



## **MINUTES**

### **MEMBERS COUNCIL KANSAS CITY, MISSOURI JUNE 25, 2019**

These minutes were approved by Members Council November 14, 2019.

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2 2 That the following consent motions be approved:

- A.** That the charter of the South Brazil Chapter, whose headquarters will be in the city of Curitiba, PR and Porto Alegre, RS Brazil and whose geographic area of activity will be comprised of members in the states of Paraná, Santa Catarina and Rio Grand do Sul, Brazil be approved. (Region XII)

Background: The proposed South Brazil Chapter had 41 ASHRAE Members and Associate Members in good standing who signed the petition in the geographic area indicated in the motion; 40 signatures are required. The DRC of Region XII signed off on the petition to form the South Brazil Chapter.

Fiscal Impact: Estimate of \$22,000/year which 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).

- B.** That the charter of the Israeli Chapter, whose headquarters will be in the city of Ramat Gan, in 3 Hayzira and whose geographic area of activity will be in Israel be approved. (Region XIV)

Background: The proposed Israeli Chapter had 40 ASHRAE Members and Associate Members in good standing who signed the petition in the geographic area indicated in the motion.

Because of geo-political reasons outside ASHRAE, the new Israeli Chapter will participate in ASHRAE as part of Region XIV, which (in general), includes ASHRAE Chapters in Europe. The DRCs of both the Region-At-Large and Region XIV were in agreement with this chapter assignment as well as the ASHRAE members of Israel.

Fiscal Impact: \$22,000/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).

- C.** That the charter of the Bolivia Section, located in Santa Cruz de la Sierra Andres Ibanes, Bolivia and sponsored by the Argentina Chapter be approved. (Region XII)

Background: The proposed Bolivia Section had a total of 11 ASHRAE Members and Associate Members in good standing who signed the petition; 10 signatures are required.

- D.** That the charter of the Myanmar Section, located in Yangon, Myanmar and sponsored by the Singapore Chapter be approved. (Region XIII)

Background: The proposed Myanmar Section had a total of 11 ASHRAE Members and Associate Members in good standing who signed the petition; 10 signatures are required.

- E. That consent motions a. through p. (16 student branches), as shown below be approved.
  - a. That the charter of the University of Texas at Dallas Student Branch, located in Dallas, Texas and sponsored by the Dallas Chapter be approved. (Region VIII)
  - b. That the charter of the Utah State University (USU) Student Branch, located in Logan, Utah and sponsored by the Utah Chapter be approved. (Region IX)
  - c. That the charter of the Grupo Mendoza Student Branch, located in Mendoza, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
  - d. That the charter of the Universidad San Francisco de Quito (USFQ) Student Branch, located in Quito, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
  - e. That the charter of the Fundación Universidad de América Student Branch, located in Bogotá, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
  - f. That the charter of the Coventry University Student Branch, located in Coventry, England, UK and sponsored by the UK Midlands Chapter be approved. (Region XIV)
  - g. That the charter of the Nottingham University Student Branch, located in Nottingham, England, UK and sponsored by the UK Midlands Chapter be approved. (Region XIV)
  - h. That the charter of the National Technical University of Athens (NTUA) Student Branch, located in Athens, Greece and sponsored by the Hellenic Chapter be approved. (Region XIV)
  - i. That the charter of the Vellore Institute of Technology (VIT) Student Branch, located in Vellore, Tamilnadu, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
  - j. That the charter of the Walchand Institute of Technology (WIT) Student Branch, located in Solapur, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
  - k. That the charter of the Maharaja Agrasen Institute of Technology (MAIT) Student Branch, located in Delhi, India and sponsored by the India Chapter be approved. (Region-At-Large)

- l. That the charter of the CMR Engineering College Student Branch, located in Hyderabad, Telangan, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large)
  - m. That the charter of the SGT University (Shree Guru Gobind Singh Tricentenary University) Student Branch, located in Budhera, Haranya, India and sponsored by the India Chapter be approved. (Region-At-Large)
  - n. That the charter of the Aditya Silver Oak Institute of Technology (ASOIT) Student Branch, located in Ahmedabad, Gujarat, India and sponsored by the Western India Chapter be approved. (Region-At-Large)
  - o. That the charter of the Silver Oak College of Engineering and Technology (SOCET) Student Branch, located in Ahmedabad, Gujarat, India and sponsored by the Western India Chapter be approved. (Region-At-Large)
  - p. That the charter of the Institute of Infrastructure Technology Research and Management (IITRAM) Student Branch, located in Ahmedabad, Gujarat, India and sponsored by the Western India Chapter be approved. (Region-At-Large)
  
- 3      4      GAC recommends to Members Council that the Government Affairs Office use the bill tracking and legislative management software FiscalNote as a replacement to BillTrack 50.
  
- 4      6      GAC recommends that Members Council approve the Attached List of proposed Public Policy Priorities for Society Year 2019-2020 (see Attachment A/D).
  
- 5B    6      That ROB 2.402.003.3 be amended as follows:  
  
2.402.003.3 The Committee annually will seek input from members and the Executive Committee 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 and the BOD for approval and as an information item to Members Council.
  
- 6      7      GAC recommends to Members Council to approve the changes to the Rules Subcommittee in the GAC MOP as shown below.
  - e. Rules
    - 1. The Vice Chair of GAC will be the chair of this Subcommittee.
    - 2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, ~~and~~ the Members Council Representative, and if needed up to one additional member from the Executive Subcommittee. Need for the additional subcommittee member shall be determined by the Chair of the Rules Subcommittee.
    - 3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP, and ROB, the Resource Manual, and Section 2.5 of the Manual

of Chapter Operations.

- 7 7 GAC recommends to Members Council to approve the changes to the Nominating Subcommittee in the GAC MOP as shown below.

f. Nominating

- ~~4.~~ Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, the Communication Coordinator, the GAC ExO, and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GAC Chair from the Executive Subcommittee the chairs of the other standing Subcommittees.

- 8 8 That ROB 2.104.013.2 be revised as follows (strikethrough indicates deletion; underline indicates addition):

The cost of social functions shall not be included in the factors that determine registration rates for Winter and Annual Conferences, accounting for Society Meetings, but should be budgeted separately to break even. Social function fees shall be determined by staff based on the type of event, expected costs and geographic location. Income received from event fees will be directly applied to the cost and any remaining shortfall shall be subsidized by Society. Any surplus from social events income shall be returned to the General Fund of the Society.

- 9 10 Honors and Awards Committee recommends to Members Council that the ROB 2.411.003, Board-Approved Awards Not Named for Individuals, be revised as follows:

2.411.003.4:

S. YEA Inspirational Leader Award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

- 10 10 Honors and Awards Committee recommends to Members Council that the YEA Inspirational Leader Award be presented at the Winter Conference Plenary.

- 11 11 CTTC recommends to Members Council to review and implement the addition of diversity and inclusion points in the PAOE criteria to allow for Chapters to receive an additional add on award, similar to the Sustainability Award that can currently be earned for their associated diversity and inclusion activities throughout the Society year.

- 12 12 RP Committee recommends to Members Council that the following regional RP goals be approved for 2019-20.

**Regional Goals for RP 2019-20**

Region	Goal
I	\$212,000

II	\$196,000
III	\$206,000
IV	\$191,000
V	\$139,000
VI	\$180,000
VII	\$144,000
VIII	\$452,000
IX	\$270,600
X	\$199,500
XI	\$173,000
XII	\$153,000
XIII	\$50,100
XIV	\$5,800
RAL	\$28,000
<b>Total</b>	<b>\$2,600,000</b>

- 13 13 RP Committee recommends to Members Council that ROB 2.422, Research Promotion Committee, be revised as follows:

2.422.002 Membership:  
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)

- 14 13 RP Committee recommends to Members Council that ROB 2.422, Research Promotion Committee, be revised as follows:

2.422.003 Operation:  
2.422.003.1 General Requirements:

Honor Rolls of contributors shall be published annually. (85-06-27-29/86-06-25-23/89-02-02-50)

- A. The Honor Roll for corporate contributions shall be restricted to investors of ~~\$150.00~~ \$500.00 or more. (85-06-27-29/86-06-25-23/89-02-02-50/99-01-28-83)

- B. The Honor Roll for individual contributors shall be restricted to investors of ~~\$100.00~~ \$150.00 or more. (89-02-02-49A/99-01-28-83)

- 15 13 RP Committee recommends to Members Council that the revisions as shown in Attachment E/B, Manual of Procedures for Research Promotion Committee be approved.

- 17 14 That the ASHRAE Bylaws, Article II, be amended to change the print grade "Member" to "Senior Member."



- 18 15 That the Membership Promotion Manual of Procedures be revised to remove the Green Ribbon Award.
- 19 15 That a new award be created titled “Limelight Award,” for the MP Chair for each region with the highest net positive growth on a percentage basis. The award will be awarded at the CRC at each region.
- 20 15 That Society review the reasons why emails from society sent via the external mail client have been black listed by many commercial spam filters.
- 21B 16 That the Student Activities Manual of Procedures (MOP) be modified to include updates to committee roles, subcommittee responsibilities, and the addition of Centralized Training at the annual meeting.
- 22B 17 That Members Council ~~present~~ provide all ASHRAE Regions with the option to host a SmartStart Weekend (SSW).
- 28 22 That the ASHRAE Society Bylaws (SBL) and ROBs be amended as follows:
- A. SBL 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 petition signed by not fewer than ~~fifty~~ ½ of 1% of the members eligible to vote. No more than 50% of the petitioners belonging to any single region shall count towards the required minimum. The minimum number of members eligible to vote shall be based on the Society’s membership roster as of the first day of the Society year. Upon presentation of such nominations by petition 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.
- 31 25 That ROB 1.120, Bylaws be revised as follows:
- 1.120 BYLAWS  
1.120.001 General Requirements  
1.120.002 Amendments (64-10-09-11)
- Amendments to the bylaws of the Society shall be voted by the membership at any annual, winter or special meeting of the Society as defined in SBL Section 3.1 and as provided in the SBL Section 3.3 ~~the Annual Meeting of the Society, except by special direction of the President.~~

32 25 That ROB 3.300.001, Board of Directors Elections be revised as follows:

**B. Qualifications**

1. Only Fellows, Life Members and Members shall be eligible for election as voting members of the Board of Directors.
2. Candidates for consideration as officer or director shall have ~~attained the grade of Member at least five years before the date of election~~ qualifications as provided below in the Bylaws.
3. In addition to Section 3.300.001.B.1 and Section 3.300.00.B.2, candidates for consideration as the Society President-Elect shall have previously served in the office of Society Treasurer or Society Vice President.
4. In addition to Section 3.300.001.B.1 and Section 3.300.001.B.2, candidates for consideration as the Society Treasurer shall have previously served in the office of Society Vice President.
5. Candidates for consideration as Society Vice President shall have previously serve on the Board of Directors.

**C. Nomination**

Members of the Board of Directors, including officers, are nominated by the Society Nominating Committee and elected by the membership.

1. The Nominating Committee, consisting of members selected by the Regions and members elected by the Board of Directors, shall select candidates for elected officers and members of the Board of Directors. (SBL 7.6) Nominations may also be made in writing by petition as provided in the Bylaws ~~not fewer than 50 members eligible to vote not less than 120 days prior to the first session of the Annual Meeting.~~

40 34 That the online registration form be enhanced to include the appropriate international addressing requirements.

41 38 Region Operations Subcommittee recommends that the revisions highlighted in Section 12, Chapter or Region Sections, of the MCO as shown in **Attachment N** be approved.

42 38 Region Operations Subcommittee recommends that Appendix AK, CRC Best Practices of the CRC Manual be revised as shown in **Attachment O**.

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>ACTION ITEMS – KANSAS CITY, MO – 06/19</b>
1	5	Staff	06/19	Complete	To send GAC Motion 3 to the BOD for approval during Kansas City meeting.
2	9	Staff	06/19	Complete	To send Motion 8 to the BOD for approval during Kansas City meeting.
3	10	Staff	11/19	Open	To send Motion 9 to SRC for review before sending it to the BOD for approval.
4	11	Staff	11/19	Open	To refer Motion 11 to the 2019-20 PAOE Subcommittee for the 2020-21 PAOE.
5	13	Staff	11/19	Open	To send Motion 13 to SRC before sending it to the BOD for approval.
6	10	Staff	11/19	Open	To send Motion 14 to SRC before sending it to the BOD for approval.
7	15	Staff	06/19	Complete	To send Motion 17 to the BOD during Kansas City meeting.
8	19	Staff	11/19	Open	To report results of Motion 23 to the Central Oklahoma Chapter and publish on the website.
9	19	Staff	11/19	Open	To refer Motion 24 to the Government Affairs Committee for consideration.
10	19	Staff	11/19	Open	To report status of Motion 24 to the Oregon Chapter and publish on the website.
11	21	Staff	11/19	Open	To refer Motion 25 to the Government Affairs Committee for consideration.
12	21	Staff	11/19	Open	To report status of Motion 25 to the Oregon Chapter and publish on the website.
13	21	Staff	11/19	Open	To report the results of Motion 26 to the Regina Chapter and publish on the website.
14	22	Staff	11/19	Open	To report results of Motion 27 to the Montreal Chapter and publish on the website.
15	23	Staff	06/19	Complete	To send Motion 28 to the BOD for approval during the Kansas City meeting.
16	25	Staff	11/19	Open	To send Motion 31 to Society Rules Committee as a housekeeping item for inclusion in the ROBs.

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>ACTION ITEMS – KANSAS CITY, MO – 06/19</b>
17	27	Staff	11/19	Open	To send Motion 32 to the BOD for approval during the 2019 fall meeting; motion was reviewed by SRC.
18	27	Staff	11/19	Open	To report the results of Motion 33 to the Illinois Chapter and publish on the website.
19	28	Staff	11/19	Open	To report results of Motion 34 to the Illinois Chapter and publish on the website.
20	28	Staff	11/19	Open	To report the results of Motion 35 to the Southwest Florida Chapter and publish on the website.
21	29	Staff	11/19	Open	To report results of Motion 40 (11/8/2018) to the Hellenic Chapter and publish on the website.
22	29	Planning Subcommittee	11/19	Open	To combine 2017 CRC Motion 12 and 2017 CRC Motion 25 and make recommendation.
23	32	Staff	11/19	Open	To report the results of CRC Motion 9 to the Regina Chapter and publish on the website.
24	32	Staff	11/19	Open	To refer Motion 36 to Technology Council for consideration.
25	32	Staff	11/19	Open	To report the status of Motion 36 to the Minnesota Chapter and publish on the website.
26	33	Staff	11/19	Open	To refer Motion 37 to RP Staff for consideration.
27	33	Staff	11/19	Open	To report status of Motion 37 (CRC Motion 2), to the Minnesota Chapter and publish on the website.
28	33	Staff	11/19	Open	To develop a comprehensive list of training activities to publish on the website in one location as indicated in Motion 38.
29	33	Staff	11/19	Open	To report status of Motion 38 to the Alaska Chapter and publish on the website.
30	34	Staff	11/19	Open	To report results of Motion 39 to the Pakistan Chapter and publish on the website.
31	36	Staff	11/19	Open	To report results of Motion 40 to the Brasil Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – KANSAS CITY, MO – 06/19
32	37	Manual Subcommittee	11/19	Open	To review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO.
33	38	Staff	11/19	Open	To revise Section 12 of the MCO as indicated in Motion 41.
34	38	Staff	11/19	Open	To revise Appendix AK of the CRC Manual as indicated in Motion 42.
35	40	Region Operations Subcommittee	11/19	Open	To make recommendation on Region VI, Madison Chapter, 2019 Spring CRC Motion 3, "That Members Council lower the number of Nominating Committee members from 5 to "a minimum of 3" for all Chapters, effective for the 2019/2020 chapter calendar."
36	39	Staff	11/19	Open	To report status of CRC Motion 3 to the Madison Chapter and publish on the website.
37	39	Manual Subcommittee	11/19	Open	To make recommendation on Region XI, Alaska Chapter, 2019 Spring CRC Motion 5, "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head."
38	39	Manual Subcommittee	11/19	Open	To review award point structure for Chapter Service Award and Regional Award of Merit and make recommendation.
39	39	Staff	11/19	Open	To report status of CRC Motion 5 to the Alaska Chapter and publish on the website.



**MINUTES  
MEMBERS COUNCIL MEETING  
JUNE 25, 2019**

**MEMBERS PRESENT:** Darryl K. Boyce, Chair  
Charles E. Gullette, III, Vice-Chair

Essam Khalil, ExO  
Christopher Phelan, ExO  
Jeff Clarke, ExO  
Dunstan Macauley, ExO  
Russell Lavitt, ExO  
Daniel Rogers, ExO  
William Walter, Region I RMCR  
Ronald Gagnon, Region II RMCR  
Mark Tome, Region III RMCR  
Steven A. Marek, Region IV RMCR  
Douglas F. Zentz, Region V RMCR

**VOTING MEMBERS ABSENT:**  
\*Chris M. Gray, Region VII RMCR  
\*Richie Mittal, Region-At-Large RMCR

**NON-VOTING MEMBERS PRESENT:**  
Kevin L. Marple, CEC Chair  
David T. Underwood, GAC Chair  
Tiffany Bates Abruzzo, H&A Chair  
Michelle L. Swanson, MPC Chair  
Derek A. Crowe, RPC Chair  
Adam C. Davis, SAC Chair  
Stephanie Kunkel, YEA Chair

**NON-VOTING MEMBER ABSENT:**  
Farhan A. Mehboob, CTTC Chair

**GUESTS PRESENT:**  
Bill Wang, Incoming RMCR Region XIII  
Reinhard Radermacher, Editor STBE  
Michael Collarin, CEC-VC  
James Arnold, Incoming RMCR Region V  
Doug Cochrane, ARC Region II  
Marites Calad, DRC Region X  
Roson Rodriguez, Incoming RMCR Region XII  
Vanessa Freidberg, Incoming YEA Chair  
Munis Hameed, CIBSE YEN/YEA Liaison  
Brendan McDermott, LeaDRS Region II  
Daniel Redmond, CTTC RVC, Region II  
Keiron Nanon, Caricom Chapter President  
Ashish Rakheja, Incoming DAL-RAL  
Nate Boyd, ARC Region XII

John A. Rieke, Region VI RMCR  
Carrie R. Kelty, (MP-VC) Region VII RMCR Alternate\*  
Randy C. Schrecengost, Region VIII RMCR  
Tyler J. Glesne, Region IX RMCR  
Scott E. Wayland, Region X RMCR  
N. Eileen Jensen, Region XI RMCR  
Robin Bryant, Region XII RMCR  
Cheng Wee Leong, Region XIII RMCR  
Dimitris Charalambopoulos, Region XIV RMCR  
Ahmed Alaa Eldin, (DRC-RAL) RMCR Alternate\*

**GUESTS PRESENT (CONT'D):**  
Elise Backstrom, LeaDRS Region X  
Elena Hartford, LeaDRS Region XI  
Erich Binder, Development Committee  
Scott Martin, Incoming RPC Chair  
Mick Schwedler, Incoming ASHRAE Treasurer  
Apichit Lumlertpongpana, Incoming DRC Region XIII  
Jason Urso, Incoming RVC Region I  
Jonathan Smith, Incoming MP-VC  
Eric Sturm, Incoming RMCR Region VI  
Veronica Roson, LeaDRS Region XII  
Mark Miller, VC, Development Committee  
Priyank Garg, LeaDRS Region-At-Large  
Amy Gupta, Leadership U  
Roger Jones, GAC Communications  
Heather Schopplein, RP-RVC, Region X  
Dan Russell, LeaDRS Region IX  
Jim Leverette, LeaDRS Region VII  
Costas Balaras, DRC Region XIV  
Drew Samuels, LeaDRS Region VI  
Michael Cooper, DRC Region VII

**STAFF PRESENT:**

Joyce Abrams	Daniel Gurley
Vickie Grant	Rhiannon Masterson
Alice Yates	Anne Wilson
Jeremy Pollack	Candace DeV Vaughn
Tony Giometti	Jeff Littleton
Julia Mumford	Chandrias Jacobs
Craig Wright	Megan Gotzmer
Caroline Sevier	Vanita Gupta
Katie Thomson	



## **1. CALL TO ORDER AND INTRODUCTIONS**

The 2019 Annual Meeting of Members Council was called to order by Darryl Boyce, Chair, on Tuesday, June 25, 2019 at 8:15a.m. in Basie A (2) of the Marriott Kansas City Downtown 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**

Mr. Boyce 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. Zentz and seconded

- (1) That the draft minutes from the January 15, 2019 winter meeting 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 Ms. Jensen and seconded

- (2) That the following consent motions be approved:
  - A. That the charter of the South Brazil Chapter, whose headquarters will be in the city of Curitiba, PR and Porto Alegre, RS Brazil and whose geographic area of activity will be comprised of members in the states of Paraná, Santa Catarina and Rio Grand do Sul, Brazil be approved. (Region XII)

Background: The proposed South Brazil Chapter had 41 ASHRAE Members and Associate Members in good standing who signed the petition in the geographic area indicated in the motion; 40 signatures are required. The DRC of Region XII signed off on the petition to form the South Brazil Chapter.

Fiscal Impact: Estimate of \$22,000/year which 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).
- B. That the charter of the Israeli Chapter, whose headquarters will be in the city of Ramat Gan, in 3 Hayzira and whose geographic area of activity will be in Israel be approved. (Region XIV)

Background: The proposed Israeli Chapter had 40 ASHRAE Members and Associate Members in good standing who signed the petition in the geographic area indicated in the motion.

Because of geo-political reasons outside ASHRAE, the new Israeli Chapter will participate in ASHRAE as part of Region XIV, which (in general), includes ASHRAE Chapters in Europe. The DRCs of both the Region-At-Large and Region XIV were in agreement with this chapter assignment as well as the ASHRAE members of Israel.

Fiscal Impact: \$22,000/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).

- C. That the charter of the Bolivia Section, located in Santa Cruz de la Sierra Andres Ibanes, Bolivia and sponsored by the Argentina Chapter be approved. (Region XII)

Background: The proposed Bolivia Section had a total of 11 ASHRAE Members and Associate Members in good standing who signed the petition; 10 signatures are required.

- D. That the charter of the Myanmar Section, located in Yangon, Myanmar and sponsored by the Singapore Chapter be approved. (Region XIII)

Background: The proposed Myanmar Section had a total of 11 ASHRAE Members and Associate Members in good standing who signed the petition; 10 signatures are required.

- E. That consent motions a. through p. (16 student branches), as shown below be approved.
- a. That the charter of the University of Texas at Dallas Student Branch, located in Dallas, Texas and sponsored by the Dallas Chapter be approved. (Region VIII)
  - b. That the charter of the Utah State University (USU) Student Branch, located in Logan, Utah and sponsored by the Utah Chapter be approved. (Region IX)
  - c. That the charter of the Grupo Mendoza Student Branch, located in Mendoza, Argentina and sponsored by the Argentina Chapter be approved. (Region XII)
  - d. That the charter of the Universidad San Francisco de Quito (USFQ) Student Branch, located in Quito, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
  - e. That the charter of the Fundación Universidad de América Student Branch, located in Bogotá, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
  - f. That the charter of the Coventry University Student Branch, located in Coventry, England, UK and sponsored by the UK Midlands Chapter be approved. (Region XIV)
  - g. That the charter of the Nottingham University Student Branch, located in Nottingham, England, UK and sponsored by the UK Midlands Chapter be approved. (Region XIV)
  - h. That the charter of the National Technical University of Athens (NTUA) Student Branch, located in Athens, Greece and sponsored by the Hellenic Chapter be approved. (Region XIV)



- i. That the charter of the Vellore Institute of Technology (VIT) Student Branch, located in Vellore, Tamilnadu, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
- j. That the charter of the Walchand Institute of Technology (WIT) Student Branch, located in Solapur, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
- k. That the charter of the Maharaja Agrasen Institute of Technology (MAIT) Student Branch, located in Delhi, India and sponsored by the India Chapter be approved. (Region-At-Large)
- l. That the charter of the CMR Engineering College Student Branch, located in Hyderabad, Telangan, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large)
- m. That the charter of the SGT University (Shree Guru Gobind Singh Tricentenary University) Student Branch, located in Budhera, Haranya, India and sponsored by the India Chapter be approved. (Region-At-Large)
- n. That the charter of the Aditya Silver Oak Institute of Technology (ASOIT) Student Branch, located in Ahmedabad, Gujarat, India and sponsored by the Western India Chapter be approved. (Region-At-Large)
- o. That the charter of the Silver Oak College of Engineering and Technology (SOCET) Student Branch, located in Ahmedabad, Gujarat, India and sponsored by the Western India Chapter be approved. (Region-At-Large)
- p. That the charter of the Institute of Infrastructure Technology Research and Management (IITRAM) Student Branch, located in Ahmedabad, Gujarat, India and sponsored by the Western India Chapter be approved. (Region-At-Large)

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

## **6. MEMBERS COUNCIL STANDING COMMITTEE REPORTS**

### **A. Government Affairs Committee (GAC) Report (Attachment A)**

The following was reported by David Underwood, Government Affairs Committee Chair.

It was moved by Ms. Bryant

- (3) GAC recommends to Members Council that the Government Affairs Office use the bill tracking and legislative management software FiscalNote as a replacement to BillTrack 50.

Background: Currently the Government Affairs staff uses BillTrack 50 as a legislative tracking tool at a cost of \$8,000 annually. The software allows ASHRAE staff to create a list of state legislation for ASHRAE members from a particular chapter or chapters, and provide this legislative list to the GAC Regional Vice Chair for consideration. As shown in Attachment A, BillTrack50 only provides a spreadsheet list of bills along with some basic information, and because the search functionality is limited, many of the bills identified are not relevant to ASHRAE (e.g., legislation on massage licensure, workers compensation, prison reform, and health care). This requires the volunteer members and staff to sort manually through each bill to identify the bills of greatest relevance. One GAC member

described the process as a “monumental task” and another GAC member reported that he “spent countless hours” sorting through the legislative list produced through BillTrack50.

ASHRAE staff has been exploring other software options that would allow ASHRAE to better leverage existing resources and expand ASHRAE’s reach with state and local legislators, as well as building code officials. Staff has identified FiscalNote as a powerful software platform to expand government outreach activities; the FiscalNote software with the expanded features, however, comes at a cost of \$32,000 annually, as compared to an annual cost for BillTrack50 of \$8,000 annually.

Added Capabilities from FiscalNote Include:

1. Leveraging Members’ Time: The FiscalNote platform would be specifically designed for ASHRAE in response to ASHRAE’s needs and requirements. The legislation identified and tracked could be tailored to each RVC’s needs and priorities. In addition, information is provided on building code officials, which is particularly useful for adoption of ASHRAE standards.
2. Improving Advocacy and Adoption of ASHRAE Standards: FiscalNote is the only legislative tracking software that has a building codes platform, which was designed in partnership with the ICC. The software would provide ASHRAE the ability to easily search through state and local legislation for all instances where ASHRAE standards have been adopted and provides the contact information of code officials (which is updated by FiscalNote staff regularly). This information is **particularly useful for adoption of ASHRAE standards, which could in turn increase revenues**. Attachment A/B provides an example of the Building Codes platform.
3. Improving Chapter Engagement, Capacity and Support: FiscalNote provides a “Customer Relationship Management” database, which ASHRAE staff would populate with information from ASHRAE Volunteers, for tracking government outreach meetings. This software would provide for continuity year after year, even when the GAC membership changes, as all contact information and summaries from meetings with government officials would be saved from year to year.
4. Organizational Streamlining: FiscalNote would allow ASHRAE staff to produce bill tracking reports, which could be shared with GAC Members and RVCs (see Attachment A/C, which is an example, but does not include ASHRAE specific data). In addition, FiscalNote has the capability to produce state specific bill reports, which would be a value add for Government Outreach Days. Currently, while staff would like to produce these reports, resource constraints prohibit their production; purchase of this software would enable staff to more quickly provide these vital materials to ASHRAE members, strengthening their ability to advocate and providing consistency for materials that are utilized during Government Outreach Days.
5. FiscalNote also conducts legislative tracking in 24 countries, including Canada, Mexico and the European Parliament. However, this international functionality would come as an additional cost, and the GAC is not recommending purchase of the global functionality at this time.

Fiscal Impact: The FiscalNote legislative tracking software would be an increase of **\$24,000 annually**. This net amount is \$32,000 per year less the cost of the current software of \$8,000. The annual cost for FiscalNote is based on a 3-year contract.

**MOTION 3 PASSED.** (19-3-0, chair not voting)

AI 1 Staff to send GAC Motion 3 to the BOD for approval during Kansas City meeting.

It was moved by Ms. Bryant

- (4) GAC recommends that Members Council approve the Attached List of proposed Public Policy Priorities for Society Year 2019-2020 (see Attachment A/D).

Background: Per the ROB, the GAC 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 SY2019-20 Public Policy Priorities (PPPs) were developed during the April 30 and May 6, 2019 GAC Executive Subcommittee Planning and Evaluation Meetings. To help with continuity, the SY2019-20 PPPs are similar to the ones from SY2018-19.

Fiscal Impact: None.

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

It was moved by Ms. Bryant

- (5) GAC recommends to Members Council the approval of revisions to ROB 2.402.003, Operations, as shown below.

2.402.003.3 The Committee annually will seek input from members and the Executive Committee 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.

Background: The concurrent approval by Members Council and ExCom of the public policy priorities has been confusing to implement. This change will streamline the approval process and will eliminate some confusion and complications associated with the dual approval process. This change is also consistent with the new Strategic Plan concerning “Organizational Streamlining.”

Fiscal Impact: None.

It was moved by Mr. Macauley and seconded

- (5A) That Motion 5 be amended as follows:

2.402.003.3 The Committee annually will seek input from members and the Executive Committee 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 and the BOD for approval and as an information item to Members Council.

**MOTION 4A (TO AMMEND) PASSED.** (19-3-0, chair not voting)

- (5B) That ROB 2.402.003.3 be amended as follows:

2.402.003.3 The Committee annually will seek input from members and the Executive Committee 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 and the BOD for approval and as an information item to Members Council.

**AMENDED MOTION 5B PASSED.** (22-0-0, chair not voting)

It was moved by Ms. Bryant

- (6) GAC recommends to Members Council to approve the changes to the Rules Subcommittee in the GAC MOP as shown below.

e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, ~~and~~ the Members Council Representative, and if needed up to one additional member from the Executive Subcommittee. Need for the additional subcommittee member shall be determined by the Chair of the Rules Subcommittee.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP, and ROB, the Resource Manual, and Section 2.5 of the Manual of Chapter Operations.

Background: Currently the GAC Rules Subcommittee only consists of three members, however it is tasked with the evaluation of all of the GAC's key documents. Allowing for additional members to sit on the Rules Subcommittee, if needed, will allow for a more manageable work load for members.

Fiscal Impact: None.

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

It was moved by Ms. Bryant

- (7) GAC recommends to Members Council to approve the changes to the Nominating Subcommittee in the GAC MOP as shown below.

f. Nominating

- ~~4.~~ Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, the Communication Coordinator, the GAC ExO, and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GAC Chair from the Executive Subcommittee the chairs of the other standing Subcommittees.

Background: As currently structured, members of the GAC Nominating Subcommittee may be considered for positions that the GAC Nominating Subcommittee is charged with providing candidates for, and restructuring the subcommittee in the way proposed above will address that issue.

Fiscal Impact: None.

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

The information items below were reported (see detailed report in Attachment A).

**Information Items:**

1. 1.300.004.2 Public Policy Issue Briefs: The Government Affairs Committee reviewed and updated eight existing Public Policy Issue Briefs (PPIB). Since PPIBs help translate ASHRAE's positions into easily understood and communicated concepts, they are an important tool for outreach to government officials and others who may have limited technical expertise. Furthermore, PPIBs were created on two additional topics to match Position Documents that have been published by the Society. The ten PPIBs, that were also reviewed by Technology Council and approved by the Government Affairs Committee, are:
  - a. Building Energy Data: A Critical Resource
  - b. Climate Change and Building Systems
  - c. Consensus Standards: Export Solutions to Meet National Needs
  - d. Energy Efficiency for Buildings and HVAC&R Equipment
  - e. Energy Use Metrics and Targets for Commercial Buildings
  - f. Research and Development Needs to Meet National Goals
  - g. Science, Technology, Engineering and Mathematics Education & Workforce
  - h. Commercial Building Energy Use Disclosure
  - i. Environmental Tobacco Smoke\*
  - j. Refrigerants and Their Responsible Use\*

\*Marks new PPIB
2. Government Outreach Days: During Society Year 2018 – 2019 the Committee held a total of 29 events, which included nearly 300 meetings with government officials and nearly 200 ASHRAE participants. The number of events is nearly double that of the previous year, during which 16 outreach days were held. The Committee is planning for 45 Government Outreach Days in Society Year 2019 – 2020.

**B. Conferences and Expositions Committee (CEC) Report (Attachment B)**

The following was reported by Kevin Marple, Conferences and Expositions Committee Chair.

It was moved by Mr. Rogers

- (8) That ROB 2.104.013.2 be revised as follows (strikethrough indicates deletion; underline indicates addition):

The cost of social functions shall not be included in the factors that determine registration rates for Winter and Annual Conferences, ~~accounting for Society Meetings, but should be budgeted separately to break even.~~ Social function fees shall be determined by staff based on the type of event, expected costs and geographic location. Income received from event fees will be directly applied to the cost and any remaining shortfall shall be subsidized by Society. Any surplus from social events income shall be returned to the General Fund of the Society.

Background: A change to this ROB was requested by Finance Committee, who recommended that this ROB be revised to describe the current practice of setting a “reasonable” price for an event and subsidizing the rest of the cost. Revising the ROB as shown in the motion would eliminate the need to ask for a waiver of the current ROB’s break even budget requirement. The “break even” ticket price for an event would be too high. This motion was reviewed by SRC. The CEC vote was 20-1-0, CNV.

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

AI 2 Staff to send Motion 8 to the BOD for approval during Kansas City meeting.

The information items below were reported (see detailed report in Attachment B).

**Information Items:**

1. The 2019 ASHRAE Annual Conference technical program featured 22 conference paper sessions (39 conference papers presented), 4 technical paper sessions (11 technical papers presented), 73 seminars, 4 workshops, 2 debates and 3 panel discussions. For the first time, an extended abstract option was provided to authors (a shorter, three-page paper as compared to the eight-page conference paper). It was made available only for the Research Summit track. 72 extended abstracts were submitted and 42 were approved and presented.

The registration rates for the Kansas City Conference were increased by 10% over the Atlanta Conference rates to compensate for lower than anticipated attendance there. To date, the FY 2018-19 revenue forecast for the Winter and Annual Conference is about \$3K short of the \$1,654K budget.

2. 2020 Winter and Annual Conference Registration Rates  
CEC approved the rates for the 2020 Conferences in Atlanta. Following Atlanta, the registration rate formula was revised to include updated expense numbers and lower attendance figures (high Las Vegas numbers were replaced with lower Atlanta numbers). The new, increased registration rates were presented and then further adjusted upward by the Board. The following illustrates the progression in registration rates as described above for selected categories for the 2020 Winter Conference in Orlando:

Winter 2020 Orlando*	Approved by CEC	Updated Registration Formula		Updated Formula + 10% contingency	
	Original Prices	New Prices	Rate Increase	New Prices	Rate Increase
Member Early Bird	\$ 545	\$ 635	16.5%	\$ 700	28.4%
First Time Member Early Bird	\$ 520	\$ 610	17.3%	\$ 675	29.8%
Life Member/Speaker/BOD/PM/LeaDRS/CEC	\$ 155	\$ 180	16.1%	\$ 200	29.0%
Member Advance	\$ 570	\$ 660	15.8%	\$ 730	28.1%
First Time Member Advance	\$ 545	\$ 635	16.5%	\$ 705	29.4%
Member Onsite	\$ 735	\$ 855	16.3%	\$ 945	28.6%

\*Orlando registration rates are \$15 higher than Austin because of Proclaiming the Truth

CEC has expressed its concern that the higher registration rates without a corresponding increase in value to the attendee will negatively impact attendance for the 2020 Winter and Annual Conferences in Orlando and Austin. There is also concern that the increase to speaker rates could negatively impact the quality of the technical program. CEC had recommended that the rates from the “updated registration formula” be implemented for 2020 in lieu of including the 10% contingency rate, which could be implemented in 2021.

The fiscal impact for 2020 would be about -\$250K. To help make up that deficit, about \$60K in expenses could be reduced by eliminating AV at committee meetings except for the main committee meeting. It should be noted that the fiscal impact (revenue increase) does not account for a negative impact in attendance due to higher rates.



**C. Honors and Awards Committee Report (Attachment C)**

The following was reported by Tiffany Abruzzo, Honors and Awards Committee Chair.

It was moved by Mr. Khalil

- (9) Honors and Awards Committee recommends to Members Council that the ROB 2.411.003, Board-Approved Awards Not Named for Individuals, be revised as follows:

2.411.003.4:

S. YEA Inspirational Leader Award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

Background: This award is inspired by the previous New Faces of Engineering award program that was managed by DiscoverE and was put on hiatus in 2017. The YEA and Honors and Awards Committees feel that this recognition should be continued to encourage YEA members to make appositve impact on their industry outside of their ASHRAE participation.

Fiscal Impact: Approximately \$5,000 for travel, conference registration, and plaque. This amount is currently included in YEA's budget and was previously earmarked for DiscoverE's New Faces Award expenses.

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

AI 3 Staff to send Motion 9 to SRC for review before sending it to the BOD for approval.

It was moved by Mr. Khalil

- (10) Honors and Awards Committee recommends to Members Council that the YEA Inspirational Leader Award be presented at the Winter Conference Plenary.

Background: YEA is currently the only Grassroots Committee that does not have an award presented at a Conference Plenary Session. Honors and Awards feels that this award is prestigious and deserving of broad recognition at the Plenary Session.

Fiscal Impact: None.

**MOTION 10 PASSED.** (21-1-0, chair not voting)

The information item below was reported (see detailed report in Attachment C).

**Information Item:**

1. The H&A Committee is very excited to be rolling out a new promotional piece. The Committee worked with Marketing staff to create an award matrix to make Society level awards more accessible to the general ASHRAE membership. The piece was approved at this meeting and will be available electronically and as a hard copy brochure.

- **Executive Session**

Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council. The meeting reconvened with the following report.

**D. Chapter Technology Transfer Committee (CTTC) Report (Attachment D)**

In the absence of Farhan Mehboob, CTTC Chair, the following report was presented by Essam Khalil.

It was moved by Mr. Khalil

- (11) CTTC recommends to Members Council to review and implement the addition of diversity and inclusion points in the PAOE criteria to allow for Chapters to receive an additional add on award, similar to the Sustainability Award that can currently be earned for their associated diversity and inclusion activities throughout the Society year.

Background: CTTC RVCs have received feedback from a number of chapters that feel that recognition of diversity and inclusion initiatives within the Chapters need to be acknowledged. The Committee felt that incorporating this item into PAOE was the most effective way for the greatest number of Chapters to be recognized.

Fiscal Impact: None.

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

AI 4 Staff to refer Motion 11 to the 2019-20 PAOE Subcommittee for the 2020-21 PAOE.

The following information items were reported (see detailed report in Attachment D).

1. The free annual CTTC Webcast, “The Future of Refrigerants: Unitary and VRF Systems” featured presenters Sarah Kim, Steve Kujak, and Doug Tucker. This year’s program had an estimated 8,738 viewers worldwide. A total of 420 sites registered and accounted for an estimated 2,886 viewers. A total of 1,855 viewers complete the online Participant Reaction Form, and of those viewers, 98.8% indicated they would participate in another ASHRAE Webcast.
2. The free annual CTTC Webcast will be undergoing a complete rebranding. Beginning with the 2019-20 Society year, the program will be known as ASHRAE *Tech Hour*. *Tech Hour* will provide relevant technical content in the form of one-hour videos to members and prospective customers through ASHRAE 365. This program will keep ASHRAE as a primary source of easily accessible knowledge for all levels of professionals. The first program will roll out in November 2019 and will focus on the effects of humidity on human occupancy.

The new videos will be available exclusively through the ASHRAE 365 app for 30 days. After that time, the program will be made public on ASHRAE’s YouTube channel, linked on the CTTC webpage, and continue to be available through the app. CTTC has been working closely with Marketing staff on the rebranding and reformatting of this program. The Committee feels that this new format is a more modern, relevant, and easily accessible platform; and will make the Committee more nimble in addressing topics of interest.



3. The 2018-19 ASHRAE Distinguished Lecturers Program completed a total of 279 visits. This total includes 190 budgeted visits, plus an additional 89 non-budgeted visits. This year's roster includes 71 lecturers, representing 10 countries – Argentina, Denmark, Malaysia, Singapore, Sri Lanka, United Kingdom, India, Italy, Canada, United States and 11 languages – English, Chinese, Danish, French, German, Hindi, Marathi, Spanish, Thai, Punjabi, Italian. The 2019-20 DL program will provide 206 budgeted visits. CTTC has approved a roster of 69 lecturers. Nine new DLs will begin two-year terms in July 2019. 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.

#### **E. RP Committee Report (Attachment E)**

The following was reported by Derek Crowe, RP Committee Chair.

It was moved by Mr. Phelan

- (12) RP Committee recommends to Members Council that the following regional RP goals be approved for 2019-20.

#### **Regional Goals for RP 2019-20**

<b>Region</b>		<b>Goal</b>
I		\$212,000
II		\$196,000
III		\$206,000
IV		\$191,000
V		\$139,000
VI		\$180,000
VII		\$144,000
VIII		\$452,000
IX		\$270,600
X		\$199,500
XI		\$173,000
XII		\$153,000
XIII		\$50,100
XIV		\$5,800
RAL		\$28,000
<b>Total</b>		<b>\$2,600,000</b>

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

It was moved by Mr. Phelan

- (13) RP Committee recommends to Members Council that ROB 2.422, Research Promotion Committee, be revised as follows:

2.422.002 Membership:

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: This revision brings the ROB in line with the changes made to the structure of the Research Promotion Committee as voted by Members Council at the 2018 Annual Meeting in Houston.

Fiscal Impact: None.

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

AI 5 Staff to send Motion 13 to SRC before sending it to the BOD for approval.

It was moved by Mr. Phelan

- (14) RP Committee recommends to Members Council that ROB 2.422, Research Promotion Committee, be revised as follows:

2.422.003 Operation:

2.422.003.1 General Requirements:

Honor Rolls of contributors shall be published annually. (85-06-27-29/86-06-25-23/89-02-02-50)

- A. The Honor Roll for corporate contributions shall be restricted to investors of ~~\$150.00~~ \$500.00 or more. (85-06-27-29/86-06-25-23/89-02-02-50/99-01-28-83)
- B. The Honor Roll for individual contributors shall be restricted to investors of ~~\$100.00~~ \$150.00 or more. (89-02-02-49A/99-01-28-83)

Background: This revision updates the RP Campaign Honor Roll minimum gift level, as voted and accepted by the RP Committee at the 2019 Winter Meeting in Atlanta.

Fiscal Impact: None.

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

AI 6 Staff to send Motion 14 to SRC before sending it to the BOD for approval.

It was moved by Mr. Phelan

- (15) RP Committee recommends to Members Council that the revisions as shown in Attachment E/B, Manual of Procedures for Research Promotion Committee be approved.



Background: These revisions bring the MOP in line with the changes made to the structure of the Research Promotion Committee as voted by Members Council at the 2018 Annual Meeting in Houston. Further revisions reflect the updated Honor Roll minimum donations (as of July 1, 2019) and the additions of named ASHRAE giving societies already recognized by Society.

Fiscal Impact: None.

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

**F. Membership Promotion Committee Report (Attachment F)**

The following was reported by Michelle Swanson, Membership Promotion Committee Chair.

It was moved by Mr. Lavitt

- (16) That Society consolidate electronic mailings into a weekly email published by the marketing department, regarding all industry news relevant for the week.

Background: The last survey sent to ASHRAE new members indicated that people feel they receive too many emails from ASHRAE (see list below). When we send our members too many emails, it results in the dilution of all news which negatively affects the desired result of keeping our members involved. However, if all the emails relevant for that week were submitted, then consolidated by the ASHRAE marketing staff into one email with several links to all subjects, it may increase the opening rate. It is possible that our members will receive more ASHRAE information by implementing this consolidated format. Additionally, the member could click on subjects of interest which may deter members from electing to “unsubscribe” to ASHRAE emails. The weekly email could be formatted to be visually pleasant with icons imbedded with links on which to click. The emails to consolidate would be from the following sources:

- eSociety (Sent monthly to all 57,000 members)
- Government Affairs Update (Sent bi-weekly to an estimated amount of 3,000 people)
- Digital Journal. (Sent monthly to members and subscribers, estimated 40,000 people)
- HPB Magazine (Sent monthly to subscribers and members, estimated 63,000 people)
- HVAC&R Industry (Sent weekly to an estimated amount of 93,000 people)
- ASHRAE Journal Newsletter (Sent monthly to an estimated amount of 60,000 people)
- Keynotes – (Sent monthly to volunteers only, estimated amount of 800 people)
- YEA Connection (Sent quarterly to members under 35 to an estimated amount of 12,000 people in June, September, December and March)
- Student News (Sent bi-monthly to Student Members only, estimated amount of 6,000 people)

Fiscal Impact:

**MOTION 16 FAILED.** (efforts would not minimize the amount of emails members receive) (2-17-2-1, chair not voting)

It was moved by Mr. Lavitt

- (17) That the ASHRAE Bylaws, Article II, be amended to change the print grade “Member” to “Senior Member.”

Background: Upgrading the ASHRAE membership grade is a PAOE point as well as a main agenda

item for the Chapter MP Chairs. However, the explanation of the capital “M” Member category is often convoluted, and the members have trouble understanding why they should upgrade because they are already a “member.” Internationally, the distinction between Associate and Member is extremely important, so the member grade and the advancement is a vital piece of our Society, but to simplify the process and emphasize the importance of the title, we propose the current “Member” grade be renamed to “Senior Member.” This is a general term that manufacturer representatives, contractors, consultants, architects, and other facets of our society can easily identify with as a prestigious title to recognize our members for acquiring the professional experience within the HVAC industry and their dedication to the ASHRAE Society. All other member grades would remain the same as currently.

Fiscal Impact: Zero.

**MOTION 17 PASSED.** (16-3-2-1, chair not voting)

AI 7 Staff to send Motion 17 to the BOD during Kansas City meeting.

It was moved by Mr. Lavitt

- (18) That the Membership Promotion Manual of Procedures be revised to remove the Green Ribbon Award.

Background: The Green Ribbon Award was to honor the highest number of online transactions, which is no longer relevant in the 21<sup>st</sup> century. The red-lined, revisions are attached as Appendix A of the MP Committee report.

Fiscal Impact: Approximate savings of \$120.

**MOTION 18 PASSED.** (21-0-1, chair not voting)

It was moved by Mr. Lavitt

- (19) That a new award be created titled “Limelight Award,” for the MP Chair for each region with the highest net positive growth on a percentage basis. The award will be awarded at the CRC at each region.

Background: The creation of this new award is intended to recognize the efforts of chapter chairs with the highest membership growth. There isn’t currently an award to recognize the chapters with the highest chapter growth. Having the award based on a percentage basis will provide an equal opportunity for small and large chapters to compete on a level playing field. This new award will provide an opportunity to recognize chapters solely on a percentage growth basis. We recommend a thermally insulated travel mug that has the name of the award and the ASHRAE logo as the award. Actual award will be chosen by the ASHRAE Membership Promotion Staff based on budget.

Fiscal Impact: Approximately \$450.

**MOTION 19 PASSED.** (21-0-1, chair not voting)

It was moved by Mr. Lavitt

- (20) That Society review the reasons why emails from society sent via the external mail client have been black listed by many commercial spam filters.



Background: The MP Committee has heard from a number of members that they do not receive emails from society such as press releases and newsletters due to corporate spam filters used by their company.

**MOTION 20 PASSED.** (20-0-2, chair not voting)

The information items below were reported (see detailed report in Attachment F).

**Information Items:**

1. The Committee requested Membership and Marketing staff to create an annual campaign that utilizes Connect a Colleague and to provide a free Winter Meeting registration for a referrer and a referee that joins ASHRAE as a new member.
2. The Committee is actively investigating how to build the value proposition for members and will be seeking input from a variety of members and will ask to work with other ASHRAE groups that control aspects of the ASHRAE member experience. These include the Finance Committee, Publication & Education Council, and various Ad Hoc Committees that Membership Promotion does not have representation.

**G. Student Activities Committee Report (Attachment G)**

The following was reported by Adam Davis, Student Activities Committee Chair.

**Postponed Motion 13 (01/15/2019):**

It was moved by Mr. Lavitt

- (21) That the Student Activities Manual of Procedures (MOP) be modified to include updates to committee roles, subcommittee responsibilities, and the addition of Centralized Training at the annual meeting.

Background: Since the Student Activities Standards Committee Manual of Procedures (MOP) was last modified, the committee's goals and objectives have changed so the document needed an update to ensure it matched the information provided on the website. Track changes to the MOP can be viewed in Attachment F/A.

Fiscal Impact: None.

It was moved by Mr. Glesne and seconded

- (21A) That Motion 21 be amended to remove the words "annual meeting."

Mr. Macauley commented that it is up to the committee to determine where centralized training takes place.

**MOTION 21A (TO AMEND) FAILED.** (2-20-0, chair not voting)

- (21B) That the Student Activities Manual of Procedures (MOP) be modified to include updates to committee roles, subcommittee responsibilities, and the addition of Centralized Training at the annual meeting.

**MOTION 21B PASSED.** (unanimous voice vote, chair not voting)

The information items below were reported (see detailed report in Attachment G).

**Information Items:**

1. As of May 31, 2019 ASHRAE had 8,067 student members. The number of student members at this same time in previous years is shown below.
  - 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
2. There were 63 Design Competition projects submitted this year: 22 Design Calculations; 9 System Selection; 8 ISBD; and 3 Applied Engineering Challenge. 29 Design Competition submissions were judged at Society level with 2 considered as Rising Stars. The winners of each category were selected and will be notified in early August. The information for the 2020 Design Competition is posted on the website.

**H. Young Engineers in ASHRAE (YEA) Committee Report (Attachment H)**

The following was reported by Stephanie Kunkel, Young Engineers in ASHRAE Chair.

It was moved by Mr. Clarke

- (22) That Members Council present all ASHRAE Regions with the option to host a SmartStart Weekend (SSW).

Background: A Regional program, SmartStart Weekend (SSW), is proposed to increase ASHRAE's local and therefore overall Student membership retention rate. The retention rate of post-high students is at 7%, and Society has seen a decreasing trend in this metric in recent years. SSW would be a program that is run, funded, and administered by each Region in order to develop current student members, who are the future ASHRAE leadership. While not specifically required, it is the intention of this program to prepare these student members with their upcoming duties and expectations as a leader through direct interaction current ASHRAE volunteers. Additional detail attached.

Fiscal Impact: No cost to Society. Each Region would take on the funding themselves, estimated to be between \$5,000 – \$15,000.

It was moved by Ms. Jensen and seconded

- (22A) That Motion 22 be amended to remove the word “present” and replace with “provide.”

**MOTION 22A (TO AMEND) PASSED.** (21-0-0-1, chair not voting)

- (22B) That Members Council ~~present~~ provide all ASHRAE Regions with the option to host a SmartStart Weekend (SSW).

**AMENDED MOTION 22B PASSED.** (21-0-0-1, chair not voting)

The information items below were reported (see detailed report in Attachment H).

**Information Items:**

1. The YEA Committee submitted a new YEA award to the H&A Committee in Kansas City for inclusion at the Plenary. The YEA Inspirational Leader Award is intended to replace the New Faces of Engineering Award.
2. The following 4 Leadership U participants attended the 2019 Annual Conference and shadowed the Society Vice Presidents:
  - Kirsten Burk, National Capital Chapter (Julia Keen)
  - John Constantinide, Spacecoast Chapter (Farooq Mehboob)
  - Anuj Gupta, ASHRAE Deccan Chapter (Mick Schwedler)
  - Randy Reed, Idaho Chapter (Dennis Knight)
3. YEA increased its membership by 11.2% from a goal of 15% and are up to 11,689 YEA members. The SmartStart student transfer rate is up 7% compared to last year. The Committee will continue to send personalized emails to Student members 1-2 weeks before their renewal date.
4. The 2019 YEA Leadership International will be held November 15-17 in Dubai, UAE. The goal is to have 30 attendees. YEA will be working with other associations to encourage attendance and ASHRAE membership.

**7. Members Council Subcommittee Reports****I. Planning Subcommittee Report**

The following was reported by Robin Bryant, Planning Subcommittee Chair.

- **2019 Spring CRC Motions**

It was moved by Ms. Bryant

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

- (23) That the Membership Promotion Committee of Society shall establish a plan and procedure to begin collecting payment of local Chapter dues from all Life members assigned to the Chapter; and that these dues be collected on an annual basis at the time of the Life members' prior renewal notice. The money collected shall be included with the dues regularly delivered to each Chapter for all other dues paying members.

Background: It is very difficult for a Chapter to collect dues from Life members. The reason is that many believe that by obtaining Life member status this excludes them from paying these dues since Society dues are waived.

These funds are critical to the operation of each chapter and seeking payment at the Chapter level has proven difficult and often created tension between the Chapter and the Life member. Collecting these dues at the Society level would increase funding to each Chapter and help maintain a positive



relationship between Chapters and their longest serving members.

Fiscal Impact: Is unknown, but assumed that it is minimal as it would require minor changes to the membership renewal page and/or forms, and likely involve work for Society's Information Technology group.

It was determined that approximately 6,000 Life Member dues notices are sent out every three years. This would increase the fiscal impact of sending an additional 6,000 dues notices each year. Chapter dues are optional for all members, Life Members are exempt from paying annual dues and fees per the ASHRAE Bylaws.

**MOTION 23 FAILED.** (0-21-0-1, chair not voting)

AI 8 Staff to report results of Motion 23 to the Central Oklahoma Chapter and publish on the website.

It was moved by Ms. Bryant

Region XI (Oregon Chapter) – CRC Motion 7:

(24) That Society Government Affairs Office write a letter urging the US President to submit the Kigali Amendment to the Montreal Protocol to the US Senate for ratification.

Background: See CRC Motion 8 (Motion 25 below), for background content.

Fiscal Impact: Unknown.

It was moved by Ms. Bryant and seconded

(24A) That Motion 25 be referred to the Government Affairs Committee.

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

AI 9 Staff to refer Motion 24 to the Government Affairs Committee for consideration.

AI 10 Staff to report status of Motion 24 to the Oregon Chapter and publish on the website.

It was moved by Ms. Bryant

Region XI (Oregon Chapter) – CRC Motion 8:

(25) That Society add "Advocate phaseout of HFC refrigerants in the United States" to the 2019-2020 Public priorities list.

Background: Finalized in 1987 and ratified by the United States and Canada in 1988, the Montreal Protocol was an international agreement that phased out the use of ozone-depleting substances, including many common refrigerants. The most common class of replacement refrigerants are known as HFCs (hydrofluorocarbons), and are among the most commonly used refrigerants to date. HFCs are not ozone-depleting substances, but in recent years have been identified as significant greenhouse gases, with global warming potential (GWP) from 140 to 11,700 times that of carbon dioxide (over a 100-year lifespan).

In 2016, the Kigali Amendment to the Montreal Protocol aimed to use the framework of the existing Protocol to regulate and eliminate HFCs from global use. In the face of global temperature rises of over



2C, the international community recognized that HFC phase out could be the single most effective action the world could take to reduce the impacts of global climate change.

Fifty three countries have ratified the Kigali Amendment to date, including Canada. The phaseout timeline of the Amendment began in January of 2019, and countries who have ratified are beginning to phase HFCs out of use.

The United States has not yet ratified the Amendment. The United States participated in the Summit, and the EPA appeared poised to regulate HFCs, issuing a 2016 rule after the Kigali summit that would have extended the EPA's authority over certain air pollutants to include HFCs (allowing regulation of leakage and refrigerant management). However, in 2018, judges ruled that the EPA had overstepped its bounds in using the Clean Air Act to regulate HFCs, and the future of HFC regulation and phaseout in the US is uncertain.

**ASHRAE has previously written position papers and provided commentary in support of responsible refrigerant management.<sup>1</sup>**

In 2018, the EPA proposed revisions to Clean Air Act rules that would have required refrigerant management for only ozone-depleting refrigerants (not HFCs). In November of 2018, ASHRAE provided comments indicating support for regulatory management of all refrigerants (including HFCs) and urging the EPA to reconsider the proposed action.<sup>2</sup>

In ASHRAE's 2018 position document on refrigerants, ASHRAE recommended the following efforts for governmental and nongovernmental institutions:

- “Develop relevant measures that promote the use of lower total system GWP (refrigerant charge multiplied by the GWP of the refrigerant) and energy-efficient HVAC&R systems.
- Introduce procedures and guidelines, working with the United Nations Environmental Programme (UNEP) and other organizations and regulatory bodies, to enable sustainable procurement policies that promote the deployment of lower total system GWP refrigerants and their responsible use while commissioning, operating, and servicing HVAC&R systems.<sup>3</sup>”

In June of 2018, ASHRAE published the “ASHRAE Position Document on Climate Change” that outlined ASHRAE's position and recommendations. The position document states:

“ASHRAE holds the following strong positions:

- Climate change is the most formidable environmental challenge ever faced by society.....
- **ASHRAE members and staff should become actively involved worldwide with policy-setting entities to encourage sound, balanced, and innovative actions to address long-range environmental problems and the conditions that result from them.”<sup>4</sup>**

ASHRAE actively supports the research of alternative refrigerants to HFCs, including mildly flammable refrigerants that are a direct substitute for high-GWP HFC refrigerants.

**HFC phaseout is an important step to reducing the impact of global climate change.**

Recent studies indicate that global HFC phase out could result in avoided 0.5C of warming.<sup>5</sup> This action alone could be the “largest temperature reduction ever achieved by a single agreement.”<sup>6</sup>

**These actions are in line with ASHRAE's mission, and ASHRAE members and constituents are in favor of HFC phase out.**

ASHRAE members and volunteers are in support of HFC phase out. A coalition of 32 HVAC company executives submitted a letter in May of 2018 urging the President of the US to submit the Kigali Amendment to the US Senate for ratification.<sup>7</sup>

<sup>1</sup><https://www.ashrae.org/File%20Library/About/Government%20Affairs/Public%20Policy%20Resources/ASHRAE-Comment-Letter-on-EPA-Section-608-Proposal-FINAL.pdf>

<sup>2</sup><https://www.ashrae.org/File%20Library/About/Government%20Affairs/Public%20Policy%20Resources/ASHRAE-Comments-on-EPA-Refrigerants-Proposed-Rule.pdf>

<sup>3</sup><https://www.ashrae.org/File%20Library/About/Position%20Documents/Refrigerants-and-their-Responsible-Use.pdf>

<sup>4</sup><https://www.ashrae.org/File%20Library/About/Position%20Documents/ASHRAE-Position-Document-on-Climate-Change.pdf>

<sup>5</sup><https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2700150/>

<sup>6</sup><https://www.theguardian.com/environment/2016/oct/15/climate-change-environmentalists-hail-deal-to-limit-use-of-hydrofluorocarbons>

<sup>7</sup>[http://www.r744.com/articles/8324/hvacand\\_r\\_firms\\_urge\\_trump\\_to\\_refer\\_kigali\\_amendment\\_to\\_senate](http://www.r744.com/articles/8324/hvacand_r_firms_urge_trump_to_refer_kigali_amendment_to_senate)

Fiscal Impact: Unknown.

It was moved by Ms. Bryant and seconded

(25A) That Motion 25 be referred to the Government Affairs Committee.

**Motion 25A (TO REFER) PASSED.** (unanimous voice vote, chair not voting)

AI 11 Staff to refer Motion 25 to the Government Affairs Committee for consideration.

AI 12 Staff to report status of Motion 25 to the Oregon Chapter and publish on the website.

It was moved by Ms. Bryant

Region XI (Regina Chapter) – CRC Motion 10:

(26) That the DRC present CRC Motion 9 above at the Board meeting on June 26, 2019.

Background: To expedite the process through Members Council and the Board.

Fiscal Impact: None.

**MOTION 26 FAILED.** (the motion is not procedural and it is incorrect to instruct the council on what to do with a motion) (0-21-0-1, chair not voting)

AI 13 Staff to report the results of Motion 26 to the Regina Chapter and publish on the website.

It was moved by Ms. Bryant

Region II (Montreal Chapter) Motion 6 (11/8/2018):

(27) That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc.

Background: Many chapters are currently managing their own events through a local provider of web platforms (like <http://www.simplesignup.ca/> or <https://www.eventbrite.ca>). There are tangible and measurable benefits to using such platforms; efficiency, reliable accounting, 24-7 availability, simplified tracking of attendees... Bigger and richer chapters can more easily afford the fees associated with these web platforms. Smaller, poorer chapters are likely not benefiting from this technology because the fees are prohibitive.

Additionally, keeping these local web platforms updated with the latest information available on the society membership database is very time consuming and costly. Again, larger, richer chapters, like those in Montreal, Quebec City or Ottawa, have hired a paid staffer to help manage the platform because they could not rely solely on volunteers. Security and access to personal information are also a serious concern. Information gets manipulated and shared over several locally run platforms, and the security of members' personal data may be at risk. Seeing as ASHRAE's leaders have recently recognize that our technical society should manage our volunteers' time more responsibly; this motion represents an excellent opportunity to improve on this goal.

A centrally run web platform would provide many advantages; let's highlight two. 1) Economy of scale: by pooling local and regional resources into a central, international web platform, the chapters would be saving a lot more money than society would spend (society could in turn find an elegant and simple way to share the cost among the growing number of participating chapters). 2) Efficiency: managing events, collecting fees to attend these events and tracking attendees are all very time-consuming activities; a central web platform would assuredly be easier to run and take up a lot less of the precious volunteers' time. A lesser benefit would be the improved reporting by the chapters to society on membership issues. There would be a far greater incentive on the part of the chapter officers to accurately and quickly report membership information up to society if the chapters could see an immediate and accurate database integrated into their chapters' events and activities.

Fiscal Impact: YES, important reduction in operations costs at the chapter level; but unknown.

Ms. Bryant reported that the above motion was referred to the Electronics Communications Committee (ECC) prior to this meeting. ECC received similar motions in the past. Based on the previous motions and their similarity, ECC has made available on the ECC page of [ashrae.org](http://ashrae.org) a whitepaper entitled *Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication* containing a list of online tools and resources available to, and currently used by, chapters. ECC notes that this and similar requests for online tools to be used by chapters are reoccurring requests from chapters and therefore, despite the large expense would be open to considering it, however, ECC feels that this is still best addressed at the Chapter level, and not by Society, so recommends at this time that the chapters refer to the guidance currently available from ECC.

**MOTION 27 FAILED.** (0-20-1-1, chair not voting)

AI 14 Staff to report results of Motion 27 to the Montreal Chapter and publish on the website.

- **ROB and ASHRAE Bylaws**

It was moved by Ms. Bryant

(28) That the ASHRAE Society Bylaws (SBL) and ROB be amended as follows:

- A. SBL 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 petition signed by not fewer than ~~fifty~~ 1/2 of 1% of the members eligible to vote. No more than 50% of the petitioners belonging to any single region shall count towards the required minimum. The minimum number of members eligible to vote shall be based on the Society's membership roster as of the first day of the Society year. Upon presentation of such nominations by petition 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.

Ms. Bryant reported that the above motion was reviewed by the Society Rules Committee (SRC). Allowing 1/2 of 1% of the vote will require a minimum of 250 petitioners.

**MOTION 28 PASSED.** (21-0-0-1, chair not voting)

AI 15 Staff to send Motion 28 to the BOD for approval during the Kansas City meeting.

It was moved by Ms. Bryant

(29) That ROB 3.300.001 Board of Directors Elections be revised as shown below.

B. ROB 3.300.001 Board of Directors Elections

C. Nomination

Members of the Board of Directors, including officers, are nominated by the Society Nominating Committee and elected by the membership.

1. The Nominating Committee, consisting of members selected by the Regions and members elected by the Board of Directors, shall select candidates for elected officers and members of the Board of Directors. (SBL 7.6) Nominations may also be made in writing by petition signed by not fewer than ~~50 one hundred~~ members eligible to vote with no more than 50 petitioners belonging to any single Region of ASHRAE not less than 120 days prior to the first session of the Annual Meeting. (SBL 3.3)

Ms. Bryant reported that the Planning Subcommittee determined that the ROB cannot be revised until bylaws are approved. If Motion 29 is approved, then it automatically updates the ROB which becomes a housekeeping issue.

**MOTION 29 FAILED.** (0-21-0-1, chair not voting)

It was moved by Ms. Bryant

- (30) That SBL Article V, Officers be revised to include two subparagraphs under each officer's description to include the qualifications and duties required of the Member serving in the position:

A. Section 5.3 President.

Section 5.3.1 – Qualifications: The ASHRAE President is selected by automatic succession from the current office of President-Elect. Therefore, the only qualification to serve as ASHRAE President shall be to have served as the immediate past President-Elect.

Section 5.3.2 Duties and Responsibilities: The President shall have general direction of the affairs of the Society, and general supervision over its several officers, subject, however, to the control of the Board of Directors. The President shall, at each annual meeting and from time to time, report to the members and to the Board of Directors all matters within the President's knowledge which the interest of the Society may require to be brought to their notice; shall preside at all meetings of the members and at all meetings of the Board of Directors; and in general shall perform all duties incident to the office of President and such other duties assigned by the Board of Directors or prescribed by these Bylaws.

B. Section 5.4 President-Elect.

Section 5.4.1 – Qualifications: The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office.

Section 5.4.2 Duties and Responsibilities: If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of his/her immediate predecessor. If the time served is less than six months, he/she shall also serve as President for the next Society year. If the President-Elect dies, resigns, is removed from office or becomes President in accordance with the foregoing provisions, the office of President-Elect shall remain vacant until the next annual meeting of the Society. If there is a vacancy in the offices of both President and President-Elect, the Treasurer shall act as President until the next annual meeting of the Society. The President-Elect shall perform all duties assigned by the Board of Directors or prescribed by these Bylaws.

C. Section 5.6 Treasurer.

Section 5.6.1 – Qualifications: To serve in the office of Treasurer the person shall have held the membership grade of Member, or higher grade as stated in SBL Section 4.2 for a minimum of 10 years and have completed a term in the office of society Vice-President for one full society year within the previous 5 society year.

Section 5.6.2 Duties and Responsibilities: The Treasurer shall have custody of the funds of the Society and the Society's books of account, which shall be open to the inspection of any member of the Board of Directors. The Treasurer shall chair the Finance Committee.

D. Section 5.7 Vice Presidents.

Section 5.7.1 – Qualifications: To serve in the office of Vice-President the person shall have held the membership grade of Member, or higher grade as stated in SBL Section 4.2 for a minimum of 8 years, have completed one full term (3 years) on the Board of

Directors as a Director and Regional Chair (DRC) or Director At Large (DAL) within the previous 5 society years.

Section 5.7.2 Duties and Responsibilities: There shall be four society Vice-Presidents. The Vice Presidents shall perform the duties assigned by the Board of Directors.

Ms. Bryant reported that having limitations in the proposed descriptions for the positions could cause problems later in Section 5.3. The qualifications are in the ROB's and should not be a bylaws change.

**MOTION 30 FAILED.** (0-21-0-1, chair not voting)

It was moved by Ms. Bryant

(31) That ROB 1.120, Bylaws be revised as follows:

- 1.120 BYLAWS
- 1.120.001 General Requirements
- 1.120.002 Amendments (64-10-09-11)

Amendments to the bylaws of the Society shall be voted by the membership at any annual, winter or special meeting of the Society as defined in SBL Section 3.1 and as provided in the SBL Section 3.3 the Annual Meeting of the Society, except by special direction of the President.

**MOTION 31 PASSED.** (unanimous voice vote, chair not voting)

AI 16 Staff to send Motion 31 to Society Rules Committee as a housekeeping item for inclusion in the ROB's.

It was moved by Ms. Bryant

(32) That ROB 3.300.001, Board of Directors Elections be revised as follows:

**B. Qualifications**

1. Only Fellows, Life Members and Members shall be eligible for election as voting members of the Board of Directors.
2. Candidates for consideration as officer or director shall have ~~attained the grade of Member at least five years before the date of election~~ qualifications as provided below in the Bylaws.
3. In addition to Section 3.300.001.B.1 and Section 3.300.00.B.2, candidates for consideration as the Society President-Elect shall have previously served in the office of Society Treasurer or Society Vice President.
4. In addition to Section 3.300.001.B.1 and Section 3.300.001.B.2, candidates for consideration as the Society Treasurer shall have previously served in the office of Society Vice President.
5. Candidates for consideration as Society Vice President shall have previously serve on



the Board of Directors.

**C. Nomination**

Members of the Board of Directors, including officers, are nominated by the Society Nominating Committee and elected by the membership.

1. The Nominating Committee, consisting of members selected by the Regions and members elected by the Board of Directors, shall select candidates for elected officers and members of the Board of Directors. (SBL 7.6) Nominations may also be made in writing by petition as provided in the Bylaws ~~not fewer than 50 members eligible to vote not less than 120 days prior to the first session of the Annual Meeting.~~

Background:

1. That for the first time since the Certificate of Consolidation (COC) was filed in 1959 in the State of New York, USA, SBL Section 3.3 has been exercised by the members to nominate a candidate for society Vice-President by writing (petition) signed by no fewer than 50 members to be placed on the ballot for this year's elections in addition to the candidates put forth by the society Nominating Committee.
2. By exercising this option for nominating candidates for Officers of Society, other than Society President, namely for the offices of society President-Elect, society Treasurer and the society Vice-Presidents, it has pointed out some potentially unforeseen conditions and ramifications that may have not been considered by the authors and signatories to the COC in January of 1959 including, but not limited to the points enumerated below.
3. That the COC, the ASHRAE Society Bylaws (SBL) and the ASHRAE Rules of the Board (ROB) are silent with respect to the qualifications required for a person to be considered a candidate for officer of Society and, if elected, serve as ASHRAE's President-Elect, Treasurer and Vice President. This group, along with the Society President and the Society Secretary, a non-voting member defined in SBL Section 5.3, is most often referred to as the ASHRAE Executive Committee or ExCom for short (SBL Section 7.3 – Executive Committee).
4. 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).
5. That ASHRAE Society Membership is nearly 4 times the number of members as it was in 1959 when the COC was filed and that SBL 3.3 should require more than 50 members to nominate a candidate for a position as an officer of society and it should also require that the nominee to be proposed by members in more than a single Region, however, the number of signatures should not be so onerous as to discourage members from exercising this option or require a number of signatures greater than the number of signatures or votes required to actually affect a change in the SBL (see SBL Section 12.1).
6. 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.
7. That the Nominating Committee Manual of Procedures (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.

8. That ASHRAE is a Not-For Profit Corporation registered in the State of New York, USA with annual revenues of more than \$20 million dollars (US) and having even greater assets and that the BOD of that Corporation 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.
9. That no corporation, public or private, for profit or not-for-profit, would or should open the determination of its highest levels of governance, leadership and fiduciaries up to the “free-for-all” open democratic nomination and election process that the SBL Section 3.3 and the two proposed motions would allow without explicit qualifications for the persons being nominated for the positions of society President-Elect, Treasurer and the Vice- Presidents being defined. This would not be considered a sound nor prudent business practice under any stretch of the imagination.
10. That qualifications for the offices of President-Elect, Treasurer and the Vice-Presidents should be included in the Society’s most fundamental and highest ranking governing document, the Society Bylaws.

Fiscal Impact: Staff administrative time and the cost of mailing notice to all of society members at their last known address as provided in the SBL for any proposed change in the Bylaws.

**MOTION 32 PASSED.** (21-1-0, chair not voting)

AI 17 Staff to send Motion 32 to the BOD for approval during the 2019 fall meeting; motion was reviewed by SRC.

- **CRC Motions and Nominating Committee Ad Hoc Responses**

It was moved by Ms. Bryant

Region VI (Illinois Chapter) – CRC Motion 1.2:

- (33) 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.

Ms. Bryant reported that a similar motion was approved by the Nominating Ad Hoc Committee but was later defeated by the full Nominating Committee during the 2018 Annual Meeting in Houston.

**MOTION 33 FAILED.** (0-22-0, chair not voting)

AI 18 Staff to report the results of Motion 33 to the Illinois Chapter and publish on the website.

It was moved by Ms. Bryant



Region VI (Illinois Chapter) CRC Motion 2:

- (34) 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).

Ms. Bryant reported that the above motion was discussed by the Nominating Ad Hoc who believed that a change should not be made at this time.

**MOTION 34 FAILED.** (0-22-0, chair not voting)

AI 19 Staff to report results of Motion 34 to the Illinois Chapter and publish on the website.

It was moved by Ms. Bryant

Region XII (Southwest Florida Chapter) – 2017 CRC Motion 28:

- (35) 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.

Ms. Bryant reported the intent has been addressed. The Nominating Ad Hoc Committee discussed the topic of DALs being nominated by Technology council. The Ad Hoc recommended specifically asking Technology Council for nominees to be considered. This was passed by the full Nominating Committee at the 2018 Annual Meeting in Houston. The Ad Hoc did not discuss adding people to the committee.

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

AI 20 Staff to report the results of Motion 35 to the Southwest Florida Chapter and publish on the website.

- **Planning Subcommittee 2018-19 MBOs**

**MBO 1:** Assess Members Council programs to determine if programs are still viable and valuable to ASHRAE members; determine why ASHRAE continues to invest in them. Value proposition of programs: Centralized Training, YEA Leadership Weekend, Distinguished Lecturers Program, etc. (Preliminary report due Thursday, January 10, 2019 before

Sunday's BOD meeting; draft is due in March; and final report due 2019 Annual Meeting)  
**(Complete: the final report was submitted during the winter conference in Atlanta)**

**MBO 2:** [Tyler Glesne, Ron Gagnon, Chris Gray and Robin Bryant ] Review membership trends, especially full dues paying members; develop strategies and determine an effective process of membership retention; getting and keeping new members after they join.  
(Due: 2019 Annual Meeting)

Ms. Bryant reported the Planning Subcommittee felt that MBO 2 should be addressed by the Membership Promotion Committee and Membership Model Ad Hoc Committee since they are working on other programs of this nature. The Subcommittee Chair had discussions with MP and felt they are on the right track, therefore, this subcommittee should not try to reinvent the wheel.

**MBO 3:** [Dimitris Charalambopoulos, Dan Rogers and Robin Bryant] Simplify process for building Chapters outside the US and Canada. MCO is too detailed and can be overwhelming, change focus to develop ways of what to do in Year 1, Year 2, etc. Develop a flyer that quickly explains how to start a chapter. Consider options for starting out as a section and building into a chapter, e.g. Sections could be Phase 1 of creating new Chapters. (Due: 2019 Annual Meeting) **(Complete: see Attachment I)**

- **Information Items**

Ms. Bryant reported the following information items.

1. 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 2020 Winter Conference.
2. Motion 40 (11/8/2018) – Region XIV Hellenic Chapter:  
That ASHRAE provide centralized training on grassroots committees during Region IV and Region XIV Joint CRC 2019.

All grassroots committees responded but the Region IV and Region XIV Joint CRC was cancelled. Both regions will have their CRC separately. This motion was withdrawn.

- AI 21 Staff to report results of Motion 40 (11/8/2018) to the Hellenic Chapter and publish on the website.

- AI 22 3. Planning Subcommittee to combine CRC Motion 12 and CRC Motion 25 as shown below and make recommendation.

Region III (Hampton Roads Chapter) 2017 CRC Motion 12:

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. They 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) 2017 CRC Motion 25:

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.

*The Planning Subcommittee reports that the Nominating Committee is actively working on this and are taking a hard look at what can be done. The Nominating Ad Hoc discussed this topic and decided that the Nominating Committee did already choose the Chair and Vice Chair when they made the*

*nomination for President-Elect. This scenario also causes some timing issues that would need to be resolved.*

The following comments were noted by the subcommittee:

Macauley: The underline theme concerning nominations is to try and address the perception, making a change does not resolve the issue or perception with a new system. We need to find ways to make recommendations that will resolve the issues.

Rogers: Does not think the process is broken. There is a perception of conspiracy but does not think there is ill will. They bring enormous experience to the process.

Wayland: Explains the communal changes. There is an internal PR problem; should develop and explain the nominating process in video format.

Charalambopoulos: There should be a continuous improvement of the process; improving the process of ASHRAE. This is not fixing something that is broken.

Phelan: We need to educate members because they all have a voice.

Clarke: The membership is looking for a method of a nonautomatic election of chair for the committee.

Lavitt: Need to respond to the membership.

Glesne: Supports the intent. There needs to be a consolidated effort to resolve other issues. Determine the past president's role if they are not the chair. Combine into one concise motion.

Rieke: The intent is clear and is a move in right direction. There still needs to be work done. Either way, the past president serves on the Nominating Committee as a member. It is the full committee's choice of nominating the past president as chair or vice chair.

Gagnon: Need to prove that something is being done to have a sense of security. It may never use the condition but a process will be in place.

4. The following motion was tabled because a similar motion was presented by the Planning Subcommittee earlier in their report (*see Motion 28 above*).

Region XI (Regina Chapter) – CRC Motion 9:

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~~ 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: Under the current Bylaws, 50 members can sign a petition to submit a name for the ballot for Society positions. This was developed when Society first merged with ASHVE and

ASRE and membership was around 10,000 members. With 57,000 members today, the bar should be more appropriate to current Society levels but still make it achievable.

Fiscal Impact: None.

AI 23 Staff to report the results of CRC Motion 9 to the Regina Chapter and publish on the website.

## **J. Region Operations Subcommittee Report**

The following was reported by Doug Zentz, Region Operations Subcommittee Chair.

- **2019 Spring CRC Motions**

It was moved by Mr. Zentz

### Region VI (Minnesota Chapter) – CRC Motion 1:

(36) That the Society create a standard Chapter Climate Change Committee for climate change education, research and policy work.

Background: *(Note: the above motion was made on behalf of Beth Tomlinson, Chair of MN's Sustainable and Resilient Buildings Committee).*

For more than a decade, the Minnesota Chapter has successfully served our members' interests in climate change mitigation through a dedicated Sustainable Buildings Committee (now the Sustainable and Resilient Buildings Committee). While our committee works on state level climate change education, research and policy, we lack a national framework for growth, goals and networking on our specific activities. As ASHRAE's Climate Change PD states, ASHRAE strongly believes that "Climate change is the most formidable environmental challenge ever faced by society." Creating an official network of regional/state committees working specifically on climate change mitigation and adaptation will meet the Society's beliefs and recommendations that members should become active in regional-specific climate change research and education. Consider awarding PAOE points for the establishment and continuing operation of the Climate Change Committee.

Fiscal Impact: Negligible, volunteer based. Perhaps IT costs to modify website content?

It was moved by Mr. Zentz and seconded

(36A) That Motion 36 be referred to Technology Council.

**MOTION 36A (TO REFER) PASSED.** (unanimous voice vote, chair not voting)

AI 24 Staff to refer Motion 36 to Technology Council for consideration.

AI 25 Staff to report the status of Motion 36 to the Minnesota Chapter and publish on the website.

It was moved by Mr. Zentz

(37) That Region VI, Minnesota Chapter, CRC Motion 2 be referred to RP Staff.

### Region VI (Minnesota Chapter) – CRC Motion 2:

That Society cross reference the membership list when generating the RP Donor list.

Background: When reaching out to people on the RP donor list as a part of RP campaign, there are many occurrences when the individual is either no longer a member of ASHRAE or regrettably, is deceased.

Fiscal Impact: Fiscal impact is somewhat negligible compared to duplicated time implications.

**MOTION 37 (TO REFER) PASSED.** (unanimous voice vote, chair not voting)

AI 26 Staff to refer Motion 37 to RP Staff for consideration.

AI 27 Staff to report status of Motion 37 (CRC Motion 2), to the Minnesota Chapter and publish on the website.

It was moved by Mr. Zentz and seconded

Region XI (Alaska Chapter) – CRC Motion 6:

(38) That Society annually publish a comprehensive list of all chapter and regional membership volunteer training to include centralized trainings and leadership trainings available for Chapters in a single location. Training list to include dates, locations, times and reimbursable expenses. Training expenses to be covered by ASHRAE Society, Region and Chapter are to be clearly identified in the publication.

Background: Centralized trainings are important to allowing our Chapter Chairs and members to gain insight into how ASHRAE Society operates, meet Regional Vice Chairs and other members in their regions, and help Chairs and members understand the responsibilities of their roles. Historically, the information regarding training is found scattered throughout websites and passed on through emails. As a result many times with new members rotating into positions they are unprepared to attend trainings or are unaware of trainings. Chapters can better ensure new chairs and rotating members are prepared to attend trainings with advanced planning and Chapter budgets can more accurately account for training costs to be covered.

Fiscal Impact: Unknown.

It was moved by Mr. Zentz and seconded

(38A) That Motion 38 be referred to staff to develop a comprehensive list of training activities to publish on the website in one location.

**MOTION 38A (TO REFER) PASSED.** (unanimous voice vote, chair not voting)

AI 28 Staff to develop a comprehensive list of training activities to publish on the website in one location as indicated in Motion 38.

AI 29 Staff to report status of Motion 38 to the Alaska Chapter and publish on the website.

- **Refrigeration Ad Hoc Committee**

Doug Zentz, Dimitris Charalambopoulos, Richie Mittal and Essam Khalil to review referred Motion 47 (11/18/2018) from the Pakistan Chapter and make recommendation concerning reinstating Refrigeration Committee as a grassroots committee.



It was moved by Mr. Zentz

Region-At-Large (Pakistan Chapter) – Motion 47 (11/8/2018):

- (39) That the Refrigeration Chair be incorporated as a grassroots committee chair as indicated in the Region Operations Manual.

Background: According to IIR estimation refrigerated storage (warehousing) sector is 552 million meter cube with Billion (includes 1.5 Billion domestic type) and having a global sale of US\$ 300 Billion. As per Food & Agriculture Organization (FAO) study, 30 to 40% of food produced for human consumption is lost before it can even make it to the market in the developing world namely due to spoilage. Consequently the issue of food safety and health has become a priority for the government in the area of industry and research. It is therefore necessary to work closely with the industry and ensure corrective action initiated during the coming years. Appreciating the importance and necessity of promoting 'R' and giving its due place in HVAC&R, ASHRAE has taken many steps such as establishing a "Refrigeration Committee"(REF) at HQ level & creating a position of Refrigeration Chair at Regional and Chapter levels. CRC is an event which greatly helps this activity for the regions. It is therefore, important & necessary that the Refrigeration Chair is stipulated as a Grassroots Committee Chair.

**MOTION 39 FAILED.** (it was estimated that costs for transportation of Refrigeration RVCs and chapter chairs is \$75K) (0-21-1, chair not voting)

AI 30 Staff to report results of Motion 39 to the Pakistan Chapter and publish on the website.

- **International Multiple Address Lines**

(Action Item 15 01/19): It was determined that approved Motion 36 remain open to continue reviewing the process. This information was given back to the Publishing Services Staff to investigate. Region Operations Subcommittee to continue discussing Motion 36 (11/8/2018) from the Brasil Chapter to determine what process is needed for multiple address lines.

It was moved by Mr. Zentz

Region XII (Brasil Chapter) – Motion 22 (01/15/2019) / Motion 36 (11/8/2018):

- (40) That the online registration form be enhanced to include the appropriate international addressing requirements.

Background: The current method of data entry is not in alignment with the postal system of Brasil. The ASHRAE reports do not produce accurate data to locate our members. This is causing our members to not receive their handbooks and causing loss of members. There is also a financial cost to ASHRAE to have to replace lost materials.

Fiscal Impact: Develop a website platform + certificates, estimate U\$ 1,000. May save money by not having to replace materials.

**The following was reported by Publishing and Education Council:**

**PEC response**

This motion was initially referred to IT staff, who at a later point engaged David Soltis of PubEd staff because of his expertise in issues involving postage and shipping.

ASHRAE depends on multiple distribution carriers that distribute items to our Members. There is no single distribution carrier that can successfully meet ASHRAE's entire distribution needs. Each distribution network operates differently and has different requirements for their distribution network. ASHRAE must use a combination of all distribution carriers/network to meet its needs. Each distribution carrier has its own benefits and problems. No distribution carrier has a perfect track record or process for distribution being received to the end user. Publishing Services maintains a book's worth of information on each country's address variations that may or may not be completely followed within the country.

Staff reviewed each distribution carrier's requirements, all vendors that ASHRAE uses for distribution, the type of automated mailing equipment, the labeling methods, and how much data will fit onto a label without losing data. The conclusions are as follows:

- We are limited to two address lines to fit the only postage and shipping address labels and labeling equipment in use worldwide by all reliable, available carriers.
- 35 characters is the maximum for each line. This is the maximum that works with every distribution system as well as the labels and labeling equipment used.

If data exceed two lines or 35 characters per line, the address will not print on the label during the automated mailing process for different mailing types and/or different distribution carriers.

About 400 ASHRAE members reside in Brazil. Here is the cost information for Brazil distribution options:

#### **Current method:**

**USPS Standard Mail.** Magazines enter Brazil as USPS Standard Mail with a Brazil postal agent accepting the mail at the country post in Rio de Janeiro. Once accepted at Rio de Janeiro, the magazines are sorted to regional posts. If an address is not complete or has abbreviations, it is possible that the Rio de Janeiro Post may remove mail for non-delivery. At the regional post, the magazine would be sorted again to the local post with the sorting continuing until final distribution occurs. Mail has no priority for distribution. Mail is not trackable.

**ASHRAE Cost:** \$2.11 ea./\$844 per month

#### **Upgrade options:**

**USPS First Class Mail.** In this option, the time is reduced and the agreement of who is accepting the mail is between each country postal system. This mail has a priority to be sorted and distributed. If the address has address problems, the mail will still fall out of the sortation. Follows the same process of sorting for distribution. Some distribution could improve just because of the service priority, but not all distribution. Mail has priority for distribution. Mail is not trackable.

**ASHRAE Cost:** \$11 ea./\$4400 per month

**FedEx Envelope.** Magazines are no longer mail, but a package. The packages are subject to all customs rules with duties and taxes applying even if the package is marked printed materials. This process is using FedEx distribution network with alternate processes of email and phone contact for additional distribution instructions before distribution abandonment occurs with the package. Package has priority for distribution but does not use country's post. Package is trackable.

**ASHRAE Cost:** \$25 ea./\$10,000 per month



**Address Data Cleansing.** This process is complex and requires IT resources. Cost is \$300 plus review time before addresses are accepted back into our database. The process would include the following steps:

- Cleanse the data.
- Review the suggested data change with distribution vendors. This is the hard part as the data will come back with grades of cleansing: A B C levels.
- Have vendors explain why the address is wrong and what is right.
- Determine the best way to get the data back in NetForum--automatic or manual.
- Enter the data back into NetForum before the next circulation list is pulled.

**ASHRAE Cost:** \$300

**Recommendation:**

**Address Data Cleansing.** The recommendation is to pursue address data cleansing. It is believed that most member addresses are good but may need slight modifications. The focus would be on Brazil with active members who should be receiving ASHRAE Journal. Publishing, IT, and Member Services will cooperate in the effort, led by David Soltis.

**MOTION 40 PASSED.** (22-0-0, chair not voting)

AI 31 Staff to report results of Motion 40 to the Brasil Chapter and publish on the website.

- **Region Operations Subcommittee 2018-19 MBOs**

**MBO 4:** Determine the value of the Chapter Opportunity Fund; how are regions and chapters using the funds for their specific events and activities. (Due: 2019 Annual Meeting)

**Action:** An email was sent to the DRCs asking how the Chapter Opportunity Fund was used in their region for the past two years and how the funds were divided between the chapters. The criterion will be reviewed and a metric will be set up for each region to determine its overall value. After data is collected, Mr. Zentz will send a draft to the subcommittee to evaluate. (*Action Item 93 11/18*)

**(Complete – Attachment J)**

**Note:** The following Regions responded to the evaluation: II, V, IX, VIII-XII, XIII, XIV and RAL.

The average scoring was 77 out of 100 which overall is a very positive score from the feedback given regarding the chapter opportunity fund and supported activities by the regions. The evaluation took in account elements of all grassroots committee and the great value to ASHRAE members.

**MBO 5 Members:** Doug Zentz, Richie Mittal, Cheng Wee Leong, Essam Khalil, Dimitris Charalambopoulos:

Develop effective ways on how to support small dispersed Chapters outside the US and Canada. Investigate whether a different model is needed. (Due: 2019 Annual Meeting)

**Action:** The Region Operations Subcommittee to determine effective ways to support smaller dispersed chapters outside the US and Canada and illustrate how they can be helped. The DL Program, TCs, and remote participation will be evaluated. Richie Mittal to develop draft elements that supports smaller chapters. (*Action Item 94 11/18*) **(Complete – Attachment K)**

**MBO 6:** Develop effective ways of training chapter officers and committee chairs using available technology to reduce transportation costs; determine if centralized training is still viable or if all training should be done during CRCs. Determine participation trends and the factors that impact them. (Due: 2019 Annual Meeting) **(Complete – Attachment L)**

**Action:** The Region Operations Subcommittee to determine different options that could be used, such as collaborative opportunities, intensive training for RVCs, develop better tools for training, online training, TC and DL involvement and keeping it cost effective. Mark Tome will draft a response on ideas and send to subcommittee for comments. *(Action Item 95 11/18)*

**MBO 7:** Develop effective and enhanced guidelines for region and chapter transportation costs when participating at the chapter and regional level, e.g. guidelines for joint CRCs to include reimbursements and participation drivers. (Due: 2019 Annual Meeting)

**Action:** Steve Marek to work with Craig Wright (Director of Finance) and DRCs to determine actual budgets for regions. This will also help determine budgets in MBOs 4-6. *(Action Item 96 11/18)*  
**(Complete – Attachment M)**

- **Manual Subcommittee**

1. Action Item 16 (01/19): Richie Mittal, Scott Wayland and Doug Zentz to develop step-by-step guidelines needed for DRCs when dissolving chapters. After plan is developed, include in the Region Operations Manual. **(Open)**

Background: The DRC of Region VIII requested that the Chair of the Region Operations Subcommittee assign an ad hoc or Manual Subcommittee to develop a process and procedure for DRCs when changing or dissolving chapters. The DRC explained during his almost three year term he spent a lot of time trying to get the Shreveport Chapter back on its feet. Outside of the June 2013 Struggling Chapter document approved by Members Council, and what is currently in the MCO, there isn't a clear procedure on what needs or should be done to ensure that all dots are connected.

AI 32 Manual Subcommittee for next year, to review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO.

## **Section 12 of the Manual for Chapter Operations – Email Ballot**

**Action:** Manual Subcommittee to review the below responses from approved email ballot and make additional recommendations based on the following comments.

- Not enough clarification has been provided in the changes. The requirements should be established to meet the ROB, financial responsibilities, privacy of members, commercialism, etc. It is not fair to give open access as shown in the revisions and then pull it back as soon as it is issued; the optics are bad.
- Significantly more work needs to be done to ensure member privacy and financial responsibilities are adequately addressed. In the spirit of demonstrating goodwill towards ASHRAE international members, the vote was in favor but immediate attention should be given to the aforementioned concerns.
- In section 12.1.3 in the first sentence, the term "Chapter Section Committee" was used but was

stricken elsewhere. Since this is an electronic ballot, there was no ability to amend the motion.

Note: Because of the urgency of the email ballot request and since the majority voted in favor of the revisions, editing the language in the MCO will be easy to accomplish through the Region Operations Subcommittee.

It was moved by Mr. Zentz

- (41) Region Operations Subcommittee recommends that the revisions highlighted in Section 12, Chapter or Region Sections, of the MCO as shown in **Attachment N** be approved.

Background: The double underlines in Section 12 of the Manual for Chapter Operations were previously approved by a Members Council electronic ballot and is currently published in the MCO.

**MOTION 41 PASSED.** (unanimous voice vote, chair not voting)

AI 33 Staff to revise Section 12 of the MCO as indicated in Motion 41.

- **Direction Subcommittee**

It was moved by Mr. Zentz

- (42) Region Operations Subcommittee recommends that Appendix AK, CRC Best Practices of the CRC Manual be revised as shown in **Attachment O**.

Background: Steve Marek, Mark Tome, Chris Phelan, Cheng Wee Leong, Essam Khalil and Doug Zentz to review and compile the officers' evaluation reports from CRCs and determine best practices.

**MOTION 42 PASSED.** (unanimous voice vote, chair not voting)

AI 34 Staff to revise Appendix AK of the CRC Manual as indicated in Motion 42.

Mr. Zentz reported the following information items.

- **Information Items**

- AI 35 1. The following motion was referred to the Region Operations Subcommittee for their fall meeting:

Region VI (Madison Chapter) – 2019 Spring CRC Motion 3:

That Members Council lower the number of Nominating Committee members from 5 to “a minimum of 3” for all Chapters, effective for the 2019/2020 chapter calendar.

Background: Article VIII Section 8.3.1.1 of the Chapter Constitution and Bylaws, as directed by Society, requires the Nominating Committee consist of 5 members for a Chapter with greater than 50 chapter dues-paying members. For many years it has been a struggle in our Chapter to get 5 members on the Nominating Committee. Although our Chapter is considerably larger than 50 members, we have a core group of about 50 “active” members who volunteer for numerous committees and activities. Getting 10% of our active members to volunteer on one committee is stretching our resources.

Review of the PAOE points and committee description/responsibilities further reveals there is not enough work to warrant 5 members. The Madison Chapter has for many years accomplished the responsibilities with 3 or less committee members.  
Fiscal Impact: None.

AI 36 Staff to report status of CRC Motion 3 to the Madison Chapter and publish on the website.

AI 37 2. The following motion was referred to the Region Operations Subcommittee for their fall meeting:

Region XI (Alaska Chapter) – 2019 Spring CRC Motion 5:

That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head.

Background: The point would be equal to either other Officer or Committee Chair as a Section is considered a committee of the Chapters.

Fiscal Impact: None.

Vote: 11-0-0, chair not voting

AI 38 Manual Subcommittee to review award point structure.

AI 39 Staff to report status of CRC Motion 5 to the Alaska Chapter and publish on the website.

## 8. Other Business

A. Presentation: Certificates of Appreciation

Mr. Boyce presented certificates of appreciation to the outgoing RMCRs, outgoing committee chairs, and subcommittee chairs. He thanked them for their support and service to Members Council.

B. Passing of Gavel to Chuck Gulledge

At this time Mr. Gulledge presented the following items:

A. 2019-20 Members Council Subcommittee Appointments (**Attachment P**)

B. Members Council 2019 Fall Meeting – Atlanta Headquarters  
• Thursday, November 14 and Friday, November 15

## 9. Old Business

- A. Responses to Referred Motions from Members Council (**Attachment Q**)
- B. Status of Referrals from Members Council to Other Councils – (**Attachment R**)
- C. Review of Carryover Action Items (**Attachment S**)
- D. CRC Schedules (**Attachment T**, send updates to [vgrant@ashrae.org](mailto:vgrant@ashrae.org))

## 10. New Business

Mr. Gulledge announced the items below will be discussed at another time.

- A. Lean Assessment – Recommendation to Eliminate Transportation Caps
- B. Brief Description of Members Council 2019-20 MBOs
- C. Brief Description of 2019-20 Strategic Plan (**Attachment U**)
- D. Brief Description of Members Council Restructure
  - Electronic Communications Committee
  - Regional Historians

## **11. Adjournment**

Mr. Gulledge adjourned the 2019 Members Council Annual Meeting at 12:02pm.

### **Attachments:**

- A – Government Affairs Committee Report
- B – Conferences and Expositions Committee Report
- C – Honors and Awards Committee Report
- D – Chapter Technology Transfer Committee Report
- E – RP Committee Report
- F – Membership Promotion Committee Report
- G – Student Activities Committee Report
- H – Young Engineers in ASHRAE Committee Report
- I – MBO 3: Building Chapters Outside US and Canada
- J – MBO 4: Chapter Opportunity Fund
- K – MBO 5: How to Support Smaller Dispersed Chapters Outside the US and Canada
- L – MBO 6: Effective Ways of Training Chapter Officers and Committee Chairs
- M – MBO 7: Region and Chapter Transportation Costs
- N – Revisions to MCO, Section 12 (Chapter or Region Section)
- O – Revisions to CRC Manual, Appendix AK (Best Practices)
- P – 2019-20 Members Council Subcommittee Appointments
- Q – Responses to Referred Motions from Members Council
- R – Status of Referrals from Members Council to Other Councils
- S – Review of Carryover Action Items
- T – CRC Schedules
- U – 2019-20 Members Council Subcommittee Appointments
- V – 2019-20 Strategic Plan

## **GOVERNMENT AFFAIRS COMMITTEE**

Report to Members Council  
From Meeting of June 22, 2019  
Kansas City, Missouri

### **Members Present**

David Underwood, Chair  
Jim Arnold  
Dave Palty  
Chad Smith  
Terry Townsend  
Robin Bryant  
Mohamad Hosni  
William McQuade  
Andrew Manos  
R. Tim Ashby  
Matthew Jesson  
Ryan Williams  
Jessica Errett  
Jeff Hurd  
Eduardo Conghos  
Sam Hui  
Stephen Gill  
Maged Hashem  
Michael Bilderbeck  
Robert Hoadley  
Roger Jones  
Dunstan Macauley III  
Chris Gray  
Larry Fisher  
Ross Montgomery  
Andrea Phillips  
Colin Laisure-Pool  
Daryl Colleman  
G.C. Modgril  
Kinga Porst Hydras

### **Members Absent**

Walid Chakroun  
Charles Gullede  
Darryl Boyce  
Shelia Hayter  
Lorraine Kapka  
Mick Schwedler

### **Guests**

Doug Cochrane  
William Klock  
Madison Schultz  
Rob Craddock  
Theresa Weston  
Nanette Lockwood  
Aaron Gunzner  
Charles Hon  
Donald Brandt  
Arturo Thur de Koos  
Esteban Baccini  
Bill Artis  
Cameron Crandall  
Casper Briggs  
Olu Solaade  
Dan Nall  
Helen Walter - Terrinoni  
Marites Calad  
Bratislav Blatiojevic  
Elise Backstrom  
Ayman Eltalouny  
Paul Karrer

### **Staff**

Alice Yates  
Jeremy Pollack  
Caroline Sevier  
Anne Wilson

### **Motions**

**Motion 1 (Advocacy Software): The GAC Committee recommends to Members Council that the Government Affairs Office use the bill tracking and legislative management software FiscalNote, as a replacement to BillTrack 50.**

Background:

Currently the Government Affairs staff uses BillTrack 50 as a legislative tracking tool at a cost of \$8,000 annually. The software allows ASHRAE staff to create a list of state legislation for ASHRAE members from a particular chapter or chapters, and provide this legislative list to the GAC Regional Vice Chair for consideration. As shown in Attachment A, BillTrack50 only provides a spreadsheet list of bills along with some basic information, and because the search functionality is limited, many of the bills identified are not relevant to ASHRAE (e.g., legislation on massage licensure, workers compensation, prison reform, and health care). This requires the volunteer

members and staff to sort manually through each bill to identify the bills of greatest relevance. One GAC member described the process as a “monumental task” and another GAC member reported that he “spent countless hours” sorting through the legislative list produced through BillTrack50.

ASHRAE staff has been exploring other software options that would allow ASHRAE to better leverage existing resources and expand ASHRAE’s reach with state and local legislators, as well as building code officials. Staff has identified Fiscal Note as a powerful software platform to expand government outreach activities; the Fiscal Note software with the expanded features, however, comes at a cost of \$32,000 annually, as compared to an annual cost for BillTrack50 of \$8,000 annually.

Added Capabilities from Fiscal Note Include:

1. Leveraging Members’ Time: The Fiscal Note platform would be specifically designed for ASHRAE in response to ASHRAE’s needs and requirements. The legislation identified and tracked could be tailored to each RVC’s needs and priorities. In addition, information is provided on building code officials, which is particularly useful for adoption of ASHRAE standards.
2. Improving Advocacy and Adoption of ASHRAE Standards: Fiscal Note is the only legislative tracking software that has a building codes platform, which was designed in partnership with the ICC. The software would provide ASHRAE the ability to easily search through state and local legislation for all instances where ASHRAE standards have been adopted and provides the contact information of code officials (which is updated by Fiscal Note staff regularly). This information is **particularly useful for adoption of ASHRAE standards, which could in turn increase revenues**. Attachment B provides an example of the Building Codes platform.
3. Improving Chapter Engagement, Capacity and Support: Fiscal Note provides a “Customer Relationship Management” database, which ASHRAE staff would populate with information from ASHRAE Volunteers, for tracking government outreach meetings. This software would provide for continuity year after year, even when the GAC membership changes, as all contact information and summaries from meetings with government officials would be saved from year to year.
4. Organizational Streamlining: Fiscal Note would allow ASHRAE staff to produce bill tracking reports, which could be shared with GAC Members and RVCs (see Attachment C, which is an example, but does not include ASHRAE specific data). In addition, Fiscal Note has the capability to produce state specific bill reports, which would be a value add for Government Outreach Days. Currently, while staff would like to produce these reports, resource constraints prohibit their production; purchase of this software would enable staff to more quickly provide these vital materials to ASHRAE members, strengthening their ability to advocate and providing consistency for materials that are utilized during Government Outreach Days.
5. Fiscal Note also conducts legislative tracking in 24 countries, including Canada, Mexico and the European Parliament. However, this international functionality would come as an additional cost, and the GAC is not recommending purchase of the global functionality at this time.

Fiscal Impact:

The FiscalNote legislative tracking software would be an increase of **\$24,000 annually**. This net amount is \$32,000 per year less the cost of the current software of \$8,000.

The annual cost for FiscalNote is based on a 3-year contract.

**Motion 2 (Public Policy Priorities for Society Year 2019-20): The GAC Committee recommends that Members Council approve the Attached List of proposed Public Policy Priorities for Society Year 2019-2020. See Attachment D.**

Background:

Per the ROB, the GAC 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 SY2019-20 Public Policy Priorities (PPPs) were developed during the April 30 and May 6, 2019 GAC Executive Subcommittee Planning and Evaluation Meetings. To help with continuity, the SY2019-20 PPPs are similar to the ones from SY2018-19.

Fiscal Impact: NONE.

**Motion 3 (Approval Process for Public Policy Priorities): The GAC Committee recommends to Members Council the approval of revisions to ROB, 2.402.003, Operations, as shown below.**

2.402.003.3 The Committee annually will seek input from members ~~and the Executive Committee~~ 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.

Background:

The concurrent approval by Members Council and ExCom of the public policy priorities has been confusing to implement. This change will streamline the approval process and will eliminate some confusion and complications associated with the dual approval process. This change is also consistent with the new Strategic Plan concerning "Organizational Streamlining."

Fiscal Impact: NONE.

**Motion 4 (MOP Revision for Rules Subcommittee Membership): The GAC Committee recommends to Members Council to approve the changes to the Rules Subcommittee in the GAC MOP as shown below.**

e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the ~~GAC~~ Vice Chair, the Communication Coordinator, ~~and~~ the Members Council Representative, and if needed up to one additional member from the Executive Subcommittee. Need for the additional subcommittee member shall be determined by the Chair of the Rules Subcommittee.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP, and ROB, the Resource Manual, and Section 2.5 of the Manual of Chapter Operations.

Background: Currently the GAC Rules Subcommittee only consists of three members, however it is tasked with the evaluation of all of the GAC's key documents. Allowing for additional members to sit on the Rules Subcommittee, if needed, will allow for a more manageable work load for members.

Fiscal Impact: NONE.



**Motion 5 (MOP Revision for Nominating Subcommittee Membership): The GAC Committee recommends to Members Council to approve the changes to the Nominating Subcommittee in the GAC MOP as shown below.**

f. Nominating

- 4- Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, the Communication Coordinator, the GAC ExO, and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GAC Chair. from the Executive Subcommittee the chairs of the other standing Subcommittees

Background: As currently structured, members of the GAC Nominating Subcommittee may be considered for positions that the GAC Nominating Subcommittee is charged with providing candidates for, and restructuring the subcommittee in the way proposed above will address that issue.

Fiscal Impact: NONE

**Information Items**

1. 1.300.004.2 Public Policy Issue Briefs: The Government Affairs Committee reviewed and updated eight existing Public Policy Issue Briefs (PPIB). Since PPIBs help translate ASHRAE's positions into easily understood and communicated concepts, they are an important tool for outreach to government officials and others who may have limited technical expertise. Furthermore, PPIBs were created on two additional topics to match Position Documents that have been published by the Society. The ten PPIBs, that were also reviewed by Technology Council and approved by the Government Affairs Committee, are:
  - a. Building Energy Data: A Critical Resource
  - b. Climate Change and Building Systems
  - c. Consensus Standards: Export Solutions to Meet National Needs
  - d. Energy Efficiency for Buildings and HVAC&R Equipment
  - e. Energy Use Metrics and Targets for Commercial Buildings
  - f. Research and Development Needs to Meet National Goals
  - g. Science, Technology, Engineering and Mathematics Education & Workforce
  - h. Commercial Building Energy Use Disclosure
  - i. Environmental Tobacco Smoke\*
  - j. Refrigerants and Their Responsible Use\*

\*Marks new PPIB
2. Government Outreach Days: During Society Year 2018 – 2019 the Committee held a total of 29 events, which included nearly 300 meetings with government officials and nearly 200 ASHRAE participants. The number of events is nearly double that of the previous year, during which 16 outreach days were held. The Committee is planning for 45 Government Outreach Days in Society Year 2019 – 2020.
3. Status of the MAPS Project: The MAPS Ad Hoc Subcommittee has finalized their work and submitted their final Summary Report. The final Summary Report concludes that MAPS is a useful tool, but that it may be used more fully if the tool is given to Members Council for use by a broader number of committees and members. Additionally, the Report concludes that

the visual representation of the chapters and regions is more useful than the MAPS without chapter boundaries, which is currently available online. Finally, the Summary Report recommends that the subcommittee be dissolved, and its wealth of information should be shared with Members Council, in particular with the Ad-Hoc Committee that has been formed to evaluate chapter and regional boundaries.

4. Resource Manual: The Government Affairs Committee adopted a motion to update the Resource Manual. The amended language makes it clear how the budgeted resources for Government Outreach Days outside of the United States should be allocated.

### **MBO Update**

<b>MBO</b>	<b>Responsibility</b>	<b>Status</b>
<b>MBO #1:</b> Develop and implement programs to promote awareness and use of Building EQ (in cooperation with the Building EQ Committee)	Policy & Programs Subcommittee	<ul style="list-style-type: none"> <li>• A free course on Building EQ has been developed for universities which the subcommittee has talked about promoting.</li> <li>• Building EQ has been translated into French and is being translated into Spanish.</li> <li>• Dave Palty worked with Lilas Pratt to make updates to the Building EQ Flyer.</li> </ul> <p><i><b>MBO is complete, though this effort will need continuous maintenance and development.</b></i></p>
<b>MBO #2:</b> Develop implementation plan for promoting existing standards for use in the residential market, while 90.2 is in the process of being updated.	Policy & Programs Subcommittee	<p>A one-page fact sheet was developed by the Technology Department on Standard 90.2, which is being used for Government Outreach Days and other advocacy efforts.</p> <p><i><b>MBO is complete, though this effort will need continuous maintenance and development.</b></i></p>
<b>MBO #3:</b> Expand Government Outreach Days/DOTH including development of new training materials to include documents, videos and case studies, and extend to Federal Congressional outreach.	Member Mobilization Subcommittee	<p>Government Outreach Days have been vastly expanded: For SY18-19, <b>29</b> Government Outreach Days have been held. This is up from 16 the previous year and surpassed the subcommittee's goal of 25 days. In addition, the Federal Congressional Outreach program was expanded from 2 pilots in SY17-18 to 5 events in SY18-19. The total 29 Outreach Days involved 174ASHRAE volunteer participants, who met with 296 national, state, provincial, and local elected officials.</p> <p>Updated fact sheets on standards have been created (through the Technology Department). New training materials, such as a presentation on <i>How to Engage with Code Officials</i> were also developed.</p> <p><i><b>MBO is complete, though this effort will be ongoing into SY19-20, and will need continuous maintenance and development.</b></i></p>

MBO	Responsibility	Status
<b>MBO #4:</b> Develop resources to advocate for ASHRAE standards, guidelines and other materials that support resiliency.	Policy & Programs Subcommittee	A PPIB was developed based on drafts of the Resiliency Position Document. The PPIB will need additional edits after the Position Document is finalized. <i><b>This MBO is ongoing, will continue into SY19-20.</b></i>
<b>MBO #5:</b> Utilize online tools to rapidly respond to GAC issues.	Member Mobilization Subcommittee	Improvements have been made in communicating that the <a href="mailto:GovAffairs@ashrae.org">GovAffairs@ashrae.org</a> email address can be used as a resource for ASHRAE members to highlight specific issues for action, as well as to share information about participation in local meetings with government officials. <i><b>MBO is complete, though this effort will need continuous maintenance and development.</b></i>
<b>MBO #6:</b> Identify organizations to collaborate with in government outreach.	Executive Subcommittee	A list of 23 organizations was developed, and additionally outreach has taken place with many of these organizations. <i><b>MBO is complete.</b></i>
<b>MBO #7:</b> Develop advocacy materials that support the Public Policy Priorities to inform officials.	Policy & Programs Subcommittee	Government advocacy materials have been placed on the 365 App, as well as the website for ease of access and use. All of the existing 8 PPIBs were updated, and 2 new PPIBs were created using Position Documents. <i><b>MBO is complete.</b></i>
<b>MBO #8:</b> Identify areas for which ASHRAE can lead proactively in the future.	Executive Subcommittee	A list has been developed and will be provided to the incoming GAC Chair for SY2019-2020. <i><b>MBO is complete.</b></i>

### Attachments

Attachment A (BillTrack 50 Output)

Attachment B (Building Code Tracking and Reporting)

Attachment C (State Report Example)

Attachment D (Public Policy Priorities)

**ATTACHMENT A**  
**BillTrack 50 Output**

Bill Url	State	Bill Number	Name	Summary	Sponsor(s)	Keyword:	Action Date	Last Action
<a href="https://www.billtrack50.com/BillDetail/64018">https://www.billtrack50.com/BillDetail/64018</a>	AK	HB1001	Approp: Oper. Budget/loans/funds/am App	An Act making appropriations for the operating and lo		Allocations Items Fun	4/28/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/67489">https://www.billtrack50.com/BillDetail/67489</a>	AK	HB233	Climate Change Commissio	An Act establishing the Alaska Climate Change Commi	Les Gara,Andrew Jose	Climate Change,Clim	1/19/2016	PREFILE RELEASED 1/
<a href="https://www.billtrack50.com/BillDetail/68310">https://www.billtrack50.com/BillDetail/68310</a>	AK	HB256	Approp: Operating Budget/loans/fun	An Act making appropriations for the operating and lo		Allocations Items Fun	3/16/2016	HELD UNDER UNFINI
<a href="https://www.billtrack50.com/BillDetail/70885">https://www.billtrack50.com/BillDetail/70885</a>	AK	HB307	Workers' Comp;indep. Contract.;penaltie	An Act relating to workers' compensation; and providi	Gabrielle Ledou»	Employer,Civil Penalt	2/10/2016	REFERRED TO LABOR
<a href="https://www.billtrack50.com/BillDetail/54804">https://www.billtrack50.com/BillDetail/54804</a>	AK	HB58	Eligibility For Ak Energy Effic Loan	An Act making an entity that is exempt from federal ta	Sam Kito,Jonathan Kr	Educational Attendan	3/23/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/57661">https://www.billtrack50.com/BillDetail/57661</a>	AK	HB94	Supplemental/capital/other Appropriatioi	An Act making supplemental appropriations, capital a		Waste Facilities Gran	2/4/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/62725">https://www.billtrack50.com/BillDetail/62725</a>	AK	HCR11	Governor:convene Climate Change Tsk Force	Encouraging the governor to convene a Climate Chang	Andrew Josephson,Gi	Climate Change,State	3/25/2015	REFERRED TO RESOU
<a href="https://www.billtrack50.com/BillDetail/56028">https://www.billtrack50.com/BillDetail/56028</a>	AK	HJR8	Feds Allow State To Make Energy Choic	Urging the federal government to empower the state	Jim Colver,Shelley Hu	Clean Power Plan,Env	3/11/2015	REFERRED TO RULES
<a href="https://www.billtrack50.com/BillDetail/64007">https://www.billtrack50.com/BillDetail/64007</a>	AK	SB1001	Approp: Oper. Budget/loans/funds/am App	An Act making appropriations for the operating and lo		Allocations Items Fun	4/28/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/64652">https://www.billtrack50.com/BillDetail/64652</a>	AK	SB2001	Approp: Operating Budget/loans/fun	An Act making appropriations for the operating and lo		Allocations Items Fun	5/21/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/55368">https://www.billtrack50.com/BillDetail/55368</a>	AK	SB27	Approp: Operating Budget/loans/fun	An Act making appropriations for the operating and lo		Allocations Items Fun	1/21/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/57680">https://www.billtrack50.com/BillDetail/57680</a>	AK	SB40	Supplemental/capital/other Appropriatioi	An Act making supplemental appropriations, capital a		Waste Facilities Gran	2/4/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/59351">https://www.billtrack50.com/BillDetail/59351</a>	AK	SB56	Muni Energy Improvemnt Assessmnts/bonc	An Act adopting the Municipal Property Assessed Clea		Municipality,Contract	3/18/2015	REFERRED TO FINANC
<a href="https://www.billtrack50.com/BillDetail/62727">https://www.billtrack50.com/BillDetail/62727</a>	AK	SB91	Omnibus Crim Law & Procedure; Correction	An Act relating to criminal law and procedure; relating	Click Bishop,John Cog	Sec,Act,Effective Dat	3/9/2016	JUD WAIVED PUBLIC I
<a href="https://www.billtrack50.com/BillDetail/70059">https://www.billtrack50.com/BillDetail/70059</a>	AL	HB104	General Fund budget, appropriations for oth	General Fund budget, appropriations for other functio	Steve Clouse		2/3/2016	Read for the first tim
<a href="https://www.billtrack50.com/BillDetail/70177">https://www.billtrack50.com/BillDetail/70177</a>	AL	HB117	Education budget, appropriations for the sup	Education budget, appropriations for the support, mai	Bill Pool		3/8/2016	Ways and Means Edu
<a href="https://www.billtrack50.com/BillDetail/70105">https://www.billtrack50.com/BillDetail/70105</a>	AL	HB125	Education, Alabama Longitudinal Data Syste	Education, Alabama Longitudinal Data System create	Terri Collin	Advisory Board,chief	3/8/2016	Senate RULES Hearing
<a href="https://www.billtrack50.com/BillDetail/70738">https://www.billtrack50.com/BillDetail/70738</a>	AL	HB159	Health care providers authorized to decline tr	Health care providers authorized to decline to perform	Arnold Mooney	Health Care,Health C	3/17/2016	Pending third reading
<a href="https://www.billtrack50.com/BillDetail/70793">https://www.billtrack50.com/BillDetail/70793</a>	AL	HB167	Massage Therapy, Board of, massage therapi	Massage Therapy, Board of, massage therapists furthe	Mike Hil	Massage Therapy,bo	2/17/2016	Boards, Agencies and
<a href="https://www.billtrack50.com/BillDetail/70796">https://www.billtrack50.com/BillDetail/70796</a>	AL	HB170	Competitive bid law, providing for length of ti	Competitive bid law, providing for length of time contr	James Patterson	Lowest Responsible B	2/24/2016	State Government fir
<a href="https://www.billtrack50.com/BillDetail/71031">https://www.billtrack50.com/BillDetail/71031</a>	AL	HB187	Competitive bids, public works Transportation	Competitive bids, public works Transportation Depart	Nathaniel Ledbetter	Awarding Authority,B	2/24/2016	Pending third reading
<a href="https://www.billtrack50.com/BillDetail/72014">https://www.billtrack50.com/BillDetail/72014</a>	AL	HB313	Prisons, Alabama Prison Transformation Initia	Prisons, Alabama Prison Transformation Initiative Act,	Steve Clouse	Authority,Bonds,Regi	3/2/2016	House W&M;MGF
<a href="https://www.billtrack50.com/BillDetail/72004">https://www.billtrack50.com/BillDetail/72004</a>	AL	HB314	Competitive bidding, required for Dept. of Tr	Competitive bidding, required for Dept. of Transportat	Chris Sell	Awarding Authority,S	3/3/2016	Pending third reading
<a href="https://www.billtrack50.com/BillDetail/72240">https://www.billtrack50.com/BillDetail/72240</a>	AL	HB344	Cosmetology and Barbering, Alabama Board	Cosmetology and Barbering, Alabama Board of, name	James Martin	board,Chapter,Alabar	3/3/2016	Pending third reading
<a href="https://www.billtrack50.com/BillDetail/72367">https://www.billtrack50.com/BillDetail/72367</a>	AL	HB366	Marriage and Family Therapy Board, practice	Marriage and Family Therapy Board, practice of marri	Randy Davis	Family Therapy,Famil	3/3/2016	Read for the first tim
<a href="https://www.billtrack50.com/BillDetail/70014">https://www.billtrack50.com/BillDetail/70014</a>	AL	HB55	Civil Procedure, certain caregiver volunteers i	Civil Procedure, certain caregiver volunteers immune f	April Weave	Civil Damages,person	2/23/2016	Health first Amendm
<a href="https://www.billtrack50.com/BillDetail/69974">https://www.billtrack50.com/BillDetail/69974</a>	AL	HB78	Cooperatives, formation of registration as no	Cooperatives, formation of registration as nonprofit cc	Chris Pringl	Cooperative Housing	2/2/2016	Read for the first tim

**ATTACHMENT B**  
**Building Code Tracking and Reporting - Example**

# Building Code Tracking & Reporting

The building code creation and adoption processes vary across states, presenting a challenging compliance and regulatory burden on organizations that need to monitor code adoption. Additionally, a wide variety of stakeholders participate in these processes, including the International Code Council, state fire marshal's offices, state building departments, bureaus of labor and industry, and others. These organizations publish their activities as they relate to the code development process to varying degrees.

FiscalNote's Building Codes Tracking & Reporting service aggregates information about the adoption, modification, and enforcement of state and local codes having to do with model codes published by the International Code Council and other industry standard-setting bodies.

The service is displayed through a custom dashboard and notifies you of any changes via email. We ensure consistency and coverage at every level by also providing you with hearing dates, meetings, and up-to-date information about stakeholders relevant to the processes.

## Code Packages and Reporting Options:

### Building Codes

#### Green Building Codes

#### Commercial Codes

#### Fuel and Gas Codes

#### Residential Codes

#### Electrical Codes

### Plumbing Codes

#### Existing Building Codes

#### Health Codes

#### Zoning Codes

#### Windland-Urban Interface Codes

#### Housing Codes

### Zoning Codes

#### Swimming Pool & Spa Codes

#### Fire Codes

#### Property Maintenance Codes

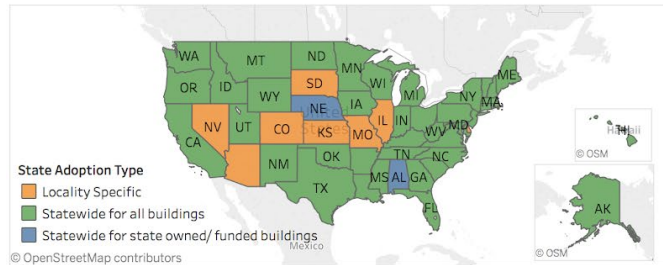
#### Private Sewer Disposal Codes

## Client Success Story

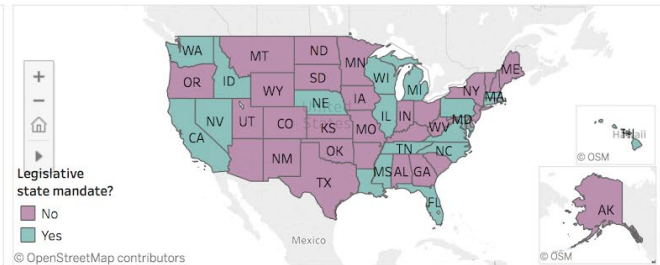
A building materials organization had lost substantial market share due to the code adoption lobbying efforts at the state level of a competing building materials association. The government affairs team had no mechanism for monitoring proposed code changes. The team used FiscalNote's weekly reports on state building code council and commission activity, as well as state contacts database, to counter this influence and grow market share. By leveraging FiscalNote's Building Codes Monitoring & Reporting dashboard, the organization was able to pass bills that favorably affected the model code and increased the opportunity for their products across state markets.

## EXAMPLE | Building Codes Tracking & Reporting Dashboard

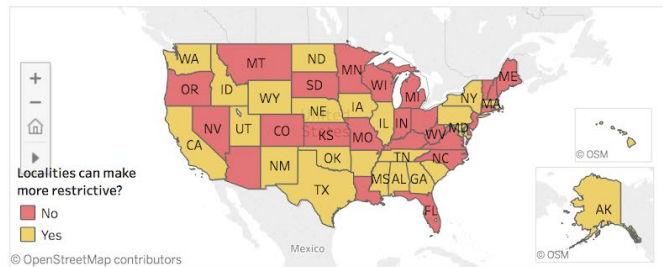
### Adoption Type by State



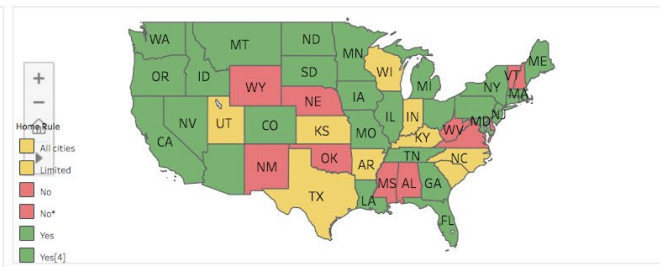
### State Adoption Frequency Mandate



### States Allowing Localities to be More Restrictive



### State with Home Rule Municipalities



### Current Washington Codes

Model Code Abbreviation	Year
IBC	2015
IEBC	2015
IECC	2015
IFC	2015
IFGC	2015
IMC	2015
IRC	2015
ISPSC	2015
IWUIC	2015

### Washington Contacts

Title	Full Name	Phone	Email
Chairman	Steven Simpson		ssimpson@seattlepipetrades.org
Codes Specialist	Krista Braaksma	(360 407-9278)	krista.braaksma@des.wa.gov
Commissioner of Public Lands	Peter Goldmark	(360 902 1789)	RDP@dnr.wa.gov
Director	Ted Sturdevant	(360 407-6989)	

### Washington Meetings

Body	Date (Meetings)	Time	Location
Building Code Council	12/13/2017	10:00 am	1500 Jefferson St. SE, Olympia, WA 98504
	1/12/2018	TBA	1500 Jefferson St. SE, Olympia, WA 98504
	1/26/2018	1:00 pm	1500 Jefferson St. SE, Olympia, WA 98504
	1/31/2018	10:00 am	1500 Jefferson St. SE, Olympia, WA 98504
	2/2/2018	10:00 am	1500 Jefferson St. SE, Olympia, WA 98504
	2/14/2018	10:00 am	1500 Jefferson St. SE, Olympia, WA 98504

### Washington Alerts

Date	Title (Alerts)	
3/16/2018	WA Building Code Update	➔
12/6/2017	Washington SBCC 2018 Proposed Rules	➔
12/2/2017	Washington SBCC 2018 Meeting Schedule	➔

### Alert Detail



**ATTACHMENT C**  
**State Report Example**



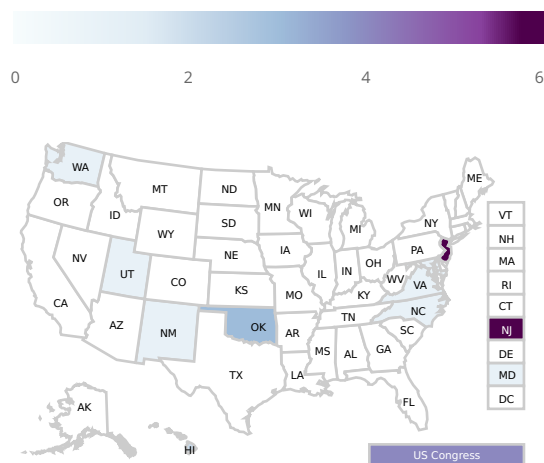
# Weekly Legislative Update

Last Updated: May 03, 2019

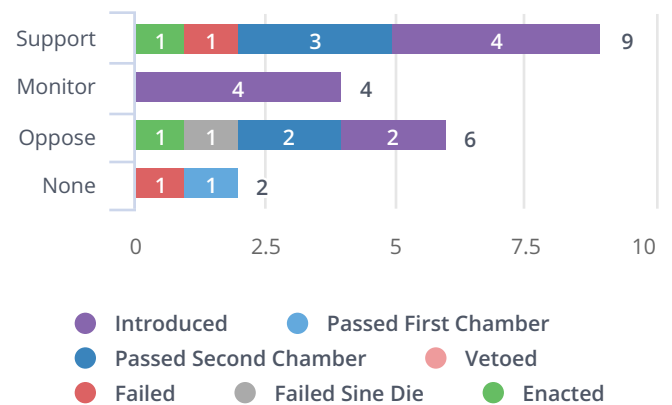
## Executive Summary

Sustainability is the process of maintaining change in a balanced environment, in which the exploitation of resources, the direction of investments, the orientation of technological development and institutional change are all in harmony and enhance both current and future potential to meet human needs and aspirations.[1] For many in the field, sustainability is defined through the following interconnected domains or pillars: environment, economic and social, which according to Fritjof Capra[2] is based on the principles of Systems Thinking.[3] Sub-domains of sustainable development have been considered also: cultural, technological and political.[4][5] While sustainable development may be the organizing principle for sustainability for some, for others, the two terms are paradoxical (i.e. development is inherently unsustainable).[6][7] Sustainable development is the development that meets the needs of the present without compromising the ability of future generations to meet their own needs.[1] Brundtland Report for the World Commission on Environment and Development (1987) introduced the term of sustainable development.

## Bills by State



## Bills by Last Status and Position



## Bills by Issue

### Sustainable Alternatives (21)









State	Bill Number	Last Action	Status	Position	Priority	FN Outlook
US	HR 927	Referred To The Subcommittee On Highways And Transit 2019 02 07	In House	Monitor	Low	<div><div>9.2%</div><div>81.7%</div></div>
<hr/>						
<b>Title</b>						
Sustainable Communities Act of 2019						
<b>Primary Sponsors</b>						
Norma Torres						

State	Bill Number	Last Action	Status	Position	Priority	FN Outlook
US	HR 2051	Introduced In House 2019 04 03	In House	Oppose	Medium	<div>4.5%</div> <div>79.3%</div>

State	Bill Number	Last Action	Status	Position	Priority	FN Outlook
US	S 999	Read Twice And Referred To The Committee On Commerce Science And Transportation 2019 04 03	In Senate	Oppose	Medium	<div><div>4.5%</div><div>84.4%</div></div>
<hr/>						
<h3>Title</h3> <p>Sustainable Chemistry Research and Development Act of 2019</p>						
<h3>Primary Sponsors</h3> <p>Chris Coons</p>						

State	Bill Number	Last Action	Status	Position	Priority
UT	SB 183	Senate Filed 2019 03 14	Failed sine die	Oppose	Low
<hr/>					
<b>Title</b>					
Uniform Criminal Records Accuracy Act					
<b>Primary Sponsors</b>					
Lyle Hillyard					

State	Bill Number	Last Action	Status	Position	Priority
VA	HB 587	House Left In Courts Of Justice 2018 02 15	Failed	Support	High

#### Title

Consumer arbitration; private arbitration company, information reporting requirement.

#### Description

Consumer arbitration; private arbitration company; information reporting requirement. Requires a private arbitration company, as defined in the bill, to collect, maintain, and make available to the public on a searchable website certain information related to arbitrations such company facilitates between consumers and nonconsumers. The bill further requires that such information be published on an annual basis by February 1 for the preceding calendar year and be maintained as long as such private arbitration company is in business. The bill provides that any private arbitration company that is authorized or registered by or with the State Corporation Commission to transact business in the Commonwealth shall have such authority revoked or canceled for failing to comply with the requirements specified in the bill.

#### Primary Sponsors

Paul Krizek

State	Bill Number	Last Action	Status	Position	Priority
WA	HB 1543	Effective Date 7 1 2019 2019 04 29	Enacted	Oppose	High

#### Title

Concerning sustainable recycling.

#### Primary Sponsors

Jared Mead

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FiscalNote



**GOVERNMENT AFFAIRS COMMITTEE  
PUBLIC POLICY PRIORITIES  
SY 2019-2020**

**WALID CHAKROUN, 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/Building EQ 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 and 514
    - b. Promote New Guideline (12-2000R<sup>1</sup>)
  - 2. Licensure issues
    - a. Response to efforts to implement MOE or to abolish engineering licensing boards
  - 3. Refrigerant safety
    - a. Educate officials on updated Standards on flammable refrigerants in commercial/industrial settings
  - 4. Resiliency
    - a. Identify ASHRAE resources and programs
- C. Indoor Environmental Quality (IEQ)
  - 1. Building Design Criteria – Codes and Standards (62.1, 62.2, 55)
  - 2. Airborne and Waterborne Hazards
  - 3. Collaborate with other organizations

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<sup>1</sup> This guideline is being updated. In November 2018, ASHRAE was seeking a third round of public comments on Guideline 12-2000R, “Managing the Risk of Legionellosis Associated with Building Water Systems.” Another round of comments will likely move forward after the Annual Meeting in June 2019.

D. Residential

1. Codes and Standards (90.2, 55, 62.2, design guides)
2. Refrigerant Safety
  - a. Collaborate with other organization (UNEP, NFPA, ACCA, SMACNA, ASP, etc.)

E. STEM and Workforce Development

1. STEM (Long term)
  - a. Liaison with student activities
  - b. Identify other organizations to work with (e.g., DOE, UNESCO, UNEP)
2. Workforce (Short term)
  - a. Communicate the need or shortage in training for operators and technicians
  - b. Improve awareness of ASHRAE training resources and certification
  - c. Training on Refrigerants (Refrigerant Driver's License)

## CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council  
From the Meeting of June 22, 2019

### Members Present

Kevin Marple, Chair  
Michael Collarin, Vice Chair  
Devin Abellon  
Vikrant Aute  
Robert Cox  
Gary Debes  
Melanie Derby  
Joe Firrantello  
Ashu Gupta  
Steve Idem  
Nivedita Jadhav  
Bing Liu  
Ryan MacGillivray  
Corey Metzger  
Maggie Moninski  
Carrie Anne Monplaisir  
Sonya Pouncy  
Ashish Rakheja  
Christine Reinders-Caron  
Lee Riback  
Raul Simonetti  
Marianna Vallejo  
Dan Rogers, BOD ExO

### Members Absent

Leticia Neves  
Kim Pierson

### Guests

Bill Klock  
Wade Conlan  
Blake Ellis  
Scott Peach  
Nohad Boudani  
Doug Cochran  
Maria Veronica Roson

### Staff

Tiffany Cox  
Tony Giometti

### Action Item

1. CEC moves that ROB 2.104.013.2 (86-06-26-65) be revised as follows (strikethrough indicates deletion, underline indicates addition):

2.104.013.2 (86-06-26-65) The cost of social functions shall not be included in the factors that determine registration rates for Winter and Annual Conferences. ~~accounting for Society Meetings, but should be budgeted separately to break even.~~ Social function fees shall be determined by staff based on the type of event, expected costs and geographic location. Income received from event fees will be directly applied to the cost and any remaining shortfall shall be subsidized by Society. Any surplus from social events income shall be returned to the General Fund of the Society.

Background: A change to this ROB was requested by Finance Committee, who recommended that this ROB be revised to describe the current practice of setting a “reasonable” price for an event and subsidizing the rest of the cost. Revising the ROB as shown in the motion would eliminate the need to ask for a waiver of the current ROB’s break even budget requirement. The “break even” ticket price for an event would be too high. The CEC vote was 20-1-0, CNV.

### Information Items

1. The 2019 ASHRAE Annual Conference technical program featured 22 conference paper sessions (39 conference papers presented), 4 technical paper sessions (11 technical papers presented), 73 seminars, 4 workshops, 2 debates and 3 panel discussions. For the first time, an extended abstract option was provided to authors (a shorter, three-page paper as compared to the eight-page conference paper). It was made

available only for the Research Summit track. 72 extended abstracts were submitted and 42 were approved and presented.

The registration rates for the Kansas City Conference were increased by 10% over the Atlanta Conference rates to compensate for lower than anticipated attendance there. To date, the FY 2018-19 revenue forecast for the Winter and Annual Conference is about \$3K short of the \$1,654K budget.

## 2. 2020 Winter and Annual Conference Registration Rates

CEC approved the rates for the 2020 Conferences in Atlanta. Following Atlanta, the registration rate formula was revised to include updated expense numbers and lower attendance figures (high Las Vegas numbers were replaced with lower Atlanta numbers). The new, increased registration rates were presented and then further adjusted upward by the Board. The following illustrates the progression in registration rates as described above for selected categories for the 2020 Winter Conference in Orlando:

Winter 2020 Orlando*	Approved by CEC	Updated Registration Formula		Updated Formula + 10% contingency	
	Original Prices	New Prices	Rate Increase	New Prices	Rate Increase
Member Early Bird	\$ 545	\$ 635	16.5%	\$ 700	28.4%
First Time Member Early Bird	\$ 520	\$ 610	17.3%	\$ 675	29.8%
Life Member/Speaker/BOD/PM/LeadDRs/CEC	\$ 155	\$ 180	16.1%	\$ 200	29.0%
Member Advance	\$ 570	\$ 660	15.8%	\$ 730	28.1%
First Time Member Advance	\$ 545	\$ 635	16.5%	\$ 705	29.4%
Member Onsite	\$ 735	\$ 855	16.3%	\$ 945	28.6%

\*Orlando registration rates are \$15 higher than Austin because of Proclaiming the Truth

CEC has expressed its concern that the higher registration rates without a corresponding increase in value to the attendee will negatively impact attendance for the 2020 Winter and Annual Conferences in Orlando and Austin. There is also concern that the increase to speaker rates could negatively impact the quality of the technical program. CEC had recommended that the rates from the “updated registration formula” be implemented for 2020 in lieu of including the 10% contingency rate, which could be implemented in 2021.

The fiscal impact for 2020 would be about -\$250K. To help make up that deficit, about \$60K in expenses could be reduced by eliminating AV at committee meetings except for the main committee meeting. It should be noted that the fiscal impact (revenue increase) does not account for a negative impact in attendance due to higher rates.

## 3. Topical Conferences in Process

- September 25 – 27, 2019, ASHRAE Building Performance Analysis Conference, Denver, Colorado
- November 19-21, 2019, Seventh International Conference on Energy Research and Development, Kuwait City, Kuwait
- December 9-12, 2019, 2019 Buildings XIV International Conference, Clearwater, Florida
- March 2020, Third ASHRAE Developing Economies Conference, Delhi India
- August 9-13, 2020, 2020 Building Performance Analysis Conference and SimBuild, Chicago, Illinois
- September 14-16, 2020, IAQ 2020, Athens, Greece
- October 1-2, 2020, 4th ASHRAE International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies, Beirut, Lebanon

## 4. Topical Conferences under Consideration

- Industrial Ventilation
- Virtual Design and Construction
- Healthcare Ventilation

5. Future Annual and Winter Conference Sites
  - a. 2020 Winter, February 1-5 – Orlando
  - b. 2020 Annual, June 27-July 1 -- Austin
  - c. 2021 Winter, January 23- 27 – Chicago
  - d. 2021 Annual, June 26-30 -- Phoenix
  - e. 2022 Winter, January 29 - February 2 – Las Vegas
  - f. 2022 Annual, June 25-29 -- Toronto
  - g. 2023 Winter, February 4-8 – Atlanta
  - h. 2023 Annual, June 24-28 – Tampa Bay
6. CEC and the Student Activities Committee selected the winner of the inaugural 2019 ASHRAE Student Paper Competition at the 2019 Winter Conference in Atlanta. The student represented ASHRAE at 2019 HVAC World Student Paper Competition held in conjunction with the CLIMA 2019, and he received third place. The student's travel expenses were covered. The 2020 ASHRAE Student Paper Competition will be announced soon. Submissions are due December 6, 2019. Students will present their papers before a jury at the 2020 Winter Conference.
7. CEC revised and renamed its ASHRAE Winter and Annual Conference Presentation Policy. (Attachment A)

**MBO Update**

**Attachments**

Attachment A (ASHRAE Conference Presentation Policy)

Attachment B (CEC MBOs for 2018-2019)

Attachment C (CEC MBOs for 2019-2020)

Respectfully submitted,

Kevin Marple, Chair  
Conferences and Expositions Committee

## ASHRAE Conference Presentation Policy

**Commercialism** is the inclusion of **visual, written, or verbal references** to any organization that may imply promoting or giving a commercial advantage to one organization or a commercial disadvantage to a competing organization.

The Conferences and Expositions Committee will strictly enforce this policy for ASHRAE papers, presentations, and/or research documentation at the ASHRAE Winter and Annual Conferences and Topical Conferences.

### What is Not Allowed:

- a. References or displays of trade names, logos or products provided by an HVAC&R related commercial organization, except as described in the “What is Allowed” section below. Such organizations shall include, but not be limited to manufacturers, sales representatives, consulting firms, software/hardware providers, contracting firms, and universities.
- b. Implying that ASHRAE approves or endorses any product, software or system for any reason, even if the product, software or system complies with an ASHRAE standard. The ASHRAE Logo may not be used without prior express permission from the Society.
- c. Copies of papers or portions thereof, draft position papers or recommendations, brochures, or other information SHALL NOT be made available at ASHRAE conference sessions without prior express permission from the Conferences and Expositions Committee.
- d. Clothing containing commercial logos, trade names or other commercial information shall not be worn while presenting or while being photographed for the Virtual Conference program.
- e. Product presentations that feature companies or products are not permitted, even if the company or product is not specifically referenced by name. Presentation shall not reference proprietary options or equipment performance that other manufacturers cannot match unless the referenced entities are compared to similar products by evidencing advantages and disadvantages.
- f. Active hyperlinks, including but not limited to websites, emails, or documents.
- g. Images of product specific or non-industry-related Magazine, Journal, Standard or other published documents.

### What is Allowed:

- a. Research, programs, case studies, statements, policy, and/or legislation from any organization may be referenced only in order to maintain presentation clarity and relevance. Research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced only in order to maintain presentation clarity and relevance. Promotion or endorsement is prohibited and shall be excluded at the discretion of the Conferences and Expositions Committee Chair or the Chair’s representative. Reference to Universities, Research agencies, Government agencies, Government-sponsored agencies, and/or non-profit organizations shall be allowed as long as the reference is non-biased in nature, germane to the focus of the publication/presentation, and does not imply an ASHRAE endorsement of a product and/or service.
- b. Presentations may include logos and the names of computer hardware, operating systems, browsers, word processing programs, spreadsheets, presentation programs, etc., since the intent of the presentation is to examine HVAC&R technology, not to promote information management technology. Demonstrations of software used in the HVAC&R industry may include reference to commercial products and may include performance data if the inclusion of such references and data are necessary to illustrate use of the software.
- c. Trade or company names and/or logos of historical nature may be allowed where the featured equipment or its lineage is no longer manufactured, and the company and/or product names are used in the context of their historical development.
- d. Trade or company names and/or logos NOT related to the HVAC&R industry provided recognition of these items is not intended to be promotional, ASHRAE endorsement is not conveyed, and there is not implication that the audience is required to use the commercial entity.

- e. Specific reference may be made to industry-related standards, test methods and codes. Images of industry-related non-manufacturer non-product specific codes, standards, and guidelines publication covers are allowed. Some examples include ANSI Z21.19-2002, UL 425, AHRI 1110-2006, NFPA 20-2010 etc.
- f. Make, model or sole source of critical test instrumentation, engineering software, reagents or apparatus may be identified as a footnote, so that others may duplicate the testing.
- g. References made within the presentation may be done via a bibliography or footnote. If research is being presented, that research should NOT be included in the bibliography.

**Slide Requirements:**

- a. First slide: Presentation introductions. Session number and title must be included on this slide. This may include the name of author(s)/presenter(s), phone numbers and their e-mail addresses, their affiliations, companies, supporting organizations, sponsoring technical committee, and corporate logo. For case studies, with permission from the study subject, the slide or presentation introduction may also reference the facility owner, facility or site of the study.
- b. Second slide: Must contain the AIA Disclaimer and Learning Objectives for the entire session.
- c. Third Slide Acknowledgements and Bias Disclosure slide. This slide is used to thank others for their help in the research or preparation of the presentation(optional). Only include name and affiliations. No logos, emails or phone numbers allowed. Presenters should refrain from any religious and/or political statements. Potential Bias Disclosure(s) must be listed here.
- d. Second to last slide: Bibliography (optional).
- e. Questions slide: Must include the text “Questions?”. May include presenter’s name, accreditation, and email address as well as co-authors’ names and email addresses. No phone number, company name or title allowed.

**Policy Enforcement:**

- a. The Conferences and Expositions Committee coordinates the review of all papers and presentations prior to publication or presentation. The Committee shall review all presentation materials. Nonconforming items within the presentation materials must be deleted by the presenter or the material will not be allowed to be presented.
- b. Exemptions for special cases will require the written approval of the Conferences and Expositions Committee Chair prior to the start of the Conference.

Revised June 21, 2019

**ATTACHMENT B**

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

<b>Objective</b>	<b>Planned Completion Date</b>	<b>Status</b>	<b>Fiscal Impact</b>	<b>Responsible Party</b>	<b>Cost Budgeted</b>
1. Complete work on Committee Guidance Documents, Reference Manual, and New Member Handbook.	12/31/2018	Ongoing	None	Marple, Collarin, Ad Hocs, and Staff	None
2. Revise MOP to include current CEC practices and procedures.	7/1/2018	Ongoing	None	Marple, Metzger, and Staff	None
3. Revise Sustainability Project guideline documents.	7/1/2018	Ongoing	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	Complete	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	Ongoing	None	Marple, Ad Hoc's and Staff	None
6. Revise structure of Operations Subcommittee.	12/31/2018	Complete	None	Marple, Collarin, and Staff	None
7. Select the conference chairs for the 2020 Annual and 2021 Winter Conferences	6/30/2019	Complete	None	Marple, Collarin	None



**ATTACHMENT C**

Committee Objectives  
Committee: Conferences and Expositions Committee  
Year: 2019 – 2020  
Chair: Michael Collarin  
Vice Chair: Corey Metzger

<b>Objective</b>	<b>Planned Completion Date</b>	<b>Status</b>	<b>Fiscal Impact</b>	<b>Responsible Party</b>	<b>Cost Budgeted</b>
1. Complete work on Committee Guidance Documents, Reference Manual, and New Member Handbook.	12/31/2019		None	Collarin, Metzger, Ad Hoc, and Staff	None
2. Revise MOP to include current CEC practices and procedures.	12/31/2019		None	Collarin, Metzger, and Staff	None
3. Revise Sustainability Project guideline documents.	12/31/2019		None	Collarin and Staff	None
4. Organize, update, and use the CEC Basecamp for committee documents and on-boarding	12/31/2019		None	Collarin and Staff	
5. Revise structure of “Topical” Conference Subcommittee and develop/implement a succession plan.	12/31/2019		None	Collarin, Firrantello, Ad Hoc and Staff	None
6. Select the conference chairs for the 2022 Winter and 2022 Annual Conferences	6/30/2020		None	Collarin, Metzger	None

# HONORS AND AWARDS COMMITTEE

REPORT TO MEMBERS COUNCIL  
FROM MEETING OF JUNE 23-24, 2019

## MEMBERS PRESENT

Tiffany Bates Abruzzo  
Paul Petrilli  
Sherry Abbott-Adkins  
Donald Coliver  
Rob Craddock  
Stephen Duda  
John Harrod  
Eileen Jensen  
Jake Kopocis  
Isabelle Lavoie  
Samir Traboulsi

## MEMBERS ABSENT

## GUESTS

Jorge Eduardo Donoso  
Ng Yong Kong  
Nicolas Lemire  
Marites Calad  
Alyse Falconer  
Elise Backstrom

## STAFF

Chandrias Jacobs  
Steve Ferguson  
Candace DeVaughn

## MOTIONS

**Motion 1: The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.4111.003.4 be edited as follows:**

**S. YEA Inspirational Leader Award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.**

**Background:** This award is inspired by the previous New Faces of Engineering award program that was managed by DiscoverE and was put on hiatus in 2017. The YEA and Honors and Awards Committees feel that this recognition should be continued to encourage YEA members to make appositve impact on their industry outside of their ASHRAE participation.

**Fiscal Impact:** Approximately \$5,000 for travel, conference registration, and plaque. This amount is currently included in YEA's budget and was previously earmarked for DiscoverE's New Faces Award expenses.

**Motion 2: The Honors and Awards Committee recommends to Members Council that the YEA Inspirational Leader Award be presented at the Winter Conference Plenary.**

**Background:** YEA is currently the only Grassroots Committee that does not have an award presented at a Conference Plenary Session. Honors and Awards feels that this award is prestigious and deserving of broad recognition at the Plenary Session.

**Fiscal Impact:** None.

## **INFORMATION ITEMS**

1. The Committee is very excited to be rolling out a new promotional piece. The Committee worked with Marketing staff to create an award matrix to make Society level awards more accessible to the general ASHRAE membership. The piece was approved at this meeting and will be available electronically and as a hard copy brochure.

## **EXECUTIVE SESSION MOTIONS**

### **Motion 1**

### **Attachments**

Attachment A – Updated 2018-19 MBOs

Attachment B – 2019-20 MBOs

Attachment C – Executive Session

## 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)	Open	December 1, 2018 and May 1, 2019	Personal Awards Subcommittee	Reach out to regional Nominating Members before CRCs <b>Complete for awards with a December 1 deadline. Ongoing for awards with a May 1 deadline.</b>
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Open	November 1, 2018 & April 1, 2019	Media Subcommittee	Help by advertising/ promoting personal awards before their due dates <b>Articles and additional outreach through the ASHRAE website, ASHRAE social media, and the ASHRAE app were completed for the December 1 deadline. The same outreach will be conducted for the May 1 deadline.</b>
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates	Open	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 <b>Updates will be completed in February and July.</b>
4. Check on status & coordinate H&A Video about step by step instructions for nominations for personal awards	Closed	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.

				<p>The Committee will review what materials have already been completed for the video. However, the general consensus was that personal outreach is the best way to encourage nominations and assist members. The Committee will investigate ways to better communicate with grassroots members.</p>
5. Send reminder to Committee Chairs of Pass Through Awards	Complete	December 1, 2018	Pass Through Awards Subcommittee	Reminders were sent.

## MANAGEMENT BY OBJECTIVES

HONORS AND AWARDS COMMITTEE

ASHRAE SOCIETY YEAR 2019-20

PAUL PETRILLI, 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, 2019 and May 1, 2020	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, 2019 & April 1, 2020	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 2020	Staff & Planning Subcommittee	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members
4. Provide clarity for consulting engineers on the meaning of "Attained distinction and made substantial contribution in HVAC&R and in the built environment . . . "		May 1, 2020	Chair and Personal Awards Subcommittee	Item will require significant interaction with the College of Fellows. The criteria as currently interpreted makes it very difficult for consulting engineers to achieve Fellow grade.
5. Send reminder to Committee Chairs of Pass Through Awards		December 1, 2019	Pass Through Awards Subcommittee	

## CHAPTER TECHNOLOGY TRANSFER COMMITTEE

REPORT TO MEMBERS COUNCIL  
FROM MEETING OF JUNE 21-22, 2019

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>	<u>VISITORS</u>	<u>STAFF</u>
Nathan Hart	Farhan Mehboob	Daniel Redmond	Candace DeVaughn
Thursten Simonsen		Jeffrey Gilbeaux	Chandrias Jacobs
Charles Bertuch		Renjie Jerry Huang	Eunice Njeru
Daniel Robert		Ahmad Saleh Nour	Joyce Abrams
Tracey Jumper		Mark Abettin	
Christopher Adams		Charles Hon	
Carl Schultz		R Christopher Mathis	
Andrew Babler		Karine Leblanc	
David Ballard		Keith Reihl	
Peter Sudbeck		Mark Miller	
Russell Pratt		Ashish Rakheja	
Kevin Blankemeier		Donald Brandt	
Heric Holmes		Edward Bricker	
Walter Lenzi		Pat Marks	
Bing-Chwen Yang		Samir Traboulsi	
Serafin Grana		Elise Backstrom	
Mohammad Al Tassi		Marites Calad	
Stephen Piccolo		John Constantinide	
Andrew Reilman			

### MOTIONS

1. CTTC recommends to Members Council that review and implement the addition of diversity and inclusion points in the PAOE criteria to allow for Chapters to receive an additional add on award, similar to the Sustainability Award that can currently be earned for their associated diversity and inclusion activities throughout the Society year.

Background: CTTC RVCs have received feedback from a number of chapters that feel that recognition of diversity and inclusion initiatives within the Chapters need to be acknowledged. The Committee felt that incorporating this item into PAOE was the most effective way for the greatest number of Chapters to be recognized.

Fiscal Impact: None

### INFORMATION ITEMS

1. The free annual CTTC Webcast, "The Future of Refrigerants: Unitary and VRF Systems" featured presenters Sarah Kim, Steve Kujak, and Doug Tucker. This year's program had an estimated 8,738 viewers worldwide. A total of 420 sites registered and accounted for an estimated 2,886 viewers. A total of 1,855 viewers complete the online Participant Reaction Form, and of those viewers, 98.8% indicated they would participate in another ASHRAE Webcast.

**2.** The free annual CTTC Webcast will be undergoing a complete rebranding. Beginning with the 2019-20 Society year, the program will be known as ASHRAE *Tech Hour*. *Tech Hour* will provide relevant technical content in the form of one-hour videos to members and prospective customers through ASHRAE 365. This program will keep ASHRAE as a primary source of easily accessible knowledge for all levels of professionals.

The first program will be rolled out in November 2019 and will focus on the effects of humidity on human occupancy.

The new videos will be available exclusively through the ASHRAE 365 app for 30 days. After that time, the program will be made public on ASHRAE's YouTube channel, linked on the CTTC webpage, and continue to be available through the app.

The Committee has been working very closely with Marketing staff on the rebranding and reformatting of this program. The Committee feels that this new format is a more modern, relevant, and easily accessible platform; and will make the Committee more nimble in addressing topics of interest.

**3.** The 2018-19 ASHRAE Distinguished Lecturers Program completed a total of 279 visits. This total includes 190 budgeted visits, plus an additional 89 non-budgeted visits.

This year's roster includes 71 lecturers, representing 10 countries – Argentina, Denmark, Malaysia, Singapore, Sri Lanka, United Kingdom, India, Italy, Canada, United States and 11 languages – English, Chinese, Danish, French, German, Hindi, Marathi, Spanish, Thai, Punjabi, Italian.

**4.** The 2019-20 DL program will provide 206 budgeted visits. CTTC has approved a roster of 69 lecturers. Nine new DLs will begin two-year terms in July 2019.

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.

#### **ATTACHMENTS**

Attachment A – Updated 2018-19 MBOs

Attachment B – 2019-20 MBOs



**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	Closed	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> <p>The most effective way to interact with CTTC Chapter Chairs is to meet with them face-to-face or have multiple conference calls; this is especially important with struggling Chapters.</p>
2. Conduct a minimum of five chapter meetings with a residential theme in collaboration with key organizations and/or stakeholders	Closed	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> <p>RVCs were asked to visit three chapters in the Region that were struggling the most. It was intended that this should be an in-person meeting but conference calls were acceptable if time and/or cost were a factor.</p>
<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</p>	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> <p>No Regional entries were received for Region XIV or RAL. Region XIII submitted three entries to Society competition. This MBO will be carried over for 2019-20 and will also include Region VIII so that Chapters in Mexico are included.</p>
<p>4. Submit 3 Applications for each of the Dan Mills Technical Award, Donald A. Siller Refrigeration Award, and the Chapter Programs Star Award</p>	Closed	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</p>

				<p>with CRC award recipients to submit for Society Awards.</p> <p>Applications received for all CTTC awards.</p>
<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.</p>	Ongoing	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&amp;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> <p>Members were encouraged to reach out to PDC and Student Activities for additional suggestions. RVCs from Region VIII, XIII, XIV, and RAL were charged to take the PPT presentation to their CRCs for review and discussion.</p>

**MANAGEMENT BY OBJECTIVES**  
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE  
 ASHRAE SOCIETY YEAR 2019-20  
 NATHAN HART, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. RVCs to coordinate with chapter programs chairs to conduct a minimum of three (3) Indoor Environmental Quality (IEQ) focused meetings per Region over the society year. This equates to a minimum of 45 IEQ themed presentations over the 19-20 society year.	Open	June 2020	All RVCs	ASHRAE Strategic Plan item 2 is a greater focus on IEQ over the next 5 years. Most regions have between 6 and 20+ chapters that conduct at least 8 meetings per year. This equates to only 7% or less of the overall meetings in a region (less than 1 per chapter) that need to be related to IEQ. This is a very attainable goal and will help fulfill Strategic Plan items 2 and 4 while providing greater member benefits.
2. All RVCs to work with their DRC, RMCR, Regional planning committee, and nominating committee to identify and implement a Regional CTTC RVC committee comprised of a minimum of 3 members. Preferably, the committee would consist of the current RVC, past RVC and 1-2 potential future RVCs.	Open	December 2019	All RVCs	<p>There has been an issue in many regions with identifying future candidates for a RVC position and likewise some uncertainty from incoming RVCs as to their responsibilities on the committee. Having a regional CTTC RVC committee will help retain outgoing knowledge and prepare future RVCs for the responsibilities of this position while providing the current RVC additional resources to help share the work load of this position and the many associated responsibilities.</p> <p>This aligns with ASHRAE Strategic Plan item 3 and 4 which is organizational streamlining and improve chapter engagement, capacity and support.</p>

3. RVCs to visit the three chapters in their region struggling the most. This intended to be an in-person visit, but if time and cost are an issue, a minimum of three additional phone calls (per chapter) to the CTTC or Programs chair for the struggling chapter can substitute.	Open	March 2020	All RVCs	<p>One of the items that was highlighted through the Ad Hoc committee responsible for last year's MBO No. 1 was that it is difficult to get good communication from struggling chapters and additional electronic communication does not seem to be addressing the issues. The best way to make sure that the Region understands the issues the struggling chapters are facing and help them overcome these issues is to meet with them in person.</p> <p>This supports Strategic Plan Item 4 – Improve chapter engagement, capacity and support.</p>
4. Operations Sub-Committee and Web Broadcast Sub-Committee to establish three webcast topics, dates and formats for the new webcast series. These committees shall assign a minimum of three (3) different members from Operations and ExCom to be responsible for each of the three webcasts for a total of nine (9) members involved.	Open	October 2019	Operations Sub-Committee & Web Broadcast Sub-Committee	<p>The web broadcast has been a good conduit to disseminate information to the membership for the past 10+ years. The previous format has reached a point where it is not economically feasible to continue for the cost per viewer. A new format was tried this year and did not receive any additional traction. It was felt that multiple smaller webcasts throughout the year would provide better benefit with less production cost. However, to accomplish this will require more committee member involvement to spread out the responsibility for multiple webcasts.</p> <p>This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.</p>
5. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, as well	Open	June 2020	All RVCs	<p>International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work</p>

as, Region-at-Large for a minimum of 5 total from outside North America.				<p>with CRC award recipients to submit for Society Awards.</p> <p>This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.</p>
6. Submit 3 Applications for each of the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award	Open	September 2019	All RVCs	<p>The Dan Mills Program Award recognizes the best programs chair in the society which helps improve chapter engagement by acknowledging future chapter and society leaders. This supports Strategic Plan Item 4.</p> <p>The Donald Siller Refrigeration Award recognizes outstanding refrigeration projects and aligns with Strategic Plan items 1 and 2 – Resilient buildings and IEQ.</p>
7. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year per full sub-committee	Open	November 2019 & March 2020	Member Services & Operations	<p>This was something that our previous chair, Mr. Mehboob, initiated between the summer and winter meetings last year. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3.</p>

**RP COMMITTEE**  
Report to Members Council  
From Meeting of June 22, 2019

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
Derek Crowe, Chair	Duane Rothstein, RVC VI	Willie Dawkins	Julia Mumford
Scott Martin, Vice Chair		Elise Backstrom	Megan Gotzmer
Tiffany Abruzzo, Vice Chair		Marites Calad	Nicole Blount
JD Karnik, Vice Chair		David Yashar	Kim Mitchell
Tom Zoller, RVC I	<b><u>Outgoing RVCs Absent</u></b>	John Rieke	
Mark Lawrence, RVC II	None	Mark Miller	
Chris DeSoto, RVC III			
Matt Rowe, RVC IV			
Devin Snowberger, RVC V	<b><u>Incoming RVCs Absent</u></b>		
Scott Peach, RVC VII	Valarie Simmons, IV		
Kimberly Thompson, RVC VIII			
Megan Sterl, RVC IX	<b><u>Incoming RVCs Present</u></b>		
Heather Schopplein, X	Christine Keltner, VII		
Les Pereira, RVC XI	Tulia Rios, XII		
Ching Loon Ong, RVC XIII			
Liviu Drughean, RVC XIV			
Aakash Patel, RVC RAL	<b><u>Incoming Chair</u></b>		
Chris Phelan, Board Ex-Officio	Scott Martin		
Guy Perreault, ARC Consultant			

**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 24, 2019)**

1. Goal: \$2,525,000

Region	YTD Results	Last Year This Month	% Ahead/Behind	Total Regional Goal	% Regional Goal
I	\$171,803	\$176,782	-2.8%	\$210,500	81.6%
II	\$156,473	\$155,762	0.5%	\$190,000	82.4%
III	\$189,024	\$197,745	-4.4%	\$200,000	94.5%
IV	\$173,310	\$164,903	5.1%	\$186,000	93.2%
V	\$163,802	\$108,405	51.1%	\$133,000	123.2%
VI	\$108,915	\$105,231	3.5%	\$180,000	60.5%
VII	\$105,799	\$104,575	1.2%	\$140,950	75.1%
VIII	\$473,128	\$435,377	8.7%	\$432,000	109.5%
IX	\$161,657	\$239,654	-32.5%	\$260,000	62.2%
X	\$209,492	\$136,702	53.2%	\$190,000	110.3%
XI	\$137,247	\$121,349	13.1%	\$173,000	79.3%
XII	\$113,513	\$109,773	3.4%	\$153,000	74.2%
XIII	\$49,472	\$46,974	5.3%	\$48,200	102.6%
XIV	\$3,885	\$4,628	-16.1%	\$5,000	77.7%
RAL	\$29,701	\$19,819	49.9%	\$26,300	112.9%
<b>TOTALS:</b>	\$2,247,220	\$2,127,679	5.6%	<b>\$2,525,000</b>	89.0%
				(Campaign Goal)	

**2. RP Committee recommends to Members Council that the following revision to section 2.422.1.1 Membership of the ASHRAE Rules of the Board be accepted**

BACKGROUND: This revision brings the ROB in line with the changes made to the structure of the Research Promotion Committee as voted by Members Council at the 2018 Annual Meeting in Houston.

FISCAL IMPACT: None



#### 2.422.1.1 MEMBERSHIP

##### 2.422.1.2 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)

### **3. RP Committee recommends to Members Council that the following revision to section 2.422.2.1 General Requirements of the ASHRAE Rules of the Board be accepted**

BACKGROUND: This revision updates the RP Campaign Honor Roll minimum gift level, as voted and accepted by the RP Committee at the 2019 Winter Meeting in Atlanta

FISCAL IMPACT: None

#### 2.422.2 OPERATION

##### 2.422.2.1 General Requirements

Responsibility for donor recognition of contributions for Society research and education programs is assigned to the Research Promotion Committee. (88-06-30-48)

This committee administers the William J. Collins, Jr. ASHRAE Research Promotion Award and recommends winners to the Honors and Awards Committee. (93-01-28-49)

The Research Promotion Committee shall determine the locations in which the Research Promotion training of Research Promotion chapter chairs shall be held. These trainings shall take place between July 15<sup>th</sup> and September 30<sup>th</sup>. (06-01-25/26-10B)

Each Regional Vice Chair will be responsible for assisting the Chair and the Manager of Research Promotion in the coordination of chapter, regional, and Society fund-raising programs.

Each Regional Vice Chair will be responsible, with the cooperation of the Regional Chair, for establishing chapter activities in research promotion, and will report at each CRC meeting in the region. (70-01-22-18)

Each Regional Vice Chair is authorized and expected to attend the following meetings. (71-08-21-20/86-01-23-41/90-06-10-14D/94-06-30-15A/95-02-01-10/96-02-21-38)

- A. Chapters Regional Conference and Committee.
- B. Regional planning meeting.
- C. Formal visits to Chapters in lieu of Regional Chair, if required by Regional Chair. (See 7.2.3)
- D. Regular meetings of the Research Promotion Committee at the Winter and Annual Meetings of the Society. (71-08-21-20)

A member of this committee selected by the chair and approved by the Members Council chair may assist in the conduct of regional Research Promotion workshops. (78-06-28-34/03-07-02-11B)

A program shall be established to recognize contributors and key volunteers. This program will include presentation of certificates and plaques appropriate for the level of contribution at ASHRAE functions. (89-06-29-42)

Honor Rolls of contributors shall be published annually. (85-06-27-29/86-06-25-23/89-02-02-50)

- A. The Honor Roll for corporate contributions shall be restricted to investors of ~~\$150.00~~ \$500.00 or more.  
(85-06-27-29/86-06-25-23/89-02-02-50/99-01-28-83)
- B. The Honor Roll for individual contributors shall be restricted to investors of ~~\$100.00~~ \$150.00 or more.  
(89-02-02-49A/99-01-28-83)

**4. RP Committee recommends to Members Council that the attached revisions to the ASHRAE Manual of Procedures (Attachment B)**

BACKGROUND: These revisions bring the MOP in line with the changes made to the structure of the Research Promotion Committee as voted by Members Council at the 2018 Annual Meeting in Houston. Further revisions reflect the updated Honor Roll minimum donations (as of July 1, 2019) and the additions of named ASHRAE giving societies already recognized by Society.

FISCAL IMPACT: None

**MBO Update**

Please see attached updated 2018-19 MBO (Attachment D) and 2019-20 MBO (Attachment E)

**Attachments**

Attachment A 2019-20 Regional Goals  
Attachment B Proposed revisions to the ASHRAE Manual of Procedures  
Attachment C 2018-19 MBO  
Attachment D 2019-20 MBO

Respectfully submitted,

Derek Crowe  
2018-19 RP Chair

**ATTACHMENT A**

**RP COMMITTEE**

Report to Members Council  
From Meeting of June 22, 2019

**Regional Goals for RP 2019-20**

<b>Region</b>	<b>Goal</b>
I	\$212,000
II	\$196,000
III	\$206,000
IV	\$191,000
V	\$139,000
VI	\$180,000
VII	\$144,000
VIII	\$452,000
IX	\$270,600
X	\$199,500
XI	\$173,000
XII	\$153,000
XIII	\$50,100
XIV	\$5,800
RAL	\$28,000
<b>Total</b>	<b>\$2,600,000</b>

**ATTACHMENT B**  
**RP COMMITTEE**  
Report to Members Council  
From Meeting of June 24, 2019



# **MANUAL OF PROCEDURES**

**For**

# **RESEARCH PROMOTION COMMITTEE**

LAST REVISED: 04/16/xx/159

# **MANUAL OF PROCEDURES FOR RESEARCH PROMOTION COMMITTEE**

## *FOREWORD*

The Research Promotion Committee (RP) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council. The Rules of the Board (ROB) for RP is its constitution. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) is a supplement to the RP ROB that describes the methods and procedures by which that committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP and revisions thereto, require approval of Members Council. (96-02-18-07)

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### **SECTION A - RESEARCH PROMOTION COMMITTEE – GENERAL**

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- Part 2 Membership
- Part 3 Meetings
- Part 4 Operations

### **SECTION B - CHAIR AND VICE CHAIRS**

- Part 1 Selection
- Part 2 Chair
- Part 3 Vice Chair
- ~~Part 4 Consultant~~

### **SECTION C - EXECUTIVE COMMITTEE**

- Part 1 Membership
- Part 2 Meetings
- Part 3 Responsibilities

### **SECTION D - REGIONAL VICE CHAIRS**

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- Part 1 Revisions to Rules of the Board (ROB)
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EARMARKED RESEARCH FUNDS**

**APPENDIX 3 RESEARCH PROMOTION POLICY FOR SPLITTING INVESTMENTS**

## **SECTION A - RESEARCH PROMOTION COMMITTEE - GENERAL**

### **Part 1 Responsibilities/Duties**

- A1.1 The Research Promotion (RP) Committee shall advise and direct the Society's fund-raising activities to support the Society's programs.

### **Part 2 Membership**

- A2.1 The RP Committee shall consist of members as described in Section 2.422.002 of the ASHRAE Rules of the Board

### **Part 3 Meetings**

- A3.1 The RP Committee shall meet two times each year, at the Winter and Annual Meetings of the Society. (See Section 2.422.003 of the ASHRAE Rules of the Board.)

### **Part 4 Operations**

- A4.1 A quorum shall exist if a majority of the membership, including the chair and vice chairs is present. The Board ex-officio members and any presidentially appointed consultants to the committee are non-voting members and are not eligible in determining quorum requirements.

## **SECTION B – CHAIR, ~~AND~~ VICE CHAIRS ~~AND CONSULTANT~~**

...

### **~~Part 4—Duties of the Consultant~~**

#### **~~B4.1—Membership~~**

- ~~B4.1.1 The Consultant shall be a non-voting member of the RP Committee and shall assist the Chair with assigned duties and responsibilities.~~



## **SECTION C - EXECUTIVE COMMITTEE**

### **Part 1 Membership**

C1.1 The RP Executive Committee shall consist of the chair and three vice chairs.

~~C1.2 The Consultant may serve as a non-voting member of the RP Executive Committee at the discretion of the Chair.~~

### **Part 2 Meetings**

C2.1 The Executive Committee shall have two meetings each year, one at the Winter and Annual Meetings of the Society.

### **Part 3 Responsibilities**

C3.1 The Executive Committee shall recommend to the RP Committee changes in policy.

C3.2 The Executive Committee shall provide guidance and support to Regional vice chairs.

C3.3 The Executive Committee shall assist in preparation of budgets for the RP Committee.

C3.4 The Executive Committee shall periodically review the RP MOP and Training Manual and recommend changes to the RP Committee.

C3.6 The Executive Committee shall coordinate the solicitation and recognition of individuals, companies and organizations that provide major contributions at the ASHRAE RP Golden Circle, ~~and~~ Platinum Circle, Benefactor, and Patron levels.

C3.7 The Executive Committee will recommend the William J. Collins, Jr. RP Award winner based on the nomination of the Regional Vice Chairs and the award's selection criteria.

C3.8 The Executive Committee shall annually select the individual to be featured on the RP Campaign Commemorative Coin.

ATTACHMENT C  
RP COMMITTEE  
Report to Members Council  
From Meeting of June 24, 2019

## RESEARCH PROMOTION 2018-19 MBO

**PROGRESS UPDATE: June 21, 2019**

**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%**      Results: **57%**  
*Last three years:*      2017-18: 55%      2016-17: 57%      2015-16: 63%
2. **Chapters attaining Full Circle**      **Goal: 70%**      Results: **60%**  
*Last three years:*      2017-18: 63%      2016-17: 65%      2015-16: 75%
3. **Chapters reaching 30% of goal by Dec 31**      **Goal: 45%**      Results: **48%**  
*Last three years:*      2017-18: 40%      2016-17: 45%      2015-16: 44%
4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:**      **Goal: 37%**      Results: **38%**  
*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. **Currently\*: \$478,483**  
*Last three years\*\*:*      2017-18: \$630,198      2016-17: \$484,622      2015-16: \$416,669
8. Review and refresh existing donor recognition program with the goal of attracting new and increased gifts to 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.

\* As of June 21, 2019.

\*\* As of end of the listed fiscal years.

ATTACHMENT D  
RP COMMITTEE  
Report to Members Council  
From Meeting of June 24, 2019

## RESEARCH PROMOTION 2019-20 MBO

### GOAL: \$2,600,000 FOR 2019-20 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2019-20 campaign:

1. **Chapter centralized/enhanced training attendance** Goal: 60% Results:  
*Last three years:* 2018-19: 57% 2017-18: 55% 2016-17: 57%
2. **Chapters attaining Full Circle** Goal: 70% Results:  
*Last three years:* 2018-19: 60% 2017-18: 63% 2016-17: 65%
3. **Chapters reaching 30% of goal by Dec 31** Goal: 50% Results:  
*Last three years:* 2018-19: 48% 2017-18: 40% 2016-17: 45%
4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:** Goal: 40% Results:  
*Last three years:* 2018-19: 38% 2017-18: 35% 2016-17: 31%
5. Review and enhance centralized training materials for RP Chapter Chairs to aid them in planning and executing successful RP fundraising events.
6. Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently\*: \$478,483**  
*Last three years\*\*:* 2017-18: \$630,198 2016-17: \$484,622 2015-16: \$416,669
7. Develop donor recognition and solicitation materials for major donors.
8. Develop case for support of ASHRAE Research and incorporate the messaging into solicitation and donor stewardship materials.
9. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.

\* As of June 22, 2019.

\*\* As of end of the listed fiscal years.

**MEMBERSHIP PROMOTION COMMITTEE**  
**Report to Members Council**  
*From the meeting of Saturday, June 22 2019, Kansas City, Missouri*

**Members**

Michelle Swanson, Chair  
Carrie Kelty, 1<sup>st</sup> Vice Chair  
Erik Sanchez, 2<sup>nd</sup> Vice Chair  
Lee Feigenbaum (I) **Absent**  
Genevieve Lussier (II)  
Patrick Marks (III)  
Brian Justice (IV)  
Adam Doubblestein (V)  
Daniel Chudecke (VI)  
Casper Briggs (VII)  
Alan Neely (VIII) **Absent**  
Jonathan Smith (IX)  
Meg Gates (X)  
Greg Fluter (XI)  
Florentino Rodriquez (XII) **Absent**  
Henry Yeo (XIII)  
Monica del Fresno (XIV) **Absent**  
Mohamed Ibrahim (RAL)  
Russell Lavitt, Board Ex-Officio

**Guests**

Adeeba Mehboob  
Bryan Holcomb  
Mark Miller  
Marites Calad  
Elise Backstrom  
Veronica Roson  
Bassam Basil  
Jason Alphonso  
Alyse Falconer  
Ben Oliver  
Cameron Labunski  
Joyce Abrams  
Anuj Gupta  
Elena Hartford

**Staff**

Daniel Gurley  
Anne Wilson

**Incoming Members**

Jason Urso R-I Allowed Vote  
Julia Call R-V  
Cecilia Garay R-VIII Allowed Vote  
Dan Russell R-IX  
Louise McKenzie R-XI  
Dan Rogers R-XII

**Motions**

**Motion 1:** Consolidate Society electronic mailings into a weekly email, published by the marketing department, regarding all industry news relevant for the week.

**Background:** The last survey sent to ASHRAE new members indicated that people feel they receive too many emails from ASHRAE (see list below). When we send our members too many emails, it results in the dilution of all news which negatively affects the desired result of keeping our members involved. However, if all the emails relevant for that week were submitted, then consolidated by the ASHRAE marketing staff into one email with several links to all subjects, it may increase the opening rate. It is possible that our members will receive more ASHRAE information by implementing this consolidated format. Additionally, the member could click on subjects of interest which may deter members from electing to “unsubscribe” to ASHRAE emails. The weekly email could be formatted to be visually pleasant with icons imbedded with links on which to click. The emails to consolidate would be from the following sources:

- eSociety (Sent monthly to all 57,000 members)
- Government Affairs Update (Sent bi-weekly to an estimated amount of 3,000 people)
- Digital Journal. (Sent monthly to members and subscribers, estimated 40,000 people)
- HPB Magazine (Sent monthly to subscribers and members, estimated 63,000 people)
- HVAC&R Industry (Sent weekly to an estimated amount of 93,000 people)
- ASHRAE Journal Newsletter (Sent monthly to an estimated amount of 60,000 people)
- Keynotes – (Sent monthly to volunteers only, estimated amount of 800 people).
- YEA Connection (Sent quarterly to members under 35 to an estimated amount of 12,000 people in June, September, December and March)
- Student News (Sent bi-monthly to Student Members only, estimated amount of 6,000 people)

**Fiscal Impact:** Zero

15-0-0 CNV Motion passes

**Motion 2:** To amend the ASHRAE Bylaws Article II to change the print grade “Member” to “Senior Member”.

**Background:** Upgrading the ASHRAE membership grade is a PAOE point as well as a main agenda item for the Chapter MP Chairs. However, the explanation of the capital “M” Member category is often convoluted, and the members have trouble understanding why they should upgrade because they are already a “member.” Internationally, the distinction between Associate and Member is extremely important, so the member grade and the advancement is a vital piece of our Society, but to simplify the process and emphasize the importance of the title, we propose the current “Member” grade be renamed to “Senior Member.” This is a general term that manufacturer representatives, contractors, consultants, architects, and other facets of our society can easily identify with as a prestigious title to recognize our members for acquiring the professional experience within the HVAC industry and their dedication to the ASHRAE Society. All other member grades would remain the same as currently.

**Fiscal Impact:** Zero

15-0-0- CNV Motion Passes

**Motion 3:** To update the Membership Promotion Manual of Procedures to remove the Green Ribbon Award.

**Background:** The Green Ribbon Award was to honor the highest number of online transactions, which is no longer relevant in the 21<sup>st</sup> century. The red-lined, revisions are attached as Appendix A.

**Fiscal Impact:** Approximate savings of \$120.

14-0-1, CNV, Motion Passes

**Motion 4:** Create a new award (Limelight Award) for the MP Chair for each region with the highest net positive growth on a percentage basis. The award will be awarded at the CRC at each region.

**Background:** The creation of this new award is intended to recognize the efforts of chapter chairs with the highest membership growth. There isn’t currently an award to recognize the chapters with the highest chapter growth. Having the award based on a percentage basis will provide an equal opportunity for small and large chapters to compete on a level playing field. This new award will provide an opportunity to recognize chapters solely on a percentage growth basis. We recommend a thermally insulated travel mug that has the name of the award and the ASHRAE logo as the award. Actual award will be chosen by the ASHRAE Membership Promotion Staff based on budget.

**Fiscal Impact:** Approximately \$450.

15-0-0, CNV, Motion Passes

**Motion 5:** Society to review the reasons why emails from society sent via the external mail client have been black listed by many commercial spam filters.

**Background:** The MP committee has heard from a number of members that they do not receive emails from society such as press releases and newsletters due to corporate spam filters used by their company.

**Fiscal Impact:** \$0

14-0-0, CNV, Motion Passes

**Referred Motions:** None

**Information Items to report to Members Council:**

- The Committee requested Membership and Marketing staff to create an annual campaign that utilizes Connect a Colleague and to provide a free Winter Meeting registration for a referrer and a referee that joins ASHRAE as a new member.
- The Committee is actively investigating how to build the value proposition for members and will be seeking input from a variety of members and will ask to work with other ASHRAE groups that control aspects of the ASHRAE member experience. These include the Finance Committee, Publication & Education Council, and various Ad Hoc Committees that Membership Promotion does not have representation.

**Additional Information Items:**

1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2018	56,508	39,441	3,627	5,508	2,085
2019	57,088	39,076	3,946	5,630	2,437

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, 2019, there were a total of 1,242 (includes all new grades that were added) members participating.

2. Chapter Chair Training & Development:

- a) MP hosted Centralized Trainings in Kansas City and trained a total of 58 MP Chairs.
- 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 65 MP Chairs in Austin.
- d) Regions I-XII are invited to Kansas City, Regions XIII, XIV, and RAL will attend the international one in Malaysia.

3. Recruitment:

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

4. Member Communication:

Exploring possibilities with the App.

Membership Promotion Committee  
Manual of Procedures  
Committee/Council Approval: ~~June 2013~~



**MANUAL OF PROCEDURES**

**MEMBERSHIP PROMOTION COMMITTEE**

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## **MANUAL OF PROCEDURES MEMBERSHIP PROMOTION COMMITTEE**

### **A. FOREWORD**

Upon appointment to the Society Membership Promotion Committee, the new member will receive from headquarters a copy of the Board Approved Rules (BAR) and the Manual of Procedures (MOP). As changes occur, all Committee members will receive updated copies of these documents. Every member of the committee should become thoroughly familiar with each document. The Board Approved Rules detailed in this document, defines the rules under which the Membership Promotion Committee may operate and includes the Committee's scope and purpose, responsibilities and restrictions. These rules are a compilation of motions and ideas developed by the Society's Board of Directors over many years and are subject to few changes. They are made in accordance with Society Bylaws (SBL) and are documented as Rules of the Board (ROB).

### **B. DEFINITION OF MANUAL OF PROCEDURES**

The Manual of Procedures is an in-depth description of the duties and responsibilities of the committee members. This document consists of statements and policies developed internally by the committee and is regularly reviewed and updated by the committee to reflect current committee practices and procedures.

### **C. COMMITTEE SCOPE AND PURPOSE** (Excerpt from Board-Approved Rules)

The Membership Promotion Committee shall publicize the aims, activities, achievements, and scientific and educational purposes of the Society toward the end that persons duly qualified shall apply for membership therein. This committee shall review the programs; services and benefits provided by the Society to its members and shall make recommendations for improvements to promote the retention of membership at all levels. This committee will also monitor the Society's membership demographics and where appropriate, adjust or create programs to ensure that individuals from all demographic backgrounds are being equally attracted to ASHRAE. (ROB 520-150-002)

### **D. COMMITTEE RESPONSIBILITIES**

#### **RESPONSIBILITIES/DUTIES** (Excerpt from Board-Approved Rules)

- 4.1 This committee reports to Members Council. (ROB 510-101-003)
- 4.2 This committee shall submit to the Board of Directors, prior to meetings of the Society, reports of its activities, and shall submit progress reports at other times on the request of the President. (SBL 7.8)
- 4.3 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)

- 4.4 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 should be settled and determined by its council or the BOD. (ROB 520-103-002)
- 4.5 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 organizations 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)
- 4.6 This committee shall coordinate with other Society committees with related interests.
- 4.7 This committee shall develop action plans to address Strategic Plan Objectives (SPOs) assigned to it, and execute approved programs related to these SPOs.
- 4.8 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.
- 4.9 This committee shall submit a recommended 4-year fiscal plan, including the succeeding year's budget, to its council for review. This committee shall monitor its expenses to see that expenditures are within the approved budget.
- 4.10 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.
- 4.11 This committee shall review its BAR and submit recommended changes to its council. If approved by the council, each change shall be submitted by the council to the Board for approval.
- 4.12 This committee administers the Lincoln Bouillon Membership Medal program under guidelines approved by the BOD (Appendix A), and recommends winners to the H&A Committee.

**E. GENERAL COMMITTEE RESPONSIBILITIES** (as amended by the Membership Promotion Committee)

The Committee shall advise the President-Elect as to desirable features and/or revisions to the Presidential Award of Excellence (PAOE).

The Committee should recommend any revision necessary to existing Society Membership application forms, membership advancement forms, mass media publications, internet activities and other promotional literature, or recommend the creation of new literature for Membership recruitment and retention if necessary, on a twice-yearly basis.

The Committee should review and revise, if necessary, their BARs, Manual of Procedures and Chapter Membership Promotion Resource Manual on a yearly basis. The Committee should

review the Society's BARs and recommend necessary revisions, if applicable. (See Appendix E for procedures.)

#### **F. RESPONSIBILITIES OF THE MEMBERSHIP PROMOTION CHAIR**

1. Prepare agendas and assign action items for all Committee meetings.
2. Preside at all Committee meetings.
3. Prepare reports to the Board of Directors and Member Council as required.
4. Approve the minutes of each committee meeting for distribution by Headquarters.
5. Coordinate the MBO Program for the Committee and transmit to Society President.
6. Attend Members Council meetings, as required. (See BARs)
7. Assign Committee members specific functions and subcommittee assignments.
8. Confer with Members Council to select a replacement Regional Vice Chair in the event that a member of the Committee is unable to fulfill his/her commitment. (See BARs)
9. Monitor subcommittees with Vice Chairs.
10. Assign mentors to new committee members and monitor the mentoring activities of the Committee. (See Appendix F for specifics.)
11. Attend President elect training during Annual Meeting
12. Other duties as assigned by the Society President, Board of Directors or Members Council

#### **G. RESPONSIBILITIES OF THE MEMBERSHIP PROMOTION VICE CHAIRS**

- 1) Assume duties of the Membership Promotion Chair in his/her absence.
- 2) Attend Members Council meeting at the Annual and Winter meetings.
- 3) Attend all Membership Promotion Committee meetings.
- 4) Monitor the campaigns of Membership Promotion involving recruitment, advancement and retention.
- 5) Monitor subcommittees with Chair
- 6) Review MOP/BAR at least once per year and make recommendations for revisions as needed.
- 7) Keep written record of Action Plans progress for the SPO's.
- 8) Make recommendations for annual budget to staff and to the Chair.
- 9) Keep written record of all committee action items.
- 10) Attend President elect training during Annual Meeting
- 11) Vice Chair I (senior) oversees
  - a) Chapter Chair Training & Development subcommittee
  - b) Retention subcommittee
- 12) Vice Chair II (junior) oversees
  - a) Member Communications subcommittee
  - b) Recruitment subcommittee

#### **H. RESPONSIBILITIES OF THE REGIONAL VICE CHAIR**

##### **MEETINGS**

1. Regional Vice Chairs are expected to attend all Committee meetings.
2. Regional Vice Chairs are expected to attend the Chapter's Regional Conference (CRC) (SRC) for his/her Region. (See CRC Workshop section for specifics.)
3. Regional Vice Chairs are expected to attend all subcommittee meetings to which they are assigned, including teleconference meetings
4. Visits to local chapter meetings by Regional Vice Chairs shall be assigned by, arranged and coordinated with the Director and Regional Chair (DRC). Reimbursement for transportation expense, in accordance with current Society policy, is at the discretion of and shall be approved by their DRC.

5. Regional Vice Chairs, who are assigned as mentors to new committee members, will accompany the new member to the committee orientation session and serve as mentors for the incoming members' first year. (See Appendix F for specifics.)
6. Regional Vice Chairs are expected to attend the committee orientation session.

#### **REPORTS**

1. Regional Vice Chairs shall present a written report to the Membership Promotion Committee Chair at each Society Annual and Winter Meeting. The suggested format is shown in Appendix D. In all cases, copies of reports should be sent to your respective Regional Director for information.
2. Other reports will be prepared as necessary when required by any subcommittee assignment, special activity, etc., or as required by the Committee Chair or Regional Director.
3. Regional Vice Chair shall be responsible to his/her DRC for Membership Promotion activities related to his/her Region, and to the Society Membership Promotion Committee Chair for all other Membership Promotion activities.  
Regional Vice Chairs are expected to provide content for the Membership Promotion Newsletter addressing membership promotion issues and concerns. An editorial calendar will be set by the Member Communication Subcommittee.

#### **I. SUBCOMMITTEES**

Every subcommittee will be assigned a member of MP ExCom, who will be responsible for ensuring recommendations are made on all items assigned to the subcommittee. The ExCom representative assigned to each subcommittee will coordinate with the subcommittee chair to answer any questions concerning the subcommittee assignments and to provide assistance when requested. Each subcommittee is responsible to review and make recommendations on all action items as well as tasks for which the subcommittee is responsible on a continuing basis, such as the training agendas and membership application forms. A written report, including recommendations and/or motions for all action items and regularly assigned tasks, will be presented at each regularly scheduled meeting of the Committee. These reports shall be prepared after consultation with the assigned subcommittee members and other ASHRAE Members as deemed appropriate. Subcommittee meetings will be scheduled prior to the regular Committee meeting. Correspondence between subcommittee members prior to the regularly scheduled subcommittee meeting is encouraged. Subcommittee reports are one of the highest priorities of the Committee, in order to complete the prescribed Committee meeting agenda within the allotted time schedule.

#### **CHAPTER CHAIR TRAINING & DEVELOPMENT SUBCOMMITTEE**

The subcommittee is responsible for developing and establishing centralized training and CRC training formats. To make recommendations for additions or deletions from the materials currently forwarded by headquarters for training. The subcommittee is responsible for reviewing and making recommendations and updates to all training materials. This subcommittee assists with the training of the new Regional Vice-Chairs during the annual committee orientation (held in June). The subcommittee is responsible for reviewing the current PAOE criteria and for making recommendations for consideration by the President-Elect.

#### **RECRUITMENT SUBCOMMITTEE**

Subcommittee shall develop programs and activities for members including Society-wide long term membership recruitment campaigns. The Subcommittee also coordinates these programs and activities with the other grassroots Committees. **The committee shall recommend recruitment targets by region.**

#### **RETENTION SUBCOMMITTEE**

Subcommittee shall develop programs and activities for members including Society-wide long term membership retention campaigns. The Subcommittee also coordinates these programs and activities with the other grassroots Committees. Subcommittee shall develop recommendations related to increasing and improving membership retention and make annual recommendation to staff regarding association trade show attendance to promote ASHRAE membership. **The committee shall recommend retention targets by region.**

#### **MEMBER COMMUNICATIONS SUBCOMMITTEE**

Subcommittee is responsible for making recommendations for organizing programs, presentations, and mass media publications related to membership promotion activities. This subcommittee is also responsible for coordinating mass communication of society-level membership items to the membership promotion chairs and other interested parties. Also oversees various forms of applications for membership and upgrade of membership including the Society web page

#### **J. AWARDS**

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be done in accordance with Appendix G. The following awards are approved by the Honors and Awards committee.

1. Lincoln Bouillon Award - The Regional Vice Chairs shall select and recommend candidates for the Lincoln Bouillon Award. (See Appendix A for procedure and timetable.)
2. Blue Ribbon Award - Each Regional Vice Chair shall participate in publicizing the Blue Ribbon Award within his/her Region. (See Appendix B for specifics.)
3. Red Ribbon Award - Each Regional Vice Chair shall participate in publicizing the Red Ribbon Award within his/her Region. (See Appendix B for specifics.)
4. ~~Green Ribbon Award - Each Regional Vice Chair shall deliver the Green Ribbon Award at the CRC. The Green Ribbon Award honors the chapter with the greatest percentage of online transactions for new and renewing members in honor of sustainability.~~
4. Limelight Award - Each Regional Vice Chair shall participate in publicizing the Red Ribbon Award within his/her Region. (See Appendix B for specifics.)
5. Regional Awards – These awards are encouraged by the committee but are at the discretion of the Regional Membership Promotion Vice Chair and/or the Regional Chair and do not require approval by the Honors and Awards Committee.

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#### **K. CHAPTER CHAIR TRAINING & DEVELOPMENT**

It is the responsibility of each Regional Vice Chair to participate in training for the chairs in their region through centralized training or other supplemental training at Chapters Regional Conference (CRC). The regional chair will determine the method of training. Training should include:

- \* Current membership programs of the Society
- \* Goal setting
- \* Role of Membership Promotion
- \* Methods of recruitment of new members and retention of current members
- \* Other items important enough to cover with the Membership Promotion Chairs at the Chapter level.

Staff will ensure training materials are available. Regional Vice Chairs should allow time to prepare for the training based on regional needs. Training materials might include:

- \* Training blog demo
- \* Membership forms
- \* Objectives for the Region
- \* Report instructions
- \* Society brochures
- \* Other items as required individually by each Region

It is important Regional Vice Chairs ensure the chapter chairs fully understand their role, requirements and goals for the year.

#### **L. COORDINATION OF CHAPTER EFFORT**

It is the responsibility of the Regional Vice Chair to coordinate membership activities with each of the Chapter Membership Promotion Chairs to accomplish the following objectives:

- \* That every qualified individual in the ASHRAE related discipline is contacted regarding Society membership.
- \* That each qualified individual in each Chapter is advanced in grade according to his/her qualifications.
- \* That assistance is given to any Chapter that is having difficulty in obtaining Society's goals in membership.
- \* That delinquency in each Chapter is held to a minimum, and within Committee's goal for the year.
- \* That Chapters receive support and assistance in retention efforts.
- \* That ASHRAE members renew in a timely manner.
- \* That other objectives, as set forth by the Society President (PAOE Criteria), the Board of Directors or the Membership Promotion Committee are fulfilled.

#### **M. MANAGEMENT BY OBJECTIVES (MBO)**

MBO is a tracking tool used by the membership committee to record tasks that must be completed by the committee, or appropriate subcommittee. The task status, deadlines,

responsible party, and level of importance can also be recorded. Appendix C is an MBO Action Outline, which should be used with the Chapter Membership Promotion Chairs in establishing the Regional Membership Promotion goals.

The Membership Promotion Committee has been using MBO techniques for several years. The Committee's goals and objectives cover the following basic areas:

- \* New Members
- \* Membership Retention
- \* Delinquency
- \* Advancement in Grade
- \* Student Transfers
- \* Any special task set forth by the Committee

MBO Goals for the Membership Promotion Committee should be coordinated with Society goals as set by the President (PAOE). Regional goals may be higher than those of Society, if deemed practical by the DRC.

**N. DIRECTOR-AT-LARGE RESPONSIBILITIES**

(Excerpt from Manual of Procedures for Officers and Directors)

- 4.3.3 Directors-at-Large shall be assigned as ex officio members to all Standing General Committees except Finance, Long Range Planning and Nominating (520-102-002). A Director-at-Large may expect to be appointed as a Board Ex Officio (BOD ExO) of one or more committees, as a voting member of one council, and as a member of one or more BOD subcommittees.
- 4.3.4 For each committee to which a Director-at-Large is appointed as Board Ex Officio, he shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of the Society.
- 4.3.5 The Board Ex Officio shall serve the assigned committees in an advisory capacity and shall provide liaison with the Board of Directors, the councils, and other committees, including the President-Elect Advisory Committee. The Board Ex Officio shall assist the committee in preparing its recommendations to the council and the Board and present any motions to the council that are recommended by the committee. In turn, the Board Ex Officio shall interpret actions of the council and Board to the committee. At committee meetings the Board Ex Officio does not count toward a quorum and shall not vote.
- 4.3.6 The Board Ex Officio may request a committee chairman to attend the Board meetings when the council chairman or the Board Ex Officio presents the report (or part of the report) of the council. This practice is encouraged only in such instances where a direct exchange of information between the Committee Chair and the Board may be significant.
- 4.3.7 The Board Ex Officio shall provide support to his assigned committees as follows (82-01-24-03):
  - a. Communication and interpretation of presidential goals.
  - b. Guidance in fiscal planning.
  - c. Assistance in preparation of annual objectives.
  - d. Monitoring of progress toward completion of annual objectives.
  - e. Assistance in developing action plans to achieve Strategic Plan objectives (SPO's).
  - f. Monitoring of progress toward completion of Strategic Plan objectives (SPO's)
  - g. Ongoing review of the committee's Board-Approved Rules (BAR) and Manual of Procedures (MOP). (92-06-28-5B)
- 4.3.8 The Board Ex Officio shall assess the committee's scope, operation, and personnel and shall suggest changes as needed.
- 4.3.9 The Board Ex Officio shall attend all meetings of his assigned committees and councils with the following exceptions:
  - a. In cases of conflict with BOD meeting, the BOD meeting shall take absolute precedence.
  - b. In cases of conflict between appointed committees, approximately equal amounts of time should be devoted to each committee in question.
  - c. The Director-at-Large who is assigned as Board Ex Officio to the Membership Promotion Committee shall be required to attend only those meetings held during Annual and Winter meetings of the Society.



#### **O. STAFF SUPPORT**

The Manager of Membership at Society headquarters will serve as Staff Liaison to the Membership Promotion Committee. Forwarding of information will normally be accomplished by electronic means when feasible. In addition, this position is liaison to all Chapters in the Society and as such will respond to all inquiries from Chapter Membership Promotion Chairs.

Support functions are as follows:

1. To act as Secretary at meetings of the Committee and submit meeting minutes for approval to the Chair prior to distribution; and to distribute meeting minutes to the Committee within 60 days after any regular Committee meetings.
2. To see that agendas (and supporting papers) are forwarded to all Committee Members in a timely manner.
3. To forward ballots to Committee Members for vote on matters as instructed by the Chair.
4. To keep the BARs, Manual of Procedures, and Chapter Membership Promotion Resource Manual current by recommending needed revisions to the Committee and implementing Committee recommendations at least once per year.
5. To see that the Committee reports to the Board of Directors and Members Council are prepared and submitted in a timely manner.
6. To keep the Committee apprised of actions of other Society Committees that affect the activities or the operation of the Committee.
7. To forward each new member of the Committee copies of the BARs and Manual of Procedures when appointed to the Committee and to forward all members of the Committee copies whenever revisions occur.
8. To forward monthly membership, transfer and delinquent status reports to each Chapter Membership Promotion Chair and to the Regional Vice Chairs on a regular basis.
9. To forward promotional information to non-members attending the Society Annual and Winter meetings, if requested.

#### **P. STRATEGIC PLAN**

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the 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 Conference.

APPENDIX A

**LINCOLN BOUILLON AWARD**

**ESTABLISHMENT OF AWARD**

The award was established by the Board of Directors in memory of President Lincoln Bouillon who died in office.

**SELECTION COMMITTEE**

The Selection Committee shall be comprised of four (4) members of the Membership Promotion Committee: The Chair, Vice Chairs and Staff liaison.

All correspondence and selection data is to be directed to the Chair of the Selection Committee, with copies to the other members of the Selection Committee and staff liaison.

The Chair of the Membership Promotion Committee will coordinate all activities with the Honors and Awards Committee and is the only person to notify any candidates of his/her selection.

The Ex-Officio from the Board of Directors will coordinate all contacts between the Membership Promotion Committee, Selection Committee, and the Board of Directors.

**SELECTION OF RECIPIENT**

The Society Membership Promotion Committee, by majority vote, shall select the recipient of the award, subject to the concurrence of the Honors and Awards Committee and the Board of Directors.

**RESTRICTIONS**

The recipient of the Lincoln Bouillon Award cannot be a member the Society Membership Promotion Committee, a member of Staff, or a member of the Board of Directors. A Society Membership Promotion Committee member can receive the Lincoln Bouillon Award for activities performed prior to serving on the Society Membership Promotion Committee.

### **Selection Procedure**

#### **Background**

The LBA was established by the Board of Directors in memory of Lincoln Bouillon who died while serving as Society President. Membership promotion was one of his major interests, and for that reason the LBA is used to recognize the person (usually a chapter Membership Promotion Chair) who promoted Society membership growth with the most enthusiasm, creativity, innovation, and effectiveness.

#### **Restrictions**

The recipient of the Lincoln Bouillon Award cannot be a member of the Society Membership Promotion Committee, a member of staff, or a member of the Board of Directors.

A Society Membership Promotion Committee member can receive the Lincoln Bouillon Award for activities performed prior to serving on the Society Membership Promotion Committee. (03-01-30-43)

#### **LBA SELECTION SCHEDULE**

June 15-September 1	Regional Vice Chairs to bring name (s) and address(es) of Lincoln Bouillon Award candidates to June committee meeting or incorporate as a portion of the regional report.
September 1	Staff to mail the following to candidates: A. Standardized Cover Letter B. Biographical Data Form C. Candidate Information Sheet  Copy of (A) should go to chapter past president and Regional Vice Chair of Membership Promotion. A second standardized cover letter should be sent to the past Chapter President asking for his/her recommendation.  Letters should ask for 1 copy to be returned to the staff liaison.
October 31	Staff Liaison to collect statistical data to make PAOE and analytical point calculation.
November 10	Staff liaison to send copies of candidate information sheets to Membership Promotion Executive Committee for review during Fall Executive Committee meeting.
December 1 members	Candidate information packets of three finalists sent to all voting  Of Membership Promotion Committee.
December 15	Voting members of Membership Promotion Committee shall return ballots to LBA Subcommittee Chair for tabulation. LBA Subcommittee Chair reports results during Winter committee meeting.
January	Membership Promotion Committee Chair advises Honors and Awards Committee Chair of the selection.

June

Award presentation.

Revised 1/99

**Sample letter to LBA Candidate**

Date:

To:

From:

Subject: Lincoln Bouillon Award for (Insert Society Year)

The LBA was established by the Board of Directors in memory of Lincoln Bouillon who died while serving as Society President. Membership promotion was one of his major interests, and for that reason the LBA is used to recognize the person (usually a chapter Membership Promotion Chair) who promoted Society membership growth with the most enthusiasm, creativity, innovation, and effectiveness.

Your name has been submitted as a nominee for this prestigious award because of your outstanding contributions in membership promotion. In order that the award committee may review your accomplishments, and select the final recipient from among the nominees, please complete the enclosed Biographical Data Form and Candidate Information Sheet. Please return the forms to my attention by September 15.

Thank you for providing us with this information, and for your efforts on behalf of membership promotion. The final decision on the award recipient will be made at the Winter Meeting.

**LINCOLN BOUILLON POINT CALCULATION FORM**  
**SOCIETY YEAR**

Candidate: «FirstName»

Chapter: «ChapterName»

Figures used should reflect activity for the period ending June 30.

<b>A. NEW MEMBERS ACCEPTED (10 pts. per 1% new members)</b>		
1. New members elected from 7/31/ through 6/30/		
2. Area Assigned Member Count		
<b>Points = <math>\frac{[1]}{[2]} \times 100 \times 10</math></b>		
Total	«NewMbrsElected»/«AAM»*100*10	0

<b>B. DECREASE IN DELINQUENCY (10 pts. per 1% delinquency reduction below 10%)</b>		
1. Unpaid members as of 6/30/ (Including Resignations)		
2. Area Assigned Member Count		
<b>Points = <math>\frac{(10-[1])}{[2]} \times 100 \times 10</math></b>		
Total	$(10-\text{«UnPdMbrs»})/\text{«AAM»} \times 100 \times 10$	0

<b>C. NET PERCENT GROWTH (10 pts. per 1% net growth)</b>		
1. New Members as of 6/30/		
2. Unpaid Members (Including Resignations) as of 6/30/		
3. Area Assigned Members		
<b>Points = <math>\frac{([1]-[2])}{3} \times 100 \times 10</math></b>		
Total	$\frac{(\text{«NewMbrsElected»}-\text{«UnPdMbrs»})}{\text{«AAM»}} \times 100 \times 10$	0

<b>D. NUMBER OF ADVANCEMENTS (5 pts. per 1%)</b>		
1. Members advanced as of 6/30/		
2. Area Assigned Members		
<b>Points = <math>\frac{([1]-[2])}{[2]} \times 100 \times 5</math></b>		
Total	$(\text{«MbrsAdv»})/\text{«AAM»} \times 100 \times 5$	0

<b>E. MEMBERSHIP NIGHTS (10 pts. each)</b>		
1. Points Number of Membership Nights _____ x 10		
Total	«PointsMPNight»*10	0

<b>F. CHAPTER COMMITTEE SIZE (1 pt. for each 1% of Area Assigned Member Count)</b>		
1. Number of Committee Members		
2. Area Assigned Members		
<b>Points = <math>\frac{([1]-[2])}{[2]} \times 100 \times 1</math></b>		
Total	$(\text{«NumComMbrs»})/\text{«AAM»} \times 100 \times 1$	0

<b>TOTAL POINTS EARNED</b>		
<b>A. NEW MEMBERS ACCEPTED</b>	«NewMbrsElected»/«AAM»*100*10	<b>0</b>
<b>B. DECREASE IN DELINQUENCY</b>	$(10-\text{«UnPdMbrs»})/\text{«AAM»} \times 100 \times 10$	<b>0</b>
<b>C. NET PERCENT GROWTH</b>	$\frac{(\text{«NewMbrsElected»}-\text{«UnPdMbrs»})}{\text{«AAM»}} \times 100 \times 10$	<b>0</b>
<b>D. NUMBER OF ADVANCEMENTS</b>	$(\text{«MbrsAdv»})/\text{«AAM»} \times 100 \times 5$	<b>0</b>
<b>E. MEMBERSHIP NIGHTS</b>	«PointsMPNight»*10	<b>0</b>
<b>F. CHAPTER COMMITTEE SIZE</b>	$(\text{«NumComMbrs»})/\text{«AAM»} \times 100 \times 1$	<b>0</b>

Total	0
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**LINCOLN BOUILLON AWARD**

**SCORE SHEET / BALLOT**

Candidate No.	# 1	# 2	# 3
Name			
Region			
Chapter			

<b>1. STATISTICAL PERFORMANCE</b> (Enter statistical score from LBA Statistical Data sheet.)			

<b>2. SUBJECTIVE PERFORMANCE</b> (Rate each candidate on a scale of 1 to 100 for each of the subjective areas.)			
Organization			
Effort			
Methods & Techniques			
Creativity			
Achievement			
Presentation			
<b>TOTAL SUBJECTIVE POINTS</b> (Enter subjective total.)			
Total			

<b>3. FINAL RANK</b> (Consider scores for statistical performances to be worth 40% and subjective performance at 60%. Rank the candidates 1st, 2nd and 3rd.)			
Rank			

Name of Scorer: \_\_\_\_\_

Date: \_\_\_\_\_





## APPENDIX B

### ~~RI~~B~~B~~ON-AWARDS

#### Establishment of Award

The ~~Ribbon~~-Awards were established by the Membership Promotion Committee as a means to recognize individual chapters from each Region that meet criteria for membership improvement.

#### Criteria

The criteria for the award is established by the Membership Promotion Committee and can be changed from time to time at the discretion of the Committee at the Annual (Summer) Meeting of the Society.

The specific numerical goal for attaining this award is set by the Membership Promotion Committee at the Annual Meeting, and applies to the previous year's accomplishments.

#### Type of Award

The Awards shall be one Blue Ribbon to the Chapter in each Region for the most points above par in the membership growth column of the PAOE report. This ribbon is to be attached to a blue rosette with the year, "First Place" and "Membership Promotion" imprinted in gold.

A second place ribbon is to be awarded to the Chapter in each Region that attains the second highest points above par, such award to be red rosette with a red ribbon, inscribed "Second Place" and "Membership Promotion".

~~A third ribbon is to be awarded to the Chapter in each Region that attains the highest number of online renewals, such award to be green rosette with a green ribbon, inscribed "First Place" and "Membership Promotion".~~

~~The Limelight Award is intended to recognize the efforts of chapter chairs with the highest membership growth. There isn't currently an award to recognize the chapters with the highest chapter growth. Having the award based on a percentage basis will provide an equal opportunity for small and large chapters to compete on a level playing field. This new award will provide an opportunity to recognize chapters solely on a percentage growth basis.~~

~~We recommend a thermally insulated travel mug that has the name of the award and the ASHRAE logo as the award. Actual award will be chosen by the ASHRAE Membership Promotion Staff based on budget.~~

Each Chapter in the Region scoring par or higher is to be honorably mentioned at the CRC Awards presentation. Chapter names and points achieved are to be published each year in "Insights".

## APPENDIX C

### **MBOs For Standing Committees**

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's 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 headquarters staff.

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.

Staff 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.

Each goal or objective should be Specific, Measurable, Aligned with ASHRAE's goals and objectives, Realistic and Timebound (i.e. SMART) which includes 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.

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 headquarters staff.

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 headquarters staff. 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.

Attached is a suggested format for committee objectives.

APPEN

OBJECTIVES

\_\_\_\_\_ Committee

Chairman: \_\_\_\_\_

Society Year: 20\_\_\_\_ - 20\_\_\_\_

Date: \_\_\_\_\_

Objective	Planned Completion Date	Fiscal Impact	Responsibility	Program Approved	Cost Budgeted	Status

- List objectives, not action items or ongoing committee activities such as updating the committee's MOP.
- State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
- Cite both the completion date for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, man-hours, or man-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee, or body.
- Report a brief but complete statement of status. Cite completion date if objective is fulfilled.

## APPENDIX D

### FORMAT FOR REGIONAL REPORT

(Note: E-mail your report to the committee at least one week before the meeting, or per the submittal schedule for that year as issued by staff.)

DATE: \_\_\_\_\_

TO: MEMBERSHIP PROMOTION COMMITTEE

RE: REGION \_\_\_\_\_ MEMBERSHIP REPORT

---

#### 1.0 **REGIONAL ACTIVITY:**

- Give overview of the status of the current Society Membership Promotion campaigns (year-to date)
- Summarize your CRC Workshop – attendance, action items, motions that went forth from your region related to membership promotion, or any other highlights. Submit completed CRC workshop resource manual evaluation forms to the CRC subcommittee chair. Provide feedback (+/-) on strategies used to present workshop materials.
- List your regional LBA Nominations and details about your Regional Awards

#### 2.0 **CHAPTER CONTACT**

- Give overview of Chapter visits (include details on what you did during your visit and suggestions for others to consider),
- Means of contact with Chapters, success of your Newsletters (include number of newsletters issued since the July 1 start of the ASHRAE year,
- Feedback (+/-) from chapters (include feedback on how we can optimize volunteer time).
- Status of chapter PAOE reporting (how many chapters reporting?)
- Status of chapter planning session with RVC (how many chapters completed planning and any notable progress)

#### 3.0 **CHAPTER HIGHLIGHTS**

- Detail any outstanding or successful Chapters including Chapter incentives for: Membership night promotional ideas or noteworthy incentives, activities, gimmicks, golf tournaments, fishing trips, give-aways, etc.

#### 5.0 **REGIONAL STATISTICS – Attach Excel spreadsheet summary of statistics for each chapter, including Regional totals and PAOE points.**

- % New Members {# of New Members / # Total Society Members}
- % Delinquents {# Unpaid Members over 90 Days / # Total Society Members}
- % Cancellations {# Unpaid Members Cancelled (over 180 Days) / # Total Society Members}%
- Advancements {# Advancements / # Total Society Members}
- % Net Growth {% New Members - % Cancellations}

Submitted By: \_\_\_\_\_

**APPENDIX E**

**CHANGES TO RULES OF THE BOARD**

All changes to Rules of the Board must be approved by the Board of Directors. Proposed changes (including ROB, BARs, manuals) may be recommended by committees, councils and Board members. Changes proposed by a committee shall be submitted to the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

To propose a change to an existing ROB:

Use ~~strike through~~ to show deletions and double underlining to show additions. The 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.

APPENDIX F

**MEMBERSHIP PROMOTION COMMITTEE  
MENTORING PROGRAM**

In accordance with ROB 100-128-003, the following procedures have been established for mentoring of incoming new voting members to the Membership Promotion Committee.

The Committee Chair for the new members first year shall have the following responsibilities:

- A. Assign an incumbent committee member as mentor to each incoming new voting member of the committee prior to the orientation session held at the annual meeting.
- B. Ensure that the time allotted at the beginning of the orientation is sufficient for proper introduction of the new member by the assigned mentor.
- C. Ensure that the staff liaison provides the new member a copy of the committee Board Approved Rules (BAR), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the committee.
- D. Conduct an orientation session, with the help of the CRC Subcommittee, for the new members that includes the following:
  - Committee functions, focus and objectives.
  - Overview of Board Approved Rules (BAR) and Manual of Procedures (MOP).
  - Review of typical meeting format and member duties and responsibilities.
- E. Ensure the committee's MBO's include mentoring as an on-going objective.
- F. Assess the effectiveness of the mentor/new member relationship and report findings to Members Council as deemed necessary.
- G. Provide any assistance to enhance the mentor/new member relationship.

The mentor for the new member shall have the following responsibilities:

- A. Prior to the new member orientation session, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.
- B. The mentor should plan to meet the new member before the orientation session is scheduled to start and introduce him/her to the incoming chair and early arriving members.
- C. The mentor should introduce the new member with pertinent data such as:
  - Member's field of expertise and employer
  - Chapter and city of the new member
  - Former chapter, region and Society positions previously held by the new member
- D. After the orientation session and during the new members first year, the mentor should make every effort to ensure the new member understands the items covered during the orientation session and answer any questions that may arise concerning the committee's procedures or operations.
- E. Encourage the new member to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The mentoring relationship terminates at the end of the new member's first year on the committee.



## APPENDIX G

### GUIDELINES FOR AWARDS

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.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

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; the name of the award would then add prestige.

**Student Activities Report to Members Council**  
**From the meeting of June 22, 2019, Kansas City, MO**

Members Present

**Adam Davis, Chair**  
**Ben Oliver, Vice-Chair**  
**Steve Sill, Reg I**  
**Mai Anh Dao, Reg II**  
**Jim Piscopo, Reg III**  
**Adam Parker, Reg IV**  
**Jake Taylor, Reg V**  
**Eric Sturm, Reg VI**  
**Vaughn Nichols, Reg VII**  
**Chris Ahne, Reg VIII**  
**Kevin Amende, Reg IX**  
**Buzz Wright, Reg X**  
**Jared Larson, Reg XI**  
**Gerardo Alfonso, Reg XII**  
**Zoltan Magyar, Reg XIV**  
**Michel Hayek, RAL**  
**Dennis O'Neal, ABET BoD**  
**Mansour Zenouzi, ABET ETAC**  
**David Cassel, ABET EAC**  
**Bill Simpson, Consultant**  
**Megan Tosh, Consultant**  
**Russell Lavitt, BoD Ex-O**

Guests

**Owen Lutz, Student Consultant**  
**Sam Tascarella, Incoming Reg III**  
**Jane Opoien, Incoming Reg VI**  
**Pamela Duffy, Incoming Reg VIII**  
**Ade Awujoola, Incoming RAL**  
**Erich Binder**  
**Joe Chin**  
**Doug Cochran**  
**Donald Brandt**  
**Rachel Romero**  
**Jason Alphonso**  
**Bassam Basil**  
**Marites Calad**  
**Elise Backstrom**

Staff

**Katie Thomson**  
**Steve Comstock**

## MOTIONS

### Postponed Motion 13 (01/15/2019):

That the Student Activities Manual of Procedures (MOP) be modified to include updates to committee roles, subcommittee responsibilities, and the addition of Centralized Training at the annual meeting.

Background: Since the Student Activities Standards Committee Manual of Procedures (MOP) was last modified, the committee's goals and objectives have changed so the document needed an update to ensure it matched the information provided on the website. Track changes to the MOP can be viewed in [Attachment A](#).

Fiscal Impact: None. **Fiscal Impact:** None

15-0-0 CNV, Motion Passes

### Action Item Summary

#### EXCOM Action Items:

Action Item	Person(s) Responsible	Due Date
Subcommittee assignments and conference call times	Adam/Ben/Subcommittee Chairs	July 2019
New Chair MBO's	Ben	Ongoing

#### Centralized Training Action Items:

Action Item	Person(s) Responsible	Due Date
Review format and increase attendance for 2020	Centralized Training Subcommittee/Staff	June 2020

#### ABET Action Item:

Action Item	Person(s) Responsible	Due Date
Prepare a letter to ASCE requesting that ASHRAE be a Cooperating Society for Architectural Engineering Technology programs	ABET Subcommittee Chair/staff	January 2020
Follow up with ASHRAE's request to be a Cooperating Society for Mechanical Engineering and Mechanical Engineering Technology programs	ABET Subcommittee Chair/staff	January 2020
Reach out to ASME/ASHRAE Members to see if they are interested in serving as an ASHRAE PEV	ABET Subcommittee Chair/staff	August 2019

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
Modify the K-12/STEM activity report and encourage chapters to submit events	RVCs	Ongoing
Finalize LEGO STEM kit activity	K-12/STEM Subcommittee	January 2020

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	Staff	August 2019
Finalize schedule for Orlando student program	Post High Subcommittee/Staff	October 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 2020

Utilize 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 2019
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Grants Action Items:

Action Item	Person(s) Responsible	Due Date
Improve Undergraduate Program Equipment Grant visibility amongst all members	Grants Subcommittee	Ongoing for 2019-20 round

Design Competition Action Items:

Action Item	Person(s) Responsible	Due Date
Release 2021 Design Competition Details early	Design Competition Subcommittee/Staff	January 2020
Track registrations and determine which schools are actually planning to submit	Staff	Ongoing until April 2020

1) Subcommittee Reports

a) Executive Committee

Student Members

- The total number of student members as of May 31, 2019 is 8,067
  - 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 B](#).

b) 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.
- 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 was considered at their meetings in July 2018 but we haven't received a response. David Cassel to follow up at July 2019 meeting.
- 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.

c) K-12/STEM Subcommittee Report

- Staff provided an update on the activity report and STEM kit requests
- 17 chapters achieved K-12/STEM leadership award from six regions
- The Youth Outreach form has been updated to become more of a lifetime achievement award
- The subcommittee is developing criteria for a possible high school design competition as well as a possible children's book (K-6) with an ASHRAE or HVAC&R theme
- The subcommittee discussed the development of additional kits while also continuing to focus on promoting Youth Outreach and Student Achievement awards to regions/chapters

d) Post High Subcommittee Report

- Most student branch status reports have been submitted and RVC's will reach out to branches that have not submitted.
- Three nominations were reviewed for the SBA of the Year Award and the subcommittee voted unanimously for a winner.
- Subcommittee reviewed the Student Activities Achievement Award nomination form and voted unanimously to approve the suggested updated criteria
- Student Membership
  - The total number of student members as of May 31, 2019 is 8,067 (6.24% increase from May 2018)
  - Branches – 16 pending branches bringing the 2018-19 total to 37 new branches

Region	Student Branch	School	Chapter
RAL	Vellore Institute of Technology (VIT) Student Branch	Vellore Institute of Technology	Chennai
XIV	Coventry University Student Branch	Coventry University	UK Midlands
RAL	Walchand Institute of Technology (WIT) Student Branch	Walchand Institute of Technology	Pune
XIV	National Technical University of Athens (NTUA) Student Branch	National Technical University of Athens	Hellenic
RAL	Maharaja Agrasen Institute Of Technology (MAIT) Student Branch	Maharaja Agrasen Institute Of Technology	India
XII	Grupo Mendoza Student Branch	Universidad Tecnológica Nacional - Facultad Regional Mendoza (UTN-FRM)	Argentina
RAL	CMR Engineering College Student Branch	CMR College of Engineering and Technology	ASHRAE Deccan
RAL	SGT University Student Branch	Shree Guru Gobind Singh Tricentenary University	India
IX	USU Student Branch	Utah State University	Utah
RAL	Aditya Silver Oak Institute of Technology (ASOIT) Student Branch	Aditya Silver Oak Institute of Technology	Western India
XII	Universidad San Francisco de Quito (USFQ) Student Branch	Universidad San Francisco de Quito	Ecuador
RAL	Silver Oak College of Engineering and Technology (SOCET) Student Branch	Silver Oak College of Engineering and Technology	Western India
XIV	Nottingham University Student Branch	Nottingham University	UK Midlands
RAL	Institute of Infrastructure Technology Research and Management (IITRAM) Student Branch	Institute of Infrastructure Technology Research and Management	Western India
XII	Fundación Universidad de América Student Branch	Fundación Universidad de América	Colombia
VIII	University of Texas at Dallas Student Branch	University of Texas at Dallas	Dallas

e) Grants Subcommittee

- Subcommittee reviewed online application form and judging criteria for 2019-20 round
- Updates will be made to the application form to simplify the judging process

f) Design Competition Subcommittee Report

- 63 Design Competition projects were submitted this year.
  - Design Calculations – 22
  - System Selection – 9



- ISBD – 8
  - Applied Engineering Challenge - 3
- 29 Design Competition submissions were judged at Society Level with two considered as Rising Stars. The Winners of each category were selected and will be notified in early August.
- Information for the 2020 Design Competition has been published on the website.
- Discussed outreach to schools who have registered to compete. Staff will circulate list frequently to encourage RVCs to reach out to their chapters with interested schools.
- The goal is to release the 2021 Design Competition information in January 2020 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 B: MBO's**

<b>2018-2019 MBO's Student Activities Committee</b> <b>Adam Davis, Chair</b>			
<b>MBO #</b>	<b>Description</b>	<b>Who</b>	<b>Due</b>
<b>1</b>	<b>Improve committee member involvement and committee operations</b>	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	On going	October 2017
	b. Create organized file structure on Base Camp	Complete	Winter Meeting 2018
	c. Review individual committee pages on website. Create mission statement for each subcommittee.	Complete	Winter Meeting 2018
<b>2</b>	<b>Design Competition</b>	Design Comp	
	a. Complete all 2020 design competitions in collaboration with incoming society president's theme and publish to website in time for southern hemisphere school year	Complete	Winter Meeting 2019
	b. Develop next AEC competition.	Complete	Winter Meeting 2019
	c. Complete judging of DC entries before the summer meeting starts.	Complete	Summer Meeting 2019
<b>3</b>	<b>Continue to grow the Grants program</b>	Grants	
	a. Increase number of grant applications by 10%	-6%	Winter Meeting 2019
	b. Investigate new opportunities to develop a student travel grant to the winter meeting	Complete	Winter Meeting 2019
<b>4</b>	<b>Increase the number of K-12 school visits</b>	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	Ongoing
	b. Consider development of new STEM Kits	Complete	Summer Meeting 2019
	c. Clarify relationship with STEM Scouts	Complete	Winter Meeting 2019

	d. Receive K-12/STEM Leadership Award recipients from all regions	6 out of 15	Summer 2018
	e. Increase number of K-12/STEM Leadership Award recipients to 18 chapters	17	Summer Meeting 2019
<b>5</b>	<b>Increase collaboration with and exposure to our growing international student membership</b>	Post High	
	a. Send survey to international Student Branches	Incomplete	Summer Meeting 2019
	b. Establish 4 new student branches outside of north America	29 outside of North America	Summer Meeting 2019
<b>6</b>	<b>Continue to engage students and grow student membership</b>	Post-High and Vice Chair	
	a. Increase the total number of student branches by 8%	Complete 37 new branches in 2018-19	Summer Meeting 2019
	b. Maintain student branch status reporting at greater than 90% and review reports	63% 252/397	Summer Meeting 2019
	c. Develop an overall summary of the student branch status report that will extract data out of the individual reports.	In Progress	Summer Meeting 2019
	d. Create an archive of initiatives performed by SBA's from the applications of the winners of the SBA of the year award. These results could be included in the Student Newsletter.	Complete	Winter Meeting 2019
<b>8</b>	<b>Increase understanding and exposure of ASHRAE accreditation program</b>	ABET	
	a. Increase ASHRAE PEVs	On going	Summer Meeting 2019
	b. Review and develop new program criteria for college level HVAC programs	On going	Summer Meeting 2019
<b>9</b>	<b>Provide more quality training for SA chairs</b>		
	a. Increase SA chair attendance at Centralized Training by 15% - Vice Chair	Increased by 17%	Summer Meeting 2019
	b. Track SA chair attendance at CRC training – Vice Chair w/Consultant	Complete	Summer Meeting 2019
<b>10</b>	<b>Improve opportunities for Post-High students</b>	Post-High w/Vice Chair and Consultant	

	a. Continue with the remodel of the Student Program to integrate with general ASHRAE conference schedule with top quality programs and presenters	Complete	Winter Meeting 2019
	b. Monitor success of Adapt Building EQ pilot programs and promote to Student Branches	Complete	Summer Meeting 2019
<b>11</b>	<b>c. Develop relationships with synergistic societies</b>	Consultant	
	Pilot collaborative relationship with SMACNA	Complete	Winter Meeting 2019
<b>12</b>	<b>a. Improve recognition of ASHRAE volunteers</b>		
	Get at least 5 nominations for SBA of the Year	4	Summer Meeting 2019
	a. Get at least 5 nominations for Youth Outreach – K12/STEM	4	Winter Meeting 2019
	b. Get at least 5 nominations for Student Activities Achievement Award	6	Winter Meeting 2019



**MANUAL OF PROCEDURES**  
**STUDENT ACTIVITIES COMMITTEE**

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## **Manual of Procedures**

### **STUDENT ACTIVITIES COMMITTEE**

#### **FOREWORD**

Upon appointment to the Student Activities Committee, the new member should obtain a copy of the Rules of the Board (**ROB**) and Manual of Procedures (MOP) and become thoroughly familiar with each document.

The Manual of Procedures is an in-depth description of the duties and responsibilities of the Committee members.

Appendices are part of the MOP and therefore require approval by the reporting body.

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the 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.

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## MANUAL OF PROCEDURES

~~For~~ FOR

### STUDENT ACTIVITIES REGIONAL VICE CHAIRS AND ACCREDITATION REPRESENTATIVES

#### General Duties/Responsibilities of all Student Activities Regional Vice Chairs

##### Responsible for:

Operation of Student Activities Committee including developing, revising, deleting and  
administering programs relating to student education.

##### Duties:

The following duties are the minimum required by each Regional Vice Chair for Student Activities.  
The failure to perform, in a satisfactory manner, any duty may be reason for the appropriate Regional  
Chair or the Society Student Activities Committee Chair to recommend termination of the  
appointment of the individual.

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For attendance at meetings listed below, these duties apply to both the "incoming" and "outgoing" vice chairs, as well as the "established" chair. Transportation costs to and from the Society ~~meetings~~conferences are paid by Society for incoming, outgoing and established chairs in attendance at the Committee meetings.

1. Attend all scheduled Student Activities Committee meetings.
  - A. Two meetings of the Student Activities Committee occur each year, concurrent with the Society Annual and Winter ~~meetings~~Conferences (June and January).
  - B. Student Activities Committee meetings are usually scheduled for Friday and Saturday. At the discretion of the Student Activities Chair, an early morning and/or an afternoon session may be scheduled at the annual meeting to orient new committee members. All members would be expected to attend the orientation session as well as the regularly scheduled Committee Meeting.
  - D. Centralized Training: Centralized Training is held on the Sunday of the Annual Conference. All members of the Student Activities Committee are expected to attend and assist with planning and execution of the Centralized Training program.
  - C. Regional Vice Chairs actively participate in the business of the Society regarding student and faculty related activities at the Student Activities Committee meetings. Robert's Rules of Order are followed. Regional Vice Chairs are given specific assignments and are expected to be fully prepared to make presentations with recommendations regarding these assignments so that time spent at the meeting is most productive.
    - D. Regional Vice Chairs assigned as Subcommittee Chairs shall attend the Executive Committee (ExCom) meeting usually scheduled on the Friday afternoon preceding the regular meeting.
2. Attend Regional Planning Meetings. (Transportation reimbursed by society)
3. Attend Chapters Regional Conference
  - A. One Chapters Regional Conference (CRC) is held each year within each Region. Each chapter within the region usually takes its turn in hosting the CRC. CRCs are held either in the fall or spring, depending on the policy of the region.
  - B. CRC meetings last 2 to 4 days and involve both technical sessions and Society business at the regional level.
  - C. Regional Vice Chairs for Student Activities actively participate in CRC meetings via:

1. WORKSHOPS\* - A workshop is conducted by each Student Activities Regional Vice Chair for the purpose of acquainting chapter student activities chairs with the Chapter Student Activities Committee Handbook and informing chapter SA Chairs about society Student Activity objectives and goals. (A/V aids - slide modules, etc. are available to assist the Regional Vice Chair in conducting the workshop) **(See Appendix A)**
2. REPORT\* - Present a 10-minute to half-hour report of the past year's student activities to the Regional Officers and Regional Delegates.

\*Scheduling the workshop and report are worked out at the regional level between the Regional Chair and the Vice Chair. Student Activities Regional Vice Chairs must ensure that a workshop of sufficient length (two hours as minimum, four hours recommended) is scheduled.

- D. Transportation to the CRC is reimbursed by Society for Regional Vice Chairs. Transportation to CRC or Centralized Training -and-is reimbursed by Society for the Chapter Student Activities Chairs is reimbursed by Society.

4. Administer Regional Student Activities Awards Program
5. Conduct Student Branch Operations review with each Student Activities Chair at the beginning of each year.
6. Maintain a month-by-month liaison with chapter student activities chair within your region for the purpose of ensuring that the student goals of the Society are carried out by each chapter.
  - A. Written correspondence is encouraged to avoid misunderstandings.
  - B. Personal and telephone correspondence is encouraged so that a one-to-one relationship may be established between the Regional Vice Chair and the Chapter Chairs.
7. Attend chapter meetings within the region at the request of the Regional Chair.
  - A. A request is usually to:
    1. Represent the Regional Chair because the Regional Chair cannot attend. In this case, Society and Regional matters would be involved, with the Regional Vice Chair covering all subjects as requested by the Regional Chair. A short speech at the chapter meeting is usually required; pre-meeting sessions, e.g. with the Board of Governors, is also usually required.

2. Accompany the Regional Chair, or attend alone, for the purpose of student activities matters, e.g. strengthening a chapter in student educational matters by giving them individual attention - a helping hand at the place where they conduct chapter business. A maximum of three meetings may be requested.
- B. Transportation is reimbursed by Society after approval by the Regional Chair. Chapters are encouraged to provide lodging and dinner, if required.
8. Encourage students to submit entries to the Student Design Competition. Judge the entries received at the regional level to ensure that each entry meets the required criteria and is worthy of submission for Society-wide judging.
9. Each chapter is responsible for entering PAOE information into the ASHRAE database via the website. RVC's may access the website to obtain information for chapters in their Region and to enter points also. There will be no need for monthly or quarterly reports to the Regional Vice Chairs by the Chapter Committee Chairs.  
**PLEASE NOTE: PAOE points will be entered directly on forms on the ASHRAE web site by the Chapter Presidents and Chapter Committee Chairs by using the chapter PINs. The Chapter President and the Chapter Committee Chairs are responsible for ensuring that the data is entered and that the reporting is completed by June 30. The RVCs may access the web site to obtain information for chapters in their Region. There will be no need for monthly or quarterly reports to the RVCs by the Chapter Committee Chairs. See page 6 for RVC responsibilities in PAOE reporting.**
10. Answer all correspondence promptly. Any contact, oral or written, usually should be answered within one week of receipt. A negative reply with indication of future action is recommended if an immediate reply cannot finalize the inquiry. Copy other committee members (chair) and staff liaison as appropriate.
11. Perform all other duties as assigned by the Director & Regional Chair and/or the Society Student Activities Committee Chair, e.g. participation on subcommittees of the Student Activities Committee.
12. Refer to the Student Activities Committee Board Approved Rules (BAR) for further information on policies and procedures.

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General Duties/Responsibilities of all Student  
Activities Accreditation Representatives

Responsible for

Participation in the business of the Society regarding ABET and accreditation related matters. Representatives are required to attend their Accreditation Subcommittee meeting and the Accreditation Subcommittee Chair is required to attend the ExCom meeting. They participate in the main Committee meeting. Their responsibilities do not include the normal duties of a Regional Vice Chair. The EAC and ETAC Commissioners must fulfill their responsibilities to serve as the team chair for ABET accreditation visits.

#### Duties

This subcommittee will be comprised of ASHRAE's representative to the ABET Board of Delegates as well as ASHRAE's representatives to the Engineering Technology Accreditation Commission (ETAC) and the Engineering Accreditation Commission (EAC). Each ABET representative is required to

#### ABET Board of Delegates

1. One Representative shall represent ASHRAE on the ABET Board of Delegates (BoD) and associated area delegations, and another shall be appointed as an Alternate.
2. The Representative shall attend the ABET BoD and other appropriate meetings of ABET, participating in the deliberations and actions as required by the ABET procedures.
3. The Alternate Representative shall be appointed and shall act in the place of the Representative when the Representative is unavailable.
4. The Representative and Alternate shall report their participation in ABET BoD activities and pertinent actions of the ABET BoD to the Student-Activities Committee, but without divulging secret accreditation information.

#### ABET Commission Members

1. Two representatives shall represent ASHRAE on the ABET Engineering Accreditation Commission (EAC) and Engineering Technology Accreditation Commission (ETAC).
2. Commission members will attend ABET Commission meetings in addition to Society meetings. The representatives will also travel as assigned by the Commission in order to participate in the accreditation process.
3. The Engineering Technology Accreditation Commission Representative shall be responsible for developing and updating the Program Criteria for Air Conditioning and Refrigeration Technology and similarly named programs. They shall also

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cooperate with representatives from other societies on program criteria for engineering technology programs where ASHRAE is a Cooperating Society.

4. The Engineering Accreditation Commission Representative shall be responsible for developing Program Criteria for Air Conditioning and Refrigeration Engineering and similarly named programs when such programs come into existence. They shall also cooperate with representatives from other societies on program criteria for engineering programs where ASHRAE is a Cooperating Society.

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5. The representative shall report their participation in ABET Commissions activities and pertinent actions of the ABET Commissions to the Student Activities Committee, but without divulging secret accreditation information.

#### Accreditation Subcommittee Activities

1. Guide ASHRAE activities related to accreditation of HVAC&R-related engineering and engineering technology programs worldwide.
2. Assist in the recruitment efforts of prospective ABET Program Evaluators (PEVs). ASHRAE members will be recommended as PEVs by the Student Activities Committee Chair.
3. Communicate with ABET and ASHRAE Staff Liaison regarding program evaluator assignments and other coordination needs.
4. Review and recommend accreditation activities information on the ASHRAE Student Zone website.

#### General Duties/Responsibilities of all Student Activities Accreditation Representatives

##### Responsible for

Participation in the business of the Society regarding ABET and accreditation related matters. Reps  
Representatives are required to attend their Accreditation Subcommittee meeting and the Accreditation  
Subcommittee Chair is required to attend the ExCom meeting. They participate in the main  
Committee meeting. They Their responsibilities do not follow any of include the required normal duties of a  
Regional Vice Chair. The  
EAC and TACETAC Commissioners must follow through on fulfill their annual duty responsibilities to serve as the  
team chair  
for ABET accreditation visits.

##### Duties

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~~This subcommittee will be comprised of ASHRAE's representative to the ABET Board of Directors~~~~Delegates~~ as well as ASHRAE's representatives to the Engineering Technology Accreditation Commission (TAC)~~ETAC~~ and the Engineering Accreditation Commission (EAC) respectively. EAC and TAC representatives must attend the accreditation committee meetings. Each ABET representative is required to

#### **ABET Board of Directors**~~Delegates~~

1. One representative Representative shall be appointed to represent ASHRAE on the ABET Board of Directors~~Delegates~~ (BoD) and associated area delegations, and another shall be appointed as an Alternate. Each appointee shall serve a three year term.
2. The Representative and Alternate shall attend the ABET BoD, Annual and other appropriate meetings of ABET, participating in the deliberations and actions as required by the ABET procedures.
3. The Alternate Representative shall be appointed and shall act in the place of the Representative when the Representative is unavailable.
4. The Representative and Alternate shall report their participation in ABET BoD activities and pertinent actions of the ABET BoD to the Student Activities Committee, but without divulging secret accreditation information.

#### **ABET Commission Members**

1. Two representatives shall be appointed to represent ASHRAE on the Society to the ABET's~~ABET~~ Engineering Accreditation Commission (EAC) and to the~~Engineering Technology Accreditation Commission (TAC). Five year term.~~~~ETAC).~~
2. Commission members will attend ABET Commission meetings in addition to Society meetings. The representatives will also travel as assigned by the Commission in order to participate in the accreditation process.
3. The Engineering Technology Accreditation Commission Representative shall be responsible for developing and updating the Program Criteria for Air Conditioning and Refrigeration Technology and similarly named programs. They shall also cooperate with representatives from other societies on program criteria for engineering technology programs where ASHRAE is a Cooperating Society.

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4. ~~The Engineering Accreditation Commission Representative shall be responsible for developing Program Criteria for Air Conditioning and Refrigeration Engineering and similarly named programs when such programs come into existence. They shall also cooperate with representatives from other societies on program criteria for engineering programs where ASHRAE is a Cooperating Society.~~

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5. ~~The representative shall report their participation in ABET Commissions activities and pertinent actions of the ABET Commissions to the Student Activities Committee, but without divulging secret accreditation information.~~

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#### Accreditation Subcommittee Activities

~~Guide ASHRAE activities related to accreditation of HVAC&R related engineering and engineering technology programs worldwide.~~

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~~Assist in the recruitment efforts of prospective ABET Program Evaluators (PEVs). ASHRAE members will be recommended as PEVs by the Student Activities Committee Chair.~~

~~Communicate with ABET and ASHRAE Staff Liaison regarding program evaluator assignments and other coordination needs.~~

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~~Review and recommend accreditation activities information on the ASHRAE Student Zone website.~~

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#### Program Evaluators and Observers

1. ~~ASHRAE members will be recommended as ABET Program Evaluators and Observers by the Student Activities Committee Chair. Currently there are only such programs in Engineering Technology.~~

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#### ABET Program Criteria

##### Applicability

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

### Objective

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

### Outcomes

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

a. utilizing air conditioning processes, heating and cooling load calculations, ventilation principles, pipe and duct design, system controls, system components, heating, refrigeration, economic analysis, and computerized energy evaluation methods in system design.

b. applying mathematics, physics or chemistry, thermodynamics, psychrometrics, and fluid mechanics to HVAC&R systems

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

- a. analyze and design complex HVAC&R systems.
- b. apply project management to HVAC&R systems.
- c. apply economic analysis and computerized energy evaluation methods to HVAC&R systems.

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### SUBCOMMITTEES OF THE STUDENT ACTIVITIES COMMITTEE

The following subcommittees are vitally important in carrying out the activities and goals of the Student Activities Committee. As a Student Activities Vice Chair, you will be asked to serve on at least two of these subcommittees. Your commitment and enthusiasm will be needed for the Student Activities Committee to continue serving the membership.



**Student Activities K-12/~~STEM~~**

STEM Activities

~~JETS Activities~~  
~~STEM Scouts~~

Promote participation in ~~National Engineers Week~~DiscoverE to chapter chairs

Career Brochures and Audiovisuals (K-12)

Teacher Liaison

Responsible for updating and adding projects to the online K-12 Resources

Create CRC K-12/~~STEM~~ Workshop Materials

**Student Activities Post-~~High School~~**

Student Branches

Career Brochures and Audiovisuals (Post High School)

~~Guidelines for a Regional Student Branch of the Year – Appendix B~~

Guidelines for Student Branch Advisor of the Year - ~~Appendix CB~~

Student Technical Tour

Student Program – ~~Appendix DC~~

Student Consultant - ~~Appendix DC~~

Create CRC Post High School Workshop Materials

Chapter Scholarships

Review and Recommend Student Activities Information on Student Zone

### **Student ~~Project~~Design Competition**

Administer Student Project Design Competition and the Setty Family Foundation Applied Engineering Challenge: write criteria and judge - ~~Appendix E and F~~Appendixes D

Review and Recommend Student ~~Project~~Design Competition and the Setty Family Foundation Applied Engineering Challenge Information on Student Zone on ASHRAE Web Site

### **Undergraduate Program Equipment Grant**

Administer Undergraduate Program Equipment Grant Program: write criteria and score - ~~Appendix G and H~~E

Officiate and Execute the Regulations and Guidelines of the Grant Program

Review Budget for Grant Program on Annual Basis

Review and Recommend Student Activities Information on Home Page on Student Zone Web Site

### **Accreditation Activities**

Assist in the recruitment efforts of prospective evaluators

Communicate with ABET and ASHRAE Staff Liaison regarding program evaluator assignments and other coordination needs.

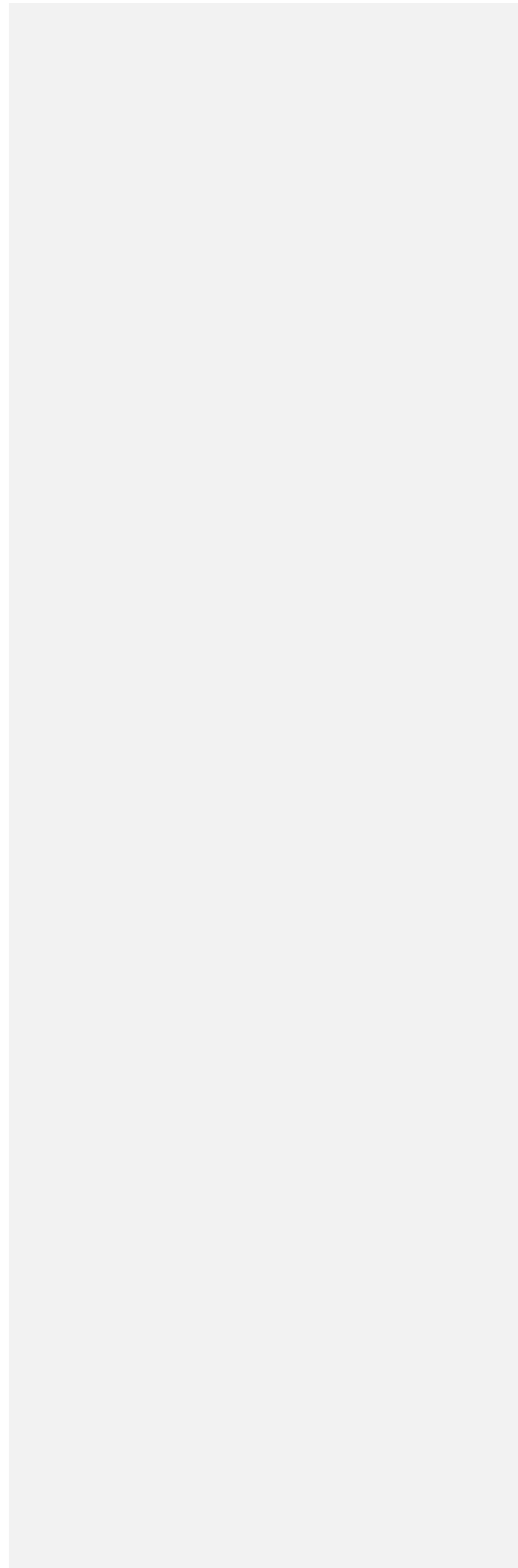
Review and Recommend Accreditation Activities Information on ASHRAE Student Zone

### **Chapter Chair Training and Development**

Develop and update training materials for Student Activities Chapter Chairs at CRCs – Appendix A

~~Create and implement~~Facilitate Centralized Training for chairs at Annual Meeting – Appendix A

|  
|



**LIAISONS: Membership Promotion, YEA**

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Responsible for:

Liaison with other ASHRAE committees, correspondence and attendance as required.

Duties:

- 1. Report to Student Activities Committee those items of business or discussion of the respective committees, which are germane to the Student Activities Committee in any way.
- 2. Transmit to Student Activities Committee motions and/or appropriate business to their respective committees or the chair.
- 3. Follow up on Student Activities Committee actions and solicit a response from the respective committee of any pertinent information.

**Executive Committee**

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The SA Committee also has an executive committee, which consists of the SA Chair, SA Vice Chairs, BOD ExO, and the Chair of each of the SA Subcommittees. The Executive Committee usually meets at the Society Winter and Annual Meetings the day before the full meeting of the SA Committee.

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## STUDENT ACTIVITIES COMMITTEE CHAIR Manual of Procedures

### Responsible for:

Direction and operation of Student Activities Committee and reporting to Members Council, as required.

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### Duties include:

1. Prepare agendas for all Committee meetings and distribute to Committee (including accreditation representatives, CO, ExO). Agenda will be distributed to liaisons from other committees.
2. Preside at all Committee meetings.
3. Prepare written reports to the Members Council as required.
4. Approve the minutes of each Committee meeting for distribution by Headquarters.
5. Coordinate the MBO Program for the Committee and transmit to Society President. Written goals are due in September but goals should be well established and finalized at the preceding June meeting.
6. Attend Members Council meetings as required.
7. Assign Committee members specific functions.
8. Make recommendation, with assistance from Vice Chair and Staff Liaison, for appointment of incoming Vice Chair at end of term.
9. Other duties as assigned by the President or the Board of Directors.

### Suggested time frame: (includes deadlines of student activities)

JUNE      Year usually begins as chair (term officially begins on the convening of the new Society Board of Directors for the first time, usually the last day of the Annual Meeting)

Prepare subcommittee and liaison assignments

Prepare goals for coming year

#### STUDENT ACTIVITIES COMMITTEE CHAIR- continued

##### Suggested time frame:

- |          |  |
|----------|--|
| Tuesday. | At Annual and Winter Meeting attend Members Council meeting – held on Tuesday.   |
|          | At Annual meeting attend New Chair Orientation workshop – held on Tuesday  |
| JULY     | Send Regional Vice Chairs, <del>Student Activities</del> (RVCs) an updated calendar for the coming year as it relates to student activities<br>Review minutes from June meeting for distribution by HQ   |
| AUGUST   | Offer assistance to RVCs who have upcoming CRCs (push current topics)<br>Remind RVCs of chapter visits - should attend at least one a year or as requested by Regional Chair.<br>Submit committee goals to Headquarters – Annual meeting only            |
| OCTOBER  | Contact RVCs asking for progress reports on assignments  |
| NOVEMBER | <u>Attend fall Members Council at direction of Members Council chair.</u><br>Send reminder to Committee of any action items/reports the RVCs are working on for January meeting  |
| DECEMBER | Be thinking of recommendation for new Vice Chair of Committee  |
| JANUARY  | <u>Early</u> in month - prepare agenda for January meeting and distribute to Committee<br>Attend and conduct Winter Meeting<br>Prepare report to Members Council<br>Attend Members Council meeting and provide a written report of the committee meeting |

FEBRUARY    Review minutes of Winter Meeting for distribution by HQ  
Send RVCs remaining student activities calendar as a reminder

**STUDENT ACTIVITIES COMMITTEE CHAIR- continued**

Suggested time frame: (continued)

MARCH        Offer assistance to RVCs who have upcoming CRCs  
                  (push current topics)

APRIL         Send reminder to Committee of any action items/reports the RVCs are  
                  working on for June meeting

MAY

JUNE          Early in month - prepare agenda for June meeting and distribute to Committee  
                  Attend and conduct Annual Meeting  
                  Prepare report to Members Council  
                  Attend Members Council and present a written report on the issues dealt with  
                  at the SA Committee meetings

~~JULY~~

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**STUDENT ACTIVITIES COMMITTEE VICE CHAIR**  
**Manual of Procedures**

1. If the Chair is unable to attend a scheduled meeting, the Vice Chair shall conduct the meeting.
2. The Vice Chair shall serve as the fiscal planner for the committee and shall work with the committee chair and staff liaison to plan and administer the committee's budget.
3. The Vice Chair shall conduct an orientation meeting for new committee members at the Annual Meeting.
4. The Vice Chair shall be responsible for updates and revisions to the MOP ~~and BAR~~, long-range planning, and fiscal planning.



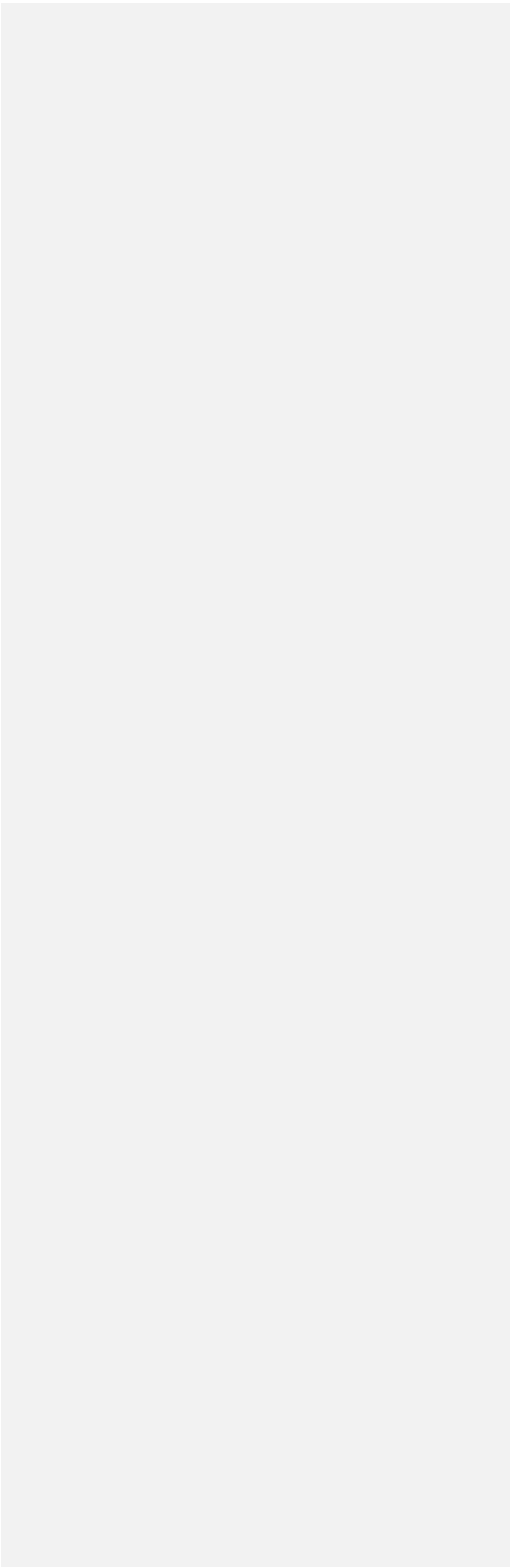
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## STUDENT ACTIVITIES COMMITTEE STAFF LIAISON

### Manual of Procedures

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Responsible for: Liaison between Student Activities Committee and Society staff and facilities.

Duties include:

1. Act as secretary at Committee meetings; submit meeting minutes for approval to the Chair prior to distribution; and distribute meeting minutes within 60 days after any regular Committee meeting.
  2. See that agendas (and supporting papers) are e-mailed to all Committee Members in a timely manner.
  3. See that the Manual of Procedures and Chapter Student Activities Handbook, etc. remain current.
  4. See that Committee reports to the Members Council are prepared and submitted in a timely manner.
  5. Welcome each new member when appointed to the Committee, sending them copies of the ~~BAR~~, Manual of Procedures, two past sets of minutes, and other pertinent information.
  6. Keep current with budget/expenses incurred by Committee. ~~Work with Chair of Committee in establishing the yearly budget.~~
  7. Correspond with student branches keeping them informed of items of interest to students, for example, the grant programs, design competition, scholarships, special activities, etc.
  8. Correspond with Chapter Student Activities Chairs as needed; i.e., keep Handbooks current, send information of interest to students, etc.
  9. Remind student branches and chapters of deadlines:  
Dec. 15 - Undergraduate Program Equipment Grant  
Dec 15 - Grant-in-Aid  
May 4 - Student Project Design Competition ~~(for international entries, dates may vary)~~  
July 1 - The Setty Family Foundation Applied Engineering Challenge
-

10. Maintain records (ABET bios, dates, etc.) of program evaluators; commission members and board member.

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#### STUDENT ACTIVITIES COMMITTEE STAFF LIAISON - continued

14. General correspondence:
  - General inquiries as to engineering schools, scholarships, etc.
  - Career guidance inquiries
  - Student Activities Committee
  - Chapter Student Activities Chairs
15. Be familiar with and have access to Society rules and procedures and budget information, and inform Committee of such as required.
16. Monitor Student Branch activities.
17. Coordinate ASHRAE activities in K-12 and university related educational initiatives (i.e., ~~National Engineers Week~~EWeek and Solar Decathlon, etc.).
18. Revise student member publications.

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**STUDENT ACTIVITIES BOARD EX-OFFICIO**  
**Manual of Procedures**

Responsible for:

Assessing the Committee's scope, operation, and personnel and shall suggest changes as needed.

Duties include:

1. Communications 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

**STUDENT ACTIVITIES STUDENT CONSULTANT**  
**Manual of Procedures**

The SA Committee has one position available for a student to serve as a consultant to the committee at both the ASHRAE Winter and Annual Meeting. A student branch officer from the host region shall be invited to serve as a non-voting consultant to attend the meeting held in the student's region. The consultant will attend the Friday subcommittee meetings and serve on the Student Activities Committee at the Saturday meeting, with transportation, two nights' hotel accommodations, a ticket to the Welcome Party, and an allowance of \$100.00 provided.

The RVCs from each of the host regions are responsible for securing qualified candidates for this position.

The SA staff liaison will assist in this process by sending contact information for the student branches in the two regions.

Appendix A

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STUDENT ACTIVITIES CRC WORKSHOP

**Time:** 4 hours is strongly recommended, but 2 hours is the minimum acceptable timeframe

**AV equipment:** DVD player

High speed internet connection  
LCD projectors and screen

Power cords and connection cables

**Materials:** SA Handbooks

Videos

PowerPoint Presentations

Handouts/Brochures

Sign-in sheet

Be prepared for the workshop by reviewing all of the materials that will be used during the session and organize the workshop to cover all the topics in the allotted time. Check out all the AV equipment and media prior to starting the session to ensure everything is working properly. Encourage discussion and the sharing of ideas, but manage the pace of the workshop to make sure all of the material is covered.

Begin the workshop by ~~handing out the SA Handbooks and passing around a sign-in sheet. Asking~~ each participant to sign their name, chapter position, and the chapter, which they represent ~~on the sign in sheet.~~ This will help you determine which SA Chapter Chair did not attend the workshop and will need materials sent to them. This sign in sheet MUST be turned into the ASHRAE Staff Liaison within one week of the CRC.

Provide a link to the Student Activities Handbook. Stress that this Handbook contains the answers to many of the questions that come up during the year. It is an essential resource.

Student activity resources can be found on the ASHRAE student zone website. Discuss how to setup a user account for the ASHRAE website. A user must log in to have access to PAOE and other members only sections of the website. Access the Student Zone portion of the website during your presentation to show chapter chairs where information on the Student Activities can be found Show participants each section of the Student Zone. Show them where to find membership applications, career information, design competition details, scholarship and grant programs and K-12/STEM resources.

Discuss how to navigate to the PAOE section of the ASHRAE website. ~~Supply each chair their chapter number and let them know this number is needed in order to view chapter reports. Supply each chair with the chapter specific login id and password for PAOE.~~ Demonstrate, then, how all of these goals are accomplished.

As you begin your presentation, emphasize that you would like a lot of discussion and sharing of ideas from the group.

Mention that the work of the Student Activities Committee requires a team effort and as chapter representatives, they should organize a subcommittee to assist with their efforts.

On the chapter level, the work of the SA Committee involves three main areas:

- 1) Encourage the study of HVAC&R related courses in post-secondary school institutions. Promote the development of new student branches including assistance and nurturing of existing branches.
- 2). Promote leadership in ASHRAE student membership.
- 3) Promote math, science, and the career of engineering to students in Kindergarten-12th grade

#### ~~STUDENTS POST SECONDARY SCHOOL~~

~~Begin by discussing the importance of establishing and maintaining ties with colleges, universities, and technical schools which have HVAC&R programs and courses. (Section 4 SA Handbook)~~

~~Discuss:~~

- ~~—— Establishing New Student Branches~~
- ~~—— Programs that support Existing Student Branches~~

~~Ask your participants what programs and activities have worked in their chapter to encourage student membership and the support of student branches.~~

~~Ask your participants what are some effective ways to approach a new school and get a new student branch initiated.~~

~~Discuss Society programs geared toward Student members  
(SA Handbook Section 5)~~

- ~~—— 1. Student Project Competition~~
- ~~—— 2. Society Scholarship Program~~
- ~~—— 3. Grant Programs for Undergraduate and Graduate Students~~
- ~~—— 4. Career resources (Career Profiles, ASHRAE Student Guide, Careers in HVAC&R video)~~

**STUDENTS—KINDERGARTEN—12TH GRADE**  
(SA Handbook Section 6)

~~Discuss the national problem of a decline in students entering the engineering field and the overall poor showing of U.S. students in math and science. Emphasize that a large number of engineering societies are working to promote Science, Technology, Engineering and Math (STEM) throughout the United States and Canada. Discuss the need to target all age groups from Kindergarten—12th grade. Review all the programs and activities outlined in Section 6 of the SA Handbook.~~

Promote the ASHRAE ~~K-12 experiments~~STEM KITS, emphasizing its use in classroom presentations ~~that are located on the ASHRAE Student Zone.~~ [www.ashrae.org/ashraek12](http://www.ashrae.org/ashraek12).

~~[www.ashrae.org/communities/student-zone/k-12-activities](http://www.ashrae.org/communities/student-zone/k-12-activities). Show portions of selected videos as appropriate.~~

Discuss the importance of preparing in advance when making classroom visits and show the appropriate videos.

Perform a demonstration classroom project to show what to do during a classroom session/activity. Encourage anyone who has done a classroom visit share their classroom experience and insight.

Allow plenty of time for discussion and the sharing of ideas and experiences.

The SA Vice Chair should view all of the videos supplied prior to the CRC and select the appropriate videos or sections of the videos for the audience in their region.

Close the session by reminding the group that the SA Handbook will be a valuable reference book throughout the year. SA Chapter Chairs should also be encouraged to contact you (the RVCs) if they need information or ASHRAE Headquarters.

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### **STUDENT ACTIVITIES CENTRALIZED TRAINING**

Student Activities Centralized Training takes place on Sunday of the Annual Meeting and is facilitated by the Student Activities Chair, Vice Chair and Subcommittee Chairs. Student Activities Chapter Chairs are encouraged to attend the full day of training (8am-4pm) to learn more about their responsibilities of their role.

#### **Why Student Activities Chapter Chairs should attend:**

- Learn how to excel at the role of Student Activities (SA) chair, and help their chapter grow their student membership and student activities
- Develop an SA network by meeting the Regional Vice Chair, other members from their region and other participants who have been successful in their role as SA Chair
- Learn how to apply for scholarships, student grants, and participate in the design competition
- Understand how to assist in starting a new ASHRAE Student Branch
- Learn about ASHRAE's STEM activities and how to conduct a visit to a local school
- Gain insight into how ASHRAE Society operates at every level
- Receive PAOE explanations and tips
- Discover how to best recruit and retain members
- Understand how to run reports for effective chapter management

#### **Costs Associated with Attending:**

- There is no fee to register for Centralized Training itself. Training will include lunch the day of training as well as snacks and drinks during the day.
- Student Activities Chapter Chairs are reimbursed for Centralized Training or attending the Student Activities CRC workshop but are not reimbursed for attendance to both.
- ASHRAE covers flight or mileage, whichever is more affordable, based on the ASHRAE Transportation Policy.

- The SA Chair’s hotel, any additional ground transportation expenses (e.g. taxi, shuttle, etc.) and food cannot be covered by ASHRAE. We recommend SA Chairs dialog directly with their Chapter President on what the chapter can cover.

**Appendix B**

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**Guidelines for a Regional Student Branch of the Year Award**

Toward the end of the Society year, each student branch should submit its qualifications and accomplishments to their respective Student Activities Regional Vice Chair. The regional vice chair will then select the most outstanding student branch in the region. The following criteria could be used subjectively as a guideline for judging.

- A. Student Branch Growth 20%
- B. Student Branch Organization 25%
  - 1. Programs
  - 2. Field Trips
  - 3. Meeting Attendance
  - 4. Liaison with other Engineering Societies
- C. Participation in other ASHRAE Activities 10%
  - 1. Local Chapter Activities
    - a. Student Nights
    - b. Career Fairs
    - c. Chapter Meetings
    - d. Student/Chapter Member Liaisons
    - e. CRC Participation

2.	Society Activities	10%
a.	Attendance at Society Meetings	
b.	Student Scholarship Participation	
c.	Student Project Competition	
D.	Participation in the Activities of the Local Engineering Community	15%
1.	Engineers Week	
2.	Local Interns with HVAC Related Firms	
3.	Shadow Programs (Engineers Visits)	
E.	Enthusiasm for ASHRAE	10%
F.	Miscellaneous	10%

### Guidelines for Student Branch Advisor of the Year Award

#### Objective:

- To annually select and award the Student Branch Advisor/~~Student Branch~~ of the year.

#### Procedure:

- Chapters Presidents or Student Activities Chairs should submit their Chapter's best nomination to the Regional Vice Chair for Student Activities no later than May 31. If they wish, Chapters can solicit nominations from active student members and Student Branch Advisors.
- The nomination should be electronic and include:
  - ☐ The Advisor's name and ASHRAE member number (if available).
  - ☐ The Student Branch name.
  - ☐ How your candidate met the criteria listed below.
  - ☐ A short paragraph on the success of the Student Branch Advisor and the Student Branch (include the activities and programs they did during the year).
- The RVC will select the best nomination in his/her region and submit it to the Post-High Subcommittee for evaluation no later than June 15.

#### Judging:

- Members of the Post-High Subcommittee will evaluate all entries and select their top candidate.
- Final judging occurs at the Annual Meeting on ~~June 22, 2007~~ during the Post-High Subcommittee meeting, and the full Committee will vote to approve the selected individual the next day. The winner will be notified ~~no later than July 15, 2007~~ immediately after the annual conference.

#### Award:

- The award is presented to the winning Advisor at the Student Program ASHRAE Winter Meeting.

#### Criteria:

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Criteria: #	Criteria	Points
1)	Growth defined by the number of new student members sponsored during the ASHRAE year. (July 1, 2015-to date)	50 points/new student
2)	Student Branch activities organized (courses, lectures and classes are not considered to be activities)	100 points/per activity
3)	Regular Student Branch Meetings (max of 6)	25 points/ per activity
3)	Student Branch Activities where local chapter members are present	50 points/ per activity
4)	Number of student members placed in a summer internship	10 points/ per student
5)	Number of graduating student members placed in industry job	10 points/ per student
6)	Annual reporting to headquarters before May 31st (2012)	100 points
7)	Student members that attended Winter Meeting	10 points/ per student
8)	Dedication to the advancement of Society Student Activities (list examples)	50 points
9)	Volunteer event sponsored for K-12 to involve student members and promote the industry to children	50 points/ per activity
10)	Application to ASHRAE Student Activities programs (e.g. grants, design competition, etc.)	50 points/ per entry

## Appendix C

Number of new student members sponsored during the ASHRAE year 10 points/student  
Student Branch activities organized 100 points/activity  
Student Branch Activities where local chapter members are present 50 points/activity  
Number of student members placed in a summer internship 10 points/student  
Number of graduating student members placed in industry job 10 points/student  
Annual reporting to headquarters before May 31st 50 points  
Student members attending Winter Meeting 10 points/student

Dedication to the advancement of Society Student Activities (list examples)  
50 points

Volunteer event sponsored for K-12 to involve student members and promote the industry to children  
50 points/activity

Application to ASHRAE Student Activities programs (e.g. grants, design competition, etc.)  
10 points/entry

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## Appendix D

### Student Program/Breakfast Events

This event is held on Sunday morning 7:00 a.m. – noon, during the Winter Meeting and serves as an orientation session for the ASHRAE student members in attendance. The breakfast portion of this program is informal continental style to promote interaction between the student members and the regular members present. Prior to the end of the breakfast period a more formal presentation of background information is given to the student members by one or more scheduled speakers. The SA Committee is responsible for lining up individuals to speak during the program. The Student Activities also hosts a Panel Discussion, which provides the students with an opportunity to learn more about ASHRAE related careers and how to secure a job in one of these areas. The SA Committee members are expected to attend and support these activities.

During the student breakfast, the SA Committee hosts a poster session to highlight the first and second place winning projects of the ASHRAE Student Design Competition. Team members have an opportunity to discuss their winning designs and answer questions about their participation in the competition.

#### Student Consultant

The SA Committee has one position available for a student to serve as a consultant to the committee at both the ASHRAE Winter and Annual Meeting. A student branch officer from the host region shall be appointed by the president as a non-voting consultant to attend the meeting held in the student's region and to serve on the Student Activities Committee, with transportation, two nights' hotel accommodations, a ticket to the Welcome Party, and an allowance of \$100.00 provided.

The RVCs from each of the host regions are responsible for securing qualified candidates for this position. The SA staff liaison will assist in this process by sending notices out to each of the student branches in the two regions.

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## Appendix E

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### ~~Student~~Saturday Events

#### 1:30-3:00pm – Student Welcome

This event involves welcoming remarks from the current ASHRAE president, presentations from the recipients of the top grant submissions from the previous year, awards ceremony for design competition winners and a group activity.

#### 5:00pm – 6:30pm – Student/YEA Mixer

This event is for YEA members and students to interact and mingle in a casual setting. Food and beverages (non-alcoholic) are provided for attendees. In past programs, we have added a networking activity to stimulate students to interact with YEA members.

#### Sunday Student Program

This event is held on Sunday morning, from 8:00am until 1:30pm, with a special student tour scheduled for the afternoon session after the student program.

During the student program, student branches are invited to place posters of their winning ASHRAE Design Competition submissions for review and discussion with other students during breaks and lunch periods.

The following is a general timeline for events subject to change as the Post High Subcommittee modifies and improves the schedule:

#### 8:00am – 9:15am – Design Competition Session

Provide an overview of the current design competition being completed by students.

#### 9:30am – 10:45am – Technical Session

Provide a presentation to students from an outside speaker on a technical topic. A good starting point is to review ASHRAE Distinguished Lecturer's, speakers that would be available in the host city or other potential speakers that are already attending the conference. Note: The SA Committee does not have money in the budget to provide transportation or hotel for the technical session speaker.

#### 11:00am – 12:30pm – Career Panel

The career panel has at least 4 members, usually from different industry perspectives. One post high subcommittee member will act as the moderator for the career panel, asking questions where required. Students will be able to come up to a central microphone to ask questions.



12:30pm — 1:30pm — Lunch

1:30pm — 5:00pm — Student Tour (to be arranged with host committee)

Appendix C  
(cont.)

During the student program, student branches are invited to place posters of their winning ASHRAE Design Project Competition submissions for review and discussion with other students during breaks and lunch periods.

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**Monday**

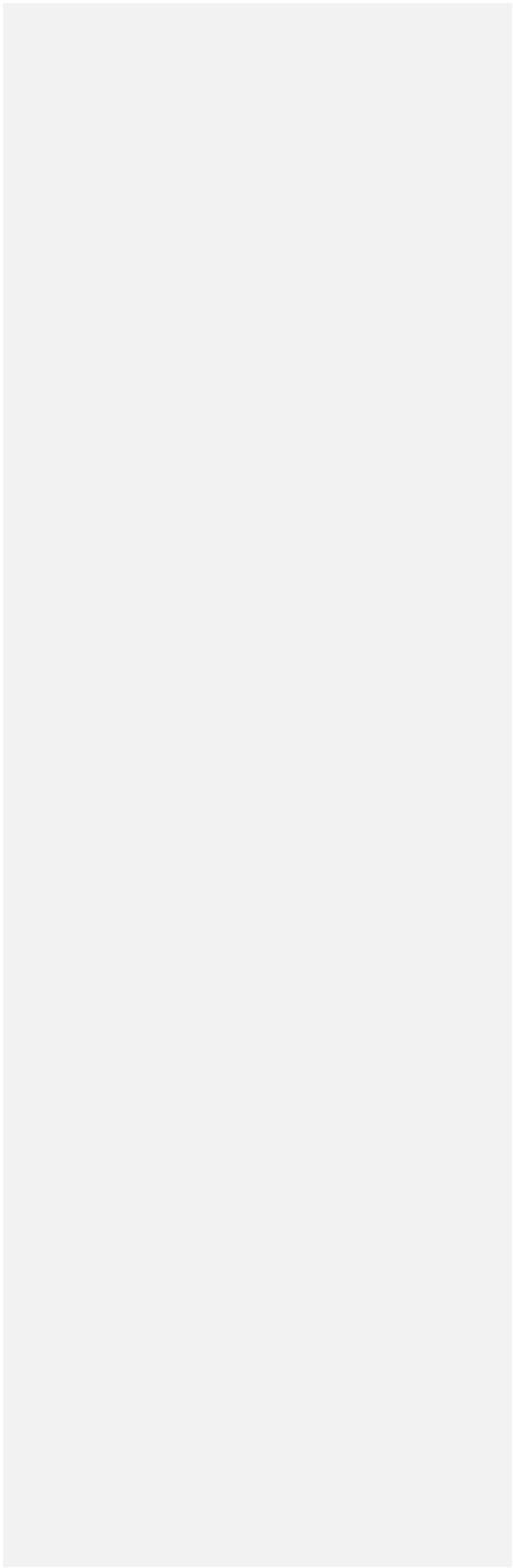
Monday morning has two congress events, running simultaneously for feedback on the student program. They run from 10:00am-12:00pm, with one for student branch advisors and one for students. SA chairs are responsible for selecting students to attend the student congress to provide feedback.

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## Appendix D

### Student Design Competition and the Setty Family Foundation Applied Engineering Challenge Guidelines

ASHRAE ~~sponsors~~ supports the student design project competition and the Setty Family Foundation Applied Engineering Challenge to recognize outstanding student design projects, to encourage ~~undergraduate~~ students to become involved in this dynamic profession, to apply their knowledge of practical design, and to promote teamwork.

~~The student design project competition~~ The Student Design Competition follows a prescribed format. The contest's guidelines specify the system all teams will design, including all design parameters necessary to complete the project; however, the teams may compete in one of three subsystem categories: Integrated Sustainable Building Design, HVAC System Selection and HVAC ~~System Design~~ Design Calculations. The scope of the Setty Family Foundation Applied Engineering Challenge varies each year and is more open ended to encourage creativity.

#### Entry

ASHRAE recommends that project groups consist of at least two members. However, team members can attend different colleges. All entries must be submitted electronically ~~on each level: local chapter, regionally and nationally. Each entry, including drawings, diagrams, calculations and manufacturer's data, must be no longer than 35 pages or 44 slides if in form of PowerPoint presentation. These reports should include the following: via the ASHRAE FTP site for judging following the instructions provided at registration and online. Requirements (format, page maximums, drawings required, etc.) for each entry are outlined on the website.~~

- ~~Statement of objectives~~
- ~~Team name and contact information~~
- ~~Descriptions of how the design satisfied these objectives~~
- ~~Descriptions of how and why the final architectural design or HVAC system was selected~~
- ~~Supporting calculations~~
- ~~Design drawings and/or schematic diagrams~~

Entries may originate from an undergraduate engineering, engineering technology or architecture curriculum. All team members must be enrolled in an undergraduate program during the semester/term ~~they contribute to~~ register and participate in the ~~design competition~~. Projects can be submitted by graduate students in the Integrated Sustainable Building Design category.

#### Evaluation

Evaluation of the ~~design project is based on~~ Student Design Competition entries is based on judging criteria featured on the website which includes the following major criteria:

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Anticipated Operating Cost (HVAC System Design and HVAC System Selection only)

Environmental Impact

Comfort and Health (HVAC System Design and HVAC System Selection only)

Appendix E (cont.)

Creativity

Communication of Results

Practicality (Architectural Design Category only)

Evaluation of the Setty Family Foundation Applied Engineering Challenge entries is based on the scope of the challenge and the criteria set by the Design Competition Subcommittee.

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#### Evaluation Process

There will be four levels of evaluation. Evaluators at all levels will evaluate the design project reports, not only for content, but also for compliance with the ~~contest rules~~ rules and directions on the ASHRAE website.

School level competition under the direction of the faculty advisor at the entrants' school will select projects that meet the competition requirements.

Chapter level evaluation under the guidance of the Chapter Student Activities Chair (minimum two evaluators plus chair) to select best project in each category for forwarding to the regional level competition. A maximum of one entry in each category will be accepted from each chapter. If a school is in an area not covered by a chapter, judging will occur at the Regional level.

Regional level competition under the guidance of the Regional Vice Chair (minimum two evaluators plus the vice chair) will select the best project in each category for forwarding to the ~~society~~ Society level competition. A maximum of one entry in each category will be selected from each region.

Society level competition under the direction of the Student Activities Student ~~Project~~ Design Competition Subcommittee Chair (at least three evaluators plus chair) will select ~~1st 2<sup>nd</sup> and 3<sup>rd</sup>~~ the first, second, third place winners and a rising star in each category.

#### Awards

The awards presented to the winners of each of the three ~~subsystem competition~~ Design Competition categories are to be as follows:

First place: \$2,000 Plus a representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented-  
at the ASHRAE Plenary and the Student Program.

Second place: A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented-  
at the Student Program.

~~Third Place:~~Third Place: A representative from the team will receive free transportation, two nights lodging and \$100 expenses for attendance at the winter meeting where the award will be presented at the Student Program.

Rising Star: A representative from the team will receive free transportation, two nights lodging and \$100 expenses for attendance at the winter meeting where the award will be presented at the Student Program.

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#### Appendix D (cont.)

The awards presented to the winners of the Setty Family Foundation Applied Engineering Challenge are to be as follows:

First Place: \$5,000 prize plus the entire team will receive free transportation and two nights lodging (capped at \$5,000) to attend the winter meeting, where the award will be presented at the ASHRAE Plenary and the Student Program.

Second Place: A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented at the Student Program.

Third Place: A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the winter meeting, where the award will be presented at the Student Program.

Rising Star: A representative from the team will receive free transportation and two nights lodging and \$100 expenses for attendance at the ASHRAE winter meeting, where the award will be presented at the Student Program.

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## Appendix F

### Administrative Procedures and Timeline

#### *Student Design Project Competition and Setty Family Foundation Applied Engineering Challenge*

The Design Competition and Applied Engineering Challenge are released in January each year. Students participating in any competition are given until May (Design Competition) or June (Applied Engineering Challenge) of the following year to submit their entries via the ASHRAE FTP site. For example, the 2019 Design Competition was released in January 2018 and entries are due May/June 2019.

#### June

RVCs submit their winning entries in each category to Staff Liaison. Within two weeks of the Annual Meeting, Staff Liaison will distribute each winning entry to the Competition Subcommittee members.

Each RVC is assigned a category to judge. Using Judging Criteria sheet, each RVC reviews submissions and sends scores to Staff Liaison prior to Annual Meeting.

#### Annual Meeting – June

Design Competition Subcommittee will compile the results of each member's evaluation. Winners to be determined during subcommittee meeting at the annual meeting. All deliberations and discussions held in closed session. Results are kept secret until August.

#### July – November

Design Competition Subcommittee develops new competitions and Applied Engineering Challenge.

#### Appendix D (cont.)

#### August

Winners announced no later than the first Friday in August by Staff Liaison. Participants not-selected should be notified.

~~Winter Meeting – January~~

#### November

Design Competition Subcommittee finalizes the following year's competition design next competitions. This will include designating 3 Subcommittee members to field HVAC System Design, System Selection, and Integrated Sustainable System Design technical inquiries.

#### February

#### December

Design Competition Subcommittee sends Staff Liaison the design, including:

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- Design ~~criteria for all 3 categories~~Competition
- Site~~Owner's Project Requirements (OPR)~~
- Utility Rate Structure and ~~architectural plans (11 x 17")~~

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- ~~AutoCAD diskette including site~~Utility and ~~architectural plans (please label diskette with the AutoCAD version)~~Service Life Overview

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- Request for Information Form

### **March**

- Judging Criteria
- Elevation Drawing (PDF and AutoCAD)
- Plan Drawing (PDF and AutoCAD)
- Floor Plan Drawing for Each Floor (PDF and AutoCAD)
- Weather Data File
- Webpage Changes (for each competition)

### Applied Engineering Challenge

- Applied Engineering Challenge Requirements
- Webpage Changes

### **December – January**

Staff Liaison distributes ~~a word processed version of the competition announcement and the design criteria, site, and architectural plans, and AutoCAD plans~~ to all student branch advisors and all SA Committee members.

### **April – May**

Opportunity. Materials are posted to ~~revise competition~~ society website.

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### **July**

Staff Liaison publishes the competition brochure,

### **August**

Staff Liaison distributes the competition brochure, design criteria, site & architectural plans, and diskette of AutoCAD plans to all student branch advisors. All student members, chapter SA Chairs, and the Student Activities Committee will receive the brochure only. The design criteria and site & architectural plans are available online and will be distributed upon request.

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**Appendix F**

**~~September–January – May~~**

Staff Liaison responds to requests for design criteria, site ~~& architectural plans~~, and ~~diskettes architectural plans~~. Technical inquiries must be written ~~(faxed or mailed on the Request for Information Form or e-mailed)~~ **emailed**. Staff Liaison will send technical inquiries to appropriate subcommittee member. Committee members will respond to technical inquiries in writing and send to Staff Liaison. He/she will reply to individual questions, but compile questions and distribute answers to all student branch advisors and all participating individuals in ~~November and February~~ **within a timely manner (e.g. 10 business days). Compiled answers may be posted in an online FAQ document.**

**June**

~~RVCs submit their winning entries in each category to Staff Liaison. Within 2 weeks of the Annual Meeting, Staff Liaison will distribute each winning entry to the Competition Subcommittee members.~~

**Annual Meeting**

~~Competition Subcommittee will compile the results of each member's evaluation. Winners to be announced at SA Committee Meeting.~~

**~~August~~**

**Winners announced no later than the first Friday in August**

~~Participants not selected should be notified.~~

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### Undergraduate Program Equipment Grant

ASHRAE annually awards up to \$ ~~\$65165~~000 in funds to colleges and universities through its Undergraduate ~~Senior Project~~Program Equipment Grant. ~~Out of schools that are selected for grant awards, judges will award the two highest ranking teams (2 students per team max) a trip to the Winter Meeting Student Program to present their project to students. The trip consists of transportation and two nights stay in the hotel.~~ This program provides grants to engineering, technical and architectural schools worldwide with the goal of increasing student knowledge, learning and awareness of the HVAC&R industry through the design and construction of ~~senior undergraduate~~ projects. Grants are to be used to fund equipment and supplies for engineering or architectural ~~senior undergraduate~~ projects and 2-year technical school projects that focus on ASHRAE-related topics. Grants may cover projects lasting from one academic term up to one year. By providing grant funds for engineering or architectural senior projects and 2-year technical school projects, ASHRAE hopes to fill a need often found in undergraduate engineering and technical school programs and to encourage students to pursue ASHRAE-related careers.

Projects involving the building of working models, test equipment, experimental teaching aids, and laboratory experiments are encouraged. Projects only involving data collection, computer modeling or computer programming will receive lower funding priority. Computer hardware will not be funded; however computer software if utilized in conjunction with the above listed project is acceptable. When the project is complete, the student or group of students and faculty advisor(s) will submit a final report to ASHRAE. Additionally, full-year projects will require a mid-year progress report.

The grant application must be submitted by the faculty member(s) responsible for the project. The application may be made from any engineering, architecture, or engineering technology department as long as the project involves an ASHRAE-related topic. The faculty member(s) and student(s) responsible for the project are **NOT** required to be ASHRAE members or student members. The grant is made to the university solely for the support of the materials required for the project in an amount not to exceed \$5000 (~~U.S.~~USD) per calendar year per project. *University overhead and faculty or student salaries will not be funded.*

The faculty advisor(s) will submit the application to ASHRAE on behalf of the student or group of students completing the project. To be considered, ALL questions must be answered on the application, including a complete project description and a fund expenditures form (see the example on the following page). The application deadline is December 15 annually ~~-(although this many vary slightly depending on the day of the week in which Dec. 15<sup>th</sup> falls)-~~.

Applications will be evaluated based upon: ASHRAE related topics; adherence to guidelines; quality of the student experience; number of students participating; appropriateness of funding request and ASHRAE involvement. Project titles from last year's successful applicants are available for viewing under the Student ~~ActivitiesZone~~ Section of the ASHRAE Homepage ([www.ashrae.org/communities/student-zone/scholarships-and-grants](http://www.ashrae.org/communities/student-zone/scholarships-and-grants)).

Applicants will receive notification of their application's status by **March 1 from the Student Activities Staff Liaison**. An unaccepted project proposal may be revised and re-submitted for the

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following years. Funds will be available to the grant recipients on or after ~~July 31~~**August 1<sup>st</sup>**. Any funded project not completed

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**Appendix E (cont.)**

~~(as indicated by non-receipt of a mid-year progress report or final report)~~ will result in the removal of the school from consideration for additional grants the following year.

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## Appendix H

### Administrative Procedures and Timeline *Undergraduate ~~Senior Project~~ Program Equipment Grant*

#### September

Staff Liaison distributes grant applications to all ASHRAE student branch advisors, faculty liaisons, the Association of Engineering Educators list of deans of engineering & engineering technology, past grant recipients, past non-funded grant applicants, and other requests. The program is announced in *ASHRAE Insights* and on the ASHRAE Home Page.

#### November

Applicants may submit application ahead of deadline to Staff Liaison to receive early submission incentive points. The Staff Liaison will assign award these points to qualifying applications and distribute to the Grant Subcommittee.

#### December

Applicants submit application to Staff Liaison. He/she distributes to Grant Subcommittee.

#### Winter Meeting - January

Grant Subcommittee evaluates applications two weeks prior to the winter meeting using the scoring rubric. Each committee members submits their results to the Staff Liaison who will communicate the results to the subcommittee chair. At the winter meeting, the Grant Subcommittee reviews the combined score and chooses projects to be awarded grants.

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#### February

Staff Liaison sends notification letters to all applicants. Applicants receiving funding are sent Project Information Sheets to be returned April 21. They will also receive guidelines for the interim and final reports. Staff Liaison also sends copies to RVCs and chapter student activities chairs encouraging recognition/certificate presentations.

#### April

Project Information Sheets returned to Staff Liaison.

#### Annual Meeting - June

Grant Subcommittee evaluates the program, suggesting revisions to applications, correspondence, procedures, etc.

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Appendix ~~HE~~ (cont.)

**July**

Staff Liaison distributes grant checks and plaques with cover letter including deadlines to submit reports. The cover letter states that delinquent reports disqualify schools from receiving future grants for one year.

Staff Liaison sends chapter SA chairs a copy of the award letter and a memo encouraging recognition/certificate presentations. The memo also announces that a plaque has been presented to the recipient for affixing to the project.

*\*\*\*All advisors' inquiries regarding the programs' policies will be referred to the Grant Subcommittee.*

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## STUDENT ACTIVITIES ACHIEVEMENT AWARD

The following criteria ~~is~~are for the Student Activities Achievement Award.

1. The Student Activities Achievement Award shall be presented annually but may be omitted if a suitable candidate is not identified.
2. The Student Activities Achievement Award will consist of an 8" x 11" plaque which will state: "In recognition of service to the goals and growth of Student Activities at all levels and in appreciation of this dedication the Student Activities Achievement Award is given."  
~~Fiscal impact will be about \$25 per award to be budgeted by the Student Activities Committee.~~
3. A candidate will be nominated to the Honors and Awards Committee by the Student Activities Committee. The nomination shall include a one page (100 words) explanation of the nominee's qualifications along with documentation of the computed award points as outlined in Item 4. The Honors and Awards Committee shall consider the points and the explanation in its deliberations. This award will be given at the Plenary Session's Honors and Awards Ceremony.
4. Award points shall be cumulative as follows:
  - a) Chapter Student Activities Chair or Education Chair 1 pt/year
  - b) Establishing a ~~student branch~~ Student Branch 2 pts/branch
  - c) Reactivating a Student Branch 2 pts/branch
  - d) Application to Undergraduate ~~Senior Project~~ Program Equipment Grant to chapter supported school 2 pts/branch
  - e) Entry to Student Design ~~Project~~ Competition to \_\_\_\_\_ chapter supported school 2 pts/branch
  - f) Student branch advisor 1 pt/year
  - g) Speaker for Post High School 1 pt
  - h) Speaker for K-12 1 pt

\*Must have been inactive more than 2 years

Appendix ~~IF~~ **IF (cont.)**

- 5. A minimum of 10 points is necessary for eligibility.
- 6. The purpose of the Student Activities Achievement Award is to recognize excellence in volunteer service. It serves to heighten general membership awareness of, and interest in, student activities.

**STUDENT ACTIVITIES ACHIEVEMENT AWARD**  
**(10 Points Minimum Required)**

Scoring System	Points	Max. pts Available	Comments
Chapter Student Activities Chair or Education Chair	1 pt/year	2 pts	
Establishing a Student Branch	2 pts/branch	4 pts	
Reactivating a Student Branch*	2 pts/branch	4 pts	
Undergraduate <del>Sr.</del> <del>Project</del> <u>Program</u> <u>Equipment</u> Grant	2 pts/branch	4 pts	
Student Design <del>Project</del> -Comp.	2 pts/branch	4 pts	
Student Branch Advisor	1 pt/year	2 pts	
Speaker for Post High	1 pt	2 pts	
Speaker for K-12	1 pt	2 pts	
Total Points		24 pts	

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### Mentoring Program

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During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

- Before the next meeting of the Board of Directors/Board of Governors, Council or Committee Meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.

- The mentor should make every effort to update the new member on:

1. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
2. Review the Board Approved Rules (BAR) and Manual of Procedures (MOP) with the new member.
3. Discuss the typical meeting format and member duties and responsibilities.

- The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:

1. Member's field of expertise and employer
2. Chapter and city of the new member
3. Former chapter, region and Society positions previously held by the new member



~~• The new member will be sent a copy of the group Board Approved Rules (BAR), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.~~

~~The chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have the following responsibilities:~~

- ~~1. Assign a mentor to each incoming new member of the group prior to the first meeting.~~
- ~~2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.~~
- ~~3. Assess at a later meeting the effectiveness of the mentor/new member relationship.~~
- ~~4. Provide any assistance to enhance the mentor/new member relationship.~~

~~Completion date: The relationship terminates at the end of the new member's first year in the group.~~

APPENDIX J

Appendix G (cont.)

Process of Measurement at the Society  
Regional Level:

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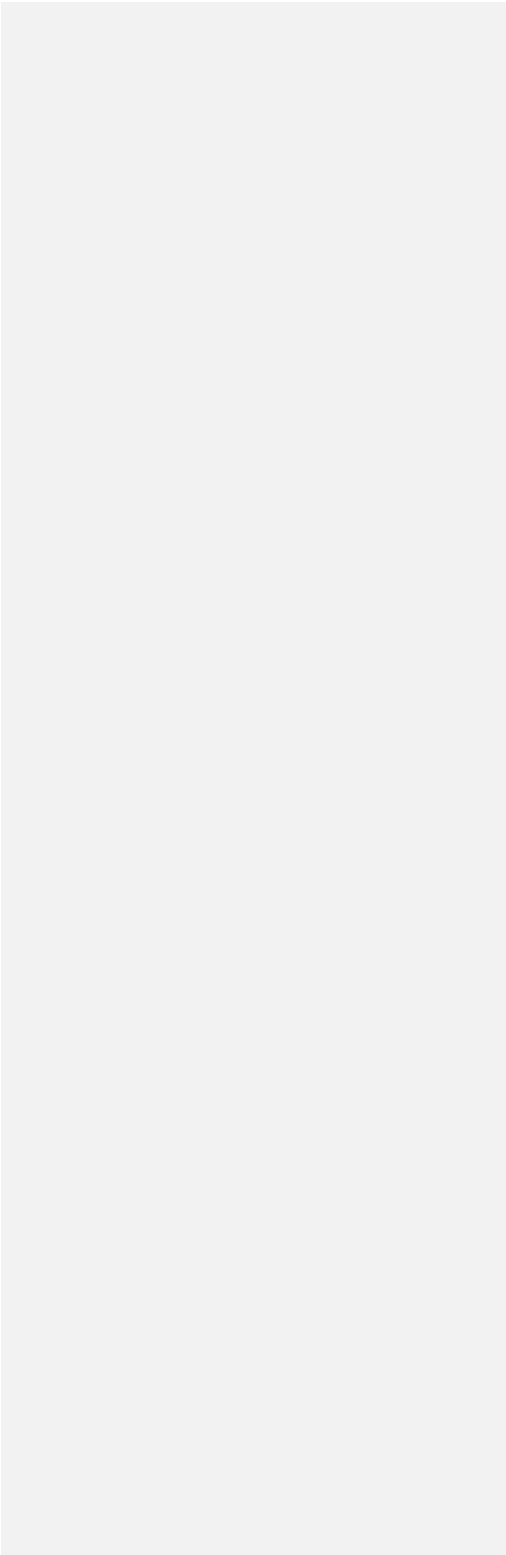
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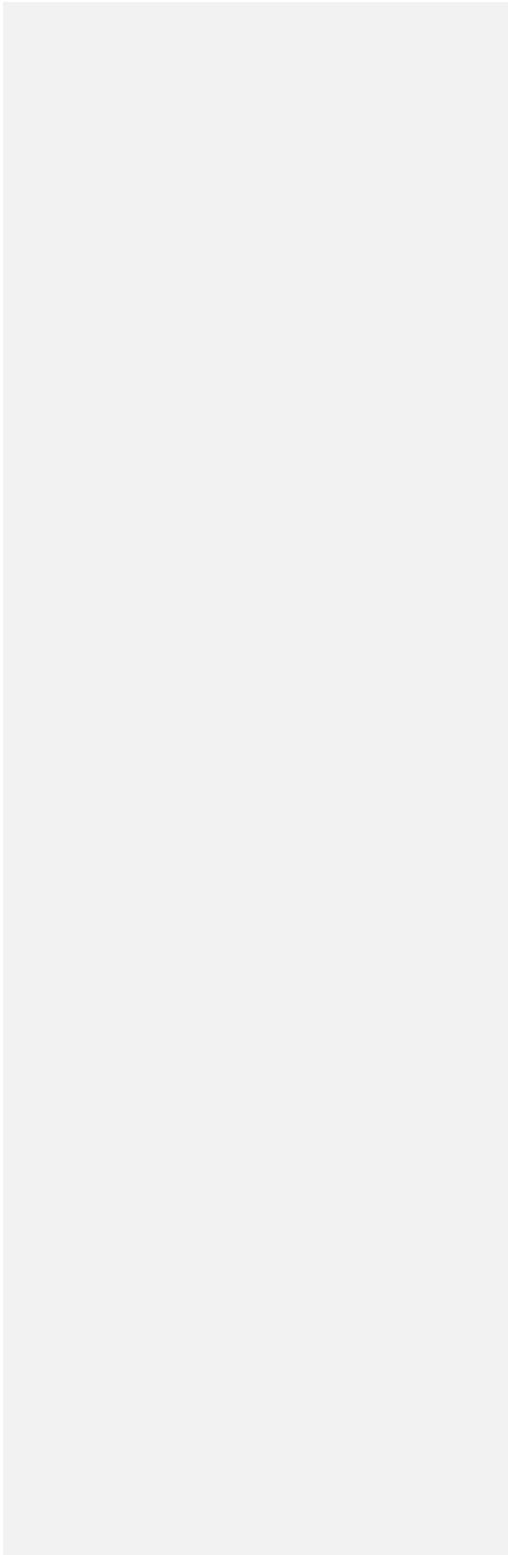
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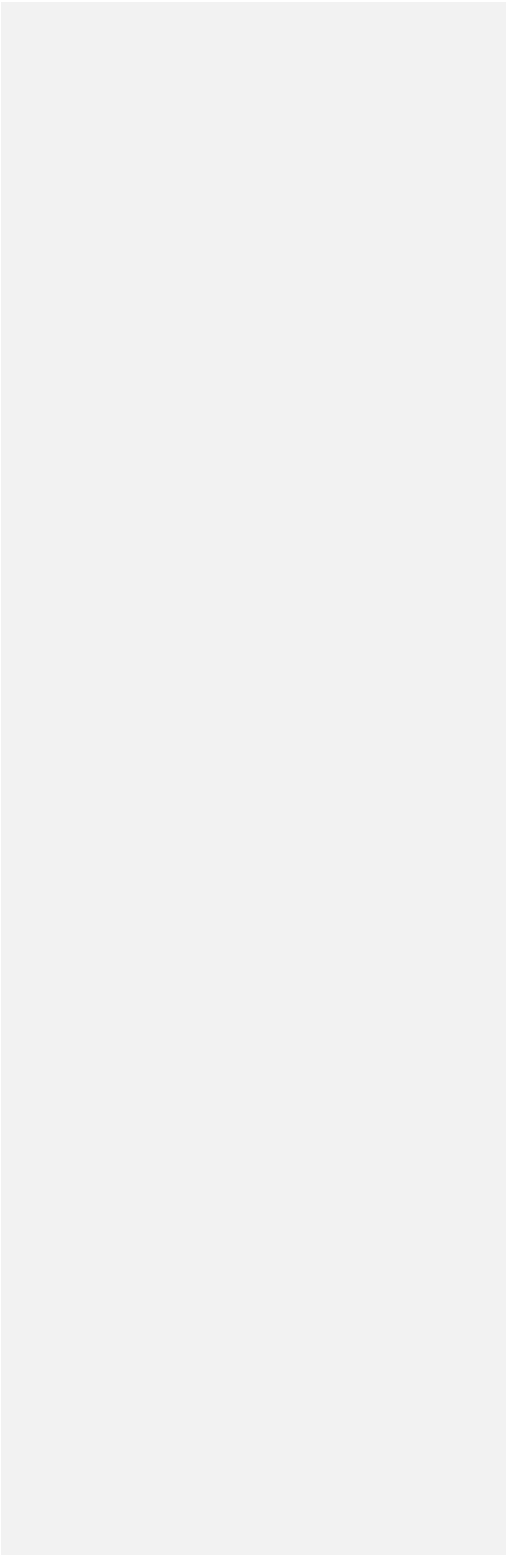
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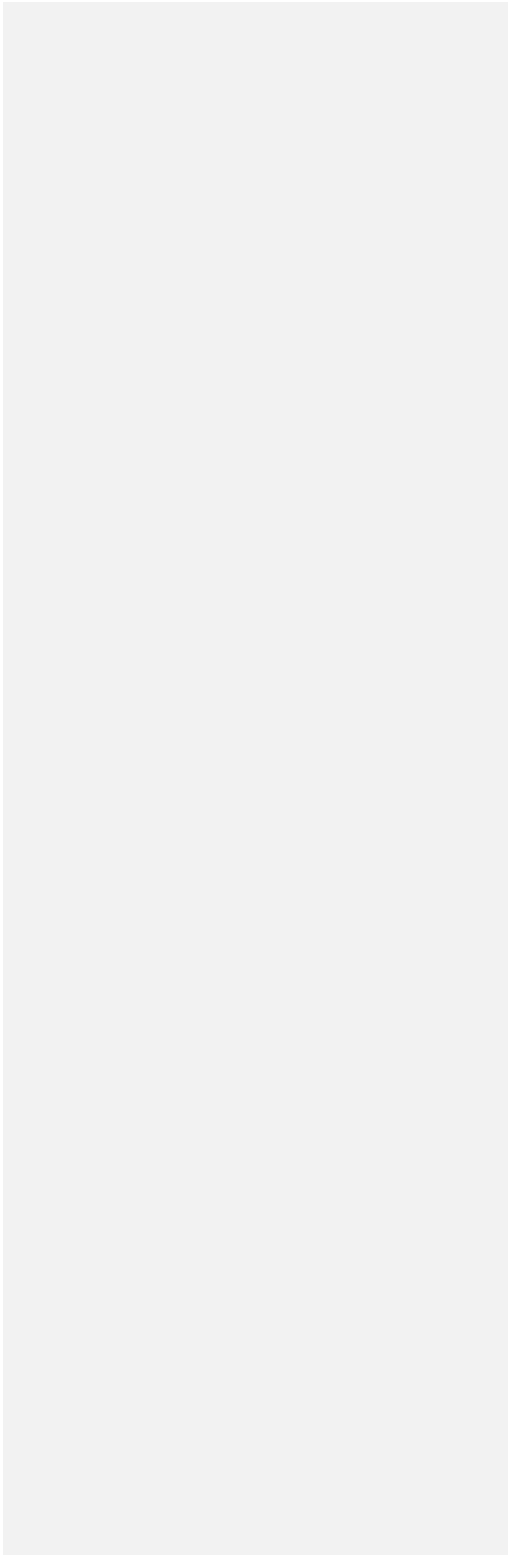
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Process of Measurement at the Chapter

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Focus and measurement will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short-term results will be measured by PAOE compliance. Long-term measurement would be completed by retention % reduction for new members who have belonged to the Society for less than two years.


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## **GUIDELINES FOR AWARDS**

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.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

1. Personal Honors
2. Personal Awards for General Society Activities
3. Personal Awards for Specific Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Papers Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award for an individual member.

Proposers of awards shall submit a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

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; the name of the award would then add prestige

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## **YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE**

Report to Members Council

From Meeting of June 22, 2019, Kansas City, MO

### **Members Present**

Stephanie Kunkel, Chair  
Vanessa Freidberg, Vice Chair  
CL Liu, R I  
Alexis Gagnon, R II  
Lindsey King, R III  
Jackson Willis, R IV  
Matt Colvin, R V  
Shona O'Dea, R VI  
Madison Schultz, R VIII  
Rachel Romero, R IX  
Alyse Falconer, R X  
Baki Cvijetinovic, R XI  
Tracy Pang, R XIII  
Aleksandar Andjelkovic, R XIV  
Muhammad Omer Khan, RAL  
Carrie Anne Monplaisir, Member-at-Large  
Ashu Gupta, Member-at-Large  
Ben Oliver, SA Liaison  
Jake Kopocis, Consultant  
Jeff Clark, BOD Ex-Officio  
Emilia Targonska, CIBSE Consultant  
Frank Paradiso, Incoming R I  
Mallory Schaus, Incoming R VI  
Jessica Errett, Incoming R IX  
Bruno Martinez, Incoming R XII  
Kozen Law, Incoming R XIII  
Munis Hameed, Incoming CIBSE Consultant

### **Members Absent**

Kathleen Simpson, R XII  
Jac Cooper, Region VII

### **Guests**

Carrie Kelty  
Benny Skelton  
Drew Samuels  
Marites Calad  
Elise Backstrom  
Anuj Gupta  
Ben Oliver  
Ioanna Deligkiozi  
Edward Tsui  
Kirsten Burk  
Mick Schwedler

### **Staff**

Rhiannon Masterson

### **Motions**

#### **Motion 1: That Members Council present all ASHRAE Regions with the option to host a SmartStart Weekend (SSW).**

Background: A Regional program, SmartStart Weekend (SSW), is proposed to increase ASHRAE's local and therefore overall Student membership retention rate. The retention rate of post-high students is at 7%, and Society has seen a decreasing trend in this metric in recent years. SSW would be a program that is run, funded, and administered by each Region in order to develop current student members, who are the future ASHRAE leadership. While not specifically required, it is the intention of this program to prepare these student members with their upcoming duties and expectations as a leader through direct interaction current ASHRAE volunteers. Additional detail attached.

Vote: 13-0-0 CNV

Cost: No cost to Society. Each Region would take on the funding themselves, estimated to be between \$5,000 – \$15,000.

### **Summary of Activities**

- Submitted a new YEA award to H&A here in Kansas City for inclusion at the Plenary: the YEA Inspirational Leader Award (intended to replace the previous New Faces of Engineering award).



- The YEA Cheat Sheet was presented to the Publications Committee here in Kansas City. YEA received action items to finalize the development.
- Increased YEA membership by 11.2% (goal of 15%). Up to 11,689 YEA members.
- The SmartStart student transfer rate is up 7% compared to last year. Continue to send personalized emails to Student members 1-2 weeks before their renewal date to remind them about SmartStart.
- Leadership U remains a strong program and once again has four participants shadowing our four Society VP's
- There are 10 LeaDRS participants currently attending this conference
- Upcoming YEA Events
  - YEA Leadership International (YLI) will be held November 15-17, 2019 in Dubai, UAE. Registration is open. 30 participant maximum.
  - Fall 2019 YEA Leadership Weekend (YLW) will be held September 13-15 in Nashville, TN. Registration is open. 30 participant maximum.

### **Attachments**

Attachment A are the information items from the YEA Committee meeting

Attachment B are the 2018-2019 YEA MBOs

Attachment C are the 2019-2020 YEA MBOs

Attachment D is the additional background for the SmartStart Weekend motion

## ATTACHMENT A

### Information Items

1. Outreach Development Subcommittee:
  - I. YEA Leadership International:
    - i. 2019 YLI will be held November 15-17, 2019 in Dubai, UAE
    - ii. The goal is to have 30 attendees and we will be working with other associations to encourage attendance and ASHRAE membership.
    - iii. Registration is open and we have four registrants.
  - II. International outreach and CIBSE Young Engineers Network (YEN) Development
    - i. Vanessa attended a CIBSE conference in the spring, as well as the YEN committee meeting.
    - ii. The upcoming YEN planning meeting overlaps with YLI. YEN leadership will be at that meeting and unable to attend YLI. Munis (incoming CIBSE liaison) may be able to attend since he is based in Dubai.
  - III. Develop a plan to promote educational resources for international members
    - i. Working on ideas to improve YEA webpage and social media
  - IV. Update on research regarding sister chapters – is this something that YEA can become involved with? Or should this be left to the discretion of each chapter?
    - i. This does not seem to be a formalized program. There are PAOE points associated with setting up sister chapters, but there are no definitive guidelines to follow aside from the chapters making their own connections. Society does not maintain a list of sister chapters.
    - ii. The RVCs were advised to bring this topic up with their Regions to see if it is something they would like to pursue. If something more formalized start to develop, YEA can help move it forward at that time.
2. Personal Development Subcommittee:
  - I. ASHRAE Conference Crash Course in Atlanta
    - i. 71 attendee registrations
    - ii. Excellent speakers scores and reviews for sessions
    - iii. Will continue in Orlando 2020
  - II. YLW 2.0; February 8-10, 2019; Clearwater, FL
    - i. 20 attendees
    - ii. Reminder – registration fills up quickly
  - III. YLW 1.0; March 15-17, 2019; Portland, OR
    - i. 30 attendees
  - IV. YLW 1.0; September 13-15, 2019; Nashville, TN
    - i. Registration is open
    - ii. Technical tour on Friday morning
  - V. CRC PowerPoint Updates
    - i. Added information about training a YCC
    - ii. Updated presentation on Basecamp
  - VI. Planning for 2019-2020 Society Year YLWs
    - i. Encourage YEA RVCs to attend if they haven't already
3. Professional Development Subcommittee:
  - I. Awards
    - i. Developing Leader Award
      1. The group decided that it would be beneficial to get a list of potential candidates that meet the criteria and then have the RVCs from those regions reach out individually to try to help facilitate more applications in the future.
    - ii. New Faces Award
      1. Award proposal will be submitted to H&A during this conference for review.
  - II. Leadership U
    - i. Kansas City LU participants:
      1. Kirsten Burk, National Capital Chapter; mentor is Julia Keen

2. John Constantinide, Spacecoast Chapter; mentor is Farooq Mehboob
    3. Anuj Gupta, ASHRAE Deccan Chapter; mentor is Mick Schwedler
    4. Randy Reed, Idaho Chapter; mentor is Dennis Knight
  - ii. Wrap-up breakfast scheduled for Wednesday, June 26 at 9:30am. Rhiannon will attend, along with one other committee representative.
  - iii. The scoring process this time went much smoother by only passing through the applicants that were qualified in the tech aspect questions.
- III. HVAC Design Training Scholarship
- i. Committee will continue to read through the applications and score.
  - ii. Applications closed June 16, 2019. Received almost 50 applications.
- IV. Conference Networking Events
- i. The YEA Hospitality Suite was Sunday from 4-6pm.
- V. YEA Technical Committee Guide
- i. Lindsey will send Rhiannon content to submit to ASHRAE Marketing.

## ATTACHMENT B

### 2018-2019 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15% (10,505 to 12,080)	11,689 as of 6/2/19, 11.2% increase	6/30/2019	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Implement ASHRAE Developing Leader Track	Completed by awarding Developing Leader Award	6/30/2019	Professional Development Subcommittee	Roadmap for involvement of young ASHRAE members
3	Increase number of YEA members participating on TCs by 15% (595 to 684)	639 as of 6/11/19, 7.4% increase	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	Complete	11/15/2018	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	Ongoing	6/30/2019	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs.
6	Chapter/Member Outreach	Ongoing	6/30/2019	Personal Development Subcommittee	Continue/increase the communication between YRC's and YCC's so that membership is informed of programs and events
7	PDC/YEA Training Products	Postponed; PDC postponed these products until they reorganize their committee	6/30/2019	Professional Development Subcommittee	Work with the PDC to develop 5-year plan to cultivate training programs/products for YEA
8	80% of YEA Chapter Chairs attend CRC	45% attendance	6/30/2019	YEA Committee	To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop
9	Development of SmartStart Weekend	Complete	6/30/2019	YEA Committee	Work with the creators of the SmartStart weekend motion to develop a plan on how to implement event
10	Create one joint College of Fellows mentoring event	Complete	6/30/2019	YEA Committee	Establish an organized event that promotes networking and mentorship with the College of Fellows
11	Research sister chapters	Complete	6/30/2019	Outreach Development Subcommittee	To increase YEA membership worldwide and attendance at international YEA events.

### ATTACHMENT C

#### 2019-2020 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15%		6/30/2020	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15%		6/30/2020	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee		11/15/2019	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members		6/30/2020	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs via webinars and posting recorded sessions for future viewing. Translate cheat sheet into SI.
5	Chapter/Member Outreach		6/30/2020	YEA Committee	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.
6	100% submission of CRC YEA workshop sign-in sheet		Within one month of CRC	YEA Committee	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event		6/30/2020	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations		6/30/2020	Outreach Development Subcommittee	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year.
9	Social media posts for every YEA Leadership Weekend event		6/30/2020	Personal Development Subcommittee	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program.

## Proposed CRC SmartStart Weekend Motion

**Motion Identification No.:**

(Region No. \_\_\_\_\_, Motion No. \_\_\_\_\_, Date \_\_\_\_\_)

**Moved By:** \_\_\_\_\_ Chapter

**Motion:** YEA recommends that Region XX begin a Regional SmartStart Weekend effective with fiscal year 2020-2021.

**Background Information:** Attached.

**Fiscal Impact:** Approximated \$5,000 - \$15,000 each year. Additional details provided in the attached background document.

**Vote Count:**

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_ **Abstained:** \_\_\_\_\_ **Chair Voting:** \_\_\_\_\_

**Passed:** \_\_\_\_\_ **Failed:** \_\_\_\_\_ **Withdrawn:** \_\_\_\_\_

# ASHRAE Regional SmartStart Weekend (SSW)

## OVERVIEW:

A Regional program, SmartStart Weekend (SSW), is proposed to increase ASHRAE's local and therefore overall Student membership retention rate. The retention rate of post-high students is at 7%, and Society has seen a decreasing trend in this metric in recent years. SSW would be a program that is run, funded, and administered by each Region in order to develop current student members, who are the future ASHRAE leadership. While not specifically required, it is the intention of this program to prepare these student members with their upcoming duties and expectations as a leader through direct interaction current ASHRAE volunteers.

## BACKGROUND:

SmartStart Weekend is a two-day career workshop for ASHRAE post-high Student members. The objective and benefit of SSW for ASHRAE is to increase Student membership retention rate at a local-level, inherently increasing Society-wide membership. The current retention rate of Student members after graduation is <10%. A trial-run of this program was implemented in April 2017 by the Central New York Chapter with a current retention rate of 35%! Feedback from the Central NY Chapter pilot SSW was used to more clearly define the scope of this program.

The objectives and benefits for the students are detailed in the following section and include introduction of students to career paths in the HVAC&R industry, educating students about ASHRAE, providing students networking opportunities with professionals, training students on how to run a successful student branch, and offering basic technical training and building tours.

Note that all fiscal impacts in this motion are based upon 50 students attending the SSW. On average, the financial breakdown shows nearly \$200 / student. The SSW in Central New York was funded by the Chapter Opportunity Fund (\$4,750) and company sponsorship (\$5,600). The event was free for ASHRAE student members (including hotel rooms and meals) and met the maximum attendance of 50 students – with a waitlist! The pilot event Summary Report, Participant Booklet, Sponsorship Information, and Budget are available in the appendix of this motion.

The pilot SSW was not offered in conjunction with CRC, however, the Student Activities and YEA Committees agree that a CRC is the optimal setting for a SSW for the following reasons:

- Improve Networking Capabilities: Students who attended the Central New York pilot event expected many more professionals in attendance to network with than the Chapter was able to attract locally (approximately 35 professionals including volunteers and speakers). A social event at a CRC typically attracts around 100-200 members. Therefore, a network event at a CRC will meet students' expectations and provide an avenue for members in the given Region to interact with, and potentially recruit, local students to join their organizations in our industry.
- Additional Resources Available: As a stand-alone event, the pilot event was achievable, yet challenging to execute at the chapter level in the 6-month turnaround time the Chapter Opportunity Fund granted. Therefore, the chapter inferred that expansion of the SSW program is better suited to be executed at the Regional Level; especially since attendance at the pilot event included students across all of Region I, and even included a few students from Regions II and III. In addition, meeting spaces, hotel accommodations, technical sessions, tours, and social/ networking events typically planned by the CRC Host Committee can be merged with the SSW activities – making better use of ASHRAE volunteers' time. Also, given that many CRC Host Committees start preparing for the CRC a couple of years in advance, a Region should have ample time to coordinate an SSW event in

conjunction to the annual CRC. Given that CRC Host Chapters rotate annually in each Region, this will alternate the location of SSW to the students' benefit as well.

- Improve Sponsorship Capabilities: The Central NY Chapter noticed that obtaining sponsorship for the SSW pilot event was surprisingly easy compared to other Research Promotion activities and past CRCs executed by the Chapter. This was due to the fact that companies in our industry are actively seeking events to participate in that help them recruit students, especially local students interested in ASHRAE. For example, many companies provided donations out of their "HR Recruitment" budgets rather than their "Community Affairs/ Sponsorship" budgets. As you can see from the Sponsorship Summary in the appendix, companies were incentivized to donate by potential recruitment opportunities of the Student members. If CRC Host Committees that implement SSW at their CRC utilize similar recruitment incentives for sponsorship, the committee can potentially see better returns on their income from CRC sponsorship and therefore improve the quality of the CRC.

A concern was identified with students being able to attend a Smart-Start Weekend in conjunction with a CRC since most Regions host CRCs during the summer when classes are not in session. The students who attended the SSW pilot event were sent a survey to gauge this concern. The survey showed that 70% of students said they would attend the event if it were held in August in conjunction with their Region's CRC. The other 30% who said they may not be able to attend an event held in the summer stated that this was due to potential internship obligation. It is assumed that the concern with internship conflicts in the summer is proportional to concerns during the school year with spending time away from academic studies. Therefore, this confirms that the CRC is an acceptable setting for a SmartStart Weekend.



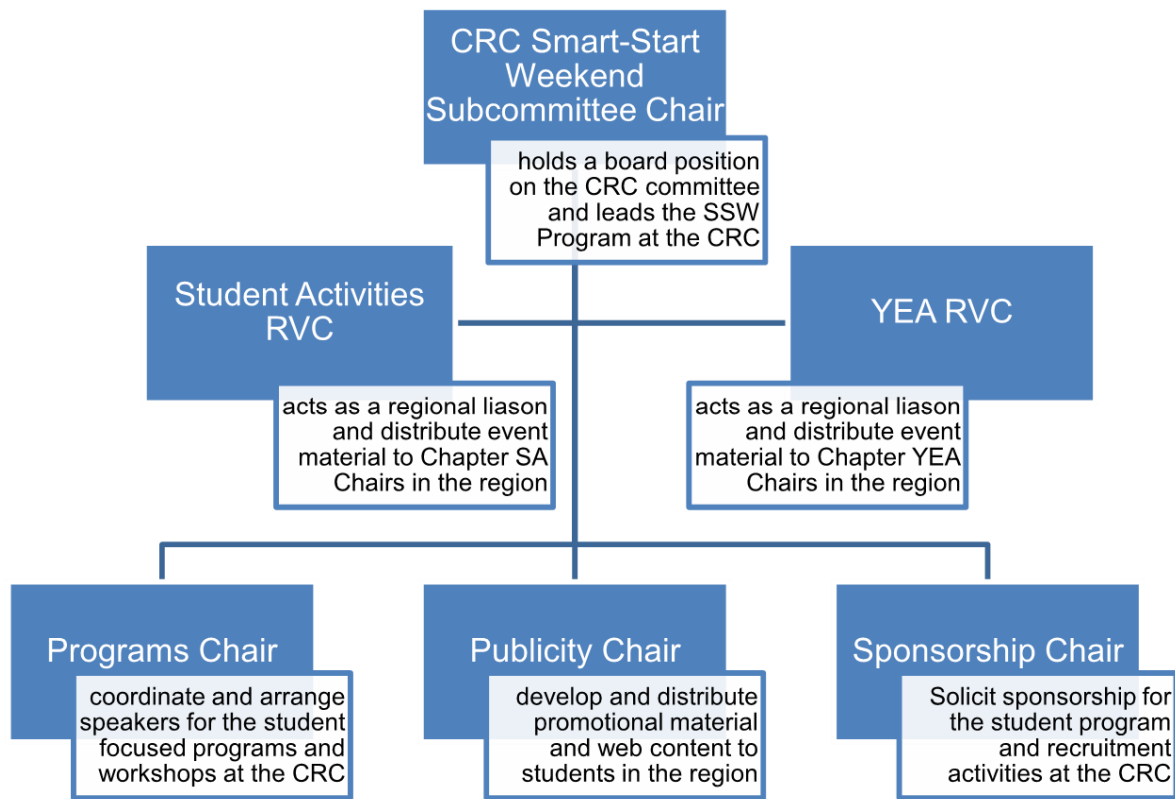
## OBJECTIVES:

The SSW program objectives and benefits for Student members are as follows:

<b>Program Objective</b>	<b>Benefit for ASHRAE</b>
<b>Introduce students to career paths in the HVAC&amp;R industry</b>	ASHRAE will retain more students if they are well informed on the job opportunities available in our industry and can match them to their personal career goals
<b>Educate students about ASHRAE</b>	ASHRAE will retain more students post-graduation if they gain a better understanding of the importance of ASHRAE and “being in the room”.
<b>Provide networking opportunities with professionals</b>	ASHRAE will retain more students if networking opportunities are provided at the regional level for members and CRC sponsors to recruit local students
<b>Train students on how to run a successful student branch</b>	ASHRAE will improve both established and newly formed student branches by offering training and a means for branches to exchange feedback and collaborate
<b>Offer basic technical training and building tours</b>	ASHRAE will bridge the gap for student branches seeking technical programs for students unable to attend Society Conferences by offering regional opportunities

## SCOPE:

The Region create an annual CRC Host Committee SmartStart Weekend Subcommittee, which would be a subcommittee of the Region’s CRC Host Committee. The structure of the subcommittee and the description of the responsibilities for each position are depicted in the chart below. A proposed draft of the SmartStart Weekend Application Form is in the appendix of this motion. The SSW Subcommittee Chair will report directly to the CRC Host Committee General Chair. The CRC Host Committee Secretary and Treasurer will assume the responsibility of keeping meeting minutes and finances, respectively, for activities of the SSW Subcommittee. The SSW Subcommittee Programs Chair, Publicity Chair/ Webmaster, and Sponsorship Chair can hold other positions on the CRC Host Committee. For example, the Programs Chair for the CRC Host Committee can also assume the role as Program Chair for the SSW Subcommittee. However, it is recommended that separate volunteers are appointed onto the SSW Subcommittee, if possible.



#### RESPONSIBILITIES OF SSW PARTICIPANTS:

In return for the benefits of the program, the participants of the SSW will be expected to adhere to the following program responsibilities:

1. Ask questions, Ask Questions, ASK QUESTIONS! Take the opportunity to learn why the Society operates as it does.
2. Attend the program events and mingle with as many members as possible.
3. Submit a summary report to the SmartStart Weekend Chair.
4. Share their experiences with their fellow student members.

#### RESPONSIBILITIES OF ASHRAE VOLUNTEERS:

1. Be accessible and open to the SSW participants and encourage open communication.
2. Attempt to encourage the interaction of the participants with other society members.

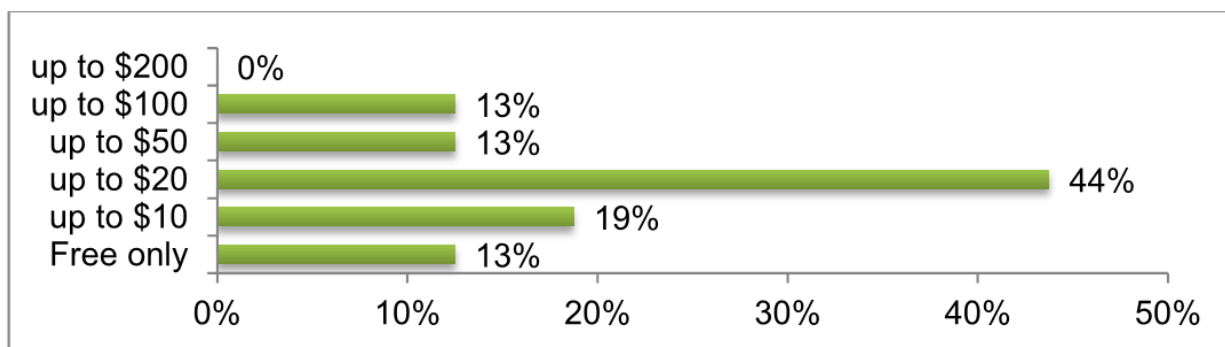
## VALUE/BENEFIT TO MEMBERS AND THE ASHRAE STRATEGIC PLAN:

In order to maintain membership and ensure strong future Society leadership, there must be a focus on sustaining it through developing future leaders. The SSW will meet the Strategic Plan Goal of maximizing member value and engagements and will meet the Initiative of improving Chapter and Regional engagement, capacity, and support.

## FISCAL IMPACT:

The Central New York Chapter pilot SSW cost \$9,420.08; the detailed breakdown is included in the appendix. It should be noted that the cost described covered the 50 participants hotel accommodations, meals for students and 25 volunteers, supplies, and space rental. Therefore, if 50 participants are able to attend each annual SmartStart Weekend, the fiscal year impact to the Region would be approximately \$10,000. The Central New York Chapter SSW received \$4,750 in funding from the Chapter Opportunity Fund and \$5,690 from sponsors. Based on the budget from the SSW pilot event in Syracuse, it is estimated that the Region budget \$5,000 annually, and request donations from sponsors to meet any additional needs.

The possibility of charging students a fee to attend an SSW event was considered, however, survey results from the pilot event concluded that only a nominal fee (approximately \$20) would be appropriate. In the survey, 100% of students stated they would not have attended the SSW event if costs for hotel accommodations were not included. The results from the survey question “If Smart-Start Weekend had charged a registration fee, what is the most you would pay to attend an event like this (considering hotel accommodations and meals would be included)?” are below:



Regarding transportation costs for student members to attend the SSW in larger Regions, both Chapters and Regions are requested to provide financial support for students from further Chapters to attend the SSW.

## SUPPORT FROM YEA:

To assist Regions in administering this program, the YEA Committee will provide YEA information packets to the Regions who choose to move forward with this program. This packet can then be altered to meet the specific needs of a Region.

# ATTACHMENT I

## MBO #3

### YEAR 1:

1. Fill the 5-6 primary BOG Positions ( President, President Elect, Secretary, Treasurer, MP & CTTC (Programs as primary focus)
2. Focus on Chapter Membership retention of existing members and adding additional new members
3. Work on preliminary 5-year chapter rotation plan
4. Board members could additionally fill committee chairs
5. Assign someone from the board, that position should eventually become events committee chair, that should organize events (organization, promotion, DLs etc.)
6. Regional officers should visit the chapter at least once preferably twice within the year for the first three years.
7. Have a joint event with a neighboring chapter
8. Region should provide support for ECC and web presence of the chapter. Explain multiple times positions and obligations.

### Year 2:

4. Add additional Committee Chairs (2-7 of the remaining required chapter chairs)
5. Vice President could also be added
6. BOG positions could also be added
7. Focus on Chapter Membership retention of existing members and adding additional new members
8. Start on other core functions ( SA, RP, GAC, MP, CTTC, YEA, History, Nominating and ECC)
9. Continue to develop 5-year chapter rotation plan

### Year 3:

10. Complete the Required Chapter Chairs and consider adding additional recommended chapter chair positions
11. Vice President should be in place
12. At each 3 BOG-Advisor positions should be in place
13. Focus on Chapter Membership retention of existing members and adding additional new members
14. Continue to add members to chapter committees ( SA, RP, GAC, MP, CTTC, YEA, History, Nominating and ECC)
15. Complete 5-year chapter rotation plan

**ASHRAE Region - II**

<b>Entry #:</b>					
<b>Chapter / Section Name: Hamilton</b>					
<b>Officer Making the Proposal: Iain Hill</b>					
<b>Project Title:</b>					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain __support of student activities _____ <input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
<b>Evaluation Criteria</b>	<b>Possible Score</b>	<b>Score</b>	<b>Weighing Factor (WF)</b>	<b>Weighted Score Score x WF</b>	<b>Comments</b>
<b>Benefits to the Chapter / Section</b>	10	<b>6</b>	<b>2</b>	12(20 max)	
<b>Benefits to Chapter Members</b>	10	<b>10</b>	<b>2</b>	20(20 max)	
<b>Benefits to the Community</b>	10	<b>3</b>	<b>2</b>	6(20 max)	
<b>Guidelines Followed</b>	10	4	<b>0.5</b>	2(5 max)	
<b>Appropriate funding request</b>	10	10	<b>0.5</b>	5(5 max)	
<b>Relevance of the Proposal/Project to the objectives and priorities of the industry/community</b>	10	10	<b>1</b>	10(10 max)	
<b>Clarity of methodology and project /proposal objectives against project /proposal goals</b>	10	0	<b>1</b>	0(10 max)	
<b>Clarity of fund expenditure and expenditure plan</b>	10	4	<b>0.5</b>	2(5 max)	
<b>Proposal / project Sustainability</b>	10	4	<b>0.5</b>	2(5 max)	
<b>TOTAL</b>	---	---	---	59(100 max pts) *Report to Master spreadsheet*	

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

ASHRAE Region - II

<b>Entry #:</b>					
<b>Chapter / Section Name:</b> Chapitre de la Ville de Québec					
<b>Officer Making the Proposal:</b> Olivier Bernier (SA chair)					
<b>Project Title:</b> Student reward for HVAC involvement					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain _____					
<input checked="" type="checkbox"/> <b>Community Programs or Projects</b>					
<input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training					
<input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed					
<input type="checkbox"/> Fostering New Chapter\ Section growth					
<input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	9.5	2	(20 max)	19
Benefits to Chapter Members	10	8.5	2	(20 max)	17
Benefits to the Community	10	9	2	(20 max)	18
Guidelines Followed	10	7	0.5	(5 max)	3.5
Appropriate funding request	10	7.5	0.5	(5 max)	3.75
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	9.5	1	(10 max)	9.5
Clarity of methodology and project /proposal objectives against project /proposal goals	10	9	1	(10 max)	9
Clarity of fund expenditure and expenditure plan	10	8.5	0.5	(5 max)	4.25
Proposal / project Sustainability	10	9.5	0.5	(5 max)	4.75
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	88.75

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**ASHRAE Region - II**

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**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project/proposal objectives against project/proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.



ASHRAE Region - II

<b>Entry #:</b>					
<b>Chapter / Section Name: ASHRAE Halifax Chapter</b>					
<b>Officer Making the Proposal: Daniel Egilsson, P.Eng.</b>					
<b>Project Title: Energy Future</b>					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input checked="" type="checkbox"/> Fostering New Chapter\ Section growth (Fostering YEA and SA growth through student/young pro. Events) <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested: \$2000</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
<b>Evaluation Criteria</b>	<b>Possible Score</b>	<b>Score</b>	<b>Weighing Factor (WF)</b>	<b>Weighted Score Score x WF</b>	<b>Comments</b>
<b>Benefits to the Chapter / Section</b>	10	<b>9</b>	<b>2</b>	(20 max)	
<b>Benefits to Chapter Members</b>	10	<b>7</b>	<b>2</b>	(20 max)	
<b>Benefits to the Community</b>	10	<b>8</b>	<b>2</b>	(20 max)	
<b>Guidelines Followed</b>	10	8	<b>0.5</b>	(5 max)	
<b>Appropriate funding request</b>	10	8	<b>0.5</b>	(5 max)	
<b>Relevance of the Proposal/Project to the objectives and priorities of the industry/community</b>	10	9	<b>1</b>	(10 max)	
<b>Clarity of methodology and project /proposal objectives against project /proposal goals</b>	10	8	<b>1</b>	(10 max)	
<b>Clarity of fund expenditure and expenditure plan</b>	10	8	<b>0.5</b>	(5 max)	
<b>Proposal / project Sustainability</b>	10	8	<b>0.5</b>	(5 max)	
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**ASHRAE Region - II**

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**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

**ASHRAE Region - Five (2017)**

<b>Entry #:</b>					
<b>Chapter / Section Name: Central Indiana</b>					
<b>Officer Making the Proposal: Gabe Courier</b>					
<b>Project Title: IUPUI Student Outreach</b>					
<b>CATEGORY (Please tick one)</b>					
<input checked="" type="checkbox"/> Support of Chapter\ Section Programs – explain _new student branch_____					
<input type="checkbox"/> Community Programs or Projects					
<input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training					
<input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed					
<input type="checkbox"/> Fostering New Chapter\ Section growth					
<input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	5	2	(20 max)	10
Benefits to Chapter Members	10	5	2	(20 max)	10
Benefits to the Community	10	3	2	(20 max)	6
Guidelines Followed	10	10	0.5	(5 max)	2.5
Appropriate funding request	10	10	0.5	(5 max)	2.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	10	1	(10 max)	10
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	10	0.5	(5 max)	5
Proposal / project Sustainability	10	0	0.5	(5 max)	0
<b>TOTAL</b>	---	73	---	(100 max pts) *Report to Master spreadsheet*	56

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**ASHRAE Region - Five (2017)**

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**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

**ASHRAE Region - Five (2018)**

<b>Entry #: 1</b>					
<b>Chapter / Section Name: Columbus Chapter</b>					
<b>Officer Making the Proposal: Hanse Cromer</b>					
<b>Project Title: Student Outreach</b>					
<b>CATEGORY (Please tick one)</b>					
<input checked="" type="checkbox"/> Support of Chapter\ Section Programs – explain _student branch outreach_____					
<input type="checkbox"/> Community Programs or Projects					
<input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training					
<input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed					
<input type="checkbox"/> Fostering New Chapter\ Section growth					
<input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested: \$2000</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	6	2	(20 max)	12
Benefits to Chapter Members	10	6	2	(20 max)	12
Benefits to the Community	10	3	2	(20 max)	6
Guidelines Followed	10	10	0.5	(5 max)	5
Appropriate funding request	10	10	0.5	(5 max)	5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	10	1	(10 max)	10
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	10	0.5	(5 max)	5
Proposal / project Sustainability	10	0	0.5	(5 max)	0
<b>TOTAL</b>	---	75	---	(100 max pts) *Report to Master spreadsheet*	65

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**ASHRAE Region - Five (2018)**

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**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

## ASHRAE Region - 2018-19

<b>Entry #: Region VIII &amp; XII Joint Latin American Chapters Training Conclave#3</b>					
<b>Chapter / Section Name: Region VII- Mexico City, Monterey &amp; Guadalajara</b>					
<b>Region XII-Argentina, Brasil, Chile, Colombia, Ecuador, Paraguay, Panama (Section) &amp; Puerto Rico</b>					
<b>Officer Making the Proposal: DRCs (Jon Symko-DRC Region VIII &amp; Dan Rogers-DRC Region XII)</b>					
<b>Project Title:</b>					
<b>CATEGORY (Please tick one)</b>					
<input checked="" type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input checked="" type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input checked="" type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input checked="" type="checkbox"/> Fostering New Chapter\ Section growth <input checked="" type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested: All funds for both Regions....</b>					
<b>Note: Future leaders of ASHARE are being established as seen from the first two sessions...</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
<b>Evaluation Criteria</b>	<b>Possible Score</b>	<b>Score</b>	<b>Weighing Factor (WF)</b>	<b>Weighted Score Score x WF</b>	<b>Comments</b>
<b>Benefits to the Chapter / Section</b>	10	<b>10</b>	<b>2</b>	(20 max)	<b>20</b>
<b>Benefits to Chapter Members</b>	10	<b>10</b>	<b>2</b>	(20 max)	<b>20</b>
<b>Benefits to the Community</b>	10	<b>10</b>	<b>2</b>	(20 max)	<b>20</b>
<b>Guidelines Followed</b>	10	10	<b>0.5</b>	(5 max)	5
<b>Appropriate funding request</b>	10	10	<b>0.5</b>	(5 max)	5
<b>Relevance of the Proposal/Project to the objectives and priorities of the industry/community</b>	10	10	<b>1</b>	(10 max)	10
<b>Clarity of methodology and project /proposal objectives against project /proposal goals</b>	10	10	<b>1</b>	(10 max)	10
<b>Clarity of fund expenditure and expenditure plan</b>	10	10	<b>0.5</b>	(5 max)	5
<b>Proposal / project Sustainability</b>	10	5	<b>0.5</b>	(5 max)	2.5
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	97.5

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section? **Developing future leaders with the desire to set new goals with higher reach for the chapters/secions.**
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter? **Without a doubt from the first two sessions we now have brazil splitting into two chapters from one and many secions are looking to make the next step to chapter. People tha attended ythe first two sessions are getting more involve dwith their chapter leadership and society level leadership & committees.**
- c- How well is the project beneficial toward sustaining the Chapter or Section? **This is intended to strengthen our developing area of the two Regions which an most benefit from our support efforts.**

- d- Proposals that have an unclear **Target** or not well presented should be marked down.  
 We have not been presented with other proposals since we are in agreement that for our regions this is where we want to invest our resource's to grow and strengthen ourselves.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project? Our weak and developing areas of the Region are strengthen and given a better chance to flourish.
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down). The main purpose is enhanced training and network development within the latin american ASHRAE community.
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members? Yes it is intended to help grow and vitalize these smaller struggling chapters.

**Benefits to the Community:**

- a- What added value will the project bring to the Community? A better motivated and ASHRAE educated community that can better serve the chapter and the community by sharing the vast resources ASHRAE has available to the chapters and community, through sustainability efforts or educational opportunities in general for student members and society members alike.
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public? Awareness of students scholarship & grant opportunities and design competition participation improving their future growth and carrier opportunities especially in the HVA&R fields.
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit? Long term in that it help the chapter leap forward with the enthusiasm we help create amongst these members.

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form? Yes
- b- Is there enough information provided in the application to determine this? Yes
- c- Is the project well described? Yes

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate? Yes
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses. No

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? Yes and without a doubt it has already yielded results .
- b- Is it matching with community priorities? Yes in that we are sharing our knowledge and promoting a more sustainable world.

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals. Yes it has a clear agenda and expectations.
- b- Is it workable and can it be achieved in the proposed time or duration? Yes



ASHRAE Region - 2018-19

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**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details **Detailed plans**
- b- Cash flow along with the submittal including clear plan of expenditure **Yes**

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

**Not needed.**

2017

## ATTACHMENT J

**From:** Trent Hunt [<mailto:trenth@mp-int.com>]

**Sent:** Tuesday, December 26, 2017 9:35 PM

**To:** Chapter Presidents

**Subject:** Chapter Opportunity Fund Requests - Results

I thought each of you would be interested in the allotment of funds for the ASHRAE Chapter Opportunity Fund money that we received from Society. As a total, we received 8 funding request from 6 different chapters for the \$9,250 allocated by society. The request that have been funded are as follows:

Wichita – Funding \$1,250.00

New Jerusalem Missions – a non-profit organization that provides food and shelter to the needy, as well as serves as a base for the local Salvation Army Christmas give-away and a high school diploma program offered by the Harvey County Sheriff's Office. The current ASHRAE-Wichita Chapter Community/Sustainability project at New Jerusalem Missions is a VRF project that consists of three 12 ton systems.

Pikes Peak – Funding \$500.00

Shooting Event to Grow Enthusiasm within the Chapter and help kick start event for future RP Growth. *Pikes Peak is also eligible for funding from the Chapter Event Insurance Fund.*

Kansas City – Funding \$1,000.00

Support for Future City Competition (a national, project-based learning experience where students imagine, design, and build cities of the future). The intent is to bring attention/publicity of ASHRAE to people in the built environment and as well as children interested in STEM programs.

Big Sky – Funding \$2,500.00

The Montana State University School of Architecture is currently building a tiny house in the Family and Graduate Housing complex. The MSU ASHRAE Student Chapter has volunteered to help work on the construction of this house. This house is a prototype which an architecture graduate student will be living in for a couple semester before moving ownership to our local HRDC. Funding is for the HVAC and plumbing equipment for the first shelter, a standard 150 square foot unit.

Nebraska – Funding \$1,500.00

Funding approved for retractable banners for YEA and Women in ASHRAE initiatives that builds on request from 2016-17 for graphic displays that the chapter can use at meetings or with other group display/presentations.

Ozark – Funding \$2,500.00

Additional funding approved for Missouri State University's MEP Environmental control laboratory that was started in 2015 and partially funded by the Ozark Chapter of ASHRAE via a contribution from the 2016-2017 Chapter Opportunity Fund.

**Chapter Presidents, please contact our Regional Treasurer Blake Ellis [blakeashrae@gmail.com](mailto:blakeashrae@gmail.com) with the address that you would like to have these funds sent to.**

Regards,

**Trent Hunt**

**Region IX Director and Regional Chair**



## ASHRAE Region - XIII

<b>Entry #:</b>					
<b>Chapter / Section Name:</b> Hong Kong Chapter					
<b>Officer Making the Proposal:</b> Mr. WONG Shu Hung (Chapter President 2018-19)					
<b>Project Title:</b> Factory Visit to Ryowo cooling tower manufacturing China plant (2017)					
<b>CATEGORY (Please tick one)</b>					
<input checked="" type="checkbox"/> Support of Chapter\Section Programs – explain <u>support 26 members to join the technical visit for cooling tower manufacturing outside HK</u>					
<input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	9	2	(20 max)	18
Benefits to Chapter Members	10	9	2	(20 max)	18
Benefits to the Community	10	5	2	(20 max)	10
Guidelines Followed	10	8	0.5	(5 max)	4
Appropriate funding request	10	9	0.5	(5 max)	4.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	8	1	(10 max)	8
Clarity of methodology and project /proposal objectives against project /proposal goals	10	8	1	(10 max)	8
Clarity of fund expenditure and expenditure plan	10	7	0.5	(5 max)	3.5
Proposal / project Sustainability	10	8	0.5	(5 max)	4
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	77.5

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).

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- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

<b>Entry #:</b>					
<b>Chapter / Section Name:</b> Hong Kong Chapter					
<b>Officer Making the Proposal:</b> Mr. WONG Shu Hung (Chapter President 2018-19)					
<b>Project Title:</b> Japan Study Tour 2018 (for student members)					
<b>CATEGORY (Please tick one)</b>					
<input checked="" type="checkbox"/> Support of Chapter\Section Programs – explain <u>Support 20 students to join the study tour</u> <input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	9	2	(20 max)	18
Benefits to Chapter Members	10	6	2	(20 max)	12
Benefits to the Community	10	6	2	(20 max)	12
Guidelines Followed	10	9	0.5	(5 max)	4.5
Appropriate funding request	10	9	0.5	(5 max)	4.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	9	1	(10 max)	9
Clarity of methodology and project /proposal objectives against project /proposal goals	10	9	1	(10 max)	9
Clarity of fund expenditure and expenditure plan	10	9	0.5	(5 max)	4.5
Proposal / project Sustainability	10	9	0.5	(5 max)	4.5
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	78

## Scoring Criteria

### Benefits to the Chapter / Section:

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

### Benefits to ASHRAE Members:

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

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<b>Entry #:</b>					
<b>Chapter / Section Name: Malaysia Chapter</b>					
<b>Officer Making the Proposal: Jeffrey Lim ( Student Activities Chair ) 2017 - 2019</b>					
<b>Project Title: HVAC Courses for Final Year Students</b>					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain __ <b>support 35 students attending Basic course in HVAC_____</b>					
<input type="checkbox"/> Community Programs or Projects					
<input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training					
<input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed					
<input type="checkbox"/> Fostering New Chapter\ Section growth					
<input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
<b>Evaluation Criteria</b>	<b>Possible Score</b>	<b>Score</b>	<b>Weighing Factor (WF)</b>	<b>Weighted Score Score x WF</b>	<b>Comments</b>
<b>Benefits to the Chapter / Section</b>	10	<b>9</b>	<b>2</b>	(20 max)	<b>18</b>
<b>Benefits to Chapter Members</b>	10	<b>8</b>	<b>2</b>	(20 max)	<b>16</b>
<b>Benefits to the Community</b>	10	<b>8</b>	<b>2</b>	(20 max)	<b>16</b>
<b>Guidelines Followed</b>	10	9	<b>0.5</b>	(5 max)	4.5
<b>Appropriate funding request</b>	10	9	<b>0.5</b>	(5 max)	4.5
<b>Relevance of the Proposal/Project to the objectives and priorities of the industry/community</b>	10	9	<b>1</b>	(10 max)	9
<b>Clarity of methodology and project /proposal objectives against project /proposal goals</b>	10	8	<b>1</b>	(10 max)	8
<b>Clarity of fund expenditure and expenditure plan</b>	10	8	<b>0.5</b>	(5 max)	4
<b>Proposal / project Sustainability</b>	10	8	<b>0.5</b>	(5 max)	4
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	84

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).



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- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

<b>Entry #: 2</b>					
<b>Chapter / Section Name:</b> DANUBE					
<b>Officer Making the Proposal:</b> ALEKSANDAR S. ANĐELKOVIĆ					
<b>Project Title:</b> INDOOR ENVIRONMENTAL QUALITY AND ENERGY EFFICIENCY WORKSHOP					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input checked="" type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b> \$1,100					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	10	2	(20 max)	20
Benefits to Chapter Members	10	10	2	(20 max)	20
Benefits to the Community	10	9	2	(20 max)	18
Guidelines Followed	10	10	0.5	(5 max)	5
Appropriate funding request	10	9	0.5	(5 max)	4.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	9	1	(10 max)	9
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	9	0.5	(5 max)	4.5
Proposal / project Sustainability	10	9	0.5	(5 max)	4.5
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	<b>95.5</b>

## Scoring Criteria

### Benefits to the Chapter / Section:

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

### Benefits to ASHRAE Members:

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

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<b>Entry #: 1</b>					
<b>Chapter / Section Name:</b> HELLENIC					
<b>Officer Making the Proposal:</b> ALKIS TRIANTAFYLLOPOULOS					
<b>Project Title:</b> ASHRAE HELLENIC CHAPTER STUDENT COMPETITION					
<b>CATEGORY (Please tick one)</b>  <input checked="" type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b> \$1,150					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	10	2	(20 max)	20
Benefits to Chapter Members	10	9	2	(20 max)	18
Benefits to the Community	10	8	2	(20 max)	16
Guidelines Followed	10	10	0.5	(5 max)	5
Appropriate funding request	10	9	0.5	(5 max)	4.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	8	1	(10 max)	8
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	8	0.5	(5 max)	4
Proposal / project Sustainability	10	8	0.5	(5 max)	4
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	<b>89.5</b>

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).

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- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

<b>Entry #: 4</b>					
<b>Chapter / Section Name: IRELAND</b>					
<b>Officer Making the Proposal: DONAL FINN</b>					
<b>Project Title: IRISH STUDENT BRANCH RESEARCH SYMPOSIUM, MAY 28-29, 2018, UNIVERSITY OF DUBLIN, TRINITY COLLEGE.</b>					
<b>CATEGORY (Please tick one)</b>  <input checked="" type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested: \$500</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	9	2	(20 max)	18
Benefits to Chapter Members	10	9	2	(20 max)	18
Benefits to the Community	10	8	2	(20 max)	16
Guidelines Followed	10	9	0.5	(5 max)	4.5
Appropriate funding request	10	9	0.5	(5 max)	3.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	7	1	(10 max)	7
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	8	0.5	(5 max)	4
Proposal / project Sustainability	10	7	0.5	(5 max)	3.5
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	<b>84.5</b>

## Scoring Criteria

### Benefits to the Chapter / Section:

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

### Benefits to ASHRAE Members:

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).

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- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

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<b>Entry #: 7</b>					
<b>Chapter / Section Name:</b> LONDON & LONDON SOUTH EAST					
<b>Officer Making the Proposal:</b> KARIM DADA					
<b>Project Title:</b> ASHRAE CERTIFICATION TRAINING					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input checked="" type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b> \$800					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	10	2	(20 max)	20
Benefits to Chapter Members	10	8	2	(20 max)	16
Benefits to the Community	10	7	2	(20 max)	14
Guidelines Followed	10	9	0.5	(5 max)	4.5
Appropriate funding request	10	10	0.5	(5 max)	5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	8	1	(10 max)	8
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	8	0.5	(5 max)	4
Proposal / project Sustainability	10	7	0.5	(5 max)	3.5
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	<b>85</b>

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?



**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

ASHRAE Region – XIV – 2017

<b>Entry #: 5</b>					
<b>Chapter / Section Name:</b> UK MIDLANDS					
<b>Officer Making the Proposal:</b> MICK HOLLAND					
<b>Project Title:</b> SETTING UP STUDENTS BRANCH AT LOCAL UNIVERSITIES					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input checked="" type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b> \$650					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	10	2	(20 max)	20
Benefits to Chapter Members	10	9	2	(20 max)	18
Benefits to the Community	10	8	2	(20 max)	16
Guidelines Followed	10	8	0.5	(5 max)	4
Appropriate funding request	10	9	0.5	(5 max)	4.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	8	1	(10 max)	8
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	8	0.5	(5 max)	4
Proposal / project Sustainability	10	8	0.5	(5 max)	4
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	<b>88.5</b>

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

<b>Entry #: 6</b>					
<b>Chapter / Section Name:</b> UK MIDLANDS					
<b>Officer Making the Proposal:</b> MICK HOLLAND					
<b>Project Title:</b> BUILDING & INDUSTRIAL SERVICES PIPEWORK ACADEMY BISPA AND VR TRAINING					
<b>CATEGORY (Please tick one)</b> <input type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input checked="" type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested:</b> \$500					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	10	2	(20 max)	20
Benefits to Chapter Members	10	7	2	(20 max)	14
Benefits to the Community	10	7	2	(20 max)	14
Guidelines Followed	10	8	0.5	(5 max)	4
Appropriate funding request	10	9	0.5	(5 max)	4.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	9	1	(10 max)	9
Clarity of methodology and project /proposal objectives against project /proposal goals	10	10	1	(10 max)	10
Clarity of fund expenditure and expenditure plan	10	8	0.5	(5 max)	4
Proposal / project Sustainability	10	8	0.5	(5 max)	4
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	<b>83.5</b>

## Scoring Criteria

### Benefits to the Chapter / Section:

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

### Benefits to ASHRAE Members:

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).

**ASHRAE Region – XIV – 2017**

- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

ASHRAE Region – XIV – 2017

<b>Entry #: 3</b>					
<b>Chapter / Section Name: SPAIN</b>					
<b>Officer Making the Proposal: ANDRES SEPULVEDA</b>					
<b>Project Title: TECHNICAL GUIDES TRANSLATION</b>					
<b>CATEGORY (Please tick one)</b>					
<input type="checkbox"/> Support of Chapter\ Section Programs – explain _____ <input type="checkbox"/> Community Programs or Projects <input type="checkbox"/> Providing Training Opportunities beyond normal Chapter\ Section Training <input type="checkbox"/> Activities Beneficial to ASHRAE beyond other items listed <input checked="" type="checkbox"/> Fostering New Chapter\ Section growth <input type="checkbox"/> Other – explain _____					
<b>Amount of Funding Requested: \$1,150</b>					
<b>Note:</b>					
<b>Scoring Scale: 0 (Lowest) to 10 (Highest)</b>					
Evaluation Criteria	Possible Score	Score	Weighing Factor (WF)	Weighted Score Score x WF	Comments
Benefits to the Chapter / Section	10	10	2	(20 max)	20
Benefits to Chapter Members	10	10	2	(20 max)	20
Benefits to the Community	10	9	2	(20 max)	18
Guidelines Followed	10	10	0.5	(5 max)	5
Appropriate funding request	10	9	0.5	(5 max)	4.5
Relevance of the Proposal/Project to the objectives and priorities of the industry/community	10	9	1	(10 max)	9
Clarity of methodology and project /proposal objectives against project /proposal goals	10	8	1	(10 max)	8
Clarity of fund expenditure and expenditure plan	10	7	0.5	(5 max)	3.5
Proposal / project Sustainability	10	7	0.5	(5 max)	3.5
<b>TOTAL</b>	---	---	---	(100 max pts) *Report to Master spreadsheet*	<b>91.5</b>

**Scoring Criteria****Benefits to the Chapter / Section:**

- a- How well is the project related to the Chapter or section?
- b- Is the project going to be an added value to the Chapter Growth or to a Section that will evolve into a Chapter?
- c- How well is the project beneficial toward sustaining the Chapter or Section?
- d- Proposals that have an unclear **Target** or not well presented should be marked down.

**Benefits to ASHRAE Members:**

- a- How ASHRAE Members shall benefit from this project?
- b- Is the money to be used to organize a dinner for ASHRAE members for example? (in this case the projects shall not pass and shall be marked down).
- c- Is the project going to be used to strengthen or maintain the relation between the Chapter/Section and the members; and, is it also an opportunity to recruit new members?

**Benefits to the Community:**

- a- What added value will the project bring to the Community?
- b- How will Community benefit from this project? Awareness? Introduce ASHRAE to the public?
- c- Is it going to be a sustainable project? i.e. long-term benefit or just a one-time benefit?

**Guidelines Followed:**

- a- Does the project meet the criteria specified in the application form?
- b- Is there enough information provided in the application to determine this?
- c- Is the project well described?

**Appropriate funding request:**

- a- Is the amount of funding requested reasonable and appropriate?
- b- Additional funding sources that include local chapters/Sections or Sponsors will be given higher rankings, i.e. if the Chapter/Section has an additional funding source (like sponsors) to subsidize a part of the project expenses.

**Relevance of the Proposal/Project to the objectives and priorities of the industry/community:**

- a- Is this proposal in line with the industry or community needs, or will it enhance or add value? .
- b- Is it matching with community priorities?

**Clarity of methodology and project /proposal objectives against project /proposal goals:**

- a- The submittal including clear methodology and goals
- b- Is it workable and can it be achieved in the proposed time or duration?

**Clarity of fund expenditure and expenditure plan:**

- a- Submission included cost details
- b- Cash flow along with the submittal including clear plan of expenditure

**Project / Proposal Sustainability**

The intent of this is to determine if the project has engaged in sustainability and understands the mission of ASHRAE. The intent of this is to help as a tie-breaker.

### MBO #5

Date – 28<sup>th</sup> February 2019

Created by Richie Mittal & Doug Zentz

**Develop effective ways on how to support small dispersed Chapters outside the US and Canada. Investigate whether a different model is needed.** (Due: 2019 Annual Meeting)

This MBO is addressing the needs of members within chapters that are struggling or starting as new chapters. Although this MBO is pointed at areas beyond North America, the reality is any chapter could be experiencing the same issues a small dispersed chapter in other parts of the world. With that spirit, here are some foundation elements we must start with.

- ASHRAE is a professional society where volunteers are asked to perform the required tasks to serve the members within their respected local grassroots chapter (area/local).
- ASHRAE's fundamental purpose/mission is to advance the arts of human comfort and services to human kind that incorporate the fundamentals within the ASHRAE Handbooks. To do this requires layers of ASHRAE volunteers and a connectivity of volunteers to be efficient and effective in their service to all members of ASHRAE. There is a real cost to this service and as stewards of ASHRAE (Members Council), we must balance the purpose with available resources of all types.
- To achieve the above, chapters need members, society needs members, and members need to see value in being a member of ASHRAE. Thus, the following is what fundamentally represents "value" to members of ASHRAE; a) Training, b) Proven Value to Membership, and c) Society Involvement to Members

To expand on the above, here are some starting point areas of discussion as to how ASHRAE can help dispersed chapters (or struggling chapters) around the world.

#### 1. Training

- a. Get struggling chapter members more involved with ASHRAE training at various levels (DRC & RMCR, CRC and regional level, centralized, and special training if required)
- b. Get YEA members into the various Leadership and Leaders training opportunities



## ATTACHMENT K

- c. Get struggling chapter members to visit successful chapters to gain first hand experiences of success
  - d. Generate regional/society “best practices” beyond the MCO
- 2. Proven Value to Members
  - a. DL visits for specialized events
  - b. YEA programs
  - c. More Student programs
  - d. Assistance in promoting chapter and member success (technology awards, joining tech committees scholarships, Grants, etc.)
  - e. Assistance in promoting joint events with other organizations (AIA, USGBC, REVA, etc.)
- 3. Society Involvement to Members
  - a. DL and/or society VP chapter visit
  - b. Technology Awards
  - c. Student and YEA programs
  - d. Help in organizing webinar events
  - e. Resources for special events

To enhance the above, here are a few thoughts for small dispersed chapters:

- 1. Locate the nearby full chapter for support and handholding.
- 2. DRC/RMCR to appoint minimum two mentors from their respective region.
- 3. Assist them by sending the DL either from the respective region or from HQ pool.
- 4. Involve the members of these chapters in the Technical Committees as corresponding members.
- 5. Organize regular visits (may be every 3 or 6 months) of Regional Officers to the chapters to participate in their BOG meetings.
- 6. DRC/RMCR to invite the chapter president and president elect of these chapter to attend the meetings at active chapters around this chapter.
- 7. DRC/RMCR to involve members of these chapters in the Regional sub committees.
- 8. DRC to invite the active member to shadow him at winter or summer Ashrae meetings

## **ATTACHMENT K**

9. If possible, organize mini meetings of few chapters at these chapters' location.
10. Visit of any HQ officers may be planned once a year.

The Sub committee

1. Doug Zentz
2. Richie Mittal
3. Cheng Wee Leong
4. Essam Khalil
5. Dimitris Charalambopoulos

**Bullet point #5 MBO 6: Regions and chapters should establish some type of travel budget for training, CRC or centralized**

**Train the trainer let the grassroots develop the videos with staff assistance and put on the website. Need to have a place to keep them**

**If RVCs become better trainers, it may be more cost efficient to have more of a centralized training atmosphere. (CRCs should be the focus but RVCs should interact with each other.)**

### MBO 6:

Develop effective ways of training chapter officers and committee chairs using available technology to reduce transportation costs; determine if centralized training is still viable or if all training should be done during CRCs. Determine participation trends and the factors that impact them. (Due: 2019 Annual Meeting)

### RESPONSE:

#### Using Available Technology

Webex is currently available to chapters and regions. While this technology offers screen sharing, two-way voice/video, and chat, the format does not effectively replace face to face training. Typically, webex sessions are without two-way video and have non-presenters muted until the presenter is ready to address questions. While this is a good way to collect questions and comments, all non-verbal communication/feedback is lost. Generally, webex should be reserved for use in demonstrating the use of society procedures/tools i.e. PAOE, CIQ, Chapter Reports.

Recorded video/Youtube is very similar to Webex and could be used as a resource for training, but not a method of training.

#### Determine if centralized training is still viable or if all training should be done during CRCs

In many cases, centralized training is still viable – it effectively gets the trainees and trainers together and presents needed information. It needs to be noted that centralized training is also more effective at engaging members than CRC training. At a minimum CRC training provides one RVC for the workshops, while centralized training has an entire grassroots committee to use as trainers and select society staff. In light of reducing transportation costs and continuing the effective and engaging training of the centralized training, we offer the following as suggestions to improve CRC training, but not necessarily replace all centralized training.

1. Provide ASHRAE staff with time and resources to produce training videos for the web-based tools that are essential to chapter operations (PAOE, CIQ, Chapter Reports, RP reporting, etc).
2. Provide grassroots committees with the time and resources to develop “train the trainer” courses. Courses would be held at the annual meeting. Incoming RVC’s would be required to attend, and the course would be open to all ASHRAE members who have been nominated by either the grassroots committee or a DRC. The purpose of the course would be developing a pool of trainers, and the regions could call upon these trainers to enhance the training provided to chapters.
3. Provide transportation reimbursement to members who have completed the “train the trainer” course and are requested by a DRC to attend and help lead training events.
4. For CRC’s held with more than one region, and at the request and approval of the participating DRC’s, provide one additional staff person to assist with training.

Additionally, grassroots committees would be required to administer a pre and post test at centralized training and CRC workshops. The results of the tests would be compiled and kept by the grassroots committees to trend the effectiveness of the events, and the trainers.

#### Determine participation trends and the factors that impact them.

We respectfully request more direction on this item. Is “participation trends” simply attendance? Also, examples of factors we are to analyze will be needed.

### Response to MBO 7 6.12.19

*“Develop effective and enhanced guidelines for region and chapter transportation costs when participating at the chapter and regional level, e.g. guidelines for joint CRCs to include reimbursements and participation drivers.” (Due: 2019 Annual Meeting)*

#### Guidelines for Transportation Reimbursement to CRCs:

1. Chapter Transportation for the chapter officers who are not the delegate or alternate, who pays this expense?
2. Society should still cover the transportation expense for chapter delegates and alternates, agreed?
3. Committee chairs should be covered by Society, agreed? Committees with Centralized Training, cover travel to CT or CRC? Also, second, third year etc... travel reimbursement?
4. A maximum level cost will be developed for all regions for individual and joint CRCs per covered member, this needs to be included in the society transportation guidelines (to be determined).
5. Society Cost (reimbursement) to be determined how? \$/Member, \$/Chapter, Set Regional amount?
6. ASHRAE Webinar presenters should allocate some money for CRC sponsorship; this would give them an opportunity for a closer relationship with their customer at the Regional level thoughts?
7. Regional and Chapter reimbursements will be the responsibility of those individual entities, and a guideline should be created to assist regional and chapter officers to establish continuity to all members and regions (exceptions for those regions with abnormal travel requirements)

CRC should be the focus of our grassroots participation. We are a grassroots society and it is the responsibility of the leadership to ensure that our members are well aware of that and that their voice will and should be heard. The CRC is where we can best pass these ideals to our members and bring them together as a Region to discuss the direction of ASHRAE at all levels, while also providing the appropriate training opportunities for chapter members.

CRCs are one of the most valuable tools we have for developing members into Regional and Society participants thru Training and Camaraderie, and competition between Chapters for Regional Awards. This is where we learn the “History of the Region” as it is presented at these Conferences thru displays and communications between members. This is where we make our lifelong friends; this is where we are rewarded for a job well done through society and regional recognition to deserving members from all regional chapters.

*noun (used with a singular or plural verb)* Also **grass roots**.

the common or ordinary people, especially as contrasted with the leadership or elite of a political party, social organization, etc.; the rank and file.

the agricultural and rural areas of a country.

the people inhabiting these areas, especially as a political, social, or economic group.

the origin or basis of something; the basic or primary **concept**, rule, part, or the like.

*adjective* Also **grass-roots**.

of, relating to,

or involving the common people, especially as contrasted with or separable from an elite: *a grassroots movement for nuclear disarmament.*

In order to accomplish this we must get as many members as we can to the CRC. That is where travel comes into the picture, the members that may need to hear this the most are our youngest members and most likely the least able to afford a two or three day CRC.

The responsibility of the CRCs costs should be split between the member, the chapter, the region and Society. This MCO is asking us to look at the Transportation portion of the cost to attend a CRC where the transportation cost is covered by ASHRAE society funds under the ASHRAE society travel reimbursement policy.

Society is currently funding transportation costs to CRCs and Centralized Training. So, at this time three committee chairs are reimbursed for one transportation expense to either a centralized training event or the CRC in their region. Currently there are no rules for determining what is the best methodology for chapter chairs to obtain this training from the standpoint of financial responsibility to society. And the cost to attend a centralized training could be more or less than the cost to attend the CRC in their region. Would this money be better spent boosting our CRC participation and is this better for the Regional Grassroots efforts?

Could (should) we revert back to the basic Grassroots activity of RVCs Training chapter chairs at the CRC, this is still on the agenda but less and less people are showing up for these trainings, there could be many reasons for this and one could be that 3 of their fellow members are not attending so why should others? RVCs are being paid transportation to the Annual and Winter Meetings for their meetings and possibly a dinner, should we implement Centralized Training for the RVCs at one or both of these meetings? Allowing them to be better prepared for a good 4 hr training session at the CRC.

Should Transportation costs to CRCs be our **priority** as we look at lowering the transportations costs in the Society budget? If yes, what are the potential negatives to this theme? Shouldn't we be looking at ways to reduce the financial burden on our Volunteer members to attend CRCs?

Additional Questions and thoughts

- What value can be placed on centralized training which cannot be obtained from CRC training?
- If Mega/Joint CRCs are to survive, what added guidelines need to be applied such that fair treatment to attendees ensures the value of the Mega/Joint CRC while providing efficient cost reimbursement to society?
- CT for RAL has been held at RAL or Region 13 CRC for past few years. If RAL is saying chairs only

## ATTACHMENT M

want to go to CT I would questions this....

- I do agree that we can do some training via technology, but this is limited to 30 min to 1 hour windows...Or you lose people and interaction
- Training for chairs needs to be in person. Face to face is important.
- Unfortunately not all RVC can handle the training of chairs. Thus why I feel CT gives the main training, and then us CRC to plan for the year and find best ways to serve the region.
- Travel cost for CT and CRC. I feel that society should cover travel cost to CT, and the Region should cover the CRC for those that go to CT. This is in investment in the chapter and region if these members want to participate.
- Until they find a more training time for CRC, the chairs do not get the information needed to be successful
- I was on ad hoc that reviewed CRC attendance vs CT when all this started. It was found that CT didn't affect the CRC attendance, and on a few cases it help with some.
- For most part, the chairs only attend CRC for the workshop, thus I feel that we need to change CRC and find ways to get more involvement at CRC.

**MANUAL FOR CHAPTER OPERATIONS  
SECTION 12  
CHAPTER OR REGION SECTIONS**

- 12.1 Creating a Chapter or Region Section**
- 12.2 Qualifications of Section Membership**
- 12.3 Section Operations**
- 12.4 Charter Meeting**
- 12.5 Duties of the Section Representative**
- 12.6 Chapter or Region Support of Sections**
- 12.7 National Association Support of A Section**
- 12.78 Dissolution of a Section**

### **12.1 Creating a Chapter or Region Section**

Many Society members reside in areas that are not geographically close to a primary chapter location. One way for members in these areas to be active in ASHRAE at the local level is to create a section. A section must be sponsored by either an existing chapter or a region. A section may be sponsored by a region and administered by a national association operating under a Memorandum of Understanding with Society, in accordance with Rules of the Board. The support of a section is vital to Society's ability to provide services to geographical areas that are inhabited by groups of members whose numbers may not be large enough to support a chapter and who cannot attend regular meetings because of their remote locations.

#### **12.1.1 Review Chapter or Region Areas**

Determine if groups of members within a chapter area or region are not able to be served adequately by an existing chapter functions and if a sufficient number of these members want to form a section.

#### **12.1.2 Form Section Committee**

When an area is defined that is not being provided chapter services and in which a sufficient number of members wish to form a section, the chapter president or Director and Regional Chair (DRC) shall appoint a Section Committee to start and maintain the ~~chapter~~ section. This committee represents all sections formed within the region or chapter area. If the section is to be administered by a national association, the section committee members

must hold membership in both ASHRAE and the national association.

#### **12.1.3 Section Organization**

The chapter President, if the section is sponsored by a chapter, or the Director and Regional Chair, if the section is sponsored by a region, shall name a section representative from each section to be formed who shall serve on the ~~Chapter~~ Section Committee and maintain liaison with the chapter or the region. The section will operate within the chapter bylaws, if sponsored by a chapter, a copy of which shall be provided to the section representative by the chapter President.

The section will operate within the region bylaws, if sponsored by a region, a copy of which shall be provided to the section representative by the Director and Regional Chair. The section will operate according to the Manual for Chapter Operations, a copy of which shall be provided to the section representative by the DRC and/or the Society Director of Member Services. The section will not function as a chapter. All activities must be approved by the chapter Board of Governors (BOG) or DRC, as appropriate. If the section is administered by a national association, all activities must also be approved by the section/national association committee comprised of members from both organizations.

#### **12.1.4 Section Approval**

The Petition for Establishing a Section, which is provided in Appendix 12A, shall be signed by:

- Minimum of ten chapter members who work or reside within the section's defined area

- Section representative
- President of the sponsoring chapter (if applicable)
- Director and Regional Chair (DRC)

The completed and signed petition shall be forwarded to the Member Services staff at Society Headquarters. The signed petition must be on file at Headquarters before the chapter section can be officially approved. Chapter sections are officially approved by Members Council at its Winter, Annual and Fall meetings each year.

Following the Winter, Annual or Fall meetings, Member Services staff will notify the President of the sponsoring chapter (if applicable) and the DRC of the approval of the section in writing, with copy to the appropriate Regional Vice Chair (RVC) of Membership Promotion.

Member Services staff shall maintain a list of active sections within Society.

Member Services staff shall annually submit a list of active sections to Members Council.

## 12.2 Qualifications of Section Membership

Section members must be members in good standing of the Society and must live or work in the geographic area covered by the new section.

## 12.3 Section Operations

- A. The new section must be ASHRAE-related and technical by nature.
- B. The new section must have at least two formally-organized meetings during the Society Year, each of which shall be a minimum of one hour duration.
- C. Where applicable, a meeting attendance roster and minutes must be submitted to the DRC and the RVC of Chapter Technology Transfer, along with the chapter submittals by the chapter secretary.
- D. The amount of section dues is determined by the sponsoring chapter's BOG or the DRC if the section is sponsored by a region. Meal costs that are subsidized by the sponsoring chapter should be taken into account when determining the amount of section dues.
- E. The name of a section shall take the following form:  
The Section of the Chapter or The Section of Region.

## 12.3.1 Assignment of Section Members

A section member can be assigned only to the sponsoring chapter or region; however, the section member can *elect* to belong to any chapter he or she desires.

## 12.3.2 Section Petition, Minutes, Banner and Charter

The section petition, minutes, banner and charter will be the same as for a chapter because they serve as a tangible presentation of the existence of the section, chapter, region and Society.

## 12.4 Charter Meeting

After a newly-established section has been approved by Members Council, Member Services staff will order a section banner and charter at no expense to the section or the sponsoring chapter or region. The banner and charter will be sent to the sponsoring chapter's President or to the region's DRC. The first meeting of the section shall include the presentation of the section banner by the DRC (if applicable) or the chapter President. Appendix 12B provides a model script for the installation of section officers.

## 12.5 Duties of the Section Representative

The section representative shall preside over all section meetings. The section representative may appoint a co-representative and may form subcommittees to serve the section membership and the Section Committee, maintain a liaison to the chapter, region or national association, as appropriate, and provide service to section members. The section representative shall provide the sponsoring chapter's President or the region's DRC with an annual report. The CRC Chapter Summary Report in Appendix 7D can be adapted for this use.

## 12.6 Chapter or Region Support of a Section

The sponsoring chapter or region can provide support to a section by:

- Maintaining a section committee to act as liaison between the section and the sponsoring chapter or region. A section representative may be the Section Committee chair.
- Providing operating funds to the section from the chapter or region's annual budget.



- Including section news in the chapter meeting notice and e-Newsletter.
- Encouraging support from all chapter committees for section activities.
- Providing the section with speakers for programs and assisting in the promotion of Society-sponsored programs, special projects and special programs.

### **12.7 National Association Support of a Section**

A national association can provide support to a section by:

- Publicity on the National Association website.
- News of the section's activities in national association newsletters, journals and other regularly produced publications as appropriate.
- Support for organization of section events as either standalone events or events held in cooperation with ASHRAE.
- Administrative support, including banking in national currency, web hosting, and logistical arrangements for section events, under level of support mutually agreed by ASHRAE and the National Association.

### **12.78 Dissolution of a Section**

If a section's sponsoring chapter or region determines that the section no longer operates sufficiently even after the chapter or region has exercised all responsibilities in maintaining the section to keep it active, then the sponsoring chapter or region shall determine if the section shall be dissolved. The process for dissolving a section shall be:

- A. The sponsoring chapter or region shall notify the section that it no longer meets the minimum requirements as shown in Section 12 of the Manual for Chapter Operations.
- B. The sponsoring chapter or region shall send a letter to all known members of the section not less than 90 days prior to the CRC informing them of dissolving the section.
- C. The sponsoring chapter or region shall bring a formal motion to their respective CRC for dissolution of the section after which the motion shall be forwarded to Members Council for consideration

## GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

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### CRC BEST PRACTICES RECOMMENDATIONS

Updated 6/2019

#### Award Lunch

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

#### Business Meetings

- Provide material to attendees via commemorative memory sticks
- Use a dedicated person just to run the computer during the business session
- Formally install regional officers at the business session
- Common template for the chapter reports to help expedite the reports and help with discussion among the chapters
- Common cloud based storage location (e.g. Basecamp) to share required information for the business meetings
- Provide Questionnaires for delegates to evaluate the CRC
- Slides: use large font sizes and minimize the amount of information on single slides
- Provide large enough screen – screen size should fit proportionally to the size of the room
- Invest in regional audio sound system, so you are not relying on hotels renting the equipment
- DRC to give guidance on creating good slides-use previous outstanding presentations by chapters as guide
- Offer a prize for most informative presentation given by a chapter and/or, most creative
- Distribute information about number of members, finances, etc. prior to the CRC (in a spreadsheet format or some other way to show this reporting information for all chapters) then use the time during the business meeting to present the greatest challenges faced and successes achieved
- Use Basecamp and ask presenters, regional officers and chapter delegates to upload their content to the site early, before the meeting to organize to help the meeting run smoothly

#### CRC Finances

- Strong recognition of sponsors, maximize the presence of signs
- Start soliciting sponsors in early February 2018 (1 ½ years early) by making personal visits to each sponsors place of business and discussing the sponsorship levels and benefits of sponsorship with potential donors. This hard work will definitely pay off.
- Holding the CRC at local university, with hotel, catering and meeting spaces make things simple for attendees and offer facilities at reasonable cost
- Region to send seed money early to the host chapter to avoid financial stress

#### General Conduct

- Common golf shirts worn by CRC host committee

## GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

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- Host committee volunteers everywhere. Keep the registration desk full of 2 to 3 volunteers at all times. Host committee volunteers available in the hallways and meeting spaces wearing conspicuous golf style shirts in vibrant stand out colors.
- Pocket size schedules or larger name badges with the schedule on the back – excellent for navigation and planning
- Printed CRC Program to let attendees know where to go, when to be there, who to talk to, what to wear and who made it happen
- Have some office supplies at the registration desk to “fix” stuff on site
- A welcome packet can be emailed to the visiting officers prior to the start of the CRC
- Adding a checklist for a Regional Officer visit
- The visiting officers and staff can be sent a small gift to their offices prior to the CRC (Important to communicate to Region members that a gift was provided)
- Coordinate airport pickups well in advance. Share cell phone numbers with special guests.

### History

- Install historical displays in a dedicated room or area of dedicated travel for all to see

### Motions during business meeting

- Start motion planning at CRC/President Elect training Month's before the actual CRC
- Have chapter sent out prior to the CRC motions they have prepared to allow review and modification if needed to make the review more efficient
- CRC chair to reach out to RMCR to ensure the motions part of the business meeting runs efficiently and enough time is allowed to review and vote on all motions
- Take a few minutes to explain the rules of motions conducting
- State "I speak in Favor" or "I speak Against" the motion to reduce arguments and questioning of the delegates position on the motion
- Begin holding motion writing workshops in between the first Regional business sessions. Once the motions have been read in the first business session, but not seconded, this workshop allows the delegates and alternates along with members of the region, and anyone else to attend the open workshop, discuss the wording and clarify the intent of the motions.

### Workshops

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

### Technical Sessions

- Use of speaker rating forms

### Other

- The host committee chairs could have a dinner on the evening before the start of the CRC in which the visiting officers are invited. This was a great dinner that allowed the officers to get to know the folks responsible for organizing the CRC
- Local venue should be reserved early to provide enough time to organize, plan and recruit members to help

### GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

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- Locations for the social events should be reserved and advertised early enough to ensure proper attendance.
- Good social events will increase attendance.
- CRC Chair should have a co-chair(s) to help in sharing the responsibilities
- Look at venues that entice members to attend, add programs for significant others, provide babysitting, add a family touch, add YEA events, add Student related events
- Provide a family oriented Welcome Party. (highlight of the meeting and at the top of everyone's list as the most noteworthy activity during the meeting)

### **Best Practices and Recommendations that regions can use as guidance when planning and conducting their CRCs from MBO 2018**

1. 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
  - b. Chapter to budget early in the year to be able to send a good amount of attendees
  - c. Implemented seed money to help the host chapter with the down-payment.
  - d. Creation of regional funds to pay expenses for volunteers as needed
  - e. Limit to 2 nights maximum for partial registration and 3 nights for full registration
2. 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 dropping time demanding activities such as golf
  - c. Prepare nomination ahead of CRC to reduce the need of too many caucus meetings
3. 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
  - c. Encourage families to participate
  - d. Chapters should be investing into chapter future by sending and training more members.
4. 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 nice to have
  - 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

### GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

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- d. Ensure the trainings by RVCs are informative and valuable
5. 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.
  - d. RVC Reports: Keep the reporting to essential elements such as: chapter highlights, challenges
  - e. Allow more time for discussion versus just reporting
6. To address the Lack of Technical content challenge
- a. Add a technical training portion to the CRC
  - b. Technical speaker
  - c. Leadership training

## ATTACHMENT P

2019-20 Members Council Subcommittees		
Planning	Region Operations	PAOE
Chair: Chris Gray	Chair: Dimitris Charalambopoulos	Chair: Randy Schrecengost
Richie Mittal	Scott Wayland	Bill Walter
Tyler Glesne	Ron Gagnon	Bryan Holcomb
Randy Schrecengost	Eileen Jensen	Bill Wang
Mark Tome	Bill Wang	Eileen Jensen
Bryan Holcomb	Florentino Roson Rodriguez	Dunstan Macauley
Jim Arnold	Eric Sturm	Mohammad Al Tassi, CTTC Rep
	Bill Walter	Pam Duffy, CC Rep
Chris Phelan	Ashish Rakheja	Terry Townsend, GAC Rep
Jeff Clarke	Russell Lavitt	Erik Sanchez, MPC Rep
Dunstan Macauley	Marites Calad	Scott Martin, RPC Rep
		Ben Oliver, SAC Rep
		Rachel Romero, YEA Rep

### Responses to Referred Motions from Members Council

#### **MPC Motion 9 (01/15/2019) – Referred to ECC:**

That the Electronic Communications Committee research the feasibility and capabilities of expanding the ASHRAE 365 App by January 2020 to allow chapters, regions and Society to distribute information to members.

Background information: The Membership Promotion Committee would like to create a plan to expand the App's ability to increase member engagement. For example:

- Notifications of upcoming Chapter meetings or other activities.
- Allow ASHRAE members to see other chapters' activities when they are traveling, and within their region, in case they would like to attend.
- Ability to see member account, including dues and renewals
- Reload the schedule from last year automatically
- Download all events to outlook calendar in one click

The Membership Promotion Committee recommends that ECC solicit ideas from all ASHRAE bodies to create a Roadmap for the ASHRAE 365 App enhancements over the next 5 year time frame.

Fiscal Impact: None.

**ECC's Response:** ECC happily takes on this research.

#### **MPC Motion 10 (01/15/2019) – Referred to ECC:**

That Society provide a website template to chapters that want to create or update their website.

Background: To have a standardized way of presenting chapter events as well as help chapters communicate their activities. Society will currently host but there are no templates provided to create the Web site. Electronic Communications Committee currently has guidelines but does not provide a template. If chapters have similar Web sites then it could assist with implementation of pushing information through ASHRAE 365. We are aware that one chapter is spending \$950 on this template. Society having this information will save chapters money.

Fiscal impact: ASHRAE should have source code available so fiscal impact should be negligible.

**ECC's Response:** ECC received and responded to a similar motion, Region I (Granite State Chapter) Motion 25 (11/8/2018) during the 2018-2019 Society year. ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.

**CEC Motion 10 (06/26/2018):**

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)

**PEC's Response:** In Atlanta the Publications Committee reviewed the referred motion from CEC (attached) and the motion passed with a voice vote (with no no's and no abstentions).



## 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. <b>(Region-At-Large, Hellenic Chapter – 2014 Fall CRC)</b>	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><b>OPEN</b></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. <b>(Region XII, Brasil Chapter – 2016 Fall CRC)</b>	Executive Committee	<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><b>OPEN</b></p>
Atlanta – 10/2016	7l	That the Handbook includes a chapter on ventilation for the textile and garment industries. <b>(Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)</b>	Technical Activities Committee	<b>OPEN</b>
Chicago – 01/2018	17	That a referral be made be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in ASHRAE documentation by January 1, 2019. <b>(Region XII, Florida West Coast Chapter – 2017 Fall CRC)</b>	Technology Council	<p>01/23/2018 – Members Council approved this motion and referred it to Technology Council for consideration.</p> <p><b>OPEN</b></p>
Atlanta – 11/2018	6	That Society provide a web platform, linked to the Society membership database, to be used by local chapters to help manage their local events. The web platform would allow members to register for events, pay with a credit card online, generate certificates for CEUs, etc. <b>(Region II – Montreal Chapter – 2018 Fall CRC)</b>	Electronic Communications Committee & Finance Committee	<p>02/26/2019 – The Finance Committee referred this motion back to Members Council with the following questions:</p> <ul style="list-style-type: none"> <li>• What are the estimated development costs?</li> <li>• What are the ongoing maintenance costs?</li> <li>• Demand – need at the chapter or regional level?</li> <li>• Will a fee be charged to users or does Society bear the entire cost to implement and maintain?</li> <li>• Improvements/benefits to service to our members?</li> </ul> <p><b>03/15/2019</b> – ECC received similar motions in the past. Based on the previous motions and their similarity, ECC has made available on the ECC page of ashrae.org a whitepaper entitled <i>Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic Communication</i> containing a list of online tools and resources available to, and currently used by, chapters. ECC notes that this and similar requests for online tools to be used by chapters are reoccurring requests from chapters and therefore, despite the large expense would be open to considering it, however, ECC feels that this is still best addressed at the Chapter level, and not by Society, so recommends at this time that the chapters refer to the guidance currently available from ECC.</p>

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<b>COMPLETE</b>
Atlanta – 11/2018	7	That Society give credit for RP cheques received after the deadline be credited to the next year's campaign. <b>(Region II – London Chapter – 2018 Fall CRC)</b>	RP Committee	01/15/2019 – This motion was referred to RPC for comment. RPC was not in favor of this motion. After consideration, the RP Committee decided that the current campaign deadline for chapter campaign goals and PAOE points will stand. Chapters are responsible for sending collected funds to ASHRAE headquarters by the June 30 deadline.
				<b>COMPLETE</b>
Atlanta – 11/2018	10	That Society develop a simple (bulleted-format) ASHRAE Commercialism Policy more suitable for non-ASHRAE members (lay-persons) who are invited to present at regular ASHRAE chapter meetings. <b>(Region X – San Diego Chapter – 2018 Fall CRC)</b>	Publishing and Education Council	<p><b>06/25/2019</b> – The following summary was condensed from the full Commercialism Policy, with the focus limited to chapter presentations:</p> <p><b>Commercialism Policy Summary for ASHRAE Chapter Meetings</b> [Read full policy <a href="#">here</a>]</p> <p>ASHRAE is a technical society for advancing the arts and sciences of HVAC&amp;R, not commercial interests. Chapter officials are responsible for enforcing policy guided by the following principles:</p> <ul style="list-style-type: none"> <li>• Don't imply ASHRAE endorsement of a product, service, or company.</li> <li>• Don't advertise. Presentations at any meeting are to educate the audience, not to advertise or promote a commercial product or service. No product- or service-specific programs.</li> <li>• Include your company's logo <u>only</u> to identify yourself or those who contributed to the presentation. You can include it only on the opening or title slide that identifies you as presenter. You should also not wear clothing that features the logo of your company. Don't use commercial logos, model names, or part numbers in your presentation's title, text, or illustrations.</li> <li>• Don't promote a company's exclusively available product and service.</li> <li>• Mention company names and products <u>only</u> if citing historical works or if such information has historical significance directly relating to the technology discussed in a presentation or paper.</li> <li>• The manufacturer and model number of test instruments may be noted if it is necessary for the purpose of aiding accurate reproduction of the work described.</li> <li>• If not HVACR related, it's okay to mention products or companies not directly related to the HVACR industry. Examples include using a non-HVACR company's software in the presentation, or if it helps with understanding the subject matter.</li> <li>• Be positive. Avoid criticizing another product or company in your presentation.</li> </ul>
				<b>COMPLETE</b>
Atlanta – 11/2018	11	That ASHRAE Bookstore pays a sales percentage of 10% to the Chapter promoting the sale of any ASHRAE Media at a pre-approved function promoting the ASHRAE media. <b>(Region XII – Brasil Chapter – 2018 Fall CRC)</b>	Publishing and Education Council & Ad Hoc	<p><b>06/25/2019</b> – PEC referred this motion to their Fiscal Planning Subcommittee. The subcommittee reviewed the referral and concluded implementation would have a net negative fiscal impact on revenue, considering the lost revenue and the cost associated with creating and tracking numerous additional discount codes and administering the 10% payments back to chapters. It was also noted that chapters already have the opportunity to purchase publications on consignment at a 50% discount from society (for as few as 10 copies) and then sell them, keeping the difference and negating the need for sending money back to the chapter. The consensus of the council is that the current publications discount provides a more practical, low-cost way for chapters to receive income and benefit members. PEC will work with Members Council to promote this benefit.</p>

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 11/2018	12	<p>That the executive committee implement a new policy that <u>applies the intent of the ASHRAE Commercialism Policy to the Plenary Session</u>, such that we no longer have a Sponsor of the Keynote Address use the opportunity at the podium to address the membership about their commercial product.</p> <p>To reflect the adherence to the Commercialism Policy, the three sets of attached edits are recommended (changes from chapter in <u>red and underlined</u>; <u>amendments are in purple</u>, see documents attached):</p> <ul style="list-style-type: none"> <li>Rules of the Board 1.201.09 Commercialism Policy:           <ul style="list-style-type: none"> <li>1.201.09.3 Guiding Principles               <ul style="list-style-type: none"> <li>ASHRAE activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum. ASHRAE councils, committees, regional officers and chapter board members shall explain and promote these values.</li> </ul> </li> <li>1.201.009.5 Examples of Policy Intent: Unacceptable Applications               <ul style="list-style-type: none"> <li><u>H. The use of podium time by a sponsor of the Plenary Session and/or sponsor of the Keynote Speaker to address the Plenary Session attendees may not be used to promote a commercial interest.</u></li> </ul> </li> </ul> </li> <li>Rules of The Board 2.431 Conferences and Expositions:           <ul style="list-style-type: none"> <li><b>2.431.001 SCOPE AND PURPOSE</b> <ul style="list-style-type: none"> <li>2.431.001.1 This committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective meeting experiences with balanced technical and business/professional content <u>and consistent with ASHRAE's Commercialism Policy</u>. It shall prepare technical presentations and expositions that expand on ASHRAE's position as leader in the HVAC&amp;R industry, provide a venue for general education of people new to the HVAC&amp;R industry and facilitate technology transfer of new innovations in the HVAC&amp;R industry.</li> <li>2.431.001.2 This committee shall oversee the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. It shall seek technical content for conferences through internal ASHRAE sources and external sources, schedule content delivery, facilitate technical and commercialism review of materials <u>(including all speaker sponsors and plenary sponsor's presentations)</u>, and study the suitability of locations for the Winter and Annual meetings.</li> </ul> </li> </ul> </li> <li>"ASHRAE Conference Commercialism Policy" handout (Revised June 22, 2013)           <p>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. <u>This policy applies to sponsors of the Plenary Session/Keynote Speaker.</u></p> <p>The Conferences and Expositions Committee will strictly enforce this policy for ASHRAE papers, presentations, <u>sponsor introductions</u>, and/or research documentation at the ASHRAE Winter and Annual Conferences and Specialty Conferences.</p> <p>What is Not Allowed:</p> <ul style="list-style-type: none"> <li><u>E. Sponsors of the Plenary Session and Sponsors of the Keynote Speaker shall not use the opportunity at the podium to address the membership to promote their organization for commercial benefit.</u></li> </ul> <p><b>(Region X – Golden Gate Chapter – 2018 Fall CRC)</b></p> </li> </ul>	<p><b>Conferences and Expositions Committee</b></p> <p><b>Refer to PEC</b></p>	<p><b>COMPLETE</b></p> <p>01/15/2019 – CEC recommends that the referral motion from Region X (Golden Gate Chapter) Motion 12 (11/8/2018) regarding the podium time of the sponsor of the plenary speaker and commercialism be referred to Publishing and Education Council with the following reply: The referral recommends several changes to the Rule of the Board for the Society's Commercialism Policy by citing very specific changes related to restricting what can be said or done by the sponsor. The responsibility for this document and the responsibility for selecting the plenary sponsor and reviewing their introductory comments resides with the Publishing and Education Council not with CEC. Therefore, CEC recommends the motion be referred to Publishing and Education Council.</p> <p>Background: The referral also includes proposed changes to CEC's Rule of the Board and CEC's Commercialism Policy for Conferences regarding a commercialism policy applied to the sponsor of the plenary speaker. CEC chooses to not make any of the proposed changes in its ROB and Commercialism Policy for Conferences because the proposed language is very specific to what the sponsor can say and do during the introduction of the speaker.</p> <p><b>06/25/2019</b> – The issue of sponsorships for events, including for the Plenary Session, at the Winter and Annual Conferences has been taken up by a Presidential Ad Hoc Committee, which is expected to recommend (and the Board adopt) a list of approved sponsorship options that will <u>not</u> include the opportunity for sponsors to speak, rendering the matter moot. In the meantime, the remaining keynote sponsorship--sold for the Kansas City Conference prior to receiving this motion--will include the last podium time opportunity. The sponsor's remarks are limited to 250 words in addition to the bio of the keynote speaker, and those remarks have been edited by staff and vetted by the Executive Committee.</p> <p>In light of this, PEC recommends no changes to the Commercialism Policy or Rules of the Board at this time.</p> <p><b>COMPLETE</b></p>
Atlanta – 11/2018	13	<p>That a scoring system for TCs (Technical Committees) similar to the PAOE (Presidential Award of Excellence) scoring system for chapters be created. <b>(Region XII – Brasil Chapter – 2018 Fall CRC)</b></p>	Technology Council	<p>02/21/2019 – Technology Council referred this motion to TAC for review and response. This is currently being addressed by TAC in their MOP that applies to all TCs.</p> <p><b>OPEN</b></p>

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 11/2018	15	That by July 1, 2019 that the Standing Standards Project Committees (SSPC's) and Standards Project Committees (SPC's) create permanent liaison positions on the ASHRAE SSPC or SPC for a person in the society or organization who's published documents are referenced by that Standard. <b>(Region XII – Central Florida Chapter – 2018 Fall CRC)</b>	Standards Committee & Technology Council	OPEN
Atlanta – 11/2018	19	That ASHRAE Chapters activate protocols with the Engineering Authorities through the Government Affairs Committee using ALI courses at a requested 50% discount on the six (6) ASHRAE certifications (CPMP, BEAP, BEMP, HFDP, OPMP and BCP) preparation codes and standards (validation of these courses are a must have credential for built-environment professionals in each country, not only the USA). <b>(Region-At-Large – Cairo Chapter – 2018 Fall CRC)</b>	Publishing and Education Council	04/23/2019 – This motion was referred to Publishing and Education Council who later referred the motion to ExCom's Membership Model Ad Hoc Committee. The ad hoc has decided <u>not</u> to recommend to the Board a membership model that includes discounts on ASHRAE certification programs. As a result, this motion is no longer relevant to the ad hoc work.  COMPLETE
Atlanta – 11/2018	22	That Society offers members in good standing (full membership completely paid every 5 years), rewarded access to a free online training program or offline 50% discount training program effective July 1, 2019. <b>(Region-At-Large – ASHRAE Deccan Chapter – 2018 Fall CRC)</b>	Membership Model Ad Hoc Committee	04/23/2019 – Access to an eLearning course is under consideration as a benefit of membership. The ad hoc will keep this motion in mind as the committee continues its work.  COMPLETE
Atlanta – 11/2018	25	That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites. <b>(Region I – Granite State Chapter – 2018 Fall CRC)</b>	Electronic Communications Committee	03/15/2019 - ECC discussed this motion during their Atlanta meeting and ECC's websites subcommittee will take an action item to create website templates for use by chapters. The target rollout of Chapter website templates will be July 2020. ECC's websites subcommittee will aim to create templates that can be used in various tools / formats. The first step in this process will be determining the best tools to create website templates and investigating the use of advanced website building tools among chapters to determine which tools are currently being used, or would be used if templates were available. The first step in this process will have a target completion date of July 2019. Please note that initially, these website templates will likely not be hosted by ASHRAE's Society website due to technology and resource limitations.  COMPLETE
Atlanta – 11/2018	26	That Society allow access by the Chapter Historian to Regional Members past Society participation information. <b>(Region II – London Chapter – 2018 Fall CRC)</b>	Historical Committee	01/29/2019 – All Chapter Historians are directed to the Society H&A webpage – www.ashrae.org/honors and the H&A Reference Manual for all information regarding Honors & Awards and the nomination processes to be followed. Each Chapter Historian must contact Society to obtain individual members biographical information which should contain all members past Society participation, if it is kept up to date by the individual. Society provides very limited access to ASHRAE members' biographical information for security reasons.  COMPLETE
Atlanta – 11/2018	28	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures. <b>(Region II – Montreal Chapter – 2018 Fall CRC)</b>	Technology Council	02/21/2019 – Technology Council referred this motion to TC 8.7 with copy to the TAC Chair.  OPEN
Atlanta – 11/2018	32	That ASHRAE include as an addition to the next climatic data update which is scheduled to be published in the 2021 version of the ASHRAE Handbook, Fundamentals with updated data for the locations as included in the ASHRAE CLIMATIC DATA FOR REGION X is the American Society of Heating, Refrigerating and Air-Conditioning Engineers document titled "ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994. <b>(Region X – Tucson Chapter – 2018 Fall CRC)</b>	Technology Council	02/21/2019 – Technology Council referred this motion to TC 4.2 through RAC and TAC. It is likely that the best response would be to submit this as a research project.  OPEN
Atlanta – 11/2018	40	That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019. <b>(Region XIV – Hellenic Chapter – 2018 Fall CRC)</b>	Grassroots committees: CTTC, GAC, MP, RP, SAC, YEA	01/15/2019 – This motion was referred to the grassroots committees for comment. A formal recommendation has not been made at this time.

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p><b>GAC comments:</b> The Government Affairs Committee is not involved in Centralized Training.</p> <p><b>CTTC comments:</b> CTTC was not in favor of this motion. CTTC does not currently conduct Centralized Training; instead all CTTC Chapter Chair training is conducted by CTTC RVCs at CRC. Therefore, training for Region IV and Region XIV CTTC Chapter Chairs is already planned to take place at the Joint CRC.</p> <p><b>MPC comments:</b> The MP Committee recommends to increase workshop time and utilize both RVCs.</p> <p><b>RPC comments:</b> RPC was in favor of this motion. The RP Committee agrees with the importance of holding RP Centralized Training at the Mega CRC 2019. RP Chairs from Region IV and XIV who attend will meet their obligation for Centralized Training and will have their transportation costs reimbursed through the standing RP Policy. RP Chairs from Region IV who do not attend the CRC training should still attend a scheduled Centralized Training.</p> <p><b>SAC comments:</b> The Student Activities Committee is receptive to providing centralized training for the Region IV/XIV mega CRC September 25-28. We propose this training is provided either one of two ways:</p> <ol style="list-style-type: none"> <li>1. Region IV and XIV RVC's provide training in person via presentations, workshops etc. similar to how CRC's are completed in the other regions. If it's desired by Region IV &amp; XIV to have one or two additional Student Activity committee members provide training, we would be open to sending them. However the student activities budget does not have any allowance to cover their travel and lodging expense. We would suggest that these expenses come from the CRC budget. To make this training worthwhile we'd suggest that the training be no shorter than 4 hours, but could use a full 8 hours</li> <li>2. Provide presentations by the Student Activities Committee subcommittee chairs for each relevant section (Design Competition, Grants, K-12/STEM and Post High) via webinar. Provide question and answer period with subcommittee chairs, also through webinar, to answer questions from attendees. Due to the time difference, this will have scheduling challenges that we would plan for accordingly.</li> </ol> <p><b>YEA comments:</b> Since the YEA Committee does not currently host centralized training, we do not have the materials or resources to host a full centralized training program, which would involve developing the content and sending additional YEA Committee members to present the material. We would be able to host our typical YEA CRC workshop hosted by the YEA RVCs from Regions IV and XIV.</p> <p>(no longer applicable)</p>
Atlanta – 11/2018	47	That the Refrigeration Chair be incorporated as a grassroots committee chair as indicated in the Region Operations Manual. <b>(Region-At-Large – Pakistan Chapter – 2018 Fall CRC)</b>	Refrigeration Ad Hoc (Zentz, Mittal, Khalil & Charalambopoulos)	<p>06/25/2019 – The ad hoc committee was not in favor of this motion. The estimated transportation costs for Refrigeration RVCs and committee chairs is 75K.</p> <p><b>COMPLETE</b></p>

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
<b>2019 MEMBERS COUNCIL WINTER MEETING (01/15/2019)</b>					
1	4	Staff	06/19	Complete	To report status of Motion 7 (11/8/2018) to the London Chapter and publish on the website.
2	4	Staff	06/19	Complete	To report results of Motion 8 (11/8/2018) to the National Capital Chapter and publish on the website.
3	6	Staff	06/19	Complete	To report updated status on Motion 12 (11/8/2018) to the Golden Gate Chapter and publish on the website.
4	9	Staff	06/19	Complete	To update the MCO and CIQ to reflect the name change of Women in ASHRAE to Diversity in ASHRAE beginning Society Year 2019-20.
5	10	Staff	06/19	Complete	To determine if Motion 9 (01/15/19) should be referred to ECC or Marketing staff and refer to appropriate group.
6	10	Staff	06/19	Complete	To refer Motion 10 (01/15/2019) to ECC for consideration.
7	11	Staff	06/19	Complete	To refer Motion 11 (01/15/2019) to Publishing and Education Council for consideration.
8	11	Staff	06/19	Complete	To refer Motion 12 (01/15/2019) to the Membership Model Ad Hoc Committee for consideration.
9	12	Staff	06/19	Complete	To refer Motion 13 (01/15/2019) to the Membership Model Ad Hoc Committee for consideration.
10	12	Staff	06/19	Complete	To report results of referred Motion 21 (06/26/2018) to the Central Oklahoma Chapter and publish on the website.
11	13	Staff	06/19	Complete	To report results of referred Motion 44 (11/8/2018) to the ASHRAE Falcon Chapter and publish on the website.
12	13	Student Activities Committee	06/19	Complete	To bring postponed Motion 13 (01/15/2019) back to Members Council for approval during the Kansas City meeting.
13	21	Staff	06/19	Complete	To send Motion 21 (01/15/2019) to the Society Executive Committee as an information item.

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
14	21	Staff	06/19	Complete	To report the results of Motion 21 (01/15/2019) to the Hellenic Chapter and publish on the website.
15	24	Region Operations Subcommittee	06/19	Complete	To continue discussing Motion 36 (11/8/2018) from the Brasil Chapter to determine what process is needed for multiple address lines.
16	25	Manual Subcommittee	06/19	Open	To develop step-by-step guidelines needed for DRCs when dissolving chapters. After plan is developed include in the Region Operations Manual.
17	26	Staff	06/19	Complete	To report status of Motion 6 (11/8/2018) to the Montreal Chapter and publish on the website.
18	26	Staff	06/19	Complete	To report results of Motion 40 (11/8/2018) to the India Chapter and publish on the website.
19	26	Staff	06/19	Complete	To report results of Motion 15 (06/27/2017) to the Monterrey Chapter and publish on the website.
20	27	Staff	06/19	Complete	To report results of Motion 12 (11/3/2017) to the Montreal Chapter and publish on the website.

**2018 MEMBERS COUNCIL FALL MEETING (11/8-9/2018)**

1	3	IT/Accounting Staff	01/19	Complete	To refer Motion 4 (11/18/2018) from the Toronto Chapter (dues auto-renewal function/option).
3	3	Advertising Sales Staff	01/19	Complete	To determine if there is a solution to sustain advertising in the online digital Journal as valuable print as indicated in Motion 5 (11/18/2018) from the Toronto Chapter.
11	6	IT/Accounting Staff	01/19	Complete	To determine if there is a way for all chapters to have a point of sales device without compromising data or using a social security number as indicated in Motion 9 (11/18/2018) from the Nebraska Chapter. <b>(Answered by ECC)</b> ECC received similar motions in the past. Based on the previous motions and their similarity, ECC has made available on the ECC page of ashrae.org a whitepaper entitled <i>Electronic Tools Used by ASHRAE Chapters for Websites, Event Planning, and Electronic</i>

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					<i>Communication</i> containing a list of online tools and resources available to, and currently used by, chapters. ECC notes that this and similar requests for online tools to be used by chapters are reoccurring requests from chapters and therefore, despite the large expense would be open to considering it, however, ECC feels that this is still best addressed at the Chapter level, and not by Society, so recommends at this time that the chapters refer to the guidance currently available from ECC.
73	27	Zentz, Charalambopoulos, Mittal & Khalil	01/19	Complete	To review referred Motion 47 (11/18/2018) from the Pakistan Chapter and make recommendation concerning reinstating Refrigeration Committee as a grassroots committee.
90	39	Planning Subcommittee	06/19	Complete	MBO 1: Assess Members Council programs to determine if programs are still viable and valuable to ASHRAE members; determine why ASHRAE continues to invest in them. Value proposition of programs: Centralized Training, YEA Leadership Weekend, Distinguished Lecturers Program, etc.
91	39	Planning Subcommittee	06/19	Complete	MBO 2: Review membership trends, especially full dues paying members; develop strategies and determine an effective process of membership retention; getting and keeping new members after they join.
92	39	Planning Subcommittee	06/19	Complete	MBO 3: Simplify process for building Chapters outside the US and Canada. MCO is too detailed and can be overwhelming, change focus to develop ways of what to do in Year 1, Year 2, etc. Develop a flyer that quickly explains how to start a chapter. Consider options for starting out as a section and building into a chapter, e.g. Sections could be Phase 1 of creating new Chapters.
93	39	Region Operations Subcommittee	06/19	Complete	MBO 4: Determine the value of the Chapter Opportunity Fund; how are regions and chapters using the funds for their specific events and activities.
94	39	Region Operations Subcommittee	06/19	Complete	MBO 5: Develop effective ways on how to support small dispersed Chapters outside the US and Canada. Investigate whether a different model is needed.



<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>CARRYOVER ACTION ITEMS</b>
95	39	Region Operations Subcommittee	06/19	Complete	MBO 6: Develop effective ways of training chapter officers and committee chairs using available technology to reduce transportation costs; determine if centralized training is still viable or if all training should be done during CRCs. Determine participation trends and the factors that impact them.
96	39	Region Operations Subcommittee	06/19	Complete	MBO 7: Develop effective and enhanced guidelines for region and chapter transportation costs when participating at the chapter and regional level, e.g. guidelines for joint CRCs to include reimbursements and participation drivers.

**2018 MEMBERS COUNCIL ANNUAL MEETING (06/26/2018)**

5	12	SAC, MPC & YEA Committee Chairs	01/19	Complete	To work with Members Council Chair to come up with members of the ad hoc as indicated in Motion 14A (06262018): [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.]
9	17	Planning Subcommittee	01/18	Complete	To continue reviewing the report to the BOD from Dennis Knight and make recommendations during the 2018 fall meeting of Members Council.
19	24	Bryant/Macauley	11/18	Complete	To continue discussing referred CRC Motion 34 from the Brasil Chapter (10% royalty) with Publishing and Education Council.



# CRC SCHEDULE 2019-2020

## ATTACHMENT T

<b><u>FALL 2019</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION I</b>	NIAGARA FRONTIER BUFFALO, NY	MAINE LEWISTON, ME	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 15-17	GULLEDGE MCQUADE	JOYCE ABRAMS LIZZY SEYMOUR	BECCA HOJNACKI
<b>REGION II</b>	HALIFAX NOVA SCOTIA, CANADA	QUEBEC VILLE DE QUEBEC	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 23-25	GULLEDGE MEHBOOB	ALICE YATES	MARK LAWRENCE
<b>REGION III</b>	HAMPTON ROADS NORFOLK, VA	NATIONAL CAPITAL WASHINGTON, DE	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 15-17	BOYCE DEAN	DANIEL GURLEY	BRIAN DERBY
<b>REGION IV</b>	SOUTHERN PIEDMONT CHARLOTTE, NC	GREENVILLE GREENVILLE, SC	AUGUST 2 <sup>ND</sup> WEEK	SEPTEMBER 26-28	GULLEDGE KNIGHT	MARK OWEN	DAVID MCDANIEL CHUCK CURLIN
<b>REGION V</b>	WESTERN MICHIGAN GRAND RAPIDS, MI	FORT WAYNE FORT WAYNE, IN	JULY 4 <sup>TH</sup> WEEK	JULY 25-27	SCHWEDLER MCQUADE	CRAIG WRIGHT	ADAM DOUBLSTEIN
<b>REGION VII**</b>	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL		AUGUST 1 <sup>ST</sup> WEEK	AUGUST 7-11	BOYCE KNIGHT	VANITA GUPTA (NON-CONCURRENT BUSINESS SESSIONS)	GRANT PAGE DAN ROGERS
<b>REGION IX**</b>	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 18-20	SCHWEDLER DEAN	JEFF LITTLETON JOSLYN RATCLIFF (CONCURRENT BUSINESS SESSIONS)	HEATHER SCHOPPLEIN JOE HIGHAM STEPHEN FORNER KEVIN BLANKEMEIER
<b>REGION X**</b>	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	TUCSON TUCSON, AZ	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 18-20	BOYCE KNIGHT	JEFF LITTLETON JOSLYN RATCLIFF (CONCURRENT BUSINESS SESSIONS)	HEATHER SCHOPPLEIN KEVIN BLANKEMEIER JOE HIGHAM STEPHEN FORNER
<b>REGION XII**</b>	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL	ARGENTINA BUENOS AIRES, ARG	AUGUST 2 <sup>ND</sup> WEEK	AUGUST 7-11	GULLEDGE	VANITA GUPTA (NON-CONCURRENT BUSINESS SESSIONS)	DAN ROGERS GRANT PAGE
<b>REGION XIII</b>	MALAYSIA SUNWAY LAGOON RESORTS HOTEL	INDONESIA JAKARTA, IDN	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 23-24	BOYCE MCQUADE	STEPHANIE REINICHE	CHEA SUEI KEONG
<b>REGION XIV</b>	HELLENIC ATHENS, GREECE	SPAIN MADRID, SPAIN	SEPTEMBER 3 <sup>RD</sup> WEEK	SEPTEMBER 26-29	BOYCE DEAN	STEVE COMSTOCK	DEMITRIS CHARALAMBOPOULOS
<b>RAL</b>	REGION-AT-LARGE JORDAN HILTON DEAD SEA		SEPTEMBER 3 <sup>RD</sup> WEEK	SEPTEMBER 26-29	SCHWEDLER MEHBOOB	JOYCE ABRAMS	AZMI ALI
<b><u>SPRING 2020</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK</b> (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION VI</b>	CENTRAL ILLINOIS PEORIA, IL	NE WISCONSIN GREEN BAY, WI	MAY 1 <sup>ST</sup> WEEK	MAY 7 - 9	GULLEDGE KNIGHT	KIM MITCHELL	ASHLEIGH BROWN JAMIE MOEHLING
<b>REGION VIII</b>	HOUSTON HOUSTON, TX	MONTERREY MONTERREY, MEX	APRIL 4 <sup>TH</sup> WEEK	APRIL 23-26	GULLEDGE DEAN	JEFF LITTLETON	BRUCE FLANIKEN ALAN NEELY
<b>REGION XI</b>	NORTHERN ALBERTA EDMONTON, AB	INLAND EMPIRE SPOKANE, WA	MAY 2 <sup>ND</sup> WEEK	APRIL 30 – MAY 2	GULLEDGE BOYCE	JOYCE ABRAMS	KENT SIGNORINI

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

Revised: September 27, 2019

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## ATTACHMENT T

# CRC SCHEDULE 2020-2021

<b><u>FALL 2020</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> week, etc.)</b>	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION I</b>	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 <sup>RD</sup> WEEK				RACHAEL ROY
<b>REGION II</b>	QUEBEC QUEBEC, PQ, CANADA	OTTAWA VALLEY OTTAWA, ON	AUGUST 4 <sup>TH</sup> WEEK				GUY PERREAULT
<b>REGION III</b>	NATIONAL CAPITAL WASHINGTON, DC	CEN PENNSYLVANIA HARRISBURG, VA	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 13-15			ERIN MILLER LAURA MORDER
<b>REGION IV</b>	GREENVILLE GREENVILLE, SC	CHARLESTON CHARLESTON, SC	AUGUST 2 <sup>ND</sup> WEEK				JAMES D. MCDANIEL
<b>REGION V</b>	FORT WAYNE FORT WAYNE, IN		JULY 4 <sup>TH</sup> WEEK	JULY 23-25			MATTHEW KLOK
<b>REGION VII</b>	NWFL/ MOBILE/ MS/ NOLA BILOXI, MS	EAST TENNESSEE KNOXVILLE, TN	AUGUST 1 <sup>ST</sup> WEEK	JULY 30-AUGUST 1			SHANNON HOLDERFIELD, NWFL
<b>REGION IX</b>	PIKES PEAK COLORADO SPRINGS, CO	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 6-8			MIKE VAN DEN HEUVEL
<b>REGION X</b>	TUCSON TUCSON, AZ	ORANGE EMPIRE ANAHEIM, CA	AUGUST 3 <sup>RD</sup> WEEK	AUGUST 20-23			BUZZ WRIGHT
<b>REGION XII</b>	CENTRAL FLORIDA ORLANDO, FL		AUGUST 2 <sup>ND</sup> WEEK				NATE BOYD
<b>REGION XIII</b>	INDONESIA JAKARTA, IDN	JAPAN TOKYO, JPN	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 21-22			HERLIN HERLIANIKA
<b>REGION XIV</b>	SPAIN MADRID, SPAIN		SEPTEMBER 3 <sup>RD</sup> WEEK				
<b>RAL</b>			SEPTEMBER 3 <sup>RD</sup> WEEK				
<b><u>SPRING 2021</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> week, etc.)</b>	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION VI</b>	NE WISCONSIN GREEN BAY, WI	MINNESOTA MINNEAPOLIS, MN	MAY 1 <sup>ST</sup> WEEK				STEVE MARTHALER
<b>REGION VIII</b>	MONTERREY MONTERREY, MEX	HOUSTON HOUSTON, TX	APRIL 4 <sup>TH</sup> WEEK	APRIL 22-24			ELEAZAR RIVERA
<b>REGION XI</b>	INLAND EMPIRE SPOKANE, WA	REGINA REGINA, SK	MAY 2 <sup>ND</sup> WEEK				EMILIE RITZ

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# ATTACHMENT T

## CRC SCHEDULE 2021-2022

<b><u>FALL 2021</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> week, etc.)</b>	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION I</b>	GRANITE STATE MANCHESTER, NH	RHODE ISLAND PROVIDENCE, RI	AUGUST 3 <sup>RD</sup> WEEK				PAUL BEMIS
<b>REGION II</b>	OTTAWA VALLEY OTTAWA, ON	LONDON LONDON, ON	AUGUST 4 <sup>TH</sup> WEEK				STEPHEN LYNCH EVANS MUTUA
<b>REGION III</b>	CEN PENNSYLVANIA HARRISBURG, VA	ANTHRACITE SCRANTON, PA	AUGUST 3 <sup>RD</sup> WEEK				
<b>REGION IV</b>	CHARLESTON CHARLESTON, SC		AUGUST 2 <sup>ND</sup> WEEK				
<b>REGION V</b>			JULY 4 <sup>TH</sup> WEEK				
<b>REGION VII</b>	EAST TENNESSEE KNOXVILLE, TN	LOUISVILLE LOUISVILLE, KY	AUGUST 1 <sup>ST</sup> WEEK				CHUCK BIGGS
<b>REGION IX</b>	ROCKY MOUNTAIN DENVER, CO	UTAH SALT LAKE CITY, UT	AUGUST 1 <sup>ST</sup> WEEK				MICHELLE SWANSON JOHN STUMPF
<b>REGION X</b>	ORANGE EMPIRE ANAHEIM, CA	NORTHERN NEVADA RENO, NV	AUGUST 3 <sup>RD</sup> WEEK				JEFF CONRAD
<b>REGION XII</b>	CENTRAL FLORIDA ORLANDO, FL		AUGUST 2 <sup>ND</sup> WEEK				
<b>REGION XIII</b>	JAPAN TOKYO, JPN	TAIWAN TAIPEI, TWN	AUGUST 4 <sup>TH</sup> WEEK	AUGUST 20-21			RYOZO OOKA
<b>REGION XIV</b>			SEPTEMBER 3 <sup>RD</sup> WEEK				
<b>RAL</b>			SEPTEMBER 3 <sup>RD</sup> WEEK				
<b><u>SPRING 2022</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> week, etc.)</b>	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION VI</b>	MINNESOTA MINNEAPOLIS, MN		MAY 1 <sup>ST</sup> WEEK				
<b>REGION VIII</b>	HOUSTON HOUSTON, TX		APRIL 4 <sup>TH</sup> WEEK				
<b>REGION XI</b>	REGINA REGINA, SK		MAY 2 <sup>ND</sup> WEEK				PIERRE RANGER

Additions and/or revisions are shaded.

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# CRC SCHEDULE 2022-2023

## ATTACHMENT T

<b><u>FALL 2022</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> week, etc.)</b>	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION I</b>	RHODE ISLAND PROVIDENCE, RI		AUGUST 3 <sup>RD</sup> WEEK				KRISTA LACOBUCCI
<b>REGION II</b>	LONDON LONDON, ON		AUGUST 4 <sup>TH</sup> WEEK				KATE MAYBERRY
<b>REGION III</b>	ANTHRACITE SCRANTON, PA		AUGUST 3 <sup>RD</sup> WEEK				
<b>REGION IV</b>	TRIANGLE RALEIGH/DURHAM, NC	ATLANTA ATLANTA, GA	AUGUST 2 <sup>ND</sup> WEEK				
<b>REGION V</b>			JULY 4 <sup>TH</sup> WEEK				
<b>REGION VII</b>	LOUISVILLE LOUISVILLE, KY		AUGUST 1 <sup>ST</sup> WEEK				KYLE BROWING
<b>REGION IX</b>	UTAH SALT LAKE CITY, UT		AUGUST 1 <sup>ST</sup> WEEK	AUGUST 4-6			
<b>REGION X</b>	NORTHERN NEVADA RENO, NV	CENTRAL ARIZONA TUCSON-PHOENIX, AZ	AUGUST 3 <sup>RD</sup> WEEK	AUGUST			
<b>REGION XII</b>	MIAMI MIAMI, FL	COLOMBIA BOGATA, COLOMBIA	AUGUST 2 <sup>ND</sup> WEEK				
<b>REGION XIII</b>	TAIWAN TAIPEI, TWN		AUGUST 4 <sup>TH</sup> WEEK				
<b>REGION XIV</b>							
<b>RAL</b>			SEPTEMBER 3 <sup>RD</sup> WEEK				
<b><u>SPRING 2023</u></b>	<b>HOST CHAPTER LOCATION</b>	<b>ALTERNATE CHAPTER LOCATION</b>	<b>TARGET MONTH/WEEK (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> week, etc.)</b>	<b>ACTUAL CRC DATES</b>	<b>OFFICIAL VISITOR</b>	<b>STAFF</b>	<b>CRC CHAIR</b>
<b>REGION VI</b>			MAY 1 <sup>ST</sup> WEEK				
<b>REGION VIII</b>			APRIL 4 <sup>TH</sup> WEEK				
<b>REGION XI</b>			MAY 2 <sup>ND</sup> WEEK				

Additions and/or revisions are shaded.

Revised: September 27, 2019

Distribution: EXCOM, DRCS, LITTLETON, NEME, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEVIER, GIOMETTI, DEVAUGHN, MUMFORD, GURLEY, MASTERSON, THOMSON, SEYMOUR, GRANT, KELLER, RATCLIFF





# ASHRAE 2019–2024 Strategic Plan At-A-Glance

## Development Process

This plan, developed by the ASHRAE Planning Committee in collaboration with the Board of Directors, will guide the work of the Society during the five-year period from 2019-2024. It was developed during 2018-2019 through a process initiated by a stakeholder engagement exercise involving members of ASHRAE and key industry organizations who gave their views on ASHRAE's position in the industry and its perceived strengths and challenges. With facilitation by the Planning Committee, the board then conducted a brainstorming session to develop preliminary objectives and initiatives. These included both outward-facing issues affecting the industry and society as well as inward-facing issues related to the needs of ASHRAE members and organizational efficiency. The final plan was drafted by the Planning Committee with board oversight following multiple reviews including review by Regional leadership teams. The final phase of development was preparation of implementation and tracking procedures, roll-out and implementation plans, and budget estimates. Communication of the new plan to Councils and committees began in Spring 2019 with formal implementation beginning in July 2019.



## Strategic Plan Outcomes

- Higher levels of member engagement, satisfaction and loyalty
- Increased operational efficiency and market responsiveness
- Demonstrated leadership in meeting societal needs through expanded research, application to practice and strategic partnerships
- Increased awareness of ASHRAE and use of its technical resources among priority stakeholders
- Increased global adaptation of ASHRAE Standards
- Increased breadth in ASHRAE's product offerings

## Core Values



## MISSION

To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

## VISION

A healthy and sustainable built environment for all.





# ASHRAE 2019–2024 Strategic Plan At-A-Glance

## Initiative Area: Built Environment Of The Future

### 1 RESILIENT BUILDINGS AND COMMUNITIES



The cycle of building development, design and construction is moving more rapidly than ever. Key stakeholders in the design and construction process face new challenges of responding to a range of environmental, market and consumer-driven pressures. Increasingly, it is being recognized that “smart” buildings and integrated systems are central to successfully addressing challenges posed by climate change, natural disasters, accidents, disease and terrorism. ASHRAE must stimulate innovation and exploration related to these challenges, and promote best practices that enable adaptability, resilience and recovery of buildings and communities.

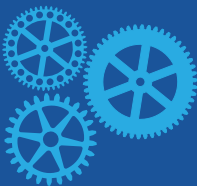
### 2 INDOOR ENVIRONMENTAL QUALITY



The indoor environment is increasingly recognized as the leading priority for built environment, with implications extending beyond simple acceptability of indoor conditions to its influence on productivity, learning and health. The indoor environment of the future identifies and optimizes interactions between air quality, thermal comfort, lighting and acoustics, based on a firm understanding of implications for occupants’ health and wellness. ASHRAE convenes and collaborates with experts and stakeholders across the industry to engage in discussion and exploration of this topic to accelerate collective knowledge in the field. This initiative aims to elevate ASHRAE’s role in facilitating this discussion, generating thought leadership and promoting understanding of indoor environmental quality (IEQ) among practitioners.

## Initiative Area: Future of ASHRAE

### 3 ORGANIZATIONAL STREAMLINING



ASHRAE is a large and complex organization with hundreds of technical standards and managerial committees, supported by a rich network of leaders and subject matter experts. ASHRAE will reach its potential for leadership and influence through an organizational structure that eliminates redundancy, has flexibility to adapt to regional differences, and allocates valued time and resources to the most impactful pursuits. This initiative intends to improve internal governance, volunteer, and staffing structures to ensure a strong connection across the societal organization and its chapters around the globe.

### 4 IMPROVE CHAPTER ENGAGEMENT, CAPACITY AND SUPPORT



ASHRAE must evaluate and develop methods to better engage chapters, regions and the members they serve in an integrated way. A more supportive and proactive strategy for chapter and regional oversight will minimize variability and ensure that all ASHRAE members experience a strong and valuable connection to the local and societal components.

## ATTACHMENT U

### GOAL 1 Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment

OBJECTIVES	INITIATIVES
a. Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations	
b. Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches	

### GOAL 2 Maximize Member Value and Engagement

OBJECTIVES	INITIATIVES
a. Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services	
b. Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies	
c. Leverage technology to increase member engagement, awareness and value	

### GOAL 3 Optimize ASHRAE's organizational structure to maximize performance

OBJECTIVES	INITIATIVES
a. Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings	
b. Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness	
c. Cultivate industry and member philanthropy to extend ASHRAE's impact and reach	

KEY

Resilient Buildings And Communities

Indoor Environmental Quality

Organizational Streamlining

Improve Chapter Engagement, Capacity and Support