGN PROJECT COMPETITION

- 20.1.1 The Board approves the establishment of the Student Design Project Competition to recognize undergraduate students who have completed design projects based on the topics prescribed in the current year's competition information. Design teams compete in one or more of the following categories: HVAC system selection, HVAC system design, or Integrated Sustainable Building Design. A "rising star" winner is also selected in each category.
- 20.1.2 First place teams members receive a plaque. In addition, each first place team receives \$2,000 plus a team representative receives transportation to the ASHRAE Winter Meeting, two nights' lodging, and up to \$100 for expenses. A representative from each second place, third place and rising star team receives transportation to the ASHRAE Winter Meeting.

20.2 TECHNOLOGY AWARD/AWARD OF ENGINEERING EXCELLENCE

- 20.2.1 The Board approves the establishment of the Technology Award And Award of Engineering Excellence to recognize, on an international scale, successful application of innovative design which incorporate ASHRAE standards for effective energy management, indoor air Quality, and mechanical design management technology.

- 20.2.2 Form of the award is a plaque. The award will be presented at the Winter Meeting.

21. HONORS AND AWARDS REFERENCING AND APPENDICES

- 21.1 All Honors and Awards Appendices shall reside in a separate document.
- 21.2 Honors and Awards Appendices shall become a reference document to the Honors and Awards Manual of Procedures document as if therein written.
- 21.2 Honors and Awards Appendices shall be modified as the Honors and Awards Committee deems necessary.

MANAGEMENT BY OBJECTIVES

HONORS AND AWARDS COMMITTEE

ASHRAE SOCIETY YEAR 2017-18

CHARLIE HENCK, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Complete	December 1, 2016 and May 1, 2017	Personal Awards Subcommittee	Nominations were received for all significant personal awards with the exception of the Distinguished Public Service Award and Honorary Member. Several Committee members are investigating deserving candidates for these awards to be submitted next Society year.
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Complete	June 30, 2017	Media Subcommittee	Articles submitted to ASHRAE staff.
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members	Complete	March and July 2017	Staff	Distributed before Spring and Fall CRCs.
4. Prepare a PowerPoint presentation to present at CRCs to increase submissions and improve documentation for Fellow grade.	Complete	July 2016 and February 2017	Personal Awards Subcommittee	PowerPoint presentation is posted on the H&A webpage and was distributed to Chapter and Regional leaders prior to the CRCs.
5. Send reminder to Committee Chairs of Pass Through Awards	Complete	December 1, 2017	Pass Through Awards Subcommittee	Reminders were sent before Society Conference.

MANAGEMENT BY OBJECTIVES

HONORS AND AWARDS COMMITTEE
 ASHRAE SOCIETY YEAR 2018-19
 TIFFANY BATES ABRUZZO, 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)		December 1, 2018 and May 1, 2019	Personal Awards Subcommittee	Reach out to regional Nominating Members before 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		November 1, 2018 & April 1, 2019	Media Subcommittee	Help by advertising/ promoting personal awards before their due dates
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates		February and July 2019	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. Check on status & coordinate H&A Video about step by step instructions for nominations for personal awards		December 1, 2018	Media Subcommittee	Can get specific help on submissions from Personal Awards Subcommittee. Determine if meeting in Atlanta to complete is the best course of action.

5. Send reminder to Committee Chairs of Pass Through Awards		December 1, 2018	Pass Through Awards Subcommittee	
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Memorandum

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

To: ASHRAE Board of Directors

Date: May 17, 2018

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

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

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

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

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

Memorandum to the ASHRAE BOD

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

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

Page 1 of 2

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

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

M. Dennis Knight, P.E., ASHRAE Director at Large

Date: May 17, 2018

Subject: Additional notes and comments regarding CRC Motions and My Memorandum and Motion to the BOD dated today's date and discussed in the Board meeting held this morning by web conference at 9:00 a.m Eastern Daylight Time.

1. We should also consider adding an additional subparagraph under the Officers Sections of the Society Bylaws (SBL Sections 5.3, 5.4, 5.6 & 5.7) covering Terms of service. The intent is not to "recycle" leadership. For example:
 - a. President and President-Elect may serve only one term in a lifetime
 - b. Treasurer may serve/be elected to Treasurer for no more than two consecutive years in a lifetime and may not serve one year, skip a year or several years then serve again in that position.
 - c. Same for Vice-Presidents as Treasurer.
2. Cleanup of Bylaws, ROB and NC MOP during this process - hopefully between now and winter meeting a thorough review of all the documents could be completed. There are many inconsistencies and paragraphs between the documents that say similar things – but not exactly. If something has been said in the SBL, it should be cited and referenced in the ROB and MOPs simply by SBL Section and paragraph number. It should never be re-written or paraphrased. Use the “say it once” principle. We should also eliminate legally undefinable terms like “substantial.”
3. While my current motion covers the qualifications for officers, it does not address the qualities we should expect to see in our Executive leaders. This is a very subjective issue and that is what our Nominating Committee does now so well. For example: Our executive leaders (as well as any member of the Board) should have the ability to lead, communicate, present, debate using civil discourse, manage meetings, delegate responsibilities, represent ASHRAE to outside organizations and govern, motivate, inspire our members with respect to ASHRAE's mission and vision.
 - a. Nominating Committee's role now is to do quality evaluations of candidates in private, with candor, dignity and respect and to protect the privacy, honor and reputation of the candidates.
4. The requirements for qualifications of candidates should be the same for a candidate either put forth by the Nominating Committee or by Petition from the Members.
5. There should be clear limits on number of nominees, executive officers and board members that can be from a single company, region, or chapter number. This is a tough issue that will be hard to control or even define in writing in a SBL change – but is essential that this issue be resolved before we put forth a SBL change referendum to the entire membership for a vote.
6. To take this to the membership as a referendum or ballot to change the SBLs would either require a waiver of the ROB 1.120.002 - Amendments (64-10-09-11) Amendments to the bylaws of the Society shall be voted by the membership at the Annual Meeting of the Society, except by special direction of the President.” The President could provide direction to hold a Special Meeting. The ROB 2.104.001.4 states “(90-02-14-12) A special meeting of the Society may be called at any time by the Board of Directors when

the requirements for such a meeting as outlined in Section 3.1 of the Bylaws are met.”

SBL 3.1 Section 3.2 Notice of Meetings states: “Notice of meetings of the Society stating the place, name and hour of the meeting shall be given in writing by the Secretary not *less than fifteen nor more than fifty days before the date fixed for the meeting, by means of the official publications of the Society to each member of the Society at the member's last known address appearing on the records of the Society.* Notice of a special meeting shall state the purpose for which the meeting is called, and that it is being issued by or at the direction of the person or persons calling the meeting. No business other than that set forth in the notice shall be entertained or transacted thereat. Notice of a meeting at which a vote is to be taken upon an amendment of the Bylaws shall set forth the wording of the proposed amendment.”

7. Finally, these are two thoughts I did not have the opportunity to state in the meeting today due to time constraints.
 - a. The SBL does not limit the number of Vice-Presidents. It is only contained in the ROB. Given the number of assignments, we could wave ROB and allow 5 VPs this year – and maybe next year too if this does not get dealt with until the next annual meeting after Houston in Kansas in 2019. I do not see this as adding very much additional cost this year because CRC travel expenses and assigned visit travel cost would be the same since multiple VPs do not make visits together but realize that it would not be a sustainable practice since it does increase the cost of travel for the VPs to the annual and winter meetings and fall board meeting.
 - b. If nominations from the membership is not eliminated altogether, which I do not see happening, then the ROB and the processes for assignments to some committees, council chairs and vice chairs, CRC travel, etc. currently assigned to the President-Elect and Treasurer and duties of VPs will have to be rearranged so that they do not occur until after the June elections.

**REPORT TO THE BOARD OF DIRECTORS
From Ethics Enforcement Procedures Task Group
As of 2018.06.24**

Recommendations for Board Approval:

- Approve the Ethics Enforcement Procedures Task Group changes to the ASHRAE Rules of the Board incorporating the changes to Ethics Enforcement that add a balanced and transparent process that is fair to all involved. The changes are contained in the attached documents:
 - a. Attachment A-Vol 1 recommended changes.docx
 - b. Attachment B-Vol 2 recommended changes.docx
 - c. Attachment C-Vol 3.recommended changes.docx

An Ethics Enforcement Policy flow chart is attached on the next page of this report.

Fiscal Impact:

Ethics tribunals have had to hold face-to-face meetings in two of the last five years so the impact will vary greatly from year to year. The estimate of fiscal impact is an increase of \$10,000 over a five year period or \$2000 per year.

Background:

Based on a recommendation from the Ethics Tribunal, President Bjarne Olesen appointed a Task Group to review and recommend changes to ROB 3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics.

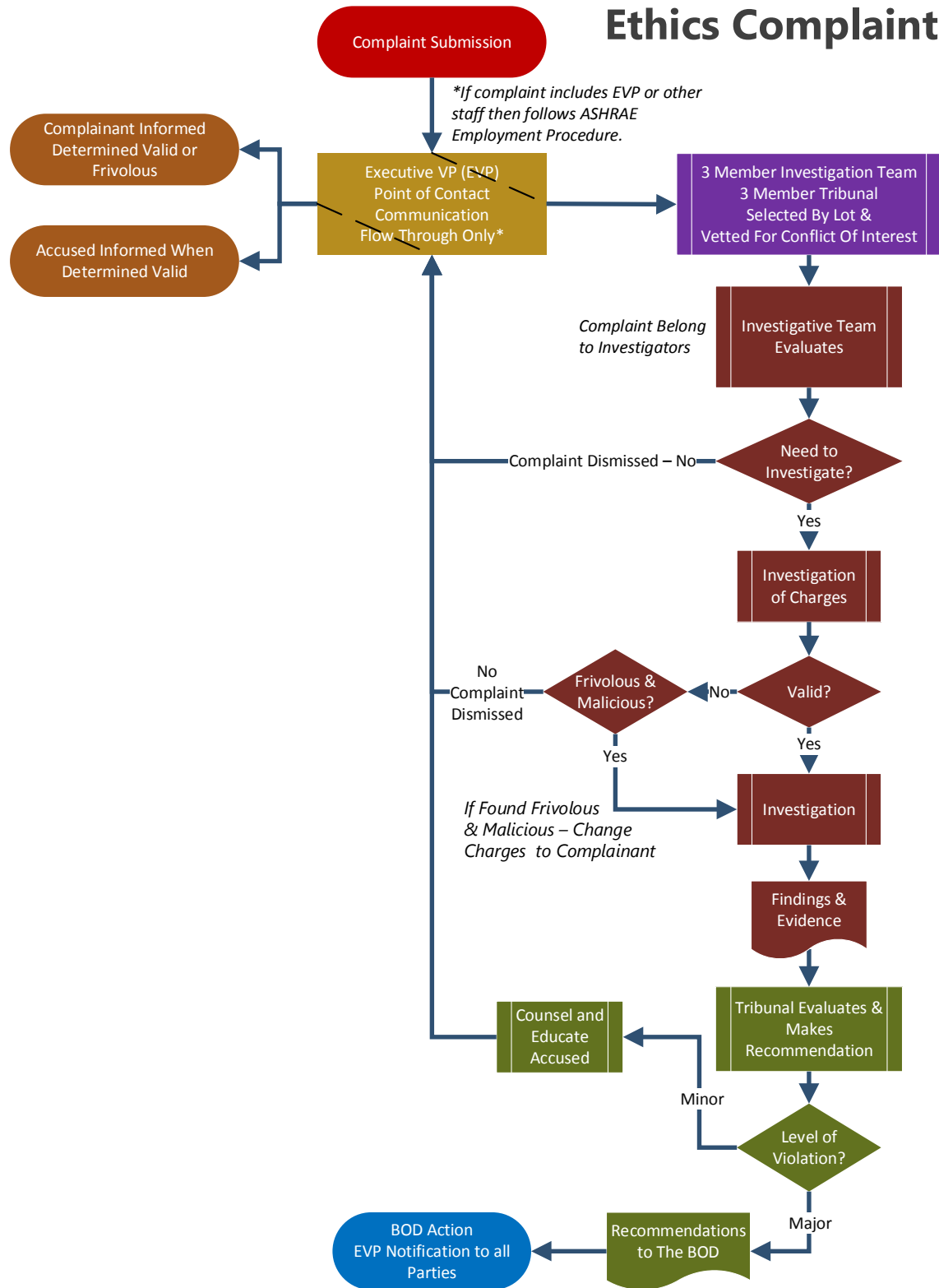
The Ethics Enforcement Procedures Task Group was charged to:

- Address procedures for Ethics allegations against Officers and or BOD Members.
- Consider making the review more independent from ASHRAE leadership.
- The changes to the ROB will implement the concepts recommended by the Ethics Enforcement Procedures Task Group:
 - d. Balance enforcing ethics violations & rights of accused
 - e. Clear and understandable by average member
 - f. Impartial process
 - g. Presumption of innocence
 - h. BOD retains final approval but independent panel investigates and makes recommendation
 - i. Progressive disciplinary process based on offense & history
 - j. Records retained by ASHRAE Human Resources Dept based on severity of the offense – available only to investigators and tribunals
 - k. No Changes to By-laws

The Ethics Enforcement Policy Task Group determined that in addition to ROB 3.980, additional changes were also needed to ROB Volumes 1, 2 and 3. The proposed changes to the Rules of the Board, Volumes 1, 2 & 3 were made with input from the Society Rules Committee. All of the proposed changes were approved by the Society Rules Committee.

2018.06.24
Date

Thomas E. Watson
Chair



Attachment A

NOTE: ~~Strike throughs~~ shows deleted words and underline shows added words

1.140 CODE OF ETHICS

(74-06-23-28/86-06-22-23/07-01-31-16/13-01-30-61)

1.140.001 CODE OF ETHICS Ethical Conduct

Commented [TEW1]: Revise to avoid confusion with 1.140

1.140.001.1 As members of ASHRAE or participants in ASHRAE activities, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct. We will avoid conflicts of interest, and behavior that is discriminatory and/or harassing.

- A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.
- B. Members and organized bodies of the Society shall be good stewards of the world's resources while considering the environmental, financial and human/societal impacts of their actions.
- C. Our products ,services and advice shall be offered only in areas where we have competence and expertise.
- D. We shall act with care and competence in all activities, using and developing up to date knowledge and skills.
- E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.
- F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.
- G. Each member is expected to be committed to the ASHRAE Code of Ethics in his or her own professional activities .
- H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.
- I. Lack of adherence to the confidentiality requirements of "Executive Sessions" is an ethical violation.

J. Seeking ethical sanctions against another ASHRAE member in a frivolous or malicious manner is an ethical violation.

K. Making unfounded malicious statements that are derogatory to a fellow member, staff or the Society is an ethical violation.

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L. Complaint Procedure

Any member who believes that he or she has witnessed or has been subjected to unethical conduct or other violation of this policy should immediately report the matter in accordance with the procedures identified in the ASHRAE Discrimination and Harassment Policy (ROB 1.201.032) and/or the ASHRAE Whistleblower Policy (ROB 1.201.040). ASHRAE will promptly and thoroughly investigate the report and take corrective action, if appropriate. Allegations involving alleged conduct by ASHRAE employees will be investigated in accordance with ASHRAE's internal human resources policies and procedures. Allegations involving alleged conduct by ASHRAE members will be investigated in accordance with the ROB 3.980 -Enforcement Procedures for Alleged Violations of the ASHRAE Code of Ethics (the "Enforcement Procedures"). Any member found to have violated this policy will be subject to disciplinary action, up to and including expulsion from membership in accordance with the Enforcement Procedures and ASHRAE's Bylaws. ASHRAE Members that are "Covered Persons" as defined by the ASHRAE

Conflict of Interest Policy are required to disclose are required to disclose conflicts of interest following the procedures identified in the ASHRAE Conflict of Interest Policy (ROB 1.201.007). Failure to disclose a conflict of interest by a Covered Person is an ethical violation subject to the Ethics Enforcement procedures.

1.200 POLICIES

1.200.001 Assignment of Policies (08-06-25-29/09-01-28-25/10-01-27-01)

Each of the following policies of the Board is assigned to a council, standing committee or other body of the Society as the cognizant committee for the purposes of (1) periodic review and (2) recommendation of interpretations and/or revisions to the Board of Directors.

1.200.002 Table of Cognizant Committees (08-06-25-29/08-06-25-13)

ROB Number	ROB Policy	Cognizant Committee
1.201.001	Planning Policy	Planning Committee
1.201.002	Units Policy	Pub Ed Council
1.201.003	Policy on Use of ASHRAE Standards in Building Codes and Other Regulations	Standards Committee
1.201.004	Policy and Definitions of ASHRAE Standards and Related Documents	Standards Committee
1.201.005	Health Impacts of ASHRAE Standards	Environmental Health Committee
1.201.006	Health and Safety Impacts of ASHRAE Publications	Environmental Health Committee
<u>1.201.007</u>	<u>Conflict of Interest Policy</u>	<u>Executive Committee</u>
1.201.008	ASHRAE Policy on Standards and Guidelines that Address Smoking Spaces	Technology Council
1.201.009	Commercialism Policy	Pub Ed Council
1.201.010	Web Site Policies	Electronic Communications Committee
1.201.011	List Server Rules	Electronic Communications Committee
1.201.012	Building Sustainability Policy	Technology Council
1.201.013	Pricing Policy	Pub Ed Council with assistance from Publications Committee
1.201.014	Advertising Policy	Pub Ed Council with assistance from Publications Committee
1.201.015	Disk Copyright	Pub Ed Council with assistance from Publications Committee
1.201.016	Disclaimers	Pub Ed Council
1.201.017	Reprint and Translation Policy	Pub Ed Council
1.201.018	Confidential Research Projects	Research Administration Committee
1.201.019	Policy for ASHRAE Special Projects	Technology Council
1.201.020	ASHRAE Canada Office	Members Council
1.201.021	Security and Privacy Policy	Members Council
1.201.022	Contact Data Availability Policy	Members Council
1.201.023	Investment Policy	Finance Committee
1.201.024	Policy for the Use of the Golden Circle Logo	Research Promotion Committee
1.201.025	Business Card Policy	Members Council
1.201.026	Policy on Renting ASHRAE Membership Lists to Other Organizations	Members Council
1.201.027	Travel Reimbursement Policy	Finance Committee
1.201.028	Indemnification Resolution	Finance Committee

Commented [TEW2]: Was placeholder

1.201.029	Policy on Computer Algorithms and Programs	Electronic Communications Committee
1.201.030	Growth and Development Policy	Members Council
1.201.031	Smoking Policy	Conferences and Expos Committee
<u>1.201.032</u>	<u>Discrimination and Harassment Policy</u>	<u>Executive Committee</u>
1.201.033	ASHRAE Fellow Recognition	Members Council
1.201.034	International Policy for Standards	Standards Committee
1.201.035	Policy on Membership Admissions and Grade Advancement	Members Council
1.201.036	Policy on ASHRAE Spokesperson	Executive Committee
1.201.037	Policy on Promotion of Grassroots Advocacy Programs	Grassroots Government Advocacy Committee
1.201.038	Policy on ASHRAE Endorsement of Other Organizations' Certification Programs	Executive Committee
1.201.039	Policy on Use of "Standard" or "Guideline" in ASHRAE Document Titles	Standards Committee
1.201.040	Whistleblower Policy	<u>Finance Executive Committee</u>

Commented [TEW3]: Was placeholder

Commented [TEW4]: Recommended by SRC

1.201.007 Conflict of Interest Policy (93-01-27-22/01-02-01-94/08-06-25-15A/14-07-02-9)

This Conflict of Interest Policy (the "Policy") of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. ("ASHRAE") has been adopted by its Board of Directors (the "Board") and is applicable to all Covered Persons (as defined below). This Policy is intended, among other things, to assist ASHRAE and Covered Persons in compliance with laws applicable to tax-exempt organizations and with the New York not-for-profit corporation law, and it shall be interpreted consistent with such purposes.

1.201.007.1 Purpose and Overview

- A. All directors, officers and staff owe a duty of loyalty to ASHRAE. The duty of loyalty requires that they exercise their powers in good faith and in the best interests of the organization, rather than in their own interests or the interests of another entity or person.
- B. Conflicts between the interests of ASHRAE and the personal or financial interests of a Covered Person may arise from time to time. Some conflicts of interest are illegal or may subject ASHRAE or its directors, officers or employees to liability. Some conflicts of interest may not be illegal, but may be unethical or may create an appearance of impropriety. Some conflicts of interest may ~~be in the best interests of~~ not be harmful to ASHRAE interests as long as certain procedures are followed. This Policy is designed to assist directors, officers and employees of ASHRAE, as well as others affiliated with ASHRAE, with identifying conflicts of interest and handling them appropriately.
- C. Neither ASHRAE nor any Covered Person shall enter into any transaction or arrangement that involves an actual, potential, or apparent conflict of interest except in compliance with this Policy.

1.201.007.2 Definitions

A "Covered Person" includes each of ASHRAE's current and former (within the last five years) (i) directors, (ii) officers and (iii) employees, volunteers, independent contractors, substantial contributors and others who have the ability to exercise substantial influence over the affairs of ASHRAE. For purposes of this Policy, whether an individual has the ability to exercise substantial influence over the affairs of ASHRAE shall be determined in accordance with the intermediate sanctions provisions of Section 4958 of the Internal Revenue Code of 1986 and related regulations.

B. A "conflict of interest" arises whenever (i) the interests of ASHRAE come into conflict with a competing financial or personal interest of a Covered Person or an affiliated party (as defined below) or (ii) a Covered Person's personal or financial interest could be reasonably viewed as affecting the Covered Person's objectivity or independence in fulfilling his or her duties to ASHRAE. While it is not possible to anticipate all possible conflict situations, a conflict of interest typically arises whenever a Covered Person or any affiliated party has (directly or indirectly):

- 1.A compensation arrangement or other interest in a transaction with ASHRAE compensation arrangement or other interest in a transaction with ASHRAE;
 - 2.A compensation arrangement with, other interest in, or affiliation with any entity or individual that or who: (a) sells goods or services to, or purchases goods or services from, ASHRAE; (b) competes with ASHRAE; or (c) is negotiating, or contemplating negotiating, any transaction or arrangement with ASHRAE;
 - 3.Used his or her position, or confidential information or the assets of ASHRAE, to his or her (or an affiliated party's) personal advantage or for an improper or illegal purpose;
 - 4.Solicited or accepted any gift, entertainment or other favor where such gift, entertainment or other favor might create the appearance of influence on the Covered Person (other than gifts of nominal value, which are clearly tokens of respect and friendship unrelated to any particular transaction);
 - 5.Acquired any property or other rights in which ASHRAE has, or the Covered Person knows or has reason to believe at the time of acquisition that ASHRAE is likely to have, an interest;
- ue Briefs.

ATTACHMENT B

Note: only additions to Volume 2 were made . No text was deleted

2.433 Ethics Review Board

2.433.001 SCOPE AND PURPOSE

This Ethics Review Board (ERB) is responsible for investigating complaints about violations of the ASHRAE Code of Ethics, deciding whether the complaints are valid, and, when appropriate, recommending enforcement or disciplinary actions in response to confirmed violations of the ASHRAE Code Ethics to the Board of Directors (BOD) commensurate with the violation(s) encountered. The ERB shall establish an Investigative Panel (IP), consisting of a subset of ERB members, to investigate and adjudicate each individual complaint or alleged violation. If the IP determines that a violation has occurred, the ERB shall establish a Tribunal to recommend actions to be taken.

2.433.002 Membership

2.433.002.1 Composition

Members of the ERB shall be as follows:

- A. There shall be two (2) Ethics Review Board members and one (1) alternate selected from each region of the Society, elected annually by the Chapters Regional Committee (Delegates, Alternate Delegates and Regional Leaders (less the Director and Regional Chair) in Executive Session) from each region.
- B. The Chair and Vice Chair of the ERB shall be selected as described in section 2.433.003 C and D.
- C. ERB members shall be a pool from which Investigative Panel and Tribunal members are selected.
- D. No current Member of the Board of Directors shall be eligible to serve on the ERB.
- E. Members of each Investigative Panel and of each Tribunal shall be selected randomly from the ERB, as a group of three (3) members, to conduct their investigation (Panel) or to render judgment in cases of confirmed violations (Tribunal). Each Panel or Tribunal shall elect a chair from among their membership.
- F. The size of the Investigative Panel may be increased in size based upon a request of the Chair of the Panel.

2.433.002.2 Qualifications

- A. All members of the Ethics Review Board shall be current members of ASHRAE in good standing with a minimum of ten (10) years of continuous membership.
- B. Members shall have had no previous ethics disciplinary actions rendered against them and have no current open ethics investigations against them.

2.433.002.3 Term of Service

- A. Members and Alternates shall be elected annually for a single year of service and can be re-elected annually up to no more than eight (8) years of continuous service as a member or as an alternate.
- B. An alternate who has participated in processing a complaint (i.e., served on an Investigative Panel or on a Tribunal) is considered to have served one full year as a member of the Ethics Review Board.
- C. Interruption in service of two (2) or more years would allow a qualified individual to return to duty as an Ethics Review Board member or alternate for another eight (8) years of continuous service.

2.433.003 OPERATION

- A. If travel is required for an investigation by an Investigative Panel or for a Tribunal to deliberate or to report its findings and recommendations to the BOD, then travel expenses will be reimbursed to Panel or Tribunal members upon request in accordance with the current ASHRAE travel reimbursement policy. It is not anticipated that Ethics Review Board members and alternates will need to travel to participate in Ethics Review Board activities other than those associated with an investigation and subsequent activity by a Tribunal.
- B. Investigative Panel or Tribunal members should generally not be from the region in which the alleged ethics violator is from and shall not have any conflict of interest with the case to be investigated or in which punishment is to be recommended.
- C. At the beginning of each year the ERB shall select a chair and vice chair from its membership. This chair and vice chair shall then become the chair and vice chair to represent the ERB for the remainder of that society year and into the next year until a new Chair and Vice Chair are elected.
- D. The ERB shall report directly to the BOD and shall communicate to the BOD as required. The designated chair, or vice chair when the chair is not available, of the Ethics Review Board shall generally report to the BOD in executive session at the winter and annual meetings on Ethics Review Board activity since the last meeting where a report was made. Interim reports may be made when requested by the Board or when circumstances dictate a more frequent need to report to the BOD.
- E. The ERB shall maintain a Manual of Procedures (MOP) that specifies in detail the procedures for investigating and adjudicating reported violations, making recommendations to the BOD on what actions should be taken, and appropriate reporting to law enforcement or regulatory organizations. The MOP shall be consistent with ROB 3.980. The MOP shall also cover requirements for keeping information confidential during and after investigations; such information includes the identities of complainants and of alleged violators of the Code of Ethics. ASHRAE's legal counsel shall review the ERB's MOP. ASHRAE's BOD shall have the responsibility for approving the ERB MOP.

Attachment C

NOTE: ~~Strike throughs~~ shows deleted words and underline shows added words

3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics

(07-01-31-17)

3.980.001 Every member and body of the Society is responsible for upholding, supporting and enforcing the Code of Ethics. It is the preference of the Society to resolve ethical issues ~~on an informal basis~~ in a collaborative, non-confrontational manner before a complaint is made.

~~Where the informal process~~ Where such a less formal process is not appropriate or does not produce a satisfactory result, any member or body may initiate a formal written complaint requesting that the ~~Board of Directors (BOD)~~ ERB (Ethics Review Board), investigate a breach of ethics by a member or body. ~~The complaint should be forwarded in a confidential letter to the Board of Directors. A formal Complaint using the Ethics Complaint Form shall be forwarded to the ERB in care of the EVP (executive vice-president and chief staff officer).~~ (EVP). The complaint shall clearly identify the complainant and ~~be in the form of a notarized affidavit.~~ must be signed by a member of ASHRAE in good standing who is filing the ~~complaint. The complaint's submittal, details, and parties involved shall be kept confidential by the ERB.~~ If the complaint involves a member of the BOD or ERB, that person shall be recused from all deliberations and actions concerning the ~~complaint.~~ complaint. Complaints filed against the EVP or other ASHRAE staff members shall be referred to the ASHRAE Manager of Human Resources.

3.980.002 The complaint statement of allegations should include:

3.980.002.1 The name and address of the member or body whose conduct is the subject of the complaint.

3.980.002.2 A statement which sets forth with specificity the alleged conduct of the member or body whose conduct is the subject of the complaint. The statement should describe any efforts made to resolve the ethical issue on an informal basis, or state reasons why informal efforts were not taken. Specifics that shall be included as a minimum are the dates, times, event details (seminar, technical, business, social, committee, communications (e-mail, webinar, telephone, memorandum), etc.), context of circumstances surrounding event, any previous contact(s) made, any subsequent contact(s) made, history of contact or relationship between the accused and complainant, any political or religious issues involved, alcoholic beverages being consumed or served, etc.

3.980.002.3 The specific provisions of the Code of Ethics which the conduct is alleged to have violated.

3.980.002.4 The names and addresses of persons believed to have direct, first-hand, and relevant knowledge pertaining to the subject of the complaint. In addition, names of the persons (if any) that assisted the complainant to write the formal complaint shall be disclosed.

3.980.002.5 The identification and location of documentation or materials upon which the complaint is based.

3.980.002.6 A statement from the member submitting the complaint pledging full confidentiality until such time as the formal investigation is completed and declaring that they will be present at any hearing at which the complaint is being considered if so requested by the deliberating body.

3.980.003 No complaint shall be considered if based on conduct more than ~~two~~ two-five years prior to the complaint or more than two years after the complainant would have reasonably been made aware of the activity forming the subject of the complaint.

3.980.004 The EVP shall acknowledge receipt of the complaint within a reasonable period ~~two weeks of receipt~~. Copies of the complaint shall be distributed only to members of the ASHRAE ~~Executive Committee (ExCom) and to ASHRAE legal counsel.~~ to the ERB selected to investigate and evaluate the complaint (ROB 3.980.005 – 3.980.006). The member or body that is the subject of the complaint shall be given the legal definition of “due process” and shall be presumed, and treated as innocent until proven or adjudicated guilty by the process. The EVP shall log and keep record of all complaints, the ERB members selected to serve on any Investigative Panel or Tribunal formed and the final resolution of each complaint.

3.980.005 — ExCom shall review the complaint and conduct a preliminary investigation. During this investigation, the names of the complainant and the subject of the complaint will be undisclosed to the extent possible. ExCom will decide to terminate the complaint or present the complaint to the BOD for consideration. If terminated, the complainant and the subject of the complaint will be notified in writing by the EVP, with a complete explanation of ExCom's action.

3.980.005 The Ethics Review Board (ERB) shall consist of 2 members and an alternate from each Region per ROB 2.433. The Ethics Review Board shall report directly to the ASHRAE Board of Directors. To investigate and evaluate ethics-related complaints or issues, at least three (3) members of the ERB shall be selected by lot as an Investigative Panel and, if needed, three (3) other members of ERB shall be selected by lot to form a Tribunal. The selection for Investigative Panel or Tribunal shall exclude any member named in the allegations. Members from the same region of those being charged, member from the region of those making the allegations or any members with any other conflict of interest regarding the complaint. ERB members on the Investigative Panel shall not serve on the Tribunal for same complaint. If the breadth of the group for the complainant or the alleged violating party is so large as to not allow the exclusion of members from the same region, then they will be allowed as long as they are the not subject of or witness to the allegations or have other conflicts of interest with the parties represented. The EVP shall consult with ASHRAE legal counsel if there are questions about whether a conflict of interest exists for specific ERB members or staff.

3.980.006 — ExCom may terminate the complaint investigation process at any time if there is any disclosure of the complaint or its contents by the complainant prior to the complaint being referred to the BOD, if the complainant fails to respond to a written request for further information within sixty days, or if the complainant has initiated legal proceedings based on the same or related circumstances underlying the complaint.

3.980.006 The Members Council Regional Planning Subcommittee Chair will maintain the pool roster, assigning a number to each person, and provide only the numbers of eligible Ethics Review Board (ERB) pool candidates to the Members Council Regional Operations Chair to conduct the selection by lot. Once the Investigative Panel is formed, the responsibility for pursuing the complaint rests with the Panel, not the complainant. The Investigative Panel will conduct a preliminary investigation. The Panel is encouraged to consult with ASHRAE's legal counsel for any questions about the methods or contacts to be employed in the investigation. During this investigation, the names of the complainant and the subject of the complaint will be kept confidential inside the Panel (i.e., to those individuals interviewed by the Investigative Panel) to the extent possible. The Investigative Panel will decide whether to terminate the complaint as unfounded, find the complaint frivolous and malicious, or find that the complaint is valid, based on their investigation.

3.980.007 — If the complaint is not terminated by ExCom, the presiding officer of the BOD may appoint a three-person tribunal to conduct a thorough investigation of the complaint. At the conclusion of the

investigation, the tribunal will schedule a confidential hearing to allow the member or body charged to respond to the charges. The respondent will be given thirty days' notice of the hearing before the tribunal or the BOD. The hearing may be in writing, electronic or face-to-face, at the option of the member or body charged. The hearing will be organized to minimize the cost and inconvenience to the complainant, respondent and members of the tribunal. The tribunal shall prepare a complete report to the BOD including a recommendation of BOD action. If the tribunal recommends that the BOD adjudicate the complaint, all deliberations shall be in executive session.

3.980.007 The Investigative Panel may, at its discretion, terminate the complaint investigation process and report doing so to the BOD at any time if there is any disclosure of the complaint or its contents by the complainant prior to the complaint being referred to the BOD, if the complainant fails to respond to a written request for further information within sixty days, or if the complainant has initiated legal proceedings based on the same or related circumstances underlying the complaint. Such unauthorized disclosure of the complaint by the complainant is in itself a violation of the ASHRAE Code of Ethics.

3.980.008 If terminated as unfounded, the Investigative Panel will forward a report to the EVP, and the complainant and the subject of the complaint will be notified in writing by the EVP, with a complete explanation of the Investigative Panel's action. The identity of the complainant shall not be disclosed to the subject of the complaint.

3.980.009 If the Investigative Panel finds the complaint frivolous and malicious, the EVP will be informed of the findings and a Tribunal will be selected by lot to evaluate the findings regarding the filer(s) of the complaint. The Investigative Panel will conduct a full detailed investigation of the filer of the allegations and their reasons to do so. Filing frivolous and malicious complaints is in and of itself an Ethics Violation and investigation will be conducted on those filing the complaint. A Tribunal shall be formed (ROB 3.980.005) and the Investigative Panel shall deliver all evidence they have collected to the Tribunal and be available to the Tribunal to answer any questions or perform further investigation.

3.980.010 If the Investigative Panel finds the complaint valid, the EVP will be informed of the findings and a Tribunal will be selected (ROB 3.980.005) to evaluate the findings and recommend appropriate actions... The Investigative Panel shall deliver all evidence they have collected to the Tribunal and be available to the Tribunal to answer any questions or perform further investigation.

3.980.011 As soon as the EVP is informed by the Investigative Panel that allegations have not been dismissed as unfounded, the EVP shall confidentially notify the accused and accusing parties that charges have been put forward, a Tribunal has been formed, and a detailed investigation is underway. The BOD will be informed of the nature of the complaint, if it was found frivolous and malicious, and that a detailed investigation is underway.

3.980.0112 The Tribunal shall schedule a confidential hearing to allow the member or body charged to respond to the charges. The respondent shall be given thirty days' notice of the hearing before the Tribunal. The hearing may be in writing, electronic or face-to-face, at the option of the member or body charged. The hearing will be organized to minimize the cost and inconvenience to the complainant, respondent and members of the Tribunal. Based on their evaluation of the evidence and testimony of involved parties, the Tribunal shall determine the level of violation and recommend action(s) to be taken. The Tribunal may choose to recommend dismissal of the allegations as unfounded, counsel and educate the accused for a minor violation, recommend more severe action, or recommend other actions it deems appropriate. The Tribunal's disposition of the complaint shall be in the form of a complete report to the BOD, with recommendations for action. All deliberations of the Tribunal shall be in executive session.

3.980.013 The BOD shall consider the Tribunal's report and recommended actions. The BOD may also request additional information from members of the Tribunal, the Investigative Panel, or other involved parties, consistent with advice from ASHRAE's legal counsel. By a simple majority of voting members, the BOD shall determine the actions to be taken in response to the complaint. The BOD may

ATTACHMENT J

censure, warn, suspend or expel a member or members if they are found to have violated the Code of Ethics. Any action against members will be governed by the provisions for discipline in the Society Bylaws. All deliberations of the BOD shall be in executive session.

Commented [TEW1]: Wording is in current ROB 3.980.008

3.980.014 A copy of all ethics violation documentation will be held confidentially by the ASHRAE Human Resources Department. The records shall be available for review by future Investigative Panels and Ethics Tribunals, as well as by the BOD, for evaluating any future complaints involving the same member. The ASHRAE HR Department shall prepare a summary of the infraction and actions taken, with identities of participants removed; this shall be made available to future ERBs and BOD investigating or deliberating about similar infractions, in order to familiarize ERB and BOD with relevant precedent. As future ethics complaints are made, the EVP or, if the EVP has a conflict of interest or other involvement, the ASHRAE HR manager shall notify the ERB that there it has a report of a relevant/related ethics violation.

Region VI (Illinois Chapter) – CRC Motion 4:

That the Rules of the Board Paragraph 3.980; “Enforcement Procedures” be amended as follows:

3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics and Other Disciplinary Matters (07-01-31-17)

3.980.001 Every member and body of the Society is responsible for upholding, supporting and enforcing the Code of Ethics. It is the preference of the Society to resolve ethical and other issues on an informal basis. ~~Where the informal process does not produce a satisfactory result, any member or body may initiate a formal written complaint requesting that the Board of Directors (BOD) investigate a breach of ethics by a member or body. The complaint should be forwarded in a confidential letter to the Board of Directors in care of the executive vice-president and chief staff officer (EVP). The complaint shall clearly identify the complainant and be in the form of a notarized affidavit, signed by a member of ASHRAE in good standing. If the complaint involves a member of the BOD, that person shall be recused from all deliberations and actions concerning the complaint.~~

Discussions regarding any potential ethical or other issues shall be limited at the start to a committee Chairman, President or President-Elect and the complainant. There shall be no group discussions at any Society committee and management levels of any allegations against a member of the Society both formally and informally without the member being discussed in attendance and given advanced knowledge of the alleged charge and incident for discussion. The member being charged shall always have the right to face their accuser(s)/ complainant, and a documented list of allegations, as well as an explanation as to how they have violated the ASHRAE Code of Ethics.

Where the informal process does not produce a satisfactory result, any member or body may initiate a formal written complaint requesting that the Board of Directors (BOD) investigate a breach of ethics by a member or body. The complaint should be forwarded in a confidential letter to the Board of Directors in care of the executive vice-president and chief staff officer (EVP). The complaint shall clearly identify the complainant and be in the form of a notarized affidavit, signed by a member of ASHRAE in good standing. If the complaint involves a member of the BOD, that person shall be recused from all deliberations and actions concerning the complaint.

3.980.002 The complaint should include:

3.980.002.1 The name and address of the member or body whose conduct is the subject of the complaint.

3.980.002.2 A statement which sets forth with specificity the alleged conduct of the member or body whose conduct is the subject of the complaint.

3.980.002.3 The specific provisions of the Code of Ethics which the conduct is alleged to have violated.

3.980.002.4 The names and addresses of persons believed to have knowledge pertaining to the subject of the complaint.

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- 3.980.002.5 The identification and location of documentation or materials upon which the complaint is based.
- 3.980.002.6 A statement from the member submitting the complaint declaring that they will be present at any hearing at which the complaint is being considered if requested by the deliberating body.
- 3.980.003 No complaint shall be considered if based on conduct more than two years prior to the complaint or more than two years after the complainant would have reasonably been made aware of the activity forming the subject of the complaint.
- 3.980.004 The EVP shall acknowledge receipt of the complaint within ~~a reasonable time period~~ forty eight hours of e-mailed receipt. Copies of the complaint shall be distributed only to members of the ASHRAE Executive Committee (ExCom) and to ASHRAE legal counsel.
- 3.980.005 ExCom ~~shall~~ may review the complaint, or immediately delegate it to a Tribunal. If ExCom reviews the complaint, they shall and conduct a preliminary investigation. During this investigation, the names of the complainant and the subject of the complaint will be undisclosed to the extent possible. The investigation will communicate verbally and in writing with the complainant and all parties named in the complaint, as well as those suggested to be knowledgeable, and others that may be determined to have knowledge through the investigation process. Commentary of the interviewees shall be recorded in writing, with the name of the commenter kept confidential to the extent possible. ExCom ~~will decide to terminate the complaint or~~ shall present the complaint to the BOD for consideration if the statements of complaint are found to be supported with substantiation by those suggested to have knowledge of the incident warranting the complaint. If terminated, the complainant and the subject of the complaint will be notified in writing by the EVP, ~~with a complete.~~ The explanation of ExCom's action shall be fully documented and fully answer any questions or allegations that were the basis of the complaint. The complainant and subject of the complaint shall have the right to appeal the decision of the ExCom and question the response to the complaint in a hearing at the next Society meeting, with a body made up of two Director and Regional Chair members of the Board of Directors, two members of ExCom and an independent non-serving member of the Society who will act as the Hearing Chair. Selection of the DRC members shall be by verbal conference ballot four weeks prior to the meeting. Selection of the ExCom members shall be at the designation of the President or by agreement of the ExCom members. Selection of the Hearing Chair shall be four weeks prior to the meeting, by random selection of those slated to attend from the pool of Technical Committee Chairman expected to attend the meeting.
- 3.980.006 ExCom may terminate the complaint ~~investigation process at any time if there is any disclosure of the complaint or its contents by the complainant being referred to the BOD,~~ if the complainant fails to respond to a written request for further information within sixty days, or if the complainant has initiated legal proceedings based on the same or related circumstances underlying the complaint.
- 3.980.007 If the complaint is not terminated by ExCom, the presiding officer of the BOD ~~may~~ shall appoint nominate a three person tribunal to ~~conduct a~~ be elected by

the BOD in verbal conference, subject to additional nominees nominated by the BOD. The Tribunal shall review the statements collected during the preliminary investigation phase if any. The Tribunal shall conduct their own thorough investigation similar to the described ExCom investigation phase as required to understand the of the complaint.

At the conclusion of the investigation, the tribunal will schedule a confidential hearing to allow the complainant and member or body charged to respond to the charges. The claimant and respondent will be given thirty days' notice of the hearing before the tribunal or the BOD. The claimant and respondent shall be presented with a written record of the investigation(s) interviews without the names of those offering the evidence. The claimant and respondent may request participation of those offering interview commentary that they dispute. The hearing may be in writing, electronic or face-to-face, at the option of the complainant and member or body charged. The hearing will be organized to minimize the cost and inconvenience to the complainant, respondent and members of the tribunal. The tribunal shall prepare a complete report to the BOD including a recommendation of BOD action. ~~If the tribunal recommends that the BOD adjudicate the complaint, all deliberations shall be in executive session.~~

- 3.980.008 The BOD may censure, warn, suspend or expel a member or members if they are found to have violated the Code of Ethics. Any action against members will be governed by the provisions for discipline in the Society Bylaws.

Background: The intent of this motion is to clarify inequities for both Complainant and Accused, stop unofficial meetings about true allegations, and eliminate actions based on rumor and innuendo, and make the process of addressing any allegation open and transparent giving the member alleged to have done something a right and venue to defend themselves and their honor.

The existing wording of the policy allows for a process of character assassination to take place, and take too broad of an action against a member. No one should have to suffer through this potential. These "characterizations" discussed and implied in this revision can and do take place more than the general membership is ever aware of. These actions are harmful to individual members and the membership at large, and belie the ignorance of ASHRAE Staff and Member leadership when it comes to dealing fairly with what can be highly consequential allegations.

These changes are immediately necessary as they address in particular, two Ethics Complaints that were filed with the Society. Of these two complaints, one was filed because of rumors of alleged actions attributed to a member and were disciplinary actions were carried out and acted upon by the President and the Executive Committee without regard and in direct violation of the Rules of the Board and the ASHRAE Bylaws. This complaint was then dismissed without investigation to conceal and protect a member of the BOD whom the complaint was partially lodged against.

The second complaint that was filed in this series required the ExCom to recuse themselves from its consideration, however in so doing they supposedly set up the process of creating the Tribunal with no allowance for passing along communications from any parties, including complainant, for amending the complaint. This Tribunal then did not communicate with parties named in the complaint process until the week prior to the next Society meeting, making one

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question if they were given enough time to consider the issues at hand and determine the facts of the matter.

In this particular instance, it is the contention of the complainant that the alleged matter was of a serious and damaging social nature both within ASHRAE and outside. In these cases, such rumors must be given very serious consideration, and the ROB need to reflect that and provide protections for all parties involved. In addition, all ASHRAE officers should, and must be compelled to follow ASHRAE rules and Bylaws to a higher standard as our elected representatives. When actions are taken that ignore such rules, and may even go so far as to provide concealed protection of favored parties, it creates a corruption of our processes as a Society and weakens our structure.

Fiscal Impact: The proposed motion should be fiscal neutral.

Vote: 6-1-4 (chair not voting)

Region XII (Central Florida) – CRC Motion 37:

That the following changes as shown below” be made to ROB 1.140.001 “Code of Ethics”, and 3.980 “Enforcement Procedures for Violation of the ASHRAE Code of Ethics,” as shown below, beginning January 1, 2018.

1.140.001 Code of Ethics

(74-06-23-28/86-06-22-23/07-01-31-16/13-01-30-61)

1.140.001.1 As members of ASHRAE ~~or participants in ASHRAE committees, when participating in ASHRAE volunteer work of the Society or related or sponsored activities,~~ we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

- A. Efforts of the Society, its members, and its bodies shall be directed at all times ~~to~~ towards enhancing the public health, safety and welfare.
- B. Members and organized bodies of the Society shall be good stewards of the world’s resources including energy, indoor and outdoor air environmental air quality, natural, human and financial resources.
- C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.
- D. We shall act with care and competence in all activities, using and developing up to date knowledge and skills.
- E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.
- F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.
- G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association, in their nation, and area of work.
- H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.

3.980 Enforcement Procedures for Alleged Violations of the ASHRAE Code of Ethics (07-01-31-17)

3.980.001 Every member and body of the Society is responsible for upholding, supporting and enforcing the Code of Ethics. It is the preference of the Society to resolve alleged ethical issues on an informal basis. Where the alleged informal basis process does not produce a satisfactory result, any member or body may initiate a formal written complaint requesting that the Board of Directors (BOD) investigate a breach of ethics by a member or body. The complaint shall be forwarded in a confidential letter to the Board of Directors in care of the executive vice-president and chief staff officer (EVP). The complaint shall clearly identify the complainant and be in the form of a notarized affidavit, signed by a the member of ASHRAE in good standing, that is filing the formal complaint. Staff members, if involved or knowledgeable in this process, shall be instructed that ethics complaints are treated confidentially. If the complaint involves a member of the BOD, that person shall be recused from all deliberations and actions concerning the complaint.

3.980.002 The formal complaint shall include:

3.980.002.1 The name and address of the member or body whose conduct is the subject of the complaint.

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- 3.980.002.2 A statement which sets forth with specificity the alleged conduct of the member or body whose conduct is the subject of the complaint. The statement should describe efforts made to resolve the ethical issue on an informal basis, or state reasons why informal efforts were not taken. Specifics that should be included as a minimum are the dates, time, event details (seminar, technical, business, social, etc.), context of circumstances surrounding event, any previous contact(s) made, any subsequent contact(s) made, history of contact or relationship between the accused and complainant, any political or religious issues involved, alcoholic beverages being consumed or served, etc. It shall be signed and dated, witnessed and/or notarized.
- 3.980.002.3 The specific provisions of the Code of Ethics which the conduct is alleged to have violated.
- 3.980.002.4 The names and addresses of persons believed to have direct, first-hand, and relevant knowledge, and witnesses, pertaining to the subject of the complaint. In addition, names of the persons that assisted the complainant write the formal complaint should be disclosed.
- 3.980.002.5 The identification and location of documentation or materials upon which the complaint is based.
- 3.980.002.6 A statement from the member submitting the complaint pledging full confidentiality until such time as the formal investigation is initiated and declaring that they will be present at any hearing at which the complaint is being considered if requested by the deliberating body. The statement shall disclose any and all persons that the complainant has told about the incident, and as a part of the formal action the complainant shall be directed to advise those persons to maintain the same pledge of confidentiality until such time the matter is adjudicated or dismissed.
- 3.980.003** No complaint shall be considered if based on conduct more than two years prior to the complaint or more than two years after the complainant would have reasonably been made aware of the activity forming the subject of the complaint.
- 3.980.004** The EVP shall acknowledge receipt of the complaint within a reasonable period two weeks of receipt. Copies of the complaint shall be distributed only to members of the ASHRAE Executive Committee (ExCom), the member or body that is the subject of the complaint, and to ASHRAE legal counsel. The member or body that is the subject of the complaint shall be given the legal definition of "due process" and shall be presumed, and treated as innocent until proven or adjudicated guilty by our process.
- 3.980.005** ExCom shall review the complaint and conduct a preliminary investigation. During this investigation, the names of the complainant, and accused, and the subject of the complaint will be undisclosed to the extent possible. All interviews with the accused member or body that is the subject of the alleged complaint shall be allowed to be accompanied by a witness or advocate of their choice. ExCom will decide to terminate the complaint or present the complaint to the BOD for consideration. If terminated, Within 30 days, of ExCom's decision, the complainant and the "accused," subject of the complaint, shall-will be

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confidentially notified in writing by the EVP, with a complete explanation of ExCom's action.

3.980.006 ExCom ~~shall may~~ terminate the complaint investigation process at any time if there is any disclosure of the complaint or its contents by the complainant, or witnesses, prior to the complaint being referred to the full BOD, if the complainant fails to respond to a written request for further information within sixty (60) days, or if the complainant has initiated legal proceedings based on the same or related circumstances underlying the complaint.

3.980.007 If the complaint is not terminated by ExCom, the presiding officer of the BOD may recommend to the BOD ~~appoint~~ a three person independent tribunal to conduct a thorough investigation of the complaint. The tribunal may upon reading the complaint with the evidence presented decide to terminate the claim immediately, or continue with the investigation. At the conclusion of the investigation, the tribunal will schedule a confidential hearing to allow the accused member(s) or body charged to respond to the charges. The respondent will be given thirty days' notice of the hearing before the tribunal ~~or the BOD~~. The hearing may be in writing, electronic or face-to-face, at the option of the accused member(s) or body charged. The hearing will be organized to minimize the cost and inconvenience to the ~~complainant~~, respondent and members of the tribunal. The tribunal shall prepare a complete report to the BOD including a recommendation of BOD action. If the tribunal recommends that the BOD adjudicate the complaint, all deliberations and transactions shall be kept confidential and in executive session. The presiding officer of the BOD shall keep all directly involved parties informed as to the status of the investigation at regular intervals not longer than every 90 days, as it proceeds towards its final conclusion, determination, or dismissal.

3.980.008 The BOD may censure, warn, suspend or expel a member or members if they are found to have violated the Code of Ethics. Any action against members will be governed by the provisions for discipline in the Society Bylaws.

3.980.009 Complaints that do not have all of the elements listed in 3.980.002 shall be discussed in executive session between ExCom and the member or body whose conduct is the subject of the complaint. Details of the complaint shall be disclosed and the member or body shall be given the opportunity to respond.

3.980.009.1 ExCom shall terminate the investigation process at any time if there is any disclosure of the complaint or its contents by the complainant, witnesses or ExCom.

3.980.009.2 Within 30 days, the complainant and the "accused", shall be confidentially notified in writing by the EVP, with a complete explanation of ExCom's conclusions.

Background: Recent events demand attention and a call for changes to be proposed to our current policy for clarity and fairness. The ASHRAE ethics policy is light and unclear when preserving the rights and remedies for the "accused." The rights of ASHRAE members when accused of an ethics violation must be protected; these members must be given "due process; and presumed innocent until proven guilty, and their privacy protected by all reasonable means

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and methods available. These ethics complaints can be unsubstantiated verbal accusations and some may be valid substantiated oral or written complaints. Under the current ASHRAE policy, members accused of “ethics violations” can be treated poorly, through an open-ended process, and the complaints may never come to a resolution. These proposed changes will better protect the rights of all parties.

Fiscal Impact: None.

Vote: 10-0-2 (chair not voting)

REPORT TO MEMBERS COUNCIL

June 26, 2018

MBO #1: Develop a methodology for evaluating ASHRAE region boundaries:

- Consider business costs for regional operations, cultural and/or political alignments of members in the region, building construction trends, climate conditions, and other factors.
- Apply the methodology to at least one test case within the ASHRAE regional structure.

Committee Members

Robin Bryant
John Rieke
Randy Schrecengost
Cheng Wee Leong
Richie Mittal
Chris Gray
Russell Lavitt
Dan Rogers
Ng Yong Kong
Dennis Knight
Dunstan Macauley

Overview

The Rules of the Board (ROB) Section 3.920, Criteria for the Formation of a New ASHRAE Region, defines the procedure for forming a new region. The ROB identifies the process of establishing a new region from the grassroots, with the following criteria:

1. A minimum of six chapters, with a minimum regional membership of 1,800, excluding students is required. All chapters must have functioned within an existing region for a minimum of three years.
2. Members should have an understanding of the regional/chapter structure and how it operates and have a high degree of interest to form a region.
3. To ensure continuity of regional leadership on an ongoing basis, a sufficient number of society members who meet the qualifications of leadership for a region is necessary. All regional leaders must speak, read and write English.
4. Availability of the necessary fiscal resources to allow the region to function on a normal ongoing basis. This includes chapter members paying any required regional fund dues to support regional officers' chapter visits and to fund a successful CRC on an ongoing annual basis.
5. Availability of the necessary experience and training skills to conduct the various training workshops for the new incoming regional and chapter officers on an annual basis to ensure a successful CRC.
6. Awareness of, and being able to comply with, any government regulations that may affect the normal operation of the region, i.e., conduct of regional CRCs, technology transfer, travel requirements, etc.

7. Assurance that the geographic area to be served by the formation of a region would best serve the interest of the members in that area, with adequate consideration for the language and ethnic differences among the various areas that comprise the new region to allow it to operate effectively.

Recommendations

It is our recommendation that:

1. The Society retains the current policy for the formation of the new region as stated in Section 3.920, Criteria for the Formation of a New ASHRAE Region, in the Rules of the Board.
2. Develop a SWOT (Strengths, Weakness, Opportunities, and Threat) analysis for both the proposed and existing regions.
3. Develop secession plan to assure the new region develops the leadership to thrive.
4. Appoint co-RVC's within the existing region for a minimum of one year to provide the new regional officers practical experience prior to the new region formation. As an alternative, the existing region can form sub-regions to begin to develop the regional leadership structure.
5. Develop a 3-year operational budget and financial plan to ensure the success of the new region and the remaining chapters of the existing region.
6. Have one of the chapters within the proposed region footprint successfully host a Chapters' Regional Conference (CRC) prior to the formation of the new region. This will ensure that the knowledge of conducting a CRC is within the new region after its formation.
7. Provide mentorship for the new Director and Regional Chair (DRC) and other regional leaders after the formation of the new region

It is recommended that the formation of a new region shall be driven from the members within the proposed region. This will ensure that the growth and success of the region. An assessment of the existing chapters within the region is required to ensure the viability of the existing region.

It is essential that a secession planning workshop be conducted. This provides the opportunity to develop a leadership structure for the proposed region and the existing region and formulate a plan to develop a leadership structure at the regional and chapter levels so ensure the viability of both regions. The workshop shall also develop a financial plan for both the proposed and the existing regions to ensure the financial success of both regions.

It is also recommended that the Society provides mentorship for the new regional leaders, especially to the DRC. The mentorship can be from the previous region or the Society may recommend officers from other regions and/or consultants to serve as mentors.

Region XII has conducted a secession workshop for the chapters located in South America. The report is attached and can be used as a template for conducting a secession planning workshop. The workshop and the spreadsheet can also be a tool for realigning existing regions.

END OF REPORT

Appendix A: Region XII Region Secession Planning Workshop

Region XII was asked by Members Council Regional Planning to participate in an exercise on what it would take to form a new Region. For this exercise, we decided that Region XII would be asked to split into a North American and South American Region. Our first step was to look at the existing requirements in ROB 3.920. The first requirement was to have 6 chapters, which were at least 3 years old, and 1800 members. We wanted to take a deeper look into whether 6 chapters were enough and what we came up with is that the strength of the chapters really mattered. We decided we needed a tool to determine this. A spreadsheet was developed to consider the 5-year leadership plan for each chapter and distributed to our Chapter Presidents at Regional Planning. Each Chapter has been asked to complete the spreadsheet with a 5-year projection of Officers and Chairs for their individual Chapters. We told them that holes were ok and to not try to just fill the sheet with names. What we were trying to do was determine the needs of each chapter and how best to apply our Regional visits to help address their needs.

Our three really strong Chapters were able to complete this exercise within a week even though it wasn't due until our August CRC. They were able to complete the form with tentative names that made sense and had a clear progression. While completing this exercise, one of these Chapters realized that they were relying on one company for most of their leadership and what that might mean to the growth of their Chapter. They are now trying to develop a new plan to reflect a more diverse leadership group. We are encouraging the remaining Chapters to complete their spreadsheet and ask questions as needed.

The second requirement of the ROB was that the Membership has an understanding of how Society works and an interest to form and run a Region. There was some discussion on this, but the general consensus was that a vote should be done to determine the interest. This moved us into the discussion of what it takes to support a Region. There were two topics addressed at this first meeting and they were leadership and finances. It was determined that at CRC we would have tool ready to determine the Regional Leadership structure and how that will impact our Chapter's 5-year plans. We will also have a proposed Regional budget to fund running the new Region and conducting a CRC. Our discussions will move into how to raise the money required making this successful.

We have attached the spreadsheet we used during this exercise as a template. After conducting our meeting at CRC, we will be able to provide more data to the subcommittee for consideration along with our report. **(Attachment D1)**

Members Council Soft-Skills Training Plan

Participants: Randy Schrecengost; Russell Lavitt, Chris Gray

Background: Members Council historically provided soft-skills training to incoming members of Members Council. This soft-skills training has been intended to cover various topics including the structure of ASHRAE, the role and structure of Members Council, interacting with volunteers, etc. This training has been delivered in multiple formats including in-person and via live webinar. To optimize the meeting schedule of Members Council the Planning Subcommittee undertook the effort to evaluate other options to streamline the delivery of this training.

Recommendation: The recommendation of this committee is to deliver the soft skills training in an online module-based platform. Topical videos will be produced in cooperation with Staff videographer and member volunteer speakers. These modules will be topical and approximately 5 minutes to optimize the viewing experience and allow flexibility in module viewing.

While a module-based format allows for addition, replacement, and updates of modules indefinitely, the intent is to initially produce the following topical videos:

- ASHRAE Structure Overview
- Members Council Overview
- Effective Advocacy of Others' Ideas
- Leading and Respecting Volunteers
- Working Effectively with Staff

The intent would be to identify engaging speakers who can present these topics using their own developed content or by speaking from pre-developed content. These speakers would be filmed presenting their content and that filming will be used to produce the online video module.

At the conclusion of each video, a request for questions via a given email address will be presented.

Report on MBO#2

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

Background:

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

CRC Challenges:

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

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

Purpose of CRC: To provide a medium for:

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

The ask for this MBO:

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

Voice of the Regions

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

1. What do you think should be the objectives for CRCs?
2. List of what has worked well for your region so far
3. List of issues/challenges/areas of struggle you have been facing in your region
4. Initiatives that your region has put in place in order to make CRC work better

5. Ideas you are having to improve your next CRC
6. How can we improve the CRCs? How do we make them more valuable?
7. How much time you are currently allowing for each workshop at your CRC?
8. Do you have a MP workshop at the CRC?
9. Do you have a RP workshop at the CRC?
10. Do you have a SA workshop at the CRC?

Summary of Feedback received:

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

Recommendations to Members Council:

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

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

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

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

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

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

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

1. Best practices and recommendations to address the Money challenge
 - a. Understanding that CRC could be a financial burden for a chapter but chapters should be investing into chapter future by sending and training more members. There is a good ROI to send attendees at CRC Chapter to budget early in the year to be able to send a good amount of attendees

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

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5. Best practices and recommendations to address the Business meeting too long challenge
 - a. Only keep the essential reporting
 - b. Before putting a topic on the agenda, ask the questions: is this topic relevant to the objective we want to achieve?
 - c. Chapter Reports: Keep the reporting to essential elements such as: chapter highlights, challenges to keep them interesting and relevant : Keep the element to present to one slide
 - d. RVC Reports : Keep the reporting to essential elements such as: chapter highlights, challenges
 - e. Allow more time for discussion versus just reporting
 - f. Assign a Robert rules of order manager to allow for better managed meetings
6. Best practices and recommendations to address the Lack of Technical content challenge
 - a. Add a technical training portion to the CRC: Training on a specific topic (ex. HVAC essentials)
 - b. Technical speakers
 - c. Leadership training
 - d. DL presentation
 - e. Technical tours

Metrics to evaluate the success of a CRC

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

Financial Risk Management for U.S. Chapters



Chapter Financial Risk Management Training

This presentation will cover:

- Chapter Treasurer Duties
- Financial Accounting and Banking Best Practices
- Chapter Annual Financial Audits
- Revenue and Tax Reporting
- Fiduciary Duties
- Fundraising Specifics

Most of this information is provided in the Manual for Chapter Operations



Chapter Treasurer Duties

- Make deposits and issue checks authorized by the BOG
- Balance/Reconcile monthly statements and present to BOG for review and approval
- Keep financial records
 - Chapter Account used for Operations Only
 - Use Separate Accounts for Special Events such as CRC Fund or Scholarships
- File Taxation and Revenue Reports



Financial Accounting and Banking Best Practices

- Each Chapter should use reputable financial software
- At least three Chapter officers should have signing authority
- At least two signatures should be required on each check (for sums of \$100 and greater)
- Chapter should have separate accounts for high dollar special events
- When possible, Research Donations should be forwarded directly to ASHRAE Research
- Investments should be in safe low risk investments (i.e. bonds or term deposits), the ASHRAE Foundation or a Chapter Foundation



Chapter Annual Financial Audits

- Each Chapter should set up an Audit Committee to perform annual financial audit
 - Past Presidents and/or trusted senior ASHRAE members
 - NOT the current Chapter Treasurer
- Large Chapters might hire outside accounting firms to perform annual audits
- Audit Committee should present its findings to Chapter BOG



Revenue and Taxation Reporting

Each U.S. Chapter must

- Register with its state (Secretary of State, Department of Revenue, etc.)
- File both federal and state tax returns to keep its non-profit status
 - All Chapters must complete annual IRS 990 Form
 - Small Chapters and Large Chapters complete different IRS 990 Forms
 - Private Foundations complete a separate form

NOTES:

1. There are penalties for not filing both federal and state tax returns.
2. Society can be at risk if a chapter loses its non-profit status. Chapter should find out whether its state requires separate non-profit registrations and/or filings.



Revenue and Taxation Reporting, cont'd.

- ASHRAE is a 501(c)(3) Charitable Organization
- IRS Form 990 information and filing instructions
<https://www.irs.gov/charities-non-profits/current-form-990-series-forms-and-instructions>
- Information about 501(c)(3) Charitable Organizations
<https://www.irs.gov/charities-non-profits/charitable-organizations>



Revenue and Taxation Reporting: Small ASHRAE Chapter

- Annual gross receipts are normally less than \$50,000
- Annual Electronic Filing Form 990-N (E-Postcard)
- <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>



Revenue and Taxation Reporting: Small ASHRAE Chapter, cont'd

Information needed for Form 990-N (E-Postcard)

- Name of chapter
- Chapter mailing address
- Chapter employer/tax identification number
- Name and address of principal officer
- Certification that gross receipts are under \$50,000



Revenue and Taxation Reporting: Large ASHRAE Chapter

- If annual gross receipts are normally between \$50,000 and \$200,000 and total assets are less than \$500,000, use Form 990-EZ or 990
- If annual gross receipts are normally \$200,000 or more and total assets are \$500,000 or more, use Form 990
- If a Private Foundation, use Form 990-PF



Revenue and Taxation Reporting: All ASHRAE Chapters

- Tax filing due by the end of the 15th day of the 5th month after the close of year end
- If the year ends June 30, tax filing must be completed by November 15
- Cannot file until after tax year ends



Revenue and Taxation Reporting: Late Filing or Failure to File

Chapters that file late (without receiving advance IRS approval) or fail to file tax returns

- Risk IRS fines
- Jeopardize Society's tax exempt status
- Could be dissolved by Society



Fiduciary Duties

- Each Chapter Officer has a Fiduciary duty to the Chapter
- <https://dictionary.law.com/> defines a fiduciary as a person who has the power and obligation to act for another...under circumstances that require total trust, good faith and honesty.



Fiduciary Duties: Care

Board members must exercise reasonable care in overseeing the organization's financial and operational activities.



Fiduciary Duties: Loyalty

Board members must act solely in the best interests of the organization and its constituents, and not for personal gain.

Includes the obligation to avoid conflicts of interest

- Step aside or abstain from voting when even an appearance of a conflict of interest
- Comply with ASHRAE's Codes of Ethics

<https://www.ashrae.org/about/governance/code-of-ethics>



Fiduciary Duties: Obedience

Board members must act in accordance with the organization's mission, charter and bylaws, and any applicable state or federal laws.

Board members who violate these duties may be held **personally liable** for any financial harm the organization suffers as a result.



Fiduciary Duties: Can a Volunteer be Liable?

- Although volunteers enjoy some protection from financial responsibility, that protection varies by state and isn't absolute
- Society's Privacy Policy does not apply to sites of any ASHRAE chapter, region, student branch, technical committee or other group affiliated or associated with the Society



Fundraising: Best Financial Practices

- Investment funds and operating accounts must be separate
- Research Promotion events should have separate accounting practices
- Scholarship Funds should have a separate account within the chapter
- In whatever way the Chapter event is advertised is how the funds should be allocated (i.e. if an event is advertised as being for RP, then all the money raised must go to RP, not just the net amount)



Fundraising: State Registration

- Compliance Law
- Provides basic information on a Chapter's
 - Finances
 - Governance
 - Fundraising Activities
- Confirms you are working with a legitimate nonprofit that is soliciting funds in that state



Fundraising: State Registration, cont'd

Why Register With the State?

- IT'S THE LAW!!
- Failure to register can
 - Result in significant fines and penalties
 - Result in state orders to cease and desist operations
 - Jeopardize all fundraising activities



Fundraising: State Registration, cont'd

How does a Chapter register?

ASHRAE works with a company called URS Compliance

- URS Compliance will prepare, submit and file reports and paperwork with state agencies on the Chapter's behalf
- ASHRAE will pay the URS Compliance fee in states in which a Chapter has 3 or more area assigned members
- Chapters will pay
 - State fees
 - Penalties and fines for current or past years



Fundraising: State Registration, cont'd

What if I have questions?

- Contact your DRC
- Contact RP Staff at rp@ashrae.org
- Contact a professional CPA (for questions about taxes or fundraising specific to state requirements)



Thank You!

Enjoy your participation in ASHRAE!



Financial Risk Management for Chapters Outside the U.S.



Chapter Financial Risk Management Training

This presentation will cover:

- Chapter Treasurer Duties
- Financial Accounting and Banking Best Practices
- Chapter Annual Financial Audits
- Revenue and Tax Reporting
- Fiduciary Duties
- Local Registration

Most of this information is provided in the Manual for Chapter Operations



Chapter Treasurer Duties

- Make deposits and issue checks authorized by the Board of Governors (BOG)
- Balance/Reconcile monthly statements and present to BOG for review and approval
- Keep financial records
 - Chapter Account used for Operations Only
 - Use Separate Accounts for Special Events such as CRC Fund or Scholarships
- File Taxation and Revenue Reports, if and as required by local authorities



Financial Accounting and Banking Best Practices

- Each Chapter should use reputable financial software
- At least three Chapter officers should have signing authority
- At least two signatures should be required on each check for sums of \$100 and greater (or local equivalent)
- Chapter should have separate accounts for high cost special events
- When possible, Research Donations should be forwarded directly to ASHRAE Research
- Investments should be in safe low risk investments (i.e. bonds or term deposits), the ASHRAE Foundation or a Chapter Foundation



Chapter Annual Financial Audits

- Each Chapter should set up an Audit Committee to perform annual financial audit
 - Past Presidents and/or trusted senior ASHRAE members
 - NOT the current Chapter Treasurer
- Large Chapters might hire outside accounting firms to perform annual audits
- Audit Committee should present its findings to Chapter BOG



Revenue and Taxation Reporting

Each Chapter must

- Comply with all local tax authority requirements related to filing of financial statements and tax returns
- Have a certified audit firm draw and audit annual income and expenditure, receipt and payment accounts

NOTES:

1. There may be penalties for not filing tax statements and returns
2. Society can be at risk if a Chapter does not comply with local tax requirements



Revenue and Taxation Reporting: Information that Might Be Requested

A tax authority might request the following types of information:

- Employee Identification Number (EIN) or Taxpayer Identification Number (TIN)
- Tax Year
- Legal name (ASHRAE Chapter Chartered name)
- Mailing address
- Alternative name organization uses
- Name and address of principal officer (often the Chapter President)
- Confirmation of annual gross receipts



Revenue and Taxation Reporting: Late Filing or Failure to File

Chapters that file late (without receiving advance approval from the tax authority) or fail to file tax returns

- Risk fines imposed by the local tax authority
- Jeopardize Society's tax exempt status
- Could be dissolved by Society



Fiduciary Duties

- Each Chapter Officer has a Fiduciary duty to the Chapter
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Fundraising: Local Registration

- Some countries might require registration because of the Chapter's fundraising activities
- The Chapter is responsible for knowing whether registration is required and for complying with the local laws and rules



Fundraising: Local Registration, cont'd

What if I have questions?

- Contact your DRC
- Contact RP Staff at rp@ashrae.org



Thank You!

Enjoy your participation in ASHRAE!





**RP Committee Motion
New Vice Chair Position**

MOTION: RP Committee recommends to Members Council that a new Vice Chair position of the RP Committee be approved by expanding the number of Vice Chairs from three to four effective July 1, 2019.

2.422.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, ~~three (3)~~ four (4) vice chairs, and one representative from each region who services as Regional Vice Chair Research Promotion. (06-01-25-08)

BACKGROUND: RP Executive Committee currently consists of a Chair, three Vice Chairs, and a Consultant. Each Vice Chair is responsible for RP activity in a number of ASHRAE Regions. The Consultant's job description is to help the Chair with any priorities as needed. For several years, the Consultant has been acting as a de facto fourth Vice Chair and has been charged with developing and supporting the RP Campaign in Regions outside of North and South America. This position is now responsible for RP fundraising in Regions XIII, XIV, and Region-at-Large.

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

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

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region-At-Large, Hellenic Chapter – 2014 Fall CRC)	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p>OPEN</p>
Atlanta – 11/2015	13o	That the Refrigeration RVCs be restored as grassroots in each region. (Region XIII, Thailand Chapter – 2015 Fall CRC)	Technology Council	<p>02/22/2018 – Members Council defeated a similar motion from the UK Midlands Chapter during the Council's February 2018 conference call. It was noted that the referred motion was open. It was also noted that refrigeration is covered at the grassroots level through CTTC.</p> <p>10/26/2018 – There are important differences between grassroots committees and standing committees, including expectations that every one of our 190 chapters has a Chair (and Committee) for each grassroots committee, that each of the Chapter Chairs is reimbursed for transportation to his/her CRC, that each Region has a Regional Vice Chair (RVC) for each grassroots committee, and that each RVC is reimbursed for transportation to the CRC and to each ASHRAE conference. Also, the Chair of each Society-level grassroots Committee by definition is a non-voting member of Members Council, so this position would be reimbursed for transportation to each MC meeting – we usually have 3 each Society Year. As a result, the fiscal impact for adding one more grassroots committee can be several thousand dollars each year. In addition, as is mentioned in the motion, Refrigeration was a grassroots committee in the past. Its status was changed because although refrigeration is a significant part of the industry in some geographic areas, it is not as significant in many others and because some Chapters find filling all currently "required" positions difficult.</p> <p>COMPLETE</p>
Atlanta – 10/2016	4a	That Society automatically convert and credit ASHRAE Canadian Members' RP donations made online to Canadian dollars, or allow online donations to be made in Canadian dollars. (Region II, London Chapter – 2016 Fall CRC)	Development Committee, Comptroller and IT Staff	<p>01/23/2018 – Because of financial impact, it is not feasible to reprogram the current system for credit card processing. The processor used cannot determine US funds vs. International funds when online contributions are made via credit card through ASHRAE Research Canada. ASHRAE does not have the software that determines any form of currency other than US (Canadian dollars are adjusted manually). Contributions received by check from Canada are processed as Canadian dollars. ASHRAE Canadian members receive credit in Canadian dollars when the currency amount is converted by the member at the time the online contribution is made.</p> <p>COMPLETE</p>
Atlanta – 10/2016	4e	That ASHRAE Society provide a software program for all Chapters to streamline Chapter Operations (process meeting/event registrations, process transactions, meeting/event check-in, program ratings) and Chapter Administrative tasks (mailing lists, newsletter distribution, website materials) to directly address ASHRAE Strategic Plan, Initiative 1B and 2A. (Region VII, Tennessee Valley Chapter – 2016 Fall CRC)	Electronic Communications Committee	<p>02/02/2017 - A survey by ECC indicates that there is no one-size fits all solution for chapter needs, but that the chapters with solutions in place are generally happy with and would recommend the solutions they are using. ASHRAE's electronic collaboration tools subcommittee is working on a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p>for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually. ECC would need to know if this cost would be acceptable to proceed with a recommendation to use.</p> <p>Update 01/23/2018: ASHRAE's electronic collaboration tools subcommittee created and posted to the ECC page of ashrae.org a document based on the survey results intended to provide information to chapters about what tools are currently in use as a basis to decide which tools might be best to consider for their use. This document can be reviewed by Chapters to see what various tools are available for use. After discussion ECC researched estimated cost if Star Chapter was to be provided by Society for use across all chapters and estimates the cost to be \$147,256.20 set up and \$196,560.00 annually.</p> <p>COMPLETE</p>
Atlanta – 10/2016	4l	That GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017. (Region XII, Brasil Chapter – 2016 Fall CRC)	<p>Grassroots Government Advocacy Committee</p> <p>Executive Committee</p>	<p>01/23/2018 – The chair of GGAC will assign a GGAC member to attend the ASHRAE Associate Societies Alliance meetings at the Winter and Annual meetings. GGAC has not established and developed a published committee methodology to identify, contact, and work with the AASA representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States. This, however, is on the agenda for the MBO Ad Hoc Subcommittee on Global Affairs for their recommendation.</p> <p>06/26/2018 – GGAC asked Members Council to refer this motion to Society ExCom because many of the contacts with non-US Government Officials take place by the Board of Directors and ExCom, not through GGAC.</p> <p>OPEN</p>
Atlanta – 10/2016	4q	That Society apportions a specific part of the Student Project and Scholarship fund to the Student chapters of RAL. (Region-At-Large, Chennai Chapter – 2016 Fall CRC)	Student Activities Committee	<p>02/09/2017 – The SA Committee needs further information regarding this motion. As it's currently written, the intent is not clear. The committee would like the Chennai Chapter to reword the motion using the ASHRAE verbiage to clearly state what student project means, what apportion of it should be allocated to RAL, and what role the DRC and student branches would have.</p> <p>COMPLETE</p>
Atlanta – 10/2016	6	That Members Council recommend to the BOD, that the President appoint a "task group" to study the process and procedures of "Nominating Committee" ROB 2.415, its MOP, and related Bylaw sections pertaining to the Society Nominating Committee, and make recommendations to the BOD, for updates and enhancements, beginning January 1, 2017. (Region XII, Central Florida Chapter – 2016 Fall CRC)	Nominating Committee	<p>07/13/2017 – In response to this motion and other feedback received by the Nominating Committee (NC), it was brought to the attention of NC that the NC Manual of Operations and Reference Manual were not available to on the ASHRAE website, this has been corrected. It was felt by a majority of the voting members in attendance that the general membership may have felt the NC process was being kept in secret to somehow hide the process. With the posting of the above listed documents, the concerns expressed in this motion have been satisfied.</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	OPEN
Long Beach – 06/2017	15	That ASHRAE extend membership for low income countries to upper middle income countries as defined by the World Bank. (Region VIII, Monterrey Chapter – 2017 Spring CRC)	Finance Committee	OPEN
Long Beach – 06/2017	16	That Members Council and ASHRAE publish the slate of nominees for Society Office on the website for members two weeks after the BOD Winter meeting. (Region VIII, Fort Worth Chapter – 2017 Spring CRC)	Nominating Committee	<p>01/23/2018 – The plan right now is that the slate of nominees for Society Office will be posted to the ASHRAE Conference APP shortly after it is announced at the Board meeting. It is also going to be placed on the front page of the ASHRAE website on Sunday, Monday at the latest. We will</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				still do the traditional posting outside of Headquarters after the announcement. COMPLETE
Long Beach – 06/2017	25	That Society Student Activities Committee research annual grade school or high school competitions that inspire and attract students to the art and science of HVAC&R and select one to partner with as a Society. (Region VI, Illinois Chapter – 2017 Spring CRC)	Student Activities Committee	01/23/2018 – SAC was not in favor of the motion by a vote of 0-17-0, chair not voting. The motion requests the Student Activities committee to research K12 competitions that ASHRAE could partner with. The background information recognizes that the Student Activities Committee is partnering with DiscoverE and Solar Decathlon. In addition to these, we also have existing partnerships with Future City competition that is consistent with the motion request. The Student Activities Committee works with Race to Zero and more recently have begun working with STEM Scouts. To provide the necessary attention to our new partnership with STEM Scouts, we respectfully ask that the additional work associated with researching new areas for ASHRAE involvement be clarified in terms of suggested organizations that the Illinois chapter may have in mind. If a proposed partner organization had synergy with ASHRAE mission, we would happily consider the opportunity to increase ASHRAE's brand awareness in K12/STEM. At this time, the K12/STEM subcommittee has some concern that additional partner organizations beyond our current scope will tax Student Activities Committee volunteer and staff resources and thus we recommend that the motion be defeated. COMPLETE
Long Beach – 06/2017	27	That ASHRAE Standard 180 include a recommendation to determine the condition of compressor oils to assure proper system operation. (Region VIII, Monterrey Chapter – 2017 Spring CRC)	Standards Committee	09/29/2017 - A revision committee was approved in July 2014 at the ASHRAE Annual Conference in order to make revisions to the most recently published version of Standard 180 (ANSI/ASHRAE/ACCA 180-2012 - Standard Practice for Inspection and Maintenance of Commercial-Building HVAC Systems). Standards Project Committee (SPC) 180 is regularly meeting to determine changes that will be sent out for public review. I will forward this referral to the SPC for them to consider as they are making their revisions, but I will note that SPC 180, as the consensus body, is responsible for approving all changes. They will evaluate this request, but may not approve it. As the committee responsible for developing an ANSI Standard, technical content cannot be dictated to them. All meetings of SPC 180 are open meetings, and any interested party is encouraged to attend meetings and participate as permitted by the chairman of the committee. The next scheduled meeting of SPC 180 is January 19, 2018 from 2-6 PM, in conjunction with the ASHRAE Winter Conference in Chicago. That meeting schedule/location will be posted at www.ashrae.org/chicago when available. Once the SPC has finalized revisions to the standard, it will go out for public review for any interested party to submit comments. I highly encourage any member interested in this technical issue to review the draft standard when it's available and submit comments which the committee will be required to consider and respond to. Any interested party can sign up for ASHRAE Standards Actions to get announcements of public review drafts on this webpage: https://www.ashrae.org/resources--publications/free-resources/listserves We appreciate the input received from Members Council, and we want our local members to get involved in the development of ASHRAE Standards of interest to them. However, we do need to also be mindful of the ANSI Essential Requirements which binds our standards writing committees to offer fair and equitable consideration to all viewpoints. COMPLETE
Atlanta – 11/2017	12	That the SmartStart fees for new members are changed from \$21-\$78-\$103 to \$20-\$80-\$100 starting in FY2018-19. In the future, when an increase to the dues is warranted for this	Finance Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		program, the annual dues for SmartStart new members should be rounded up or down to a multiple of 10 to make it easier to sell. (Region II, Montreal Chapter – 2017 Fall CRC)		
Atlanta – 11/2017	14	That Society begin to research and publish ventilation information and recommendations on retail cannabis outlets as well as cannabis growing and transformation facilities. (Region II, NB/PEI Chapter – 2017 Fall CRC)	Technology Council	OPEN
Atlanta – 11/2017	16	That ASHRAE join the Canadian Energy Efficiency Alliance, effective 01 July 2018. (Region II, Toronto Chapter – 2017 Fall CRC)	Grassroots Government Advocacy Committee	01/23/2018 – GGAC was in favor of this motion and Members Council approved the following motion from GGAC: "That Society join the Canadian Efficiency Alliance." COMPLETE
Atlanta – 11/2017	20	That all non-North American attendees for YEA Leadership Weekend have all travel costs reimbursed. (Region XII, Brasil Chapter – 2017 Fall CRC)	Young Engineers in ASHRAE	01/23/2018 – The YEA Committee was not in favor of this motion. There are currently two (2) scholarships available to Region XII that are not utilized. COMPLETE
Atlanta – 11/2017	29	That RAL MP Chairs be reimbursed for transportation to RAL CRC and MP training to be conducted at the same format, content and quality as the centralized training at the RAL CRC. (Region-At-Large, India Chapter – 2017 Fall CRC)	Membership Promotion Committee	01/23/2018 – MPC was not in favor of this motion. The MP Committee agrees with the spirit of the motion to help ease the financial burden on chapter chairs to attend CRC and Centralized Training. The committee is continuously exploring options to expand training opportunities to make training more cost-effective and accessible. MP Centralized Training is currently already being offered at the RAL CRC on a rotating basis every other year, with the expectation that this will change to every three years with the addition of Region XIV. However, the committee is not in favor of offering Centralized Training at each RAL CRC, as this may set a precedent for other regions to expect dedicated Centralized Training at their CRC, something that the committee does that feel they have time or resources to effectively support. The MP Committee will allow all MP Chairs and Co-Chairs to attend CT at the Annual Meeting. Regions XIII, XIV and Region-At-Large MP Chairs and Co-Chairs also have the opportunity to attend an alternate International CT at one of the three region's CRC. MP Chairs and Co-chairs from Regions I-XII will have the opportunity to attend an alternate CT training in Atlanta or another location depending on the Society annual meeting location. COMPLETE
Atlanta – 11/2017		That Society create a Smart-Start Weekend Ad-Hoc Committee at the Society Level including members from the Student Activities, YEA, and Membership Promotions committees and provide \$75,000 in funding annually for the committee to distribute amongst the Regions who apply to receive the funding for a Student Focused Program at the Region's CRC (Smart-Start Weekend). (Region I, Central New York Chapter – 2017 Fall CRC, CRC Motion 5)	Student Activities Committee	01/23/2018 – SAC has deferred this motion until the annual conference in Houston. This motion requires further discussion by the committee and would be a major undertaking. SAC has several questions/concerns that they'd like to further vet. SAC has assigned a chair to address this in their MBO. The fiscal impact of \$75,000 is quite significant and before moving forward the committee would like to be sure that this would be something applicable to all regions. SAC will discuss this in future conference calls and at the Annual Meeting and will prepare a formal response to be reviewed at Members Council during the annual conference in Houston. 06/26/2018 – Members Council to create an ad hoc committee that includes members from the Student Activities, YEA and Membership Promotion Committees to explore opportunities to create regional programs focused on student retention and transition. COMPLETE
Atlanta – 11/2017		That Society offer the most recent version of an ASHRAE Standard, Standard User Manual or ASHRAE Design Guide as an option to receive in lieu of current ASHRAE Handbooks as part of their yearly membership benefit to be specified as currently done during membership renewal process. (Region IX, Rocky Mountain Chapter – 2017 Fall CRC, CRC Motion 24)	Standards Committee & Handbook Committee & Publishing and Education Council	01/23/2018 – Standards ExCom discussed this motion and they did not think it was something that required discussion/recommendation by the full Standards Committee. The position of Standards ExCom was they were mostly ambivalent. They weren't opposed to it, if it happens they'd be ok with it, but ultimately they thought it was more of a publications/

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p>member benefit issue. So no strong support or opposition by Standards ExCom. (Steve Ferguson)</p> <p>Publication and Education Council: This motion was referred to the Standards Committee and Handbook Committee. This referral was made to Handbook Committee and to Standards Committee but since the impact is fiscal the Fiscal Planning Subcommittee of Publishing and Education Council took up the issue. The Fiscal Planning Subcommittee recommends that PEC not approve the motion. The subcommittee concluded that the process of determining print runs would be extremely complex and either excess or inadequate inventory leading to a negative substantial fiscal impact; Handbook print runs would become smaller increasing unit cost; substantial effort required to reprogram dues notices; complexity in assembling publication packages of equal value and varying update schedules for items in package; reduced sales of publications. Additionally, a limited distribution of the Handbook would diminish the editorial value of the Handbook as a unifier of technology application Society wide. The subcommittee concluded that the question of member benefit, however, extends beyond fiscal issues and Handbook editorial issues, and should be considered at a higher policy making level within ASHRAE. An action item was assigned to Vice President Julie Keen to initiate discussion at the Executive Committee about the type of membership benefit that should be offered in the future. Council members discussed the complexity of implementing this motion. Mr. Comstock gave a brief review of the process printing the Handbook and agreed with the subcommittee that is seemed to be a much boarder policy issue concerning what member benefits should be and should be made by the Board of Directors. Publishing and Education Council failed the motion.</p> <p>COMPLETE</p>
Atlanta – 11/2017		That Members Council appoint an independent balanced "task group or ad hoc" to study the process and procedures of "Society Nominating Committee" ROB 2.415, its MOP, and related Bylaw sections pertaining to the Society Nominating Committee, and make recommendations to Members Council, for updates and enhancements, beginning January 1, 2018. (Region XII, Southwest Florida Chapter – 2017 Fall CRC, CRC Motion 29)	Board of Directors	<p>6/7/2018 – The President directed the Nominating Committee Chair to appoint an independent balanced committee that has completed their work and will present findings to the Board of Directors in Houston. Results of which have been shared with Nominating Committee and will have motions for Nominating to present at their meeting Sunday in Houston at 7:30 AM.</p> <p>COMPLETE</p>
Atlanta – 11/2017		That every Chapter receive a 10% royalty of ASHRAE Bookstore sales due to the Chapter's promotional efforts. (Region XII, Brasil Chapter – 2017 Fall CRC, CRC Motion 34)	Publishing and Education Council	<p>01/23/2018 – This motion was referred to Publishing and Education Council who later referred it to PEC's Fiscal Planning Subcommittee. The subcommittee reviewed the referral and concluded implementation would have a significant negative fiscal impact on revenue. The result would likely be a need to increase prices. The committee concluded that it would be difficult to determine which and when promotion efforts of chapters led to an increase in sales, making it difficult when a commission was to be earned. Plus there will be additional costs associated with the administration of tracking sales back to chapter members and making payments. It was also noted chapters currently have the opportunity to purchase publications on consignment at a discount from society and then sell them keeping the difference. The PEC will work with Members Council to promote this benefit. (Fiscal Planning Subcommittee voted 0-0-8 CNV.) PEC members discussed and agreed with the subcommittee that the motion negatively impact ASHRAE revenue.</p> <p>COMPLETE</p>

[illegible]

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
2018 MEMBERS COUNCIL WEB CONFERENCE (02/22/2018)					
1	3	Planning Subcommittee	6/18	Complete	To look at outside resources and resources such as ASHRAE retired members and determine best format for soft skill training.
2	7	Staff	6/18	Complete	To report the results of Motion 2 (02/22/2018) to the UK Midlands Chapter and publish on the website.
3	8	Staff	6/18	Complete	To report the results of Motion 3 (02/22/2018) to the UK Midlands Chapter and publish on the website.
4	9	Staff	6/18	Complete	To report the results of Motion 4 (02/22/2018) to the Atlanta Chapter and publish on the website.
5	9	Staff	6/18	Complete	To report the results of Motion 5 (02/22/2018) to the Brasil Chapter and publish on the website.
6	9	Staff	6/18	Complete	To report the results of Motion 6 (02/22/2018) to the Pakistan Chapter and publish on the website.
7	10	Staff	06/18	Complete	To refer Motion 7 (Chapter Opportunity Fund) to the BOD for approval.
8	11	Staff	06/18	Complete	To revise the Region Operations Manual as indicated in Motion 8 to include a new section on the Chapter Opportunity Fund.
9	11	Manual Subcommittee Furman/Glesne	06/18	Complete	To add to the Region Operations Manual a section explain the working of the Chapter Opportunity Fund and make recommendation in Houston during the annual conference.
10	11	Manual Subcommittee Furman/Wayland	06/18	Complete	To review commercialism policy in the Manual for Chapter Operations and make recommendations in Houston during the annual conference.
11	12	Ad Hoc: Zentz, Lavoie, Glesne and Dimitris	06/18	Complete	To continue work on MBO #2-2017-18 and make final recommendations in Houston during annual conference.
12	12	Ad Hoc: Wayland, Zentz and Binder	06/18	Complete	To review current US and International financial presentations and update as needed and make final recommendations in Houston during annual conference.

ATTACHMENT Q

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
13	12	Staff	06/18	Complete	To report results of Motion 31 (11/5/2017) to the Montreal Chapter and publish on the website.
14	12	Staff	06/18	Complete	To report results of Motion 32 (11/5/2017) to the Southwest Florida Chapter and publish on the website.
15	13	Staff	06/18	Complete	To report results of PAOE request to PubEd that their request will be included in the 2018-19 PAOE.

2018 MEMBERS COUNCIL WINTER MEETING (01/23/2018)

1	4	Staff	02/18	Complete	To update section 9 and Appendix 9A of the MCO.
2	5	Staff	02/18	Complete	To report the results of CRC Motion 39 to the Malaysia Chapter and publish on the website.
3	8	Staff	02/18	Complete	To report the status of CRC Motion 42 to the Pune Chapter and publish on the website.
4	9	Staff	02/18	Complete	To report the results of CRC Motion 29 to the India Chapter and publish on the website.
5	11	Staff	02/18	Complete	To report the results of CRC Motion 25 to the Illinois Chapter and publish on the website.
6	12	Staff	02/18	Complete	To report the status of CRC Motion 5 to the Central New York Chapter and publish on the website.
7	12	Staff	02/18	Complete	To report the results of CRC Motion 20 to the Brasil Chapter and publish on the website.
8	13	Staff	02/18	Complete	To send CRC Motion 10 to Society Rules Committee (SRC) for review.
10	14	Staff	06/18	Complete	To coordinate with Robin Bryant to establish database as indicated in Motion 13 (-1/23/2018).
11	16	Staff	02/18	Complete	To send CRC Motion 15 to SRC for review.
12	17	Staff	02/18	Complete	To send Motion 16 to BOD for consideration.
13	17	Staff	02/18	Complete	To report the status of Motion 16 to the Hellenic Chapter and publish on the website.

ATTACHMENT Q

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
14	17	Staff	02/18	Complete	To report the results of CRC Motion 31 to the Florida West Coast Chapter and publish on the website.
15	17	Staff	02/18	Complete	To send to Motion 17 (01/23/2018) Technology Council from the Florida West Coast Chapter for consideration.
16	17	Erich Binder and Darren Nutter	06/18	Complete	To discuss changes made to Motion 37 from Scholarship Trustees.
17	18	Staff/Joyce Abrams	02/18	Complete	To review current Members Council programs.

2017 MEMBERS COUNCIL FALL MEETING (NOVEMBER 3-4, 2017)

9	9	Planning Subcommittee Nominating Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 1.2 from the Illinois Chapter.
10	10	Planning Subcommittee Nominating Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 2 from the Illinois Chapter.
11	10	Planning Subcommittee Nominating Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 12 from the Hampton Roads Chapter.
12	11	Planning Subcommittee Nominating Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 25 from the Gold Coast Chapter.
13	11	Planning Subcommittee Nominating Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 28 from the Southwest Florida Chapter.
15	11	Planning Subcommittee Ethics Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 1.4 from the Illinois Chapter.
16	12	Planning Subcommittee Ethics Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 4 from the Illinois Chapter.

ATTACHMENT Q

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
17	12	Planning Subcommittee Ethics Ad Hoc	06/18	Complete	To make recommendation on CRC Motion 37 from the Central Florida Chapter.
22	13	John Rieke	01/18	Complete	To ensure profile is written correctly as indicated in CRC Motion 31 from the Florida West Coast Chapter.
42	19	Region Operations Subcommittee	01/18	Complete	To review Motion 21 from the Atlanta Chapter and come back with a recommendation at the 2018 winter conference.
57	24	Region Operations Subcommittee	01/18	Complete	To address CRC Motion 32 (Motion 5 02/22/2018) from Brasil Chapter when recommendations are made for MBO #2.
58	25	Staff	01/18	Complete	To report status of CRC Motion 32 (Motion 5 02/22/2018) to the Brasil Chapter and publish on the website.
59	25	Region Operations Subcommittee	01/18	Complete	To make recommendation on CRC Motion 43 (Motion 6 02/22/2018) from the Pakistan Chapter at 2018 Winter Conference.
60	25	Staff	01/18	Complete	To report status of CRC Motion 43 to the Pakistan Chapter and publish on the website.
61	25	Region Operations Subcommittee	01/18	Complete	To assign the Manual Subcommittee and the Direction Subcommittee during the 2018 Winter Conference.
62	26	PAOE Subcommittee MP Ad Hoc	01/18	Complete	To consider Motion 31 from the Montreal Chapter when making PAOE recommendations.
63	26	Staff	01/18	Complete	To report status of Motion 31 to the Montreal Chapter and publish on the website.
64	27	PAOE Subcommittee SA Ad Hoc	01/18	Complete	To consider Motion 32 from the Montreal Chapter when making PAOE recommendations.
70	30	PAOE Subcommittee	01/18	Complete	To consider referred motion from Publishing and Education Council concerning multiple certifications earned or renewed by the same chapter member.
71	30	Staff	01/18	Complete	To report status of referred motion to Publishing and Education Council with copy to the Certification Committee.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – CARRYOVER ACTION ITEMS
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2017 MEMBERS COUNCIL WINTER MEETING (JANUARY 31, 2017)

17	16	Chapter Technology Transfer Committee & Planning Subcommittee	06/18	Complete	To review Operations and Maintenance (O&M) initiative #2 from Publishing and Education Council and make recommendation in Long Beach.
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Status CTTC: CTTC created an ad hoc to discuss and compile a list of suggestions. The ad hoc includes a past member and past chair of TC 7.3 as well as a member of RAL. **(Complete, see Attachment D1)**

Status Planning SubC: The subcommittee supports the initiative and recommends that CTTC investigate it further. PAOE points could be assigned to the chapters at the local level. The subcommittee is asking CTTC to come up with an activity in PAOE for the 2018-19 Society year. Also, if still available, the Chapter Opportunity Fund could be used.



ATTACHMENT R

CRC SCHEDULE 2018-2019

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

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

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

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



CRC SCHEDULE 2019-2020

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

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

Revised: October 12, 2018

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CRC SCHEDULE 2020-2021

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

Additions and/or revisions are shaded.

Revised: October 12, 2018

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ATTACHMENT S

2018-19 Members Council Subcommittees		
Planning	Region Operations	PAOE
Chair: Robin Bryant	Chair: Doug Zentz	Chair: John Rieke
Chris Gray	William Walter	Steve Marek
Tyler Glesne	Randy Schrecengost	Cheng Wee Leong
Scott Wayland	Richie Mittal	William Walter
Dimitris Charalambopolous	Mark Tome	Chris Gray
Ronald Gagnon	Steve Marek	Jeff Clarke
Eileen Jensen	Cheng Wee Leong	Thursten Simonsen, CTTC Rep
John Rieke	Essam Khalil, DAL as ExO	Walid Chakroun, GGAC Rep
Dan Rogers, DRC as ExO	Jeff Clarke, DRC as ExO	Carrie Kelty, MPC Rep
Dunstan Macauley, DRC as ExO	Chris Phelan, DRC as ExO	Scott Martin, RPC Rep
Russell Lavitt, DRC as ExO		Adam Davis, SAC Rep
		Vanessa Freidberg, YEA Rep