



MINUTES

**MEMBERS COUNCIL
ATLANTA, GEORGIA
JANUARY 15, 2019**

These minutes were approved by Members Council June 25, 2019.

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| 2 | 2 | That the charter of the Shreveport Chapter, located in Shreveport, Louisiana be dissolved and the remaining members of the chapter be assigned to the East Texas Chapter. (Region VIII) |
| 3 | 3 | <p>That consent motions a. through m. (13 student branches), as shown below be approved.</p> <ul style="list-style-type: none">a. That the charter of the ESF ASHRAE (SUNY ESF: State University of New York College of Environmental Science and Forestry) Student Branch, located in Syracuse, New York and sponsored by the Central New York Chapter be approved. (Region I)b. That the charter of the Conestoga Building Systems (Conestoga College Institute of Technology and Advanced Learning) Student Branch, located in Cambridge, Ontario, Canada and sponsored by the Hamilton Chapter be approved. (Region II)c. That the charter of the George Brown College Student Branch, located in Toronto, Ontario, Canada and sponsored by the Toronto Chapter be approved. (Region II)d. That the charter of the Marquette University ASHRAE Student Branch, located in Milwaukee, Wisconsin and sponsored by the Wisconsin Chapter be approved. (Region VI)e. That the charter of the University of Saskatchewan (USASK) Student Branch, located in Saskatoon, Saskatchewan, Canada and sponsored by the Saskatoon Chapter be approved. (Region XI)f. That the charter of the Republic Polytechnic Student Branch, located in Singapore and sponsored by the Singapore Chapter be approved. (Region XIII)g. That the charter of the Curtin University Dubai Student Branch, located in International Academic City, Dubai and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)h. That the charter of the ASHRAE AIETM Jaipur (Arya Institute of Engineering, Technology and Management) Student Branch, located in Jaipur, Rajasthan, India and sponsored by the India Chapter be approved. (Region-At-Large)i. That the charter of the ASHRAE CUI Wah Campus (COMSATS University Islamabad, Wah Campus) Student Branch, located in Wah Cantt, Punjab, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)j. That the charter of the ASHRAE GCT Jhelum (Government College of Technology, Jhelum) Student Branch, located in Chakdoulat Jhelum, Punjab, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large) |

- k. That the charter of the ASHRAE GCT Taxila (Government College of Technology, Taxila) Student Branch, located in Taxila, Punjab, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
 - l. That the charter of the ASHRAE UET Rachna (University of Engineering and Technology) Student Branch, located in Gujranwala, Punjab, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
 - m. That the charter of the Alex University Student Branch, located in Giza, Egypt and sponsored by the Pyramids Chapter be approved. (Region-At-Large)
- 5 8 That society adopt a diversity and inclusion policy. Once adopted the policy should be published to the members and located on the website for reference.
- 6 8 That the Women in ASHRAE group be renamed to Diversity in ASHRAE.
- 7 9 That the MPC Manual of Procedures (MOP) be modified to include changes such that Centralized Training is held twice a year. The first session of the year will be at the Annual Meeting location. This session will be open to all Regions with exception of Regions XIII, XIV, and RAL. The second session will be the International Centralized Training. It will be held at one of the CRCs in Region XIII, XIV, and RAL. The location will be determined based off of a cycle. No Region can host the Centralized Training in consecutive years. This training will be open to Region XIII, XIV, and RAL only. This will start with Society Year 2019-2020.
- 8 9 That the Student Members membership certificates and membership cards will be available for download in a high resolution file from the member's bio on ashrae.org in lieu of mailing.
- 15 15 That the YEA ROB 2.430.002.2, Qualifications as shown below be revised and become effective immediately.
 - B. Regional Vice Chairs and Members-at-Large ~~Voting members~~ of this committee shall be 35 years of age or younger at the onset of their term.
- 16 17 Government Affairs Committee recommends to Members Council that the qualifications in the Rules of the Board for the Government Affairs Committee Chair and Vice Chair be changed as shown below.

2.402 GOVERNMENT AFFAIRS COMMITTEE

2.402.002.2 Qualifications

 - A. ~~The~~ Either the Chair or the Vice Chair of the committee shall have ASHRAE Executive Committee experience.
 - ~~B. The Vice Chair shall have ASHRAE Executive Committee experience.~~
- 17 17 Government Affairs Committee recommends to Members Council to change the description of the GAC Global Affairs Subcommittee in the Manual of Procedures as shown below:

6.d. Global Affairs Subcommittee

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

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

Responsibilities of this Subcommittee shall include:

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

- 18 18 Government Affairs Committee recommends to Members Council that the GAC MOP be amended to add additional descriptive language to the Nominating Subcommittee description with changes shown below:

e. Nominating

1. Membership of this Subcommittee shall be a Presidential Member, the Communication Coordinator and the chairs of the other standing Subcommittees.
- ~~2. Responsibility of this Subcommittee is to make recommendations to the chair of the Committee for the next year's membership and Subcommittee chairs.~~
2. The Subcommittee shall be Chaired by a Presidential Member and the Subcommittee shall select a Vice Chair to serve in the absence of the Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee for the next year's GAC Committee Chair and Vice Chair.
4. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the newly appointed GAC Committee Chair and Vice Chair.

5. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.

6. All nominations should be submitted by the Nominating Subcommittee within a maximum of two weeks' time after the Winter Meeting.

19 19 Government Affairs Committee recommends to Members Council that the GAC Manual of Operations be changed to add the Members Council Representative to the GAC Rules Subcommittee.

6.e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the Vice Chair, ~~and~~ the Communication Coordinator and the Members Council Representative.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP and ROB.

20 20 Honors and Awards Committee recommends to Members Council that the editorial changes to the Honors and Awards Committee MOP, as indicated in Attachment I/A, be approved.

21 21 That the Director and Regional Chair be informed ~~Region XIV be present and represented in of~~ all conferences, expositions and related events that ASHRAE participates in within their region Europe.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA – 01/19
1	4	Staff	06/19	Open	To report status of Motion 7 (11/8/2018) to the London Chapter and publish on the website.
2	4	Staff	06/19	Open	To report results of Motion 8 (11/8/2018) to the National Capital Chapter and publish on the website.
3	6	Staff	06/19	Open	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	Open	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	Open	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	Open	To refer Motion 10 (01/15/2019) to ECC for consideration.
7	11	Staff	06/19	Open	To refer Motion 11 (01/15/2019) to Publishing and Education Council for consideration.
8	11	Staff	06/19	Open	To refer Motion 12 (01/15/2019) to the Membership Model Ad Hoc Committee for consideration.
9	12	Staff	06/19	Open	To refer Motion 13 (01/15/2019) to the Membership Model Ad Hoc Committee for consideration.
10	12	Staff	06/19	Open	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	Open	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	Open	To bring postponed Motion 13 (01/15/2019) back to Members Council for approval during the Kansas City meeting.
13	21	Staff	06/19	Open	To send Motion 21 (01/15/2019) to the Society Executive Committee as an information item.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA – 01/19
14	21	Staff	06/19	Open	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	Open	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	Open	To report status of Motion 6 (11/8/2018) to the Montreal Chapter and publish on the website.
18	26	Staff	06/19	Open	To report results of Motion 40 (11/8/2018) to the India Chapter and publish on the website.
19	26	Staff	06/19	Open	To report results of Motion 15 (06/27/2017) to the Monterrey Chapter and publish on the website.
20	27	Staff	06/19	Open	To report results of Motion 12 (11/3/2017) to the Montreal Chapter and publish on the website.



**MEMBERS COUNCIL MINUTES
JANUARY 15, 2019
ATLANTA, GEORGIA**

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

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

NON VOTING MEMBERS PRESENT:

Farhan A. Mehboob, CTTC Chair
Kevin Marple, CEC Chair
David T. Underwood, GAC Chair
Tiffany Bates Abruzzo, H&A Chair
Michelle Swanson, MPC Chair
Derek Crowe, RPC Chair
Adam Davis, SAC Chair
Stephanie Kunkel, YEA Chair

GUESTS:

John Harrod, H&A Member
Michael Collarin, CEC Vice Chair
RJ Hartman, Region III LeaDRS
Bob Snow, Region V LeaDRS
Mustafa Morsy, Region II LeaDRS
Douglas Fick, Region V DRC
Dennis Knight, Society Vice President
Tom Roberts, Past President NSPE
Chris Krieps, Region VI LeaDRS
Doug Cochrane, Region II ARC
Scott Martin, RPC Vice Chair
Jonathan Smith, Region IX MP-RVC
Bryan Holcomb, Handbook & MP
Stacey Chan, Region IX LeaDRS
Devin Abellon, MPC VC

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

GUESTS (CONT'D):

Bert Phillips, TAC
Oswaldo de S. Bueno, Brasil Chapter Historian
Don Brandt, Director-at-Large
Heather Schopplein, Region X RP-RVC
Rachel Romen, Region IX YEA-RVC
Mark Miller, Development Committee
Randika Amarasuriya, Leadership U
Apichit L. Pana, Region XIII (incoming DRC)
Ben Oliver, SAC Vice Chair
Caleb Spradlin, Region VII LeaDRS
Jon Symko, Region VIII DRC
Carrie Kelty, MPC Vice Chair
Tulia Rios, Region XII LeaDRS
Dan Pettway, Member
Trent Hunt, Region IX DRC
Ng Yong Kong, Region XIII DRC

STAFF PRESENT:

Joyce Abrams	Vickie Grant
Vanita Gupta	Alice Yates
Chandrias Jacobs	Candace DeVaughn
Anne Wilson	Rhiannon Masterson
Megan Gotzmer	Julia Mumford
Tony Giometti	Jeremy Pollack
Jim Scarborough	Daniel B. Gurley, III
Katie Thomson	Craig Wright



1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The winter meeting of Members Council was called to order by Vice Chair, Charles Gullledge at 8:15am in the Pine room of the Omni Hotel at CNN Center in Atlanta, Georgia. Those in attendance are included in the above list.

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

No new items were added to the agenda.

4. APPROVAL OF DRAFT MINUTES

It was moved by Ms. Zentz and seconded

- (1) That the draft minutes from the November 8-9, 2018 fall meeting of Members Council be approved.

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

5. CHAPTER AND STUDENT BRANCH CHARTERS

It was moved Ms. Bryant and seconded

- (2) That the charter of the Shreveport Chapter, located in Shreveport, Louisiana be dissolved and the remaining members of the chapter be assigned to the East Texas Chapter. (Region VIII)

Background: Jon Symko, Region VIII DRC, has spent the better part of his term as DRC trying to reactivate the Shreveport Chapter's struggling status. Every step was taken to ensure that all members of the chapter, as well as opinions of regional leaders current and past, had a say in the disposition of the chapter and the desires of the membership. (See attached documentation in **Attachment A**.) Upon approval of the above motion, the funds remaining in the Shreveport Chapter will be used to pay the regional dues currently in arrears and to pay upcoming regional dues for the members that will be assigned to the East Texas Chapter (estimated 50 members). After the obligations of the Shreveport Chapter are satisfied, the remaining funds will be contributed to Society's Research Promotion Fund in accordance to Section 11.9.C., Guidelines for Dissolution of a Chapter; Distribution of Funds, of the Manual for Chapter Operations (MCO).

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

It was moved by Ms. Bryant and seconded

- (3) That consent motions a. through m. (13 student branches), as shown below be approved.
- a. That the charter of the ESF ASHRAE (SUNY ESF: State University of New York College of Environmental Science and Forestry) Student Branch, located in Syracuse, New York and sponsored by the Central New York Chapter be approved. (Region I)
 - b. That the charter of the Conestoga Building Systems (Conestoga College Institute of Technology and Advanced Learning) Student Branch, located in Cambridge, Ontario, Canada and sponsored by the Hamilton Chapter be approved. (Region II)
 - c. That the charter of the George Brown College Student Branch, located in Toronto, Ontario, Canada and sponsored by the Toronto Chapter be approved. (Region II)
 - d. That the charter of the Marquette University ASHRAE Student Branch, located in Milwaukee, Wisconsin and sponsored by the Wisconsin Chapter be approved. (Region VI)
 - e. That the charter of the University of Saskatchewan (USASK) Student Branch, located in Saskatoon, Saskatchewan, Canada and sponsored by the Saskatoon Chapter be approved. (Region XI)
 - f. That the charter of the Republic Polytechnic Student Branch, located in Singapore and sponsored by the Singapore Chapter be approved. (Region XIII)
 - g. That the charter of the Curtin University Dubai Student Branch, located in International Academic City, Dubai and sponsored by the ASHRAE Falcon Chapter be approved. (Region-At-Large)
 - h. That the charter of the ASHRAE AIETM Jaipur (Arya Institute of Engineering, Technology and Management) Student Branch, located in Jaipur, Rajasthan, India and sponsored by the India Chapter be approved. (Region-At-Large)
 - i. That the charter of the ASHRAE CUI Wah Campus (COMSATS University Islamabad, Wah Campus) Student Branch, located in Wah Cantt, Punjab, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
 - j. That the charter of the ASHRAE GCT Jhelum (Government College of Technology, Jhelum) Student Branch, located in Chakdoulat Jhelum, Punjab, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
 - k. That the charter of the ASHRAE GCT Taxila (Government College of Technology, Taxila) Student Branch, located in Taxila, Punjab, Pakistan and sponsored by the Northern Pakistan Chapter be approved. (Region-At-Large)
 - l. That the charter of the ASHRAE UET Rachna (University of Engineering and Technology) Student Branch, located in Gujranwala, Punjab, Pakistan and sponsored by the Central Pakistan Chapter be approved. (Region-At-Large)
 - m. That the charter of the Alex University Student Branch, located in Giza, Egypt and



sponsored by the Pyramids Chapter be approved. (Region-At-Large)

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

6. MEMBERS COUNCIL STANDING COMMITTEE REPORTS

A. RP Committee (Attachment B)

The following information items were reported by Derek Crowe, RP Committee Chair.

Information Items:

1. Referred for comment – 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.*

Response: The RP Committee agrees with the importance of holding RP Centralized Training at the Joint 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. *(Response will be sent to the Planning Subcommittee.)*

2. Referred for comment – Motion 7 (11/8/2018), Region II, London Chapter: *That Society give credit for RP cheques received after the deadline be credited to the next year's campaign.*

Response: The RP Committee were not in agreement with 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.

- AI 1 Staff to report status of Motion 7 (11/8/2018) to the London Chapter and publish on the website.

3. Referred for implementation – Motion 8 (11/8/2018), Region III, National Capital Chapter: *That any donations credited or allocated to a chapter shall not be reallocated to a Society Level Donation without first notifying the chapter's RP Chair and Regional Vice Chair.*

Response: RP staff will notify the chapter RP Chair and the RVC when they are aware of changes. Contributions are allocated according to donor intent.

- AI 2 Staff to report results of Motion 8 (11/8/2018) to the National Capital Chapter and publish on the website.

4. The RP Committee discussed the proposed 2019-2020 Centralized Training Plan as shown below. This includes supporting Region XIII, XIV and RAL by conducting staff led training at the Regions' CRC. Final dates and locations of Centralized Training will be determined by the availability of venues.

Proposed Centralized Training Schedule 2019-20
July 19-20: Atlanta – Regions III, IV, VII, XII

July 26-27: Minneapolis or Denver – Regions VIII, IX, X, XI
September 6-7: Chicago – Regions I, II, V, VI

5. The RP Committee passed a motion to increase RP Honor Roll recognition levels; from \$100 to \$150 for individuals, and from \$250 to \$500 for organizations. RP Full Circle will remain at \$100 for chapter and regional officers.

B. Chapter Technology Transfer Committee (Attachment C)

The following information items were reported by Farhan Mehboob, Chapter Technology Transfer Committee (CEC), Chair.

Information Items:

1. Referred for comment – 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.*

Response: 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 Chairs is already planned to take place at the Joint CRC. *(Response will be sent to the Planning Subcommittee.)*

2. The free annual CTTC Webcast, “The Future of Refrigerants: Unitary and VRF Systems” is scheduled to broadcast live on April 17, 2019 from 7-9pm EDT (11:00pm – 1:00am UTC) and April 18, 2019 from 11:00am – 1:00pm EDT (3:00 – 5:00pm UTC). This year’s Webcast presenters are Sarah Kim, Steve Kujak, and Doug Tucker. Three Professional Development Hours (PDHs) may be awarded to participants who complete the online Participant Reaction Form by May 3, 2019. Chapters may earn 100 PAOE points by hosting the webcast.

CTTC is very excited about the change to two live broadcasts. CTTC has already managed to decrease the overall Webcast budget significantly and anticipates that the two live broadcasts will increase overall viewership. Additionally, the live broadcasts support ASHRAE’s global mission, by providing live, high quality technical content at times convenient to a global audience.

3. The DL program had a total of 195 allocated visits available to the Chapters. Currently, all 195 allocated visits have been confirmed. An additional 50 non-allocated visits have also been scheduled and confirmed.

Ten of the 71 lecturers participating in the DL program this year are from countries outside of the U.S. and Canada – Argentina, Denmark, Malaysia, Singapore, Sri Lanka, United Kingdom, India, and Italy. DL presentations are available in 10 languages other than English – Chinese, Danish, French, German, Hindi, Marathi, Spanish, Thai, Punjabi, and Italian.

4. CTTC reviewed 30 DL nominees as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 70 DLs for the 2019-20 Society year. Nine new DLs will begin two-year terms July 1, 2019. The DL Review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and

geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by the Chapters.

5. A DL “mixer” was held on Friday evening during the Atlanta meeting. CTTC is very excited that 23 DLs participated in this year’s mixer, in addition to over 30 Chapter officers and Society Board members. The mixer was very well received and CTTC plans to make this an ongoing event, to be held each year at the Society winter conference. In addition to the mixer, DLs were invited to an open forum with CTTC. The intent was to have open dialogue between the DLs and members of CTTC. Feedback from this forum was overwhelmingly positive.
6. Twenty-six Technology Award entries were submitted to this year’s Society-level competition. The Judging Panel selected fourteen projects for awards: eight first place, two second place, and four honorable mention. First place entrants and building owner representatives were recognized at the Atlanta meeting’s Plenary. Winning projects will be featured in the *ASHRAE Journal* and *High Performing Buildings* during 2019.

C. Conferences and Expositions Committee (Attachment D)

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

It was moved by Mr. Rogers

- (4) 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.

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.

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

- AI 3 Staff to report updated status on Motion 12 (11/8/2018) to the Golden Gate Chapter and publish on the website.

Information Items:

1. The 2019 ASHRAE Winter Conference technical program featured 20 conference paper sessions (70 conference papers presented), 4 technical paper sessions (12 technical papers

presented), 71 seminars, 8 workshops, 3 forums, 4 debates and 1 panel discussion.

2. The registration fees for the 2020 Winter and Annual Conferences were approved as follows:

2020 Winter Conference – Orlando, Florida:

Member Pre-Registration	\$570
Member Onsite	\$735
Non Member Pre-Registration	\$780
Non Member Onsite	\$945
Member One Day	\$295
Non Member One Day	\$350
Speaker	\$155
Student Branch Advisors	\$ 40

2020 Annual Conference – Austin, Texas:

Member Pre-Registration	\$555
Member Onsite	\$720
Non Member Pre-Registration	\$765
Non Member Onsite	\$930
Member One Day	\$280
Non Member One Day	\$335
Speaker	\$140
Student Branch Advisors	\$ 25

The registration rates for the 2020 Winter Conference in Orlando were increased by \$15 for all categories except students to provide printed copies of a revised edition of “Proclaiming the Truth,” which will be updated in celebration of the 125th Anniversary of ASHRAE in 2020.

3. The following are future winter and annual conference dates and locations:
 - 2019 Annual, June 22-26 – Kansas City
 - 2020 Winter, February 1-5 – Orlando
 - 2020 Annual, June 27-July 1 -- Austin
 - 2021 Winter, January 23- 27 – Chicago
 - 2021 Annual, June 26-30 -- Phoenix
 - 2022 Winter, January 29 - February 2 – Las Vegas
 - 2022 Annual, June 25-29 -- Toronto
 - 2023 Winter, February 4-8 – Atlanta
 - 2023 Annual, June 24-28 – Tampa Bay
4. ASHRAE recently completed the following Topical Conferences:
 - ASHRAE Building Performance Analysis Conference and SimBuild, co-organized by ASHRAE and IBPSA-USA, September 26-28, 2018, Chicago, Illinois. There were 396 registrants who attended the conference. 245 (62%) were members of ASHRAE or IBPSA-USA vs. (38%) that were non-members. There were registrants from 23 countries and 112 speakers. Held in conjunction with the conference was the 4th annual ASHRAE LowDown Showdown modeling competition. The conference generated revenue of \$16,752.81 for each organization.

- 3rd International Conference on Efficient Building Design, co-organized by ASHRAE, the American University of Beirut and the Lebanese Chapter, October 4-5, 2018, Beirut, Lebanon. The conference was attended by 200 people and was held on the campus of the American University of Beirut. The Lebanese Chapter and the university raised sponsorships for the conference. ASHRAE did not have any fiscal liability for this conference.
5. The following are 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
 - IAQ 2020, Fall 2020, location TBD
6. ExCom is working with the Student Activities Committee on an ASHRAE student paper competition. Two papers will be judged during the Atlanta Conference and the winning paper will represent ASHRAE at the HVAC World Student Paper Competition that takes place at the CLIMA 2019 conference.

D. Membership Promotion Committee (Attachment E)

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

It was moved by Mr. Lavitt

- (5) That society adopt a diversity and inclusion policy. Once adopted the policy should be published to the members and located on the website for reference.

Background: Members Council approved adding diversity as one of the core values and adopting a policy defining the society position on diversity and inclusion at the Chicago Winter Meeting in 2018. Members of the MP Committee have been asked directly by other society members why ASHRAE doesn't have a published policy like other societies. A draft policy is attached to the motion (Attachment E/A) as well as a document with links to statements and policies on diversity and inclusion from other professional societies similar to ASHRAE (Attachment E/B).

Fiscal Impact: Minimal to review the policy and provide on the website.

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

It was moved by Mr. Lavitt

- (6) That the Women in ASHRAE group be renamed to Diversity in ASHRAE.

Background: Renaming the group would more reflect the core value of diversity as a whole and not just one group of people.

Fiscal Impact: None.

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

- AI 4 Staff to update the MCO and CIQ to reflect the name change of Women in ASHRAE to Diversity in ASHRAE beginning Society Year 2019-20.

It was moved by Mr. Lavitt

- (7) That the MPC Manual of Procedures (MOP) be modified to include changes such that Centralized Training is held twice a year. The first session of the year will be at the Annual Meeting location. This session will be open to all Regions with exception of Regions XIII, XIV, and RAL. The second session will be the International Centralized Training. It will be held at one of the CRCs in Region XIII, XIV, and RAL. The location will be determined based off of a cycle. No Region can host the Centralized Training in consecutive years. This training will be open to Region XIII, XIV, and RAL only. This will start with Society Year 2019-2020.

Background: Since the Membership Promotion Committee Manual of Procedures (MOP) was last modified, an additional Region has been added (Region XIV). With these changes, the existing structure for Centralized Training has affected the annual ASHRAE Budget.

Fiscal Impact: Reducing the number of Centralized Training Sessions from three to two will save on travel expenses, encourage MP Chairs to attend the annual meetings, and avoid long and costly travel to the US from Region XIII, XIV, and RAL. By sending two members of the MP Committee and one staff member to the International CT instead of flying all of them to the US will save \$20,000 + on flights alone.

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

It was moved by Mr. Lavitt

- (8) That the Student Members membership certificates and membership cards will be available for download in a high resolution file from the member's bio on ashrae.org in lieu of mailing.

Background: The costs that ASHRAE is incurring to produce and ship the membership certificates and membership cards is higher than the dues collected from a student member. The high resolution files are already available via the member bio on the website. MP has discussed this with student activities and they are in agreement with the motion.

Fiscal Impact: Positive due to decreased mailings.

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

It was moved by Mr. Lavitt

- (9) 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.

It was moved by Mr. Lavitt and seconded

(9A) That Motion 9 be referred to ECC or the Marketing group.

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

AI 5 Staff to determine if Motion 9 should be referred to ECC or Marketing and refer to appropriate group.

It was moved by Mr. Lavitt

(10) 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.

It was move by Mr. Lavitt and seconded

(10A) That Motion 10 be referred to ECC for consideration.

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

AI 6 Staff to refer Motion 10 to ECC for consideration.

It was moved by Mr. Lavitt

(11) That e-learning courses be translated to major non-English languages based on membership demographics.

Background: ASHRAE's vision is to be a global leader and foremost source of technical and

educational information. Based on membership demographics, the top eight non-English speaking countries include: Canada (French), India (Urdo), Hong Kong (Chinese), Philippines (Tagalog), UAE (Arabic), Malaysia (Malay), Brazil (Portuguese), and Mexico (Spanish). Voice-over audio recording of the e-learning materials will provide greater global membership value. Translations can be completed by volunteer members with peer review.

Fiscal Impact: Recommend \$0 fiscal impact. Generate income with new e-learning benefit and increase use of e-learning.

It was moved by Mr. Lavitt and seconded

(11A) That Motion 11 be referred to Publishing and Education Council.

MOTION 11A (TO REFER) PASSED. (21-1-0, chair not voting)

AI 7 Staff to refer Motion 11 to Publishing and Education Council.

It was moved by Mr. Lavitt

(12) That a \$50 voucher be provided for e-learning courses for Members and Associates at time of join or renewal that expires on their annual join date. For multiple year renewals, a \$50 voucher for each year of payment. Developing Economy participants will receive a \$25 voucher in lieu of \$50.

Background: Based on the 2018 new membership survey, 56% of the first year members indicated that Continuing Education Discounts were a leading driver in their joining ASHRAE. Offering this benefit helps to engage members that do not attend chapter meetings. In addition, this will help with retention of members that do not regularly interact with the chapter level membership promotion committees.

This could be offered as a \$50.00 e-coupon that would be issued at the time of renewal or joining. The loss of revenue from these courses would be offset by the number of retained members. In addition, this benefit will expose more members to e-learning courses, potentially.

Fiscal Impact: The loss of revenue from these courses would be an investment by attracting and retaining members. In addition, this benefit will expose more members to e-learning courses, potentially.

It was moved by Mr. Lavitt and seconded

(12A) That Motion 12 be referred to Membership Model Ad Hoc Committee.

MOTION 12A (TO REFER) PASSED. (15-6-0-1, chair not voting)

AI 8 Staff to refer Motion 12 to the Membership Model Ad Hoc Committee.

It was moved by Mr. Lavitt

(13) That a \$100 voucher be provided for e-learning courses provided for full dues paying Member or Associate that has been in good standing for three consecutive years or more at



time of join or renewal that expires on their annual join date. For multiple year renewals, a \$100 voucher for each year of payment. Developing Economy participants will receive a \$50 voucher in lieu of \$100.

Background: Previous membership studies have shown that the 2nd and 3rd year renewals are critical for retaining ASHRAE members. This motion provides additional incentive for staying in the society that increases after the 3rd year renewal. Based on the 2018 new membership survey, 56% of the first year members indicated that Continuing Education Discounts were a leading driver in their joining ASHRAE. Offering this benefit helps to engage members that do not attend chapter meetings. In addition, this will help with retention of members that do not regularly interact with the chapter level membership promotion committees.

This could be offered as a \$100.00 e-coupon that would be issued at the time of the renewal for the third year. The loss of revenue from these courses would be offset by the number of retained members. In addition, this benefit will expose more members to e-learning courses, potentially.

Fiscal Impact: The loss of revenue from these courses would be an investment by attracting and retaining members. In addition, this benefit will expose more members to e-learning courses, potentially.

It was moved by Mr. Macauley and seconded

(13A) That Motion 13 be referred to the Membership Model Ad Hoc Committee.

MOTION 13A (TO REFER) PASSED. (20-1-0-1, chair not voting)

AI 9 Staff to refer Motion 13 to the Membership Model Ad Hoc Committee.

Information Items:

1. Region VIII (Central Oklahoma Chapter) – Referred Motion 21 (06/26/2018):
That the Membership Promotion Committee in conjunction with Society's Board or Directors; and, per ASHRAE Bylaws Section 2.10 Student Member, establish criteria for acceptable student membership regarding accredited vocational and/or apprentice trade school students (union, non-union, or similar international designation depending on the country) involved in secondary or post-secondary education; and, designed to provide technical skills which are required to perform the tasks of a particular, specific job for entry directly into the workforce.

Response: This motion was referred to MPC and SAC. The Membership Promotion Committee agrees with the motion and voted to approve.

AI 10 Staff to report results of referred Motion 21 to the Central Oklahoma Chapter and publish on the website.

2. Region-At-Large (ASHRAE Falcon Chapter) Referred Motion 44 (11/8/2018):
That MP centralized training be conducted during the RAL CRC and allow the MP chair and MP co-chair to have the option to attend the training either in the US or during the CRC.

Response: The committee was not in favor of this motion, instead MPC is reviewing its Centralized

Training options.

AI 11 Staff to report results of referred Motion 44 to the ASHRAE Falcon Chapter and publish on the website.

3. Referred for comment – 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.*

Response: MPC was not in favor of this motion. The committee recommends increasing workshop time to utilize both RVCs. (*Response will be sent to the Planning Subcommittee.*)

4. As of December 31, 2018, the following membership numbers were reported:

December 31 st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2017	56,189	39,722	3,357	5,103	2,835
2018	56,782	38,834	3,887	5,693	2,281

E. Student Activities Committee (Attachment F)

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

It was moved by Mr. Lavitt

- (13) 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 Ms. Bryant

- (13A) That Motion 13 be postponed until the Members Council meeting in Kansas City since the council members were unable to open Attachment F/A to review the revisions.

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

AI 12 SAC to bring Postponed Motion 13 back to Members Council during the Kansas City meeting.

It was moved by Mr. Lavitt

- (14) That Society creates an annual Student Travel Grant effective SY 19/20 to allow two undergraduate students to attend the winter conference.



Background: We wish to create an opportunity for two students to attend the winter conference and student program and shadow various aspects of the winter meeting similar to the YEA Leadership-U program. This travel grant is intended to be a star search for future leaders within ASHRAE by cultivating current interests in HVAC. This will help chapters and regions send student members to the Winter Meeting and Student program.

The recipients of the travel grant will be exposed to many parts of the winter conference:

- SA committee meetings (non-executive session)
- The Student Program
- Seminars
- AHR Trade Show
- Technical Committees
- Governance

The successful applicants will be ASHRAE student members who have demonstrated leadership skills at the university level, student branch level or chapter level, and has promoted ASHRAE.

Fiscal Impact: \$4,000 USD annually for two students to attend the winter conference. This value is based on the YEA Leadership-U program which covers eight recipients (4 in the winter, 4 in the summer) for 16,000. ASHRAE will need to reserve two rooms in the conference hotel for the winter meeting.

MOTION 14 FAILED. THIS SHOULD BE PART OF THE CHAPTER AND STUDENT BRANCH OR FUNDRAISER SINCE SOME SCHOOLS ASSIST STUDENTS IN SPONSORSHIPS AND FUNDING. (0-22-0, chair not voting)

Information Items:

1. Referred for comment – 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.*

Response: The Student Activities Committee is receptive to providing centralized training for the Region IV/XIV Joint CRC September 25-28. We propose this training is provided either one of two ways:

- 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 & 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.
- 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. *(Response will be sent to the Planning Subcommittee.)*

2. Region-At-Large (Lebanese Chapter) Referred Motion 20 (11/8/2018):

That student branch presidents, vice presidents and treasurers along with their SBAs attend the online student congress, which occurs each year during the winter conference.

Response: Providing opportunities for students and student branch advisors from around the world to participate in ASHRAE activities at the Winter Conference are important. The Student Activities Committee (SAC) is in support of this motion and will request ASHRAE staff to provide options for technology in both the student and student branch advisor congresses. If a technological solution is identified and associated costs are covered, the SAC will provide this opportunity as a pilot during the 2020 Winter Conference.

3. As of December 31, 2018 ASHRAE had 7,974 student members. The number of student members at this same time in previous years is shown below.

- Dec 31, 2017 is 7,938
- Dec 31, 2016 is 8,246
- Dec 31, 2015 is 7,312
- Dec 31, 2014 is 6,072
- Dec 31, 2013 is 6,271

4. There were 54 applications received for student grants with a budget this year of \$165,00. Within the budget includes \$8,000 for travel expenses for the top two schools to present at the 2020 Winter Conference in Orlando. Eight judges scored the applications. The top 33 schools will receive a grant not exceeding \$5,000 for a total of \$164,961 out of \$254,680 requested.

5. There were four nominations for the Youth Outreach Award and a winner was recommended to the Honors and Awards Committee. The K-12/STEM Subcommittee recommended a winner to Honors and Awards. The award should be promoted by RVCs to ensure one nomination per region next year.

6. There were over 100 students registered for the Design Competition:

- Design Calculations – 25
- System Selection – 24
- Integrated Sustainable Building Design – 26
- Setty Family Foundation Applied Engineering Challenge – 21

F. Young Engineers in ASHRAE Committee (Attachment G)

The following was reported by Stephanie Kunkel, Young Engineers in ASHRAE (YEA) Committee Chair.

It was moved by Mr. Lavitt

(15) That the YEA ROB 2.430.002.2, Qualifications as shown below be revised and become effective immediately.

- B. Regional Vice Chairs and Members-at-Large ~~Voting members~~ of this committee shall be 35 years of age or younger at the onset of their term.

Background: As the Rules of the Board (ROB) is currently written, it prohibits the YEA chair and



vice chairs from being over 35. After discussion, the majority of the YEA Committee agreed to update the ROB so that it does not exclude someone over 35 from holding the chair or vice chair positions as long as they meet the other requirements. We do not want to exclude a qualified chair/vice chair candidate simply because they may have turned 36 before starting their one-year term as chair or vice chair. For reference, voting members of the YEA Committee include the chair, two vice chairs, RVCs, and two at-large members.

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

Information Items:

1. Referred for comment – 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.*

Response: 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. (*Response will be sent to the Planning Subcommittee.*)

2. The following 4 Leadership U participants attended the 2019 Winter Conference and shadowed the Society Vice Presidents:
 - Ahmed Abdel-Salam, Saskatoon Chapter, Region XI (VP: Julia Keen)
 - Kevin Muldoon, Louisville Chapter, Region VII (VP: Mick Schwedler)
 - Randika Amarasuriya, Sri Lankan Chapter, RAL (VP: Dennis Knight)
 - Blair Richardson, Connecticut Chapter, Region I (VP: Farooq Mehboob)
3. The 2018 YEA Leadership International (YLI) was held October 19-21 in Belgrade, Serbia. There were 14 attendees from Regions XIII, XIV, Region-At-Large and 1 from Region I. YEA received great support from the Danube Chapter. 2019 YLI will join ISHRAE with the goal of 40 members in Dubai (20 ASHRAE/20 ISHRAE). A few members from YEN joined ASHRAE and attended the YLI event in Serbia.
4. The 2018 YEA Leadership Weekend (YLW) was held November 2-4 in Portland, Maine. The event was sold out with a wait list of 10. There was a technical tour of the Cross Insurance Arena. The 2019 YLW was held March 15-17 in Portland, Oregon, registration is open with 24 registrants. A technical tour is planned at the Multnomah County Central Courthouse.
5. The 2019 YEA Leadership Weekend 2.0 was held February 8-10 in Clearwater, Florida. The event has sold out and there is a wait list. YEA is testing out having 20 attendees as opposed to 15.

G. Government Affairs Committee (Attachment H)

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

It was moved by Mr. Macauley

- (16) Government Affairs Committee recommends to Members Council that the qualifications in the Rules of the Board for the Government Affairs Committee Chair and Vice Chair be changed as shown below.

2.402 GOVERNMENT AFFAIRS COMMITTEE
2.402.002.2 Qualifications

- A. ~~The~~ Either the Chair or the Vice Chair of the committee shall have ASHRAE Executive Committee experience.
B. ~~The Vice Chair shall have ASHRAE Executive Committee experience.~~

Background: GAC members who have served for several years on the committee, but who may not have Executive Committee experience, should be considered for a nomination as Chair or Vice Chair of the Committee. As these individuals have served on the GAC, they have gained considerable experience and knowledge, and some would be qualified to lead the committee.

The GAC recognizes that due to the nature of the committee's work, it is critical to be aligned with the broader societal goals and focus, which means it is critical to have a good working relationship and communication with ExCom. Further, as the Senior Officers hold meetings in Washington, DC on a semi-annual basis, with many of these meetings involving government officials, having knowledge of these types of meetings and communication is also important. For this reason, ExCom experience would still be required in GAC leadership. However, that ExCom experience could be held by *either* the Chair or the Vice Chair, rather than requiring ExCom experience for *both* of the top two leaders of the GAC. Further, one of the At-Large GAC members must be a Presidential Member, which also provides for leadership at that level within the GAC.

Fiscal Impact: None.

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

It was moved by Mr. Macauley

- (17) Government Affairs Committee recommends to Members Council to change the description of the GAC Global Affairs Subcommittee in the Manual of Procedures as shown below:

6.d. Global Affairs Subcommittee

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

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



Responsibilities of this Subcommittee shall include:

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

Background: The newly established Global Affairs Subcommittee was created to reflect the expansion of ASHRAE membership beyond North America. Since its creation, the subcommittee's members have reexamined their responsibilities as dictated in the Manual of Procedures (MOP) and crafted new language to better describe the activities of this subcommittee. The current language was viewed as too general and did not give the subcommittee clear direction. After much debate, the subcommittee and its members decided to develop a new description that would emphasize the following:

- Building Connections
- The Global Nature of the Society
- That it is Internationally Focused
- Best Practices

Another item of note was that format in which the original description was written did not match those of the other Government Affairs Subcommittees. These changes proposed to the MOP will solidify the goals and correct the format of the Global Affairs Subcommittee section. The proposed language was approved by the Government Affairs Committee (GAC) by voice vote on January 12, 2019.

Fiscal Impact: \$0

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

It was moved by Mr. Macauley

- (18) Government Affairs Committee recommends to Members Council that the GAC MOP be amended to add additional descriptive language to the Nominating Subcommittee description with changes shown below:

e. Nominating

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

2. The Subcommittee shall be Chaired by a Presidential Member and the Subcommittee shall select a Vice Chair to serve in the absence of the Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee for the next year's GAC Committee Chair and Vice Chair.
4. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the newly appointed GAC Committee Chair and Vice Chair.
5. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.
6. All nominations should be submitted by the Nominating Subcommittee within a maximum of two weeks' time after the Winter Meeting.

Background: The MOP was revised in the previous Society Year to reorganize the Government Affairs Committee. The Nominating Subcommittee was added at that time to handle internal nominations for the GAC. A very limited description was provided of this new Subcommittee, with the rationale being that the new Subcommittee would clarify further the scope of its work. This language helps to more clearly define the tasks for this Subcommittee.

Fiscal Impact: None.

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

It was moved by Mr. Macauley

- (19) Government Affairs Committee recommends to Members Council that the GAC Manual of Operations be changed to add the Members Council Representative to the GAC Rules Subcommittee.
- 6.e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the Vice Chair, and the Communication Coordinator and the Members Council Representative.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP and ROB.

Background: This subcommittee of the Government Affairs Committee was added last year as part of the reorganization of GAC. This subcommittee is tasked with an annual review of the official documents of GAC. Since many of the recommendations for changes to those documents would need to come to Members Council for consideration, it was felt that adding the Members Council Representative to this subcommittee would be advantageous for continuity.

Fiscal Impact: None.



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

Information Item:

1. Government Outreach Days, which was previously named “Days on the Hill,” have been tremendously successful due to strong participation by ASHRAE volunteer members. The Government Outreach Days have increased from 2 days in SY14-15 and SY15-16, to 9 days in SY16-17, to 16 days in SY17-18, with 23 days estimated to take place in SY18-19. For this year, the Government Outreach Days will include visits to U.S. Congressional state and district offices, as a pilot program in SY17-18 proved successful.

H. Honors and Awards Committee (Attachment I)

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

• **Executive Session**

At this time, Members Council went into Executive Session. Immediately following execution session, Mr. Boyce resumed the meeting.

It was moved by Mr. Khalil

- (20) Honors and Awards Committee recommends to Members Council that the editorial changes to the Honors and Awards Committee MOP, as indicated in Attachment I/A, be approved.

Background: Recently approved changes to where the Youth Outreach Award is presented are reflected. Other “housekeeping” format changes are reflected as well.

Fiscal Impact: None.

MOTION 20 PASSED. (unanimous voice vote, chair not voting)

Information Items:

1. The Honors and Awards Committee requests updated guidance from the Council on the previous recommendation from the *Winter and Annual Meeting Needs Ad Hoc Committee* made at the 2006 Annual Conference that “additional awards that recognized service and/or achievement may be considered but no new awards should be added to the Society Plenary presentation.”

The Committee respectfully recommends that H&A be allowed to review all requests concerning Society level awards, per ROB 2.411.003.2. And that any new requests for awards, existing or new, to be presented at the Plenary on a case by case basis. If the Committee feels that an exceptional circumstance exists and a new award should be added to the Plenary, that recommendation will be put forward to Members Council with adequate background and clear reasoning.

2. H&A continues to work with the Society Rules Committee on their request to eliminate duplication of award guidelines in the Society Rules of the Board and the H&A MOP. H&A will have final recommendations to Members Council at the 2019 Annual Conference.

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee

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

It was moved by Ms. Bryant

Region-At-Large (Hellenic Chapter):

- (21) That the Director and Regional Chair be informed ~~Region XIV be present and represented in~~ of all conferences, expositions and related events that ASHRAE participates in within their region Europe.

Background: It is important that the DRC and/or the RMCR be aware of activities in their Region that ASHRAE participates in, to be able to assist and consult with ASHRAE leadership for local support and expertise, and to participate in said activities if there are no limiting conditions.

~~Background: It is important now that Region XIV, European, has been formed to be present in all the relevant activities that ASHRAE participates in the EU. Thus it will be able not only to advance society's goals but will better integrate collaboration between ASHRAE and Europe.~~

~~Fiscal Impact: Travel expenses for up to 3 persons per event.~~

Fiscal Impact: None.

Note: Motion, background and fiscal impact was amended by the Planning Subcommittee before presenting to Members Council.

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

AI 13 Staff to send Motion 21 to the Society Executive Committee as an information item.

AI 14 Staff to report the results of Motion 21 to the Hellenic 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; final report due 2019 Annual Meeting)

Status: The Planning Subcommittee went line by line to prioritize the Members Council budget cut items and made the following recommendations. Also, each line item was rated on a Want or Need basis. The final budget cut recommendations to ExCom are due in March. (*Action Item 90 11/18*)

Budget Cut Proposals – Numerical Prioritized Categories (Attachment J):

1. That the GAC ExCom Retreat be eliminated; request it be done virtually. (Want/Passed. unanimous voice vote, chair not voting)



2. That MP WiA Breakfast and MP WiA Happy Hour become sponsored or social events. (Want/Passed. 9-1-0, chair not voting)
3. That CEC Food at Committee Meetings and CEC Food in Members & Spouse Lounge be eliminated with exception of TC Breakfast. (Want/Passed. unanimous voice vote, chair not voting)

Note: The CEC: Eliminate Sustainability Project is listed as a Need.

4. That the Chapter Opportunity Fund become a discretionary program if funds are available to do so. (Want/Passed. 7-3-0, chair not voting)
5. That YEA New Faces of Engineering and YEA Staff Travel both are number 5 on the priority list. (Want/Passed. unanimous voice vote, chair not voting) Remove from promotional list

Note: The YEA: Promotion Budget is listed as a Need but dropped by 5K.

6. That the following SA categories be eliminated and are number 6 on the priority list. (Want/Passed. unanimous voice vote, chair not voting)

- SA: Discover E Sponsorship
- SA: Solar Decathlon Sponsorship
- SA: Future City Sponsorship
- SA: Zero Student Design Competition Sponsorship

Note: The remaining SA: National Engineer's Week Sponsorship and SA: CAR Design Competition Sponsorship are both listed as Need.

7. That the Leadership Academy registration fees be charged and is number 7 on the priority list. (Want/Passed. unanimous voice vote, chair not voting) \$350 registration fee.
8. That the Voting Members only Fall MC Meeting Virtual for Others be eliminated and is number 8 on the priority list. (Want/Passed. unanimous voice vote, chair not voting)
9. That the Reduce DRC other CRC Visits to 1 and Board Recommended be reduced to their first year only and is number 9 on the priority list. (Need/Passed. unanimous voice vote, chair not voting)
10. That the Reduce Chapter Special Events Insurance and Program Process be eliminated and is number 10 on the priority list. (Want/Passed. 7-2-1, chair not voting)
11. That the Remove Transportation Cap from Region XIII and RAL in Transportation Policy be listed as number 11 on the priority list. (Need/Passed. 8-2-0, chair not voting)
12. That the CTTC: ~~10% Cut~~ in the DL Program, become a lean assessment to reduce the programs travel ~~cost~~ policy cost per visit (travel for less). (Need/Passed. unanimous voice vote, chair not voting) see how program can make this program more efficient.
13. That the DRC Regional Travel Fund Allocations be reduced by 10%. (Need/Passed. unanimous voice vote, chair not voting)

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. (Due: 2019 Annual Meeting)

Status: Dunstan Macauley is working with MP, SA and YEA (students) Robin will appoint one from the members. An email was sent to the DRCs to ask about student programs and what they are doing to convert students to regular members. This is ongoing and a final recommendation will be reported on in June. (*Action Item 91 11/18*)

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. (Due: 2019 Annual Meeting)

Status: Ad Hoc members Dimitris Charalambopoulos, Dan Rogers and Robin Bryant are working on this and will make final recommendations in June. Robin Bryant will include ROB and other documents in Basecamp for discussion during the meetings. (*Action Item 92 11/18*)

Information Items:

1. The Planning Subcommittee will meet via conference calls following this meeting to make recommendations on the items below. A Doodle poll will be sent the subcommittee to set up the meetings for February.
 - ROB and ASHRAE Bylaws Motions (**Attachment K**)
 - Report from Dennis Knight to BOD (Attachment K1)
 - Action Item 18 (06/18): Planning Subcommittee to continue reviewing the report to the BOD from Dennis Knight and make recommendations.
 - Responses from Nominating Committee Ad Hoc; CRC Motions 1-5 (**Attachment L**)

B. Region Operations Subcommittee

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

It was moved by Mr. Zentz

- (22) That Region XII, Brasil Chapter, Motion 36 (11/8/2018) as shown below be rescinded and referred back to the chapter for the reason this cannot be done.

Region XII (Brasil Chapter) – Motion 36 (11/8/2018):

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.

Mr. Zentz reported the Publishing Services Staff concluded that two address lines and 35 characters for each line is the best current process to fit address formats that is used with different distribution carriers that ASHRAE uses (see **Attachment M** for details).

AI 15 It was determined that approved Motion 36 remain and that more follow up to continue reviewing the process is needed.

- **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)

Status: An email request will be sent to the DRCs asking how the Chapter Opportunity Fund was used in their region 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*)

MBO 5: 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)

Status: The Region Operations Subcommittee will 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. Mr. Mittal will develop draft elements that supports smaller chapters. (*Action Item 94 11/18*)

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)

Status: The Region Operations Subcommittee will 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. Mr. 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)

Status: Mr. Marek will 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*)

Information Items:

1. The Manual Subcommittee and Direction Subcommittee respectively, will meet via conference calls to determine recommendations and best practices for the Members Council

manuals (CRC, MCO and Region Operations). A Doodle poll will be sent to each subcommittee following this meeting.

- AI 16 2. The Manual Subcommittee (Doug Zentz, Richie Mittal, Scott Wayland and Randy Schrecengost) will develop step-by-step guidelines needed for DRCs when dissolving chapters. After a plan is developed for the above process, the guidelines should be included in the Region Operations Manual.

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. (see **Attachment N**)

C. PAOE Subcommittee

The following was reported by John Rieke, PAOE Subcommittee Chair.

Information Items:

1. The PAOE Subcommittee will review final recommendations from the Members Council reporting committees immediately following the winter conference. The PAOE Ad Hoc committees reviewed the 2017-18 analysis report and will make recommendations on what worked or did not work in the PAOE program. The PAOE line items that did not report well will be removed from the PAOE in order to streamline items and will keep items that are and have been more successful by the chapters.
2. After the winter conference, staff will draft a final version of the PAOE categories and schedule a conference call with the PAOE Subcommittee during the second week in February to review and discuss the recommended changes. The final draft will be presented to President-Elect Boyce for his review and for any further revisions needed. The goal is to have PAOE ready in time for the first spring CRC.

8. OLD BUSINESS

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

The following motions were reported as complete:

Motion 15 06/27/2017 – Monterrey Chapter	Motion 23 11/8/2018 – Western India Chapter
Motion 12 11/3/2017 – Montreal Chapter	Motion 26 11/8/2018 – London Chapter
Motion 14 11/3/2017 – NB/PEI Chapter	Motion 40 11/8/2018 – Hellenic Chapter
Motion 21 06/26/2018 – Central Oklahoma Chapter	Motion 44 11/8/2018 – ASHRAE Falcon Chapter
Motion 20 11/8/2018 – Lebanese Chapter	Motion 49 11/8/2018 – India Chapter

B. Review of Action Items (Attachment P)

The following action items were reported as open:



Action Item 1 (11/18)	Action Item 91 (11/18)	Action Item 96 (11/18)
Action Item 3 (11/18)	Action Item 92 (11/18)	Action Item 6 (06/18)
Action Item 11 (11/18)	Action Item 93 (11/18)	Action Item 9 (06/18)
Action Item 73 (11/18)	Action Item 94 (11/18)	Action Item 19 (06/18)
Action Item 90 (11/18)	Action Item 95 (11/18)	

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

D. Finance Committee Report

Mr. Gulledge reported the following responses from referred motions to the Finance Committee:

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

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.

Response: The Finance Committee referred this motion back to Members Council with the following questions as shown below.

- What are the estimated development costs?
- What are the ongoing maintenance costs?
- Demand – need at the chapter or regional level?
- Will a fee be charged to users or does Society bear the entire cost to implement and maintain?
- Improvements/benefits to service to our members?

AI 17 Staff to report status of Motion 6 (11/8/2018) to the Montreal Chapter and publish on the website.

Region-At-Large (India Chapter) – Motion 49 (11/8/2018):

That Society institute a discounted multi-year dues payment option for developing economies starting July 1, 2019 with discounts corresponding to those provided for regular dues.

Response: The Finance Committee was not in favor of this motion because it is not fiscally responsible since Developing Economies dues are already discounted.

AI 18 Staff to report results of Motion 40 (11/8/2018) to the India Chapter and publish on the website.

Region VIII (Monterrey Chapter) – Motion 15 (06/27/2017):

That ASHRAE extend membership for low income countries to upper middle income countries as defined by the World Bank.

Response: The Finance Committee was not in favor of this motion. It was determined that the World Bank is an objective baseline measure.

AI 19 Staff to report results of Motion 15 (06/27/2017) to the Monterrey Chapter and publish on the website.

Region II (Montreal Chapter) – Motion 12 (11/3/2017):

That the SmartStart fees for new members are changed from \$21-\$78-\$103 to \$20-\$80-\$100 starting in FY2018-19. In the future, when an increase to the dues is warranted for this program, the annual dues for SmartStart new members should be rounded up or down to a multiple of 10 to make it easier to sell.

Response: The Finance Committee agreed with the motion in principle and implemented rounding up to the nearest 0 or 5 into the newly created membership dues calculation for FY 19-20.

AI 20 Staff to report results of Motion 12 (11/3/2017) to the Montreal Chapter and publish on the website.

E. Refrigeration Ad Hoc Committee

Action Item 73 (11/18): Mr. Boyce to name ad hoc committee members for Motion 47 (11/8/2018). “That the Refrigeration Chair be incorporated as a grassroots committee chair as indicated in the Region Operations Manual.”

Mr. Boyce appointed the following council members to serve on the Refrigeration Ad Hoc Committee: Doug Zentz, Dimitris Charalambopoulos, Richie Mittal and Essam Khalil.

9. Next Members Council Meeting

- June 25, 2019 – Kansas City, Missouri (8:15am – 12:00pm)

10. ADJOURNMENT

Mr. Boyce adjourned the 2019 Members Council winter meeting at 11:55am.

Attachments:

- A: Documentation for Shreveport Chapter Dissolution
- B: RP Committee Report
- C: Chapter Technology Transfer Committee Report
- D: Conferences and Expositions Committee Report
- E: Membership Promotion Committee Report
- F: Student Activities Committee Report
- G: Young Engineers in ASHRAE Committee Report
- H: Government Affairs Committee Report
- I: Honors and Awards Committee Report
- J: Numerical Prioritized Categories
- K: ROB and ASHRAE Bylaws Motions
- L: Responses from Nominating Committee Ad Hoc
- M: Publishing Services Staff Response on Brasil Chapter Motion 36 (11/8/2018)
- N: Preparation of Developing Guidelines for Chapter Dissolution
- O: Status of Referrals from Members Council
- P: Review of Carryover Action Items
- Q: Review of CRC Schedules



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www.ashrae.org

Jonathan I. Symko
Director and Regional Chair Region VIII
Jsymko@comcast.net

Reply to: 2807 Fairway Dr.
Sugar Land, TX 77478
Tel: 832.914.4499

DATE

NAME & ADDRESS OF MEMBER

Dear **Mr./Ms. Last name:**

As Director and Regional Chair of Region VIII, I am sending this letter to you to request that you send me a response to the attached ballot within 30 days of the date shown on this letter to determine the future status of the Shreveport Chapter.

The following is a “recap” of the activities that have transpired over the past eleven months in dealing with the Shreveport Chapter in trying to get a voluntary status of the respective Chapter for the ASHRAE members that were served by an ASHRAE Chapter:

September 2017

I visited the Shreveport Chapter at a site with the existing Board of Governors and past leadership to explain the options for the chapter to remain a fully functioning chapter, a section under another existing neighboring chapter or to dissolve the chapter. I gave the attendees two weeks to get back to me with their determination.

October 2017

The attendees responded that they had commitment to proceed in the direction of remaining a full-fledged chapter and pledged that they would continue with scheduled meetings, attending President Elect Training and have active participation in the upcoming CRC as well as providing the necessary CIQ, chapter reports and society communications to assist in growing the chapter.

January 2018

I selected the chapter's President Elect, Justin Ivey, as LeaDR at the Chicago Winter Meeting to shadow myself and Randy Schrecengost as RMCR.

February 2018

Jason Ivey attended the President Elect Training in Dallas and was active in the discussions.



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ATTACHMENT A

April 2018

Shreveport failed to respond to any correspondence both written and phone calls. No one from the chapter attended CRC, no information given for chapter summary reports, CIQ, etc. I contacted the past regional leaders and was told that after the meeting in September several attempts to have meetings, establish a BOG or any semblance of a group willing to provide leadership was totally absent.

June 2018

I had meetings with past DRCs, Bill Harrison, Bill Klock, Art Giesler and Ken Fulk on the status of the Shreveport chapter. Bill Harrison volunteered to contact past leaders and get commitment to resurrect the chapter. All attempts failed.

The Shreveport chapter has had a very distinguished past as an active and prosperous ASHRAE chapter and was a shining star in Region VIII. However, it has been a number of years now where the activity, commitment and desire of the Shreveport Chapter members have been lacking.

So, please fill out the attached ballot and send to me either via email or regular mail to my attention.

I thank you for your continued membership in ASHRAE and hope that you will continue with your support.

Sincerely yours,

Jonathan I. Symko
Region VIII Director and Regional Chair ASHRAE

BALLOT

Please complete the following by checking either of two options:

☐ **Option 1** – Remain as a Chapter of ASHRAE. If selected, please indicate your willingness to serve as:

- ☐ Chapter Officer
- ☐ BOG member
- ☐ Committee Chair

☐ **Option 2** – Dissolve the Chapter, Initiate activities to become a Section of:

- ☐ East Texas Chapter in Region VIII
- ☐ Baton Rouge Chapter in Region VII

☐ **Option 3** – Dissolve Chapter. Please advise which chapter you prefer to be assigned:

- ☐ East Texas Chapter in Region VIII
- ☐ Baton Rouge Chapter in Region VII

Comments:

Name

Signature

Date

Please return your ballot by mail to:

or by email to: jsymko@comcast.net

Jon Symko
2807 Fairway Dr.
Sugar Land, TX 77478

Please respond within **30 days** from date of letter. If a ballot was not returned, **it would be considered a vote for Option 3 with assignment to East Texas Chapter.**

ATTACHMENT A

Shreveport Chapter Ballot Results:

option #1	option #2	option #3	Assign:East TX	Assign:Other	
		X	X		
X	X				
		X	X		
		X	X		
		X		X	ARKANSAS
		X	X		
		X	X		
		X	X		
	X				
		X	X		
		X	X		
		X	X		
	X		X		
X					
		X	X		
X					
	X	X			
		X	X		
		X	X		
		X	X		
7	7	40	37	3	

RP Committee
Report to Members Council
From Meeting of January 12, 2019

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
<u>Derek Crowe, Chair</u>	Liviu Drughean, XIV	John Rieke	Julia Mumford
<u>Scott Martin, Vice Chair</u>		Paul Levy	Megan Gotzmer
<u>Anthony Jonkov, Vice Chair</u>		Marites de Calad	Annmarie Wilhoit
<u>Tiffany Bates Abruzzo, Vice Chair</u>		Sophia Nyberg	Nicole Blount
<u>JD Karnik, Consultant</u>		Art Giesler	
<u>Tom Zoller, I</u>		Cheng Leong	
<u>Mark Lawrence, II</u>			
<u>Chris DeSoto, III</u>			
<u>Matt Rowe, IV</u>			
<u>Devin Snowberger, V</u>			
<u>Duane Rothstein, VI</u>			
<u>Scott Peach, VII</u>			
<u>Kimberly Thompson, VIII</u>			
<u>Megan Sterl, IX</u>			
<u>Heather Schopplein, X</u>			
<u>Les Pereira, XI</u>			
<u>Jason Hardman, XII</u>			
<u>Ching Loon, XIII</u>			
<u>Aakash Patel, RAL</u>			
<u>Guy Perreault, ARC</u>			
<u>Chris Phelan, BOD ExO</u>			

Motions

None.

Information Items

1. *Referred to RP Committee for comment:*
Region XIV (Hellenic Chapter) Motion 40 (11/8/2018):
That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.

The RP Committee made a motion to approve referred Motion 40.

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.

2. *Referred to RP Committee for comment:*

Region II (London Chapter) Motion 7 (11/8/2018):

That Society give credit for RP cheques received after the deadline be credited to the next year's campaign.

The RP Committee made a motion to defeat referred Motion 7.

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.

3. *Referred to RP Committee for implementation:*

Region III (National Capital Chapter) Motion 8 (11/8/2018):

That any donations credited or allocated to a chapter shall not be reallocated to a Society Level Donation without first notifying the chapter's RP Chair and Regional Vice Chair.

**RP staff will notify the chapter RP Chair and the RVC when they are aware of changes.
Contributions are allocated according to donor intent.**

5. The RP Committee discussed the proposed attached 2019-2020 Centralized Training Plan (Attachment B) This includes supporting Region XIII, XIV, and RAL by conducting staff led Training at these Regions' CRC. Final dates and locations of Centralized Training will be determined by the availability of venues.
6. The RP Committee passed a motion to increase RP Honor Roll recognition levels; from \$100 to \$150 for individuals, and from \$250 to \$500 for organizations. RP Full Circle will remain at \$100 for chapter and regional officers.
7. The RP Committee Chair MBO (attachment C) focuses on developing new and improved materials for volunteer training and for donor appeals and recognition. To this end, the committee formed a Support Materials and Communications Subcommittee to evaluate the current materials and create new ones.

8. Goal: \$2,525,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal
RVC: Tom Zoller - Regional Full Circle				
I	\$45,694	\$51,605	-11.5%	\$210,500
RVC: Mark Lawrence				
II	\$58,210	\$40,958	42.1%	\$190,000
RVC: Chris DeSoto - Regional Full Circle				
III	\$88,906	\$74,945	18.6%	\$200,000
RVC: Matt Rowe - Regional Full Circle				
IV	\$74,971	\$54,147	38.5%	\$186,000
RVC: Devin Snowberger				
V	\$38,566	\$47,491	-18.8%	\$133,000
RVC: Duane Rothstein				
VI	\$22,584	\$30,007	-24.7%	\$180,000
RVC: Scott Peach				
VII	\$20,036	\$30,607	-34.5%	\$140,950
RVC: Kimberly Thompson - Regional Full Circle				
VIII	\$158,198	\$140,993	12.2%	\$432,000
RVC: Megan Sterl - Regional Full Circle				
IX	\$63,435	\$67,163	-5.6%	\$260,000
RVC: Heather Schopplein - Regional Full Circle				
X	\$71,024	\$52,686	34.8%	\$190,000
RVC: Les Pereira - Regional Full Circle				
XI	\$36,893	\$35,774	3.1%	\$173,000
RVC: Jason Hardman - Regional Full Circle				
XII	\$45,148	\$43,471	3.9%	\$153,000
RVC: Ching Loon Ong - Regional Full Circle				
XIII	\$22,219	\$18,049	23.1%	\$48,200
RVC: Liviu Geo Drughean				
XIV	\$2,075	\$2,714	-23.5%	\$5,000
RVC: Aakash Patel - Regional Full Circle				
RAL	\$20,498	\$13,518	51.6%	\$26,300
TOTALS:	\$768,455	\$704,128	9.1%	\$2,525,000

MBO Update

Attachment C

Attachments

Attachment A: 2018-19 requested PAOE changes

Attachment B: Centralized Training schedule

Attachment C: MBO Update

Respectfully submitted,

Derek Crowe
2018-19 RP Chair

2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

RP CATEGORY (STAFF ASSIGNS POINTS)		
MINIMUM: 800 POINTS		PAR: 1050 POINTS
Efficient use of volunteers' time:		
GOAL: Contributions considered towards a chapter <i>Goal</i> include gifts to ASHRAE, YEA ASHRAE Learning Institute, ASHRAE Research, and Scholarships held by the ASHRAE Foundation.		
EXCEPTIONS: Foundation gifts made as part of routine ongoing Foundation Solicitations.		
A chapter's <i>Goal</i> shall be set by each Region's DRC.		
Option 1:		
RP1	10 points; (1000 points maximum)	Earned by a chapter for each 1% of <i>Goal</i> attained – (100% of <i>Goal</i>) OR
Option 2:		
RP2	10 points	Earned for each dollar per area assigned member attained
RP3	20 additional points; (3000 points	For each dollar per area assigned member collected above the Society dollar per member Goal of \$75
RP4	15 points; (15 points maximum)	For Volunteer Committee Worksheet completed by <i>October 15</i> and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee
RP5	25 points; (25 points maximum)	For formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31 (<i>Note: Recognition items must be ordered from headquarters by October 15 to qualify</i>)
RP6	100 points; (100 points maximum)	For Chapter Full Circle Award (<i>by November 15</i>)
RP7	10 points	Per Chapter BOG member who contributes at the Honor Roll Full Circle level <i>by November 15</i> , helping the Chapter achieve "Full Circle Plus." These points are only given if the Chapter completes the Chapter Full Circle.
RP8	50 200 points; (50 200 points maximum)	For achieving of 30 percent of goal <i>by December 31</i>
RP9	25 points; (50 points maximum)	For the RP promotional chapter meeting held <i>after December 31</i>
RP10	100 points (100 points maximum)	For workshop attendance by current RP chair or RP co-chair (as listed on chapter roster) at an RP Committee approved RP training workshop
RP11	100 points; (100 points maximum)	For attendance by the current RP Chair or RP co-chair (as listed on chapter roster) at the CRCs minimum 2 hour RP workshop if Centralized Training is also attended
RP12	50 points; (50 points maximum)	For meeting or exceeding scholarship goal (<i>by November 15 March 31</i>)
RP13	100 points; (100 points maximum)	For a succession plan for RP chair submitted to RP Staff and RVC by April 1
RP14	500 points; (500 points maximum)	For chapters who have reached goal (based on receipts at headquarters) <i>by June 15</i>
RP15	300 points; (300 points maximum)	For reaching Challenge Goal (105% of <i>High Five</i> or 120% Goal)
RP16	250 points	For each new Golden Circle level or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom rules).
RP17	200 points; (200 points maximum)	Apex Award
RP18	50 points	Per Special Event held Jan 1 – June 30 by a Chapter where over 75% of profits are donated to the RP Campaign. (To qualify as a Special Event profits must meet or exceed \$500.)
RP19 18	150 points	For each renewed Golden Circle Investor credit divided by number of chapters recognized in accordance with RP ExCom guidelines
RP20 19	100 points	For new <i>High Five</i> level of contributions
RP21 20	50 points	Per Special Event held July 1 – Dec 31 by a Chapter where over 75% of profits are donated to the RP Campaign. (<i>To qualify as a Special Event profits must meet or exceed \$500.</i>)
RP22 21	50 points	For each endowed contribution (\$1,000 minimum)
RP23 22	10 points	Per \$ per/member for chapters who meet or exceed \$50 per/member and reach or exceed Goal

Proposed Centralized Training Schedule 2019-20

Dates:

July 19-20: Atlanta – Regions III, IV, VII, XII

July 26-27: Minneapolis or Denver – Regions VIII, IX, X, XI

September 6-7: Chicago – Regions I, II, V, VI

CRC Schedule:

<u>FALL 2019</u>	HOST CHAPTER LOCATION	ACTUAL CRC DATES
REGION I	NIAGARA FRONTIER	AUGUST 15-17
REGION II	HALIFAX	AUGUST 23-24
REGION III	HAMPTON ROADS	AUGUST 15-17
REGION IV	HELLENIC & SOUTHERN PIEDMONT	SEPTEMBER 25-28
REGION V	WESTERN MICHIGAN	JULY 25-27
REGION VII	FLORIDA WEST COAST & BLUEGRASS	AUGUST 7-11
REGION IX	SAN DIEGO & NEW MEXICO	AUGUST 18-20
REGION X	SAN DIEGO & NEW MEXICO	AUGUST 18-20
REGION XII	FLORIDA WEST COAST & BLUEGRASS	AUGUST 7-11
REGION XIII	MALAYSIA	AUGUST 4 TH WEEK
REGION XIV	HELLENIC & SOUTHERN PIEDMONT	SEPTEMBER 25-28
RAL		SEPTEMBER 3 RD WEEK

RESEARCH PROMOTION 2018-19 MBO

PROGRESS UPDATE: January 10, 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 15th:** Goal: 37% Results:
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*: \$205,698.48**
*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 January 10, 2019.

** As of end of the listed fiscal years.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

REPORT TO MEMBERS COUNCIL

FROM MEETING OF JANUARY 11-12, 2019

MEMBERS PRESENT

Farhan Mehboob
 Nathan Hart
 Christopher Phelan
 Thursten Simonsen
 Charles Bertuch
 Daniel Robert
 Tracey Jumper
 Christopher Adams
 Carl Schultz
 Andrew Babler
 David Ballard
 Peter Sudbeck
 Russell Pratt
 Kevin Blankemeier
 Heric Holmes
 Walter Lenzi
 Bing-Chwen Yang
 Serafin Grana
 Mohammad Al Tassi
 Thursten Simonsen
 Stephen Piccolo
 Andrew Reilman
 Essam Khalil

MEMBERS ABSENT**GUESTS**

Tim Dwyer
 Charles Hon
 Beatriz Salazar
 Ariel Gandelman
 Michael Wordford
 Marites Calad
 Corey Metzger
 Farooq Mehboob
 Ahmed Alaa El Din
 Samir Sawaya
 Paul Levy
 Adeeba Mehboob
 Matt Colvin
 Michael Cooper
 John Hix
 Bob Snow
 Hugh Crowther
 Doug Cochrane
 Bill Klock
 Patrick Marks
 Katie McFarland

STAFF

Candace DeVaughn
 Chandrias Jacobs
 Eunice Njeu
 Tim Kline
 Joyce Abrams

INFORMATION ITEMS

1. In response to referred Members Council Motion Region XIV (Hellenic Chapter) – CRC Motion 40:
 That ASHRAE provide centralized training on the grassroots committees during Region IV and Region XIV Mega CRC 2019.

Vote: Unanimously Defeated

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 Chairs is already planned to take place at the Mega CRC.

2. The free annual CTTC Webcast, “The Future of Refrigerants: Unitary and VRF Systems” Is scheduled to broadcast live on April 17, 2019 from 7-9pm EDT (11:00pm – 1:00am UTC) and April 18, 2019 from 11:00am – 1:00pm EDT (3:00 – 5:00pm UTC). This year’s Webcast presenters are Sarah Kim, Steve Kujak, and Doug Tucker. Three Professional Development Hours (PDHs) may be awarded to

participants who complete the online Participant Reaction Form by May 3, 2019. Chapters may earn 100 PAOE points by hosting the webcast.

The Committee is very excited about the change to two live broadcasts. The Committee has already managed to decrease the overall Webcast budget significantly and anticipates that the two live broadcasts will increase overall viewership. Additionally, the live broadcasts support ASHRAE's global mission, by providing live, high quality technical content at times convenient to a global audience.

3. The DL program had a total of 195 allocated visits available to the Chapters. Currently, all 195 allocated visits have been confirmed. An additional 50 non-allocated visits have also been scheduled and confirmed.

Ten of the 71 lecturers participating in the DL program this year are from countries outside of the U.S. and Canada – Argentina, Denmark, Malaysia, Singapore, Sri Lanka, United Kingdom, India, and Italy. DL presentations are available in 10 languages other than English – Chinese, Danish, French, German, Hindi, Marathi, Spanish, Thai, Punjabi, and Italian.

5. CTTC reviewed 30 DL nominees as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 70 DLs for the 2019-20 Society year. Nine new DLs will begin two-year terms July 1, 2019. The DL Review is completed annually to evaluate DL performance, relevance of presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by the Chapters.

6. A DL “mixer” was held on Friday evening at the Atlanta meeting. CTTC is very excited that 23 DLs participated in this year's mixer, in addition to over 30 Chapter officers and Society Board members. The Mixer was very well received and the Committee plans to make this an ongoing event, to be held each year at the Society Winter Conference.

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

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

First place entrants and building owner representatives were recognized at the Atlanta meeting's Plenary. Winning projects will be featured in the *ASHRAE Journal* and *High Performing Buildings* during 2019.

Attachments

Attachment A – Updated CTTC MBOs for 2018-19

Attachment B – 2019-20 PAOE recommendations

MANAGEMENT BY OBJECTIVES
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE
 ASHRAE SOCIETY YEAR 2018-19
 FARHAN MEHBOOB, CHAIR

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

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

CHAPTER TECHNOLOGY TRANSFER CATEGORY		
MINIMUM: 550 POINTS		PAR: 1050 POINTS
Efficient use of volunteers' time:		
CT1	50 points (50 points maximum)	For a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs, and Refrigeration) with a minimum of <u>a chair and a co-chair</u> two members
CT2	50 additional points (50 points maximum)	If CTT committee includes a refrigeration subcommittee chair
Actual Building Performance:		
CT3	100 points (no maximum)	For each Technology Award entry into Regional or Society competition (each Technology Award entry counted only once) <i>(100 additional points if the bEQ score is included as part of the Technology Award submission)</i>
CT4	100 points (no maximum)	For each Milton Garland Award of Comfort Cooling Award entry
CT5	100 50 points; (300 points maximum)	For each chapter program on-building EQ or chapter sponsored educational seminar with a clearly defined sustainability theme (e.g. energy efficiency, indoor air quality, high-performance buildings). <u>With 50 pts additional for referencing Building EQ.</u>
Planning and Administrative Activities:		
CT6	50 points; (50 points maximum)	For completing and publishing meeting schedule and speakers by October 1 or 2 weeks after the CRC, whichever is later
CT7	50 points; (250 points maximum)	For maintaining submitting summary of speaker reviews regularly to CTTC RVC for use in regional speaker database
CT8	25 points; (100 points maximum)	For advertising of ASHRAE Certifications (e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.)
CT9	25 points; (no maximum)	For submitting DL event summary critique form within 15 days of DL visit
Awards and Submission Activities:		
CT10	50 points (no maximum)	For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. <i>(Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, a residential oriented theme, developing economies or if it is performed by a YEA member.)</i> (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education)
Meetings, Presentations or Events:		
CT11	100 points; (300 points maximum)	For each 3-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter
CT12	100 points (no maximum)	For each joint meeting with AIA, USGBC, IES, or other HVAC&R-related organization, and/or other engineering society (or other equivalent organization) <i>(25 additional points if the joint meeting is held with other refrigeration industry-related societies, e.g., RSES or IIAR)</i>
CT13	100 points; (600 points maximum)	For each 3-hour seminar sponsored/hosted by the chapter on a building science topic other than HVAC&R
CT14	100 points; (no maximum)	For each ASHRAE certification earned by a chapter member during the Society President's term (An additional 50 points is earned for each ASHRAE certification renewed by an ASHRAE member during the Society President's term.)
CT15	100 points (no maximum)	For conducting a live remote chapter meeting organized together with a chapter from another country
CT16	50 points; (no maximum)	For each chapter program on natural or low GWP refrigerants, safe refrigerant use and/or refrigeration fluids (e.g. Standard 15 and/or 34, future refrigerants)
CT17	50 points; (200 points maximum)	For each program by a DL under a non-allocated visit
CT18	50 points; (50 points maximum)	For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs
CT19	50 points (no maximum)	For refrigeration tour to an industrial food or beverage processing plant, low temperature refrigeration manufacturing facility or plant, cold storage warehouse or modern supermarket
CT20	50 points; (100 points maximum)	For each chapter member that also serves on an ASHRAE TC to give a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at www.ashrae.org/tcs under heading "General TC Information"

2018-19 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CT21	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about the evolution of the smart grid, including technical representatives from the local electrical utility, researchers undertaking studies on the smart grid, controls service providers, or other specialists relevant to the topic. The intent is to have the panel discuss where the smart grid is evolving and how it might affect buildings and infrastructure in the Chapter assigned area.
CT22	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about building resilience, such as research undertaking studies on building resilience, controls service providers addressing how control strategies and resiliency are linked, cyber security challenges in the built environment, technical representatives from the local weather authority sharing insights about future weather patterns, utility representatives to discuss how buildings impact grid performance, or other specialists relevant to the topic. The intent is to have the panel discuss where the integration of resilience into new and existing buildings and how it might affect infrastructure in the Chapter assigned area.
CT23	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about wellness in buildings. The panel should comprise of indoor air quality specialists, interior designers, psychologists specializing in the effects of the indoor environment, and other specialists relevant to the topic. The intent is to have the panel discuss how buildings may improve the quality of life of its occupants, and protect against harmful exterior environments.
CT24	50 points; (100 points maximum)	For each chapter program on Indoor Air Quality/Environmental Health (Points doubled if related to a Residential project)
CT25	25 points; (no maximum)	For each program on refrigeration, business, management, developing economies or legal education (<i>minimum 45 minute presentation; maximum 2 per subject area</i>)
CT26	25 points; (no maximum)	For each technical tour with a 30 minute presentation
CT27	25 points; (no maximum)	For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees
Chapter Member and YEA Activities:		
CT28	25 points; (400 points maximum)	For each article (minimum 250 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website (<i>maximum of two articles per month</i>) (an additional 25 points if submitted by YEA member; not to exceed 100 additional bonus points)
CT29	50 points; (200 points maximum)	For each chapter presentation (minimum 15 minutes) given by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of one particular TC's, TG's or SPC's efforts (Research activities, Standards activities, Handbook activities, etc.) (Points doubled if the presenter is part of the Refrigeration Committee, Residential Committee or a YEA member)
CT30	100 points; (no maximum)	For each Technology Award entry into Chapter competition (<i>Points doubled if submitted by a YEA member</i>)
RVC Assigns/Enters the following points:		
CT31	200 points; (200 points maximum)	For the incoming Chapter CTT committee chair or co-chair attending the CTTC CRC workshop
CT32	100 points; (no maximum)	For submitting Donald A. Siller Refrigeration Award application
CT33	100 points; (no maximum)	For submitting Dan Mills Chapter Programs Award application
CT34	50 – 100 points; (100 points maximum)	For planning/goal setting session with RVC (<i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i>)
CT35	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC (<i>points assigned by RVC by June 30</i>)

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of January 12, 2019

Members Present

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

Members Absent

Leticia Neves

Guests

Bill Harrison
Wade Conlan
Blake Ellis
Sarah Young
Bill Klock
Nate Boyd
Tulia Rios

Staff

Tiffany Cox
Lizzy Seymour
Tony Giometti

Action Item

1. 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.

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.

Information Items

1. The 2019 ASHRAE Winter Conference technical program featured 20 conference paper sessions (70 conference papers presented), 4 technical paper sessions (12 technical papers presented), 71 seminars, 8 workshops, 3 forums, 4 debates and 1 panel discussion.

2. CEC approved the registration rates for the 2020 Winter and Annual Conferences as follows:

2020 Winter, Orlando, Registration Fees

Member Pre-Registration	\$570
Member Onsite	\$735
Non Member Pre-Registration	\$780
Non Member Onsite	\$945
Member One Day	\$295
Non Member One Day	\$350
Speaker	\$155
Student Branch Advisors	\$40

2020 Annual, Austin, Registration Fees

Member Pre-Registration	\$555
Member Onsite	\$720
Non Member Pre-Registration	\$765
Non Member Onsite	\$930
Member One Day	\$280
Non Member One Day	\$335
Speaker	\$140
Student Branch Advisors	\$25

The registration rates for the 2020 Winter Conference in Orlando have been increased by \$15 for all categories except students to provide printed copies of a revised edition of “Proclaiming the Truth,” which is being updated in celebration of the 125th Anniversary of ASHRAE in 2020.

3. Recently Completed Topical Conferences

ASHRAE Building Performance Analysis Conference and SimBuild, co-organized by ASHRAE and IBPSA-USA, September 26-28, 2018, Chicago, Illinois. There were 396 registrants who attended the conference. 245 (62%) were members of ASHRAE or IBPSA-USA vs. (38%) that were non-members. There were registrants from 23 countries and 112 speakers. Held in conjunction with the conference was the 4th annual ASHRAE LowDown Showdown modeling competition. The conference generated revenue of \$16,752.81 for each organization.

3rd International Conference on Efficient Building Design, co-organized by ASHRAE, the American University of Beirut and the Lebanese Chapter, October 4-5, 2018, Beirut, Lebanon. The conference was attended by 200 people and was held on the campus of the American University of Beirut. The Lebanese Chapter and the university raised sponsorships for the conference. ASHRAE did not have any fiscal liability for this conference.

4. Topical Conferences in Process

- a. September 25 – 27, 2019, ASHRAE Building Performance Analysis Conference, Denver, Colorado
- b. November 19-21, 2019, Seventh International Conference on Energy Research and Development, Kuwait City, Kuwait
- c. December 9-12, 2019, 2019 Buildings XIV International Conference, Clearwater, Florida
- d. IAQ 2020, Fall 2020, location TBD

5. Topical Conferences under Consideration

- a. September 2019 ASHRAE Building Performance Analysis Conference
- b. Industrial Ventilation
- c. 4th International Conference on Efficient Building Design

6. Future Annual and Winter Conference Sites
 - a. 2019 Annual, June 22-26 – Kansas City
 - b. 2020 Winter, February 1-5 – Orlando
 - c. 2020 Annual, June 27-July 1 -- Austin
 - d. 2021 Winter, January 23- 27 – Chicago
 - e. 2021 Annual, June 26-30 -- Phoenix
 - f. 2022 Winter, January 29 - February 2 – Las Vegas
 - g. 2022 Annual, June 25-29 -- Toronto
 - h. 2023 Winter, February 4-8 – Atlanta
 - i. 2023 Annual, June 24-28 – Tampa Bay

7. ExCom is working with the Student Activities Committee on an ASHRAE student paper competition. Two papers will be judged at the Atlanta Conference and the winning paper will represent ASHRAE at the HVAC World Student Paper Competition that takes place at the CLIMA 2019 conference.

MBO Update

Attachments

Attachment A (CEC MBOs for 2018-2019)

Respectfully submitted,

Kevin Marple, Chair
Conferences and Expositions Committee

ATTACHMENT A**Committee Objectives**

Committee: Conferences and Expositions Committee

Year: 2018 - 2019

Chair: Kevin Marple

Vice Chair: Michael Collarin

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

MEMBERSHIP PROMOTION COMMITTEE

Report to Members Council

From the meeting of Saturday, January 12 2019, Atlanta, Georgia

Members

Michelle Swanson, Chair
 Carrie Kelty, 1st Vice Chair
 Erik Sanchez, 2nd 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)
 Jonathan Smith (IX)
 Meg Gates (X)
 Greg Fluter (XI)
 Florentino Rodriquez (XII)
 Henry Yeo (XIII)
 Monica del Fresno (XIV)
 Mohamed Ibrahim(RAL)
 Russell Lavitt , Board Ex-Officio

Guests

Art Giesler
 Bryan Holcomb
 Mark Miller
 Marites Calad
 Spencer Moresch
 Mohamad El Cheikh
 Robin Bryant
 Ng Yong Kong
 Alyse Falconer
 Ben Oliver
 Cameron Labunski
 Joyce Abrams
 Sofia Nyberg

Staff

Daniel Gurley
 Anne Wilson

Motions

Motion 1:

The Membership Promotion committee moves that society adopt a diversity and inclusion policy. Once adopted the policy should be published to the members and located on the website for reference.

Background:

Members Council approved adding diversity as one of the core values and adopting a policy defining the society position on diversity and inclusion at the Chicago Winter Meeting in 2018. Members of the MP committee have been asked directly by other society members why ASHRAE doesn't have a published policy like other societies. A draft policy is attached to the motion (Attachment A) as well as a document with links to statements and policies on diversity and inclusion from other professional societies similar to ASHRAE (Attachment B).

Fiscal Impact:

Minimal to review the policy and provide on the website.

14-0-0 CNV Motion passes

Motion 2:

The Membership Promotion Committee moves to rename the Women in ASHRAE group to Diversity in ASHRAE.

Background:

Renaming the group would more reflect the core value of diversity as a whole and not just one group of people.

Fiscal Impact:

None.

14-0-0- CNV Motion Passes

Motion 3:

Modify the Manual of Procedures (MOP) to include changes such that Centralized Training is held twice a year. The first session of the year will be at the Annual Meeting location. This session will be open to all Regions with exception of Regions XIII, XIV, and RAL. The second session will be the International Centralized Training. It will be held at one of the CRC's in Region XIII, XIV, and RAL. The location will be determined based off of a cycle. No Region can host the Centralized Training in consecutive years. This training will be open to Region XIII, XIV, and RAL only. This will start with Society Year 2019-2020.

Background:

Since the Membership Promotion Standards Committee Manual of Procedures (MOP) was last modified, an additional Region has been added (Region XIV). With these changes, the existing structure for Centralized Training has affected the annual ASHRAE Budget.

Fiscal Impact:

Reducing the number of Centralized Training Sessions from three to two will save on travel expenses, encourage MP Chairs to attend the annual meetings, and avoid long and costly travel to the US from Region XIII, XIV, and RAL. By sending two members of the MP Committee and one staff member to the International CT instead of flying all of them to the US will save \$20,000 + on flights alone.

14-0-0, CNV Motion Passes

Motion 4:

The Membership Promotion Committee moves that the Student Members membership certificates and membership cards will be available for download in a high resolution file from the member's bio on ashrae.org in lieu of mailing.

Background:

The costs that ASHRAE is incurring to produce and ship the membership certificates and membership cards is higher than the dues collected from a student member. The high resolution files are already available via the member bio on the website. MP has discussed this with student activities and they are in agreement with the motion.

Fiscal Impact:

Positive due to decreased mailings.

14-0-0, CNV

Motion 5:

Membership Promotion Committee moves to have 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

14-0-0, CNV Motion Passes

Motion 6:

For Society to 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.

14-0-0 CNV, Motion Passes

Motion 7:

To translate elearning courses to major non-English languages based on membership demographics.

Background:

ASHRAE's vision is to be a global leader and foremost source of technical and educational information. Based on membership demographics, the top eight non-English speaking countries include: Canada (French), India (Urdo), Hong Kong (Chinese), Philippines (Tagalog), UAE (Arabic), Malaysia (Malay), Brazil (Portuguese), and Mexico (Spanish). Voice-over audio recording of the elearning materials will provide greater global membership value. Translations can be completed by volunteer members with peer review.

Fiscal Impact:

Recommend \$0 fiscal impact. Generate income with new elearning benefit and increase use of elearning.

14-0-0 CNV Motion Passes

Motion 8:

To provide a \$50 voucher for e-learning course for Members and Associates at time of join or renewal that expires on their annual join date. For multiple year renewals, a \$50 voucher for each year of payment. Developing Economy participants will receive a \$25 voucher in lieu of \$50.

Background:

Based on the 2018 new membership survey, 56% of the first year members indicated that Continuing Education Discounts were a leading driver in their joining ASHRAE. Offering this benefit helps to engage members that do not attend chapter meetings. In addition, this will help with retention of members that do not regularly interact with the chapter level membership promotion committees.

This could be offered as a \$50.00 e-coupon that would be issued at the time of renewal or joining. The loss of revenue from these courses would be offset by the number of retained members. In addition, this benefit will expose more members to e-learning courses, potentially.

Fiscal Impact:

The loss of revenue from these courses would be an investment by attracting and retaining members. In addition, this benefit will expose more members to e-learning courses, potentially.

14-0-0, CNV, Motion Passes

Motion 9:

To provide \$100 voucher for e-learning courses provided for full dues paying Member or Associate that has been in good standing for three consecutive years or more at time of join or renewal that expires on their annual join date. For multiple year renewals, a \$100 voucher for each year of payment. Developing Economy participants will receive a \$50 voucher in lieu of \$100.

Background:

Previous membership studies have shown that the 2nd and 3rd year renewals are critical for retaining ASHRAE members. This motion provides additional incentive for staying in the society that increases after the 3rd year renewal.

Based on the 2018 new membership survey, 56% of the first year members indicated that Continuing Education Discounts were a leading driver in their joining ASHRAE. Offering this benefit helps to engage members that do not attend chapter meetings. In addition, this will help with retention of members that do not regularly interact with the chapter level membership promotion committees.

This could be offered as a \$100.00 e-coupon that would be issued at the time of the renewal for the third year. The loss of revenue from these courses would be offset by the number of retained members. In addition, this benefit will expose more members to e-learning courses, potentially.

Fiscal Impact:

The loss of revenue from these courses would be an investment by attracting and retaining members. In addition, this benefit will expose more members to e-learning courses, potentially.

14-0-0, CNV Motion Passes

Referred Motions:**Region VIII (Central Oklahoma Chapter) – Motion 21 (06/26/2018):**

That the Membership Promotion Committee in conjunction with Society's Board or Directors; and, per ASHRAE Bylaws Section 2.10 Student Member, establish criteria for acceptable student membership regarding accredited vocational and/or apprentice trade school students (union, non-union, or similar international designation depending on the country) involved in secondary or post-secondary education; and, designed to provide

technical skills which are required to perform the tasks of a particular, specific job for entry directly into the workforce.

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

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

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

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

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

MP Response: 14-0-0, CNV Motion Passes

Region-At-Large (ASHRAE Falcon Chapter) Motion 44 (11/8/2018):

That MP centralized training be conducted during the RAL CRC and allow the MP chair and MP co-chair to have the option to attend the training either in the US or during the CRC.

Background: The centralized training for MP chair or vice chair for RAL should be outside the USA in addition to the training inside the USA because some nationalities find it difficult to get a USA visa; on the other hand, the flight from RAL countries to the US will vary from 14-22 hours with costs from \$1,500-\$2,000 USD. The training itself is only eight (8) hours, we have 50 MP chairs and co-chairs where they fly to the CRC under \$800 USD on average.

Also, attending the CRC for MP will be beneficial as they will be aware of the regional activities and coordinate their efforts toward the Region's goal.

Fiscal Impact: It will save on transportation alone around \$36,000 USD and \$20,000 USD if half of the chairs attend

MP Response: 6-7-1, CNV Motion fails

Comments: The MP Committee is reviewing its Centralized Training options.

Region XIV (Hellenic Chapter) Motion 40 (11/8/2018):

That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.

Background: Two ASHRAE regions, IV and XIV, have agreed to have a common CRC in 2019 from September 25 to September 28. The benefits from this endeavor are significant as there is going to be a specialized conference and mini expo concurrently with the CRC. This will provide an ideal opportunity for ASHRAE members and industry stakeholders not only from the US and the EU, but from all over the world to get together, meet in person, exchange experiences, discuss and foster new ideas. Furthermore, this can be the initial steps in establishing a yearly regular “enhanced” event in the EU.

Fiscal Impact: Cannot be estimated at this point.

MP Response: 2-11-1, CNV

Comments: The MP Committee recommends to increase workshop time and utilizing both RVCs.

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 investigating the possibility of how ASHRAE can work with Companies to provide additional value by providing benefits or bulk memberships. The Committee recognizes this is out of the box thinking, and will require intense research but is looking at ways to grow membership.
- 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.

PAOE Changes

The Membership Promotion Committee review two items of changes to the upcoming PAOE program.

- That PAOE points are awarded under Membership Promotion for increasing Women Membership by a minimum of 5% of total membership.
 - The Committee did not agree with this addition, even though it promotes the increase of diversity in ASHRAE. Since gender is not required when joining, it would be difficult to track this initiative. .
- That PAOE Subcommittee investigate allocating points for increasing chapter membership industry diversity.
 - The Committee agreed with this initiative and will present to the PAOE Subcommittee this addition. If the chapter committee chairs and officers are comprised of individuals that report 3 or more different industry classifications, points will be awarded.

Additional Information Items:

1. Retention:

As of December 31 st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2017	56,189	39,722	3,357	5,103	2,835
2018	56,782	38,834	3,887	5,693	2,281

- a) The developing economies membership program is in its ninth year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2018, there were a total of 2,907 (includes all new grades that were added) members participating.
- b) The Retention Subcommittee put forth several motions to improve member benefits.

2. Chapter Chair Training & Development:

- a) MP hosted Centralized Trainings in Houston and Atlanta and trained a total of 74 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 60 MP Chairs in Kansas City.
- d) Regions I-XII are invited to Kansas City, Regions XIII, XIV, and RAL will attend the international one.

3. Recruitment:

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

4. Member Communication:

- a) Exploring possibilities with the App.
- b) Motion to change WIA to DIA.



Diversity and Inclusion Policy

ASHRAE is committed to fostering, cultivating, and preserving a culture of diversity and inclusion.

The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our volunteers and employees invest in their work for ASHRAE represents a significant part of not only our culture, but also our reputation and organization's achievement.

We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our volunteers and employees unique.

ASHRAE's diversity initiatives are applicable—but not limited—to practices and policies on recruitment and selection; training; social and recreational programs; and the ongoing development of an environment and culture built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation among all volunteers and employees.
- Teamwork and participation, permitting the representation of all groups and perspectives.
- Contributions to the communities we serve to promote a greater understanding and respect for diversity.

All volunteer members and employees of ASHRAE have a responsibility to treat others with dignity and respect at all times. All volunteers and employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other ASHRAE-sponsored and participative events. Any volunteer or employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Volunteers who believe they have been subjected to any kind of discrimination that conflicts with ASHRAE's diversity and inclusion policy and initiatives should seek assistance from Society's Executive Vice President or another Society Officer. Employees who believe they have been subjected to any kind of discrimination that conflicts with ASHRAE's diversity and inclusion policy should seek assistance from Society's Executive Vice President or a staff Director.

Diversity & Inclusion Efforts by Similar Associations

ASME

Created a Diversity & Inclusion [Policy](#) and [Committee](#):

VISION Being the essential partner and resource for advising ASME leadership on US and global diversity and inclusion strategies.

MISSION To develop diversity and inclusion strategies that: • Communicate the excitement of engineering to all people and cultures • Advance the dissemination and application of engineering knowledge globally • Deploy solutions to improve the quality of life and benefit all humankind

ACEC

In 2015, published an entire [magazine](#) devoted to diversity

Several State Councils host diversity & inclusion job fairs; i.e., [Pennsylvania](#) and [Indiana](#)

ASCE

Created a [Committee](#), a [policy, awards, and several alliances](#) with other engineering groups focused on increasing diversity such as [NACME](#) and [AAES](#)

NSPE

Created a [policy](#), [position statement](#) (must be a member), [many articles and other resources](#).

A former President of NSPE wrote an article that termed engineering as [“Pale, Male, & Gray”](#)

AiChE

Created a [statement](#) in 2015

ASA

Created a [statement](#) in 2013

AIA

Published a [statement](#) and an article

IEEE

[Published](#) an article on why to not shy away from diversity

AAES

Adopted the statement below.

In principle and in practice, AAES and its Member Societies acknowledge and respect the value of a diverse and inclusive community that promotes active participation by all; that all members are treated as dignified human beings and afforded respect; and that all are provided equality of opportunity.

AAES is committed to encouraging and supporting its member societies to create environments that draw upon the strength of all its membership and have leadership that is supportive of these principles; and that every Society have in place a Diversity and Inclusion Policy designed to support and increase the participation of a diverse engineering workforce.

A diverse and inclusive community is one that not only embraces but leverages membership regardless of any visible or non-visible differences.

Adopted by the AAES General Assembly – November 2016

**Student Activities Report to Members Council
From the meeting of January 12, 2019, Atlanta**

Members Present

Adam Davis, Chair
Ben Oliver, Vice-Chair
Steve Still, Reg I
Mai Anh Dao Reg II
James Piscopo, Reg III
Adam Parker, Reg IV
Jake Taylor, Reg V
Eric Sturm, Reg VI
Chris Ahne, Reg VIII
Kevin Amende, Reg IX
Buzz Wright, Reg X
Jared Larson, Reg XI
Gerardo Alfonso, Reg XII
Manuel Belino Reg XIII
Michel Hayek, RAL
Michael Brandemuehl, ABET BoD
Mansour Zenouzi, ABET ETAC
Bill Simpson, Consultant
Megan Tosh, Consultant
Russell Lavitt, BoD Ex-O

Guests

Tara Sharpton, Student Consultant
Emilee Williams
Baki Cvijetinovic
Joe Chin
Erich Binder
Kevin Summers
Mark Miller
Ng Yong Kong
Meg Gates
Eckhard Groll

Staff

Katie Thomson

Motions

Motion 1: Modify the Student Activities Manual of Procedures (MOP) 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

15-0-0 CNV, Motion Passes

Motion 2: That Society creates an annual Student Travel Grant effective SY 19/20 to allow two undergraduate students to attend the winter conference.

Background: We wish to create an opportunity for two students to attend the winter conference and student program and shadow various aspects of the winter meeting similar to the YEA Leadership-U program. This travel grant is intended to be a star search for future leaders within ASHRAE by cultivating current interests in HVAC. This will help chapters and regions send student members to the Winter Meeting and Student program.

The recipients of the travel grant will be exposed to many parts of the winter conference:

- SA committee meetings (non-executive session)
- The Student Program
- Seminars
- AHR Trade Show
- Technical Committees
- Governance

The successful applicants will be ASHRAE student members who have demonstrated leadership skills at the university level, student branch level or chapter level, and has promoted ASHRAE.

Fiscal Impact: \$4,000 USD annually for two students to attend the winter conference. This value is based on the YEA Leadership-U program which covers eight recipients (4 in the winter, 4 in the summer) for 16,000. ASHRAE will need to reserve two rooms in the conference hotel for the winter meeting.

Vote: 15-0-0 CNV, Motion Passes

Referred Motions

Region XIV (Hellenic Chapter) Motion 40 (11/8/2018):

That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019.

Background: Two ASHRAE regions, IV and XIV, have agreed to have a common CRC in 2019 from September 25 to September 28. The benefits from this endeavor are significant as there is going to be a specialized conference and mini expo concurrently with the CRC. This will provide an ideal opportunity for ASHRAE members and industry stakeholders not only from the US and the EU, but from all over the world to get together, meet in person, exchange experiences, discuss and foster new ideas. Furthermore, this can be the initial steps in establishing a yearly regular “enhanced” event in the EU.

Fiscal Impact: Cannot be estimated at this point.

Committee Response: 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:

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 & 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
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.

Vote: 13-0-2 CNV, Motion passes

Region-At-Large (Lebanese Chapter) Motion 20 (11/8/2018):

That student branch presidents, vice presidents and treasurers along with their SBAs attend the online student congress, which occurs each year during the winter conference.

Background: The attendance of the student congress is currently restricted to people attending that are attending the winter conference in person. Even though the attendance fees are minimal for students and SBAs, the attendance is very difficult for people residing outside of the US, mainly for financial reasons related to the transportation cost. Enabling online attendance will provide an opportunity for these people to be active in the society.

Fiscal Impact: Negligible.

Committee Response: Providing opportunities for students and student branch advisors from around the world to participate in ASHRAE activities at the Winter Conference are important. The Student Activities Committee (SAC) is in support of this motion and will request ASHRAE staff to provide options for technology in both the student and student branch advisor congresses. If a technological solution is identified and associated costs are covered, the SAC will provide this opportunity as a pilot during the 2020 Winter Conference.

Vote: 15-0-0 CNV, Motion passes

Information Items

Centralized Training:

- Feedback was positive from Houston Centralized Training
- Discussed new ideas for Kansas City program

Executive Committee:

Student Members

- The total number of student members as of Dec 31, 2018 is 7,974
 - Dec 31, 2017 is 7,938
 - Dec 31, 2016 is 8,246
 - Dec 31, 2015 is 7,312
 - Dec 31, 2014 is 6,072
 - Dec 31, 2013 is 6,271
- Review of all subcommittees were made.
- The Chair reviewed the status of this year's MBOs – see [Attachment C](#).
- Centralized training will be held at the same location as MP CT on the Sunday of the Annual Meeting in Kansas City.

Grants Subcommittee:

- 54 applications have been submitted.
- Budget for this year is \$165,000. In that budget, \$8000 in travel expenses for the top two schools to present at the 2020 Winter Conference in Orlando was included.
- Eight judges scored the applications. The top 33 schools will receive a grant not exceeding \$5,000 for a total of \$164,961 out of \$254,680 requested.
- Continuous improvement of the scoring rubric for grants and application form
- Implement strategies for raising the profile of grants, increasing the number of applications.

ABET Subcommittee:

- Reports from the three ABET representatives were given.
- Discussion of strategies to increase the number of ASHRAE PEVs.
- The subcommittee discussed possible collaboration with ASME as cooperating society on Mechanical Engineering and Mechanical Engineering Technology programs.

K-12/STEM Subcommittee:

- There were four nominations for the Youth Outreach Award. The K-12/STEM Subcommittee recommended a winner to Honors and Awards. The award needs to be promoted by RVCs to ensure one nomination per region next year.
- Steamboat kit draft almost completed. New kit will be used at centralized training in Kansas City as pilot.

- Subcommittee is keeping an ongoing list of potential future projects and kits to progress further as additional kits need to be created
- Motion for Youth Outreach award to be awarded at the Plenary, similar to Student Activities Achievement Award. Response to motion is still in progress from Honors and Awards
- Youth Outreach Award criteria has been rewritten to make it more representative of a lifetime achievement award
- Reviewed the potential for an ASHRAE 3D modeling competition. Still reviewing how to make it more of a competition and relevant to ASHRAE and students

Post High Subcommittee:

- The Student Program for the Winter Meeting is [Attachment B](#).
- There were six nominations for the Student Activities Achievement Award. The Post High Subcommittee recommended a winner to Honors and Awards. The award needs to be promoted by RVCs to ensure one nomination per region next year.
- Student Membership
 - i. Total Numbers – 7,974 (includes students in grace) as of Dec 31, 2018
 - ii. Branches – 13 New Branches

Student Branch	School	Chapter	Location
Curtin University Dubai Student Branch	Curtin University Dubai	ASHRAE Falcon	Dubai
Republic Polytechnic Student Branch	Republic Polytechnic	Singapore	Singapore
Conestoga Building Systems Student Branch	Conestoga College ITAL	Hamilton	Cambridge, Ontario, Canada
George Brown College Student Branch	George Brown College	Toronto	Toronto, CA
University of Saskatchewan (USASK) Student Branch	University of Saskatchewan	Saskatoon	Saskatoon, Saskatchewan, Canada
ASHRAE AIETM Jaipur Student Branch	Arya Institute of Engg. Tech. and Mgmt.	India	Jaipur, Rajasthan, India
ESF ASHRAE Student Branch	SUNY ESF	Central New York	Syracuse, New York
ASHRAE CUI Wah Campus Student Branch	COMSATS University Islamabad, Wah Campus	Northern Pakistan	Wah Cantt, Punjab, Pakistan
ASHRAE GCT Jhelum Student Branch	Government College of Technology, Jhelum	Northern Pakistan	Chakdoulat Jhelum, Punjab, Pakistan
ASHRAE GCT Taxila Student Branch	Government College of Technology, Taxila	Northern Pakistan	Taxila, Punjab, Pakistan
Alex University Student Branch	Alex University	Pyramids	Giza, Egypt
Marquette University ASHRAE Student Branch	Marquette University	Wisconsin	Milwaukee, Wisconsin
ASHRAE UET Rachna Student Branch	University of Engineering and Technology (UET) Rachna	Central Pakistan	Gujranwala, Punjab, Pakistan

Design Competition:

- Over 100 students have registered for the Design Competition
 - Design Calculations – 25
 - System Selection – 24
 - Integrated Sustainable Building Design – 26
 - Setty Family Foundation Applied Engineering Challenge – 21
- 2020 Design Competition and AEC are both posted on ASHRAE website and available to students
- Discussed involvement in student paper competition
- Guests attended that were involved in the design competition as facilitators and/or advisors provided feedback on the competition. There were concerns that the competition is weighted too heavily towards the visuals and/or presentations. This will be reviewed further for future competitions. Current competitions will not be affected if any changes are made
- Representatives from the 14 winning teams attended the 2019 Winter Meeting Student Program to accept awards.

Other Business

- A. The 2018-19 PAOE points were discussed by the committee and revisions are in [Attachment D.](#)

Attachment F/A: Student Activities MOP Update



Style Definition: Footer

Attachment B: 2019 Student Program

STUDENT TOUR

SUNDAY, JANUARY 13
1:30 pm – 3:00 pm, 2:30 pm – 4:00 pm
(\$20 Ticket)
(space is limited – register early)

The Kendeda Building for Innovative Sustainable Design and the Living Building Challenge Tour at Georgia Tech




Once completed, The Kendeda Building for Innovative Sustainable Design is expected to become the most environmentally advanced educational and research facility of its kind in the Southeast. It is anticipated that the project will achieve Living Building Challenge 3.1 certification in 2020. To be certified under the Living Building Challenge, projects must meet a series of ambitious performance requirements over a minimum of 12 months of continuous occupancy and operations.



Download ASHRAE 365 now on the App Store or Google Play



The ASHRAE 365 App

- **EVERYDAY** – Year-round updates on all things ASHRAE.
- **FLEXIBLE** – Accessible across all of your devices from mobile to desktop.
- **ENGAGING** – Provides information about events, standards and guidelines, continuing education, industry jobs, and much more.



#myashrae

Share what your ASHRAE life is like with #myashrae. Whether you're at the meeting, out with friends, or home on the couch...snap a pic and show us your #myashrae.



Questions?
Email students@ashrae.org or check facebook.com/ashraestudents



STUDENT PROGRAM



ashrae.org/atlanta

Saturday, January 12

1:00 pm – 3:00 pm
STUDENT WELCOME
Omni Atlanta Hotel at CNN Center, International EF, M2, North Tower
Hear welcoming remarks from ASHRAE President Sheila Hayler followed by presentations by recipients of last year's Grand program, an awards ceremony and a talk by Dr. Christine Darden.

Grant Presentation 1: A Dual-Use High Efficiency Variable Speed Dehumidifier, Oklahoma State University

Grant Presentation 2: Refrigeration, Air Conditioning, and Ice-Plant system under one condensing unit as a demonstrator on wheels for Engineering Students, Pamantasan ng Lungsod ng Maynila



2:00 pm – 3:00 pm
Dr. Christine Darden – On Their Shoulders
Dr. Christine Darden is an American mathematician, data analyst, and aeronautical engineer who devoted much of her 40-year career in aerodynamics at NASA to researching supersonic flight and sonic booms. Darden is one of the researchers featured in the book, *Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race* (2016), a history of some of the influential African American women mathematicians and engineers at NASA in the mid-20th century, by Margot Lee Shetterly. Dr. Darden's talk will tell the story of her work as an engineer in supersonics for over 30 years on the shoulders of the three women featured in the *Hidden Figures* movie.

3:15 pm – 5:30 pm
PLENARY SESSION
Omni Atlanta Hotel at CNN Center, Grand D/E, M4, North Tower
The Plenary will feature a keynote from Grand Insular who was one of the hosts of Discovery Channel's *Mythbusters* for almost a decade. The Plenary Session also features presentations from the Honors and Awards programs, including the First Place winners of the Student Design Competition.



5:00 pm – 6:30 pm
YEA/TC MIXER
Omni Atlanta Hotel at CNN Center, International EF, M2, North Tower
Mix and mingle with Young Engineers in ASHRAE (YEA) and Technical Committee (TC) members, meet new friends, gain insight into life after college, and enjoy free food & drinks.



6:30 pm – 8:30 pm
WELCOME PARTY
Fembank Museum of Natural History
Students are encouraged to attend. (\$65 ticket)

Sunday, January 13

ASHRAE STUDENT PROGRAM
Omni Atlanta Hotel at CNN Center International EF, M2, North Tower

8:00 am – 8:45 am
Design Competition Session
Come out for an introduction to the 2019/2020 Student Design Competition and a presentation with methods and approaches to help you write the best submission possible.

9:00 am – 10:00 am
Indoor Farming: A New Frontier for HVAC Professionals – Nadia Sabeh
Dr. Nadia Sabeh (aka "Dr. Greenhouse") is an Agricultural and Mechanical Engineer with nearly 20 years of experience designing HVAC systems for indoor plant production facilities, including cannabis grows, greenhouses, vertical farms, plant factories, container farms, and mushroom houses. Dr. Sabeh is a licensed Mechanical Engineer in Sacramento, CA.

10:15 am – 11:15 am
Hands-on Design Team Challenge
Team up with others to put your engineering design and construction skills to the test. You'll be given building materials, guidelines, and a limited amount of time. The winning group from this friendly competition will receive gift cards and bragging rights!

11:30 am – 12:15 pm
Lunch Round Table Discussions
Meet fellow students and members from your Region.

12:15 pm – 1:15 pm
The (un)Ethical Engineer: A Study in Principle and Practice – Devin Abellon
Devin Abellon is a Business Development Manager at Uponor. Abellon holds a Bachelor of Science degree in Mechanical Engineering from the University of California at Santa Barbara and is a registered professional engineer in California and Arizona.

1:30 pm – 4:00 pm
Student Tour (details on back)

Monday, January 14

STUDENT BRANCH ACTIVITIES
Omni Atlanta Hotel at CNN Center

10:00 am – 12:00 pm
STUDENT CONGRESS (Invitation only)
Dogwood A, M1, North Tower
A chance for student branch officers to provide guidance on future programs and events, and suggestions to improve membership benefits. Lunch provided.

10:00 am – 12:00 pm
STUDENT BRANCH ADVISOR CONGRESS
Dogwood B, M1, North Tower
Student Branch Advisors are invited to discuss student activities with Regional Student Activities Chairs.

RECOMMENDED TECHNICAL SESSIONS

SUNDAY JANUARY 13	11:30 am – 12:30 pm
8:50 am – 9:30 am Seminar - Thermal Energy Storage in the Cold Chain	Seminar - Low GWP Refrigerants: Components and System Design
9:45 am – 10:45 am Seminar - ASHRAE Conference Crash Course	2:15 pm – 3:45 pm Seminar - Update on Global Policies and Programs for Best Use of Refrigerants
11:30 am – 12:30 pm Workshop - Tuning to Old Buildings: Optimizing and Upgrading Our Existing Building Stock	4:00 pm – 5:30 pm Seminar - Using Air to Air Energy Recovery to Help Balance Comfort, IAQ, and Energy
1:30 pm – 3:00 pm Workshop - Room Loads to Equipment Sizing: Making Link - How can ASHRAE Help Young Engineers	TUESDAY JANUARY 15
3:15 pm – 4:45 pm Lunching Energy Storage: The Future of the Smart Grid	8:00 am – 9:30 am Debate - Filtration Doesn't Matter... or Does it?
MONDAY JANUARY 14	9:45 am – 10:45 am Seminar - Energy Efficiency and Impact on Human Health
8:00 am – 9:00 am Seminar - Load Calculation Considerations for radiant Systems	11:30 am – 12:30 pm Seminar - Multiscale Building Energy Modeling Part 2
9:45 am – 10:45 am Seminar - Cannabis Grow Facilities - Challenges for HVAC Design, Equipment Sizing and Operation	1:30 pm – 3:00 pm Seminar - Linkages on Indoor Environmental Quality Interactions in Schools: Impact on Health and Performance
11:30 am – 12:30 pm Seminar - Hygienic Green Houses: What the Gen Xers and Baby Boomers Have Done Wrong - The Sequel	3:15 pm – 4:45 pm Debate - College of Fellows Debate: Owners Owe a "Standard of Care" to their Projects

Attachment C: MBO's

2018-2019 MBO's Student Activities Committee Adam Davis, Chair			
MBO #	Description	Who	Due
1	Improve committee member involvement and committee operations	All	
	a. Each member (RVCs and Vice Chair) shall complete MBOs and then measure against their MBO at the winter meeting and by continuing reports	Incomplete	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
2	Design Competition	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.	Ongoing	Summer Meeting 2019
3	Continue to grow the Grants program	Grants	
	a. Increase number of grant applications by 10%	Incomplete	Winter Meeting 2019
	b. Investigate new opportunities to develop a student travel grant to the winter meeting	Complete	Winter Meeting 2019
4	Increase the number of K-12 school visits	K-12/STEM	
	a. Continue the promotion of classroom visitations through the RVC (at CRCs) and local chapter SA Chairs to general membership. Illustrate to membership how important and easy it is to conduct a K-12 classroom visit by performing a hands-on activity	Ongoing	Ongoing
	b. Consider development of new STEM Kits	Ongoing	Summer Meeting 2019

	c. Clarify relationship with STEM Scouts	Complete	Winter Meeting 2019
	d. Receive K-12/STEM Leadership Award recipients from all regions	Ongoing	Summer 2018
	e. Increase number of K-12/STEM Leadership Award recipients to 18 chapters	Ongoing	Summer Meeting 2019
5	Increase collaboration with and exposure to our growing international student membership	Post High	
	a. Send survey to international Student Branches	Ongoing	Summer Meeting 2019
	b. Establish 4 new student branches outside of north America	Complete	Summer Meeting 2019
6	Continue to engage students and grow student membership	Post-High and Vice Chair	
	a. Increase the number of new student branches by 8%	Ongoing	Summer Meeting 2019
	b. Maintain student branch status reporting at greater than 90% and review reports	Ongoing	Summer Meeting 2019
	c. Develop an overall summary of the student branch status report that will extract data out of the individual reports.	Ongoing	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.	Ongoing	Winter Meeting 2019
8	Increase understanding and exposure of ASHRAE accreditation program	ABET	
	a. Increase ASHRAE PEVs	Ongoing	Summer Meeting 2019
	b. Review and develop new program criteria for college level HVAC programs	Ongoing	Summer Meeting 2019
9	Provide more quality training for SA chairs		
	a. Increase SA chair attendance at Centralized Training by 15% - Vice Chair	Ongoing	Summer Meeting 2019
	b. Track SA chair attendance at CRC training – Vice Chair w/Consultant	Ongoing	Summer Meeting 2019

10	Improve opportunities for Post-High students	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	Ongoing	Summer Meeting 2019
11	c. Develop relationships with synergistic societies	Consultant	
	Pilot collaborative relationship with SMACNA	Ongoing	Winter Meeting 2019
12	a. Improve recognition of ASHRAE volunteers		
	Get at least 5 nominations for SBA of the Year	Ongoing	Summer Meeting 2019
	a. Get at least 5 nominations for Youth Outreach – K12/STEM	Incomplete	Winter Meeting 2019
	b. Get at least 5 nominations for Student Activities Achievement Award	Complete	Winter Meeting 2019
	c.		

Attachment D: PAOE Recommendations

Type	MAX	Rules	# Chapters > 0 (out of 187)	Avg PAOE Points	Percent
Efficient use of volunteers' time:					
SA1: For conducting a K-12 STEM activity	300	50	82	29.88	45.30%
SA2: For conducting a joint K-12 STEM activity with representatives of other societies (i.e. Boy Scouts, Girl Scouts, NAWIC, AIA, ACE Mentorship, etc.) (50 points per joint activity)	300	50	82	29.88	45.30%
Investment in Student Activities:					
SA3: 30 D/M for chapter investment in student activities D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members Student Activities Chapter Chairs may use the end of the year (June 30) report to calculate points			90	54.51	49.72%
General Student Branch Involvement:					
SA4: For each member that hires an intern from the ASHRAE Internship webpage	500	100	18	21.13	09.94%
SA5: For establishing a new student branch or reactivating an inactive student branch		100	28	19.65	15.47%
SA6: If net student membership for the chapter exceeds that of previous year	50	50	74	10.05	40.88%
SA7: Per \$100 spent subsidizing the cost of transportation, hotel and registration for sponsorship of the student members who attend the ASHRAE Winter Meeting	500	50	38	54.70	20.99%
SA8: For each chapter scholarship awarded to a tech or undergraduate engineering student (minimum of \$100 scholarship award)		50	77	45.01	42.54%
SA9: For each active student branch where the faculty advisor is an active chapter member		50	123	55.54	67.96%
SA10: Per active student branch that submits the student branch report by May 31		50	53	23.15	29.28%
SA11: For each method of tracking student members permanent contact information (cell phone, Personal email, linked in, etc.) and reported to your RVC and MP Chapter Chair	300	50	53	30.89	29.28%
SA12: For each student branch member who posts their resume to the ASHRAE Internship webpage	250	25	9	06.43	04.97%

SA13: For each ASHRAE Student member, enrolled in engineering college, undergraduate or tech school, that is placed in an ASHRAE related summer intern job or part-time job during school semester by an ASHRAE member	200	25	49	15.09	27.07%
SA14: For chapters providing formal recognition of student branch advisors to university administration or dean of engineering		25	32	07.74	17.68%
SA15: For each National Engineers' Week activity or equivalent non-US activity		25	41	06.73	22.65%
SA16: For each chapter activity with student branch (e.g. Student Night meetings, technical programs, technical tours)	50	25	106	13.29	58.56%
SA17: For each post high school activity in which one or more chapter member participates		25	64	19.36	35.36%
SA18: For meeting with faculty of engineering college or tech school for the purpose of establishing a student branch	40	20	64	07.27	35.36%
Globalization:					
SA19: For establishing a relationship with a collaborative student branch in another country		150	12	11.76	06.63%
SA20: For chapters who have a student branch that teams with a collaborative student branch in another country to compete in the ASHRAE Student Design Competition (Note: These points are in addition to points earned under Meetings, SA21 below.)		150	3	02.32	01.66%
SA21: For conducting a live remote student branch meeting or other similar program with a student branch in another country (Note: This does not include design competition meetings.)	No Max	100	3	01.55	01.66%
Meetings:					
SA22: For chapters who have a student branch compete in the ASHRAE Student Design Competition (50 points per student branch entry)		50	37	09.52	20.44%
SA23: For a Society meeting for each student branch member attending the Winter Program		25	41	26.34	22.65%
SA24: For each ASHRAE student branch member attending and registering for a chapter monthly meeting or a regional meeting(10 points each regional meeting; 5 points each chapter meeting)	300	5	90	28.48	49.72%
SA25: For each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting		10	69	14.10	38.12%
SA26: For each K-12/STEM student activity promoting engineering to and for girls		25	52	11.18	28.73%
SA27: For each K-12/STEM Chapter Leadership Award qualifying event or activity		25	29	12.33	16.02%
Student Retention:					

SA28: For each student member that transfers from student member to Associate member after graduation	No Max	50	1	01.04	00.55%
SA29: For each student member that transfers from student member to Associate member via Smart Start	No Max	50			
SA30: For each current student member that renews their ASHRAE student membership.	No Max	50			
SA31: For any chapter member mentoring a team (e.g. ASHRAE Grant, Design Competition, Chapter involvement, student branch support)		25	57	15.26	31.49%
RVC Assigns/Enters the following points:					
SA32: For the incoming Chapter Student Activities committee chair attending the SA CRC workshop.	100	100	71	26.69	39.23%
SA33: For the incoming Chapter Student Activities committee chair attending the SA Centralized Training.	100	100	71	26.69	39.23%
SA34: For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)	100	50	55	19.04	30.39%
SA35: For a chapter that submits an Undergraduate Grants application (per application)		50	25	09.72	13.81%
SA36: For assigning a K-12/STEM Champion by October 1 or 2 weeks after the CRC, whichever is later (points assigned by RVC)		25	27	03.39	14.92%
SA37: For chapter that submit a Student Activities Achievement Award nomination (points assigned by RVC)		25	3	00.52	01.66%
SA38: For a chapters that submit a Student Branch Advisor of the Year Award nomination (points assigned by RVC)		25	6	01.14	03.31%
SA39: For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)	100	10	61	15.76	33.70%
Min 500 points PAR 800 Points					

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council

From Meeting of January 12, 2019, Atlanta, GA

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
 Jac Cooper, R VII
 Madison Schultz, R VIII
 Rachel Romero, R IX
 Alyse Falconer, R X
 Baki Cvijetinovic, R XI
 Kathleen Simpson, R XII
 Tracy Pang, R XIII
 Aleksandar Andjelkovic, R XIV
 Muhammad Omer Khan, RAL
 Ashu Gupta, Member-at-Large
 Carrie Anne Monplaisir, Member-at-Large
 Genevieve Lussier, MP Liaison
 Ben Oliver, SA Liaison
 Jake Kopocis, Consultant
 Jeff Clark, BOD Ex-Officio

Members Absent

Emilia Targonska, CIBSE Consultant

Guests

Chris Gray
 Chris Krieps
 Mustafa Morsy
 Erich Binder
 Bill Klock
 Doug Cochran
 Hugh Crowther
 Ioanna Deligkiozi
 Ng Yong Kong
 Rupesh Iyengar
 Reanna Taylor
 Samir Sawaya
 Enrica Galasso
 Matt Clark
 Sarah Chinberg
 Blair Richardson
 Kevin Muldoon
 Randika Amarasuriya
 Drake Erbe
 Marites Calad
 Sophia Nyberg

Staff

Rhiannon Masterson
 Stephanie Reiniche
 Joyce Abrams

Motions

Motion 1: To update section 2.430.002.2 YEA COMMITTEE QUALIFICATIONS of the ASHRAE Rules of the Board, effective immediately.

YEA Committee**2.430.002.2 Qualifications**

B. Regional Vice Chairs and Members-at-Large Voting members of this committee shall be 35 years of age or younger at the onset of their term.

Background: As the Rules of the Board (ROB) is currently written, it prohibits the YEA chair and vice chairs from being over 35. After discussion, the majority of the YEA Committee agreed to update the ROB so that it does not exclude someone over 35 from holding the chair or vice chair positions as long as they meet the other requirements. We do not want to exclude a qualified chair/vice chair candidate simply because they may have turned 36 before starting their one-year term as chair or vice chair. For reference, voting members of the YEA Committee include the chair, two vice chairs, RVCs, and two at-large members.

Vote: 13-0-1 CNV

Cost: Staff time to update form

Motion 2: To update Region XIV (Hellenic Chapter) Motion 40 (11/8/2018) to read as follows: That ASHRAE provide centralized training on the grassroots committees that currently host centralized training during Region IV & Region XIV Mega CRC 2019. Typical CRC workshops will be provided by the grassroots committees that do not currently host centralized training.

Background: 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.

Vote: 15-0-0 CNV

Cost: No additional cost for grassroots committee that do not currently host centralized training.

Summary of Activities

- The first YEA/College of Fellows mentorship session was held yesterday, with Ralph Kison facilitating (YEA Leadership Weekend facilitator). We had a great turnout of 50-60 attendees. We reviewed the mentor/mentee relationship and engaged in group discussions.
- Increased YEA membership by 6.3% (goal of 15%). Up to 11,172 YEA members.
- The SmartStart student transfer rate is up 13% compared to this time 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 12 LeaDRS participants currently attending this conference
- 2019-2020 will be the first time YEA will have its own PAOE subsection of dedicated points. Recommendations are included within Attachment C.
- Awards
 - Inaugural ASHRAE Developing Leader Award was presented during this conference's YEA Hospitality Suite to two of the four recipients.
 - YEA Award of Individual Excellence – two recipients will accept their awards at the 2019 Annual Conference in Kansas City.
- Upcoming YEA Events
 - YEA Leadership Weekend 2.0, scheduled for February 8-10 in Clearwater, Florida. Sold out! Increased cost of attendance and quantity of participants to max out at 20.
 - Spring 2019 YEA Leadership Weekend, scheduled for March 15-17 in Portland, Oregon. Less than 5 open spots left.
 - CIBSE requested YEA Excomm attendance at upcoming CIBSE Technical Symposium April 25-26 in Sheffield, UK.
 - YEA Leadership International, proposed for November 2019 in Dubai, UAE. Partnering with ISHRAE, CIBSE, REVA, to increase quantity of participants to at least 30 people. Planning to extend the event duration by one full day.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment B is the 2018-19 YEA MBO document

Attachment C are the 2019-2020 YEA PAOE recommendations

ATTACHMENT A

Information Items

- 1) Outreach Development Subcommittee
 - a. YEA Leadership International:
 - i. 2018 YLI recap
 1. Held October 19-21, 2018 in Belgrade, Serbia
 2. We had 14 attendees from Regions 13, 14, RAL (and 1 attendee from Region 1)
 3. Great support from the Danube Chapter
 - ii. 2019 YLI overview
 1. We will be joining with ISHRAE with the goal of 40 members in Dubai (20 from ASHRAE and 20 from ISHRAE). We have reviewed this with Tricia already and she is supportive. More planning will be done in the coming weeks.
 - b. International outreach and CIBSE Young Engineers Network (YEN) Development
 - i. Emilia will provide an update at the Atlanta meeting
 - ii. A few members from YEN joined ASHRAE and attended the YLI event in Serbia
 - c. Develop a plan to promote educational resources for international YEA members
 - i. Will be further developed in the coming weeks.
- 2) Personal Development Subcommittee
 - a. YEA Leadership Weekend (YLW):
 - i. Fall 2018 YEA Leadership Weekend (YLW) recap
 1. Held November 2-4, 2018 in Portland, Maine
 2. Sold out with wait list of 10
 3. Had a technical tour of the Cross Insurance Arena
 - ii. Spring 2019 YEA Leadership Weekend (YLW) overview
 1. Scheduled for March 15-17, 2019 in Portland, Oregon
 2. Registration is open and we currently have 24 registrants
 3. Will have a technical tour at the Multnomah County Central Courthouse
 4. Promote within your Regions and YCCs
 - b. 2019 YEA Leadership Weekend (YLW) 2.0
 - i. Scheduled for February 8-10, 2019 in Clearwater, FL
 - ii. Sold out with wait list
 - iii. Are testing out having 20 attendees, as opposed to 15
 - iv. Encourage future attendees to leave some time between their 1.0 and 2.0 attendance
 - v. Continuing to develop content with Ralph
 - c. First Time at an ASHRAE Seminar
 - i. Scheduled for Sun, January 13 from 9:45-10:45am at the Winter Conference in Atlanta
 - ii. Please try to attend if possible. It's good to have you available for questions at the end of the session.
 - iii. Rachel and Madison will be presenting
 - iv. Encourage attendance. Great for first time conference attendees, new members, Student members, YEA, and LeADRS.
 - v. Will now only offer this at the Winter Conference.
 - d. CRC PowerPoint
 - i. We maintain updates and are going to be working how to improve YEA training at CRCs.
 - e. Chapter/Member Outreach
 - i. Will provide an update on latest YEA RVC outreach to YCC's later in the SY.
- 3) Professional Development Subcommittee
 - a. Awards
 - i. Developing Leader Award
 1. Nominations close on May 1, we have 3 nominations so far.

2. Any approved recipients will be approved by H&A at the upcoming 2019 Annual Conference in Kansas City and the plaques will be given out at the 2020 Winter Conference in Orlando.
 3. Rhiannon will work with IT to create a report that lists those who potentially qualify. Not all aspects of the award are tracked in a member's bio, so this report will look for those who possibly have enough points to qualify. We can then reach out to those members and recommend that they review the award qualifications to determine if they qualify.
- ii. ASHRAE New Faces Award
 1. H&A wants to make it a pass-through award. YEA needs to come up with the details, including a score card (like we did for Developing Leader Award). Jake can help since he is on H&A. Need to start working on this ASAP.
- b. Leadership U
- i. The participants in Houston are:
 1. Ahmed Abdel-Salam, Saskatoon Chapter, Region XI (VP: Julia Keen)
 2. Kevin Muldoon, Louisville Chapter, Region VII (VP: Mick Schwedler)
 3. Randika Amarasuriya, Sri Lankan Chapter, RAL (VP: Dennis Knight)
 4. Blair Richardson, Connecticut Chapter, Region I (VP: Farooq Mehboob)
 - ii. The meet-and-greet is scheduled for Friday, January 11, 2019 from 6-6:30pm at the Omni, Pecan Room, North Tower, Floor M3. All participants and VPs will attend. Kathleen will attend.
 - iii. Wrap-up breakfast on Wednesday morning.
 - iv. Updates to application and scoring system. Worked on clarifying requirements and streamlining the scoring system.
- c. LeaDRS
- i. As of 11/30/18, there have been 10 LeaDRS participants registered for Atlanta.
- d. HVAC Design Training Scholarship
- i. Three out of five of the scholarship recipients were able to attend trainings between July – December 2018. One applicant was not able to make any of the available trainings work, and another applicant had to cancel at the last minute.
 - ii. The current round of applications closed December 17, 2018 and we had 21 applicants. Five scholarships will be awarded for use between January-June 2019.
- e. Technical Committees
- i. As of 12/17/18, there are 5569 YEA members on TCs. 6.4% decrease from last year.
- f. Conference Networking Events:
- i. YEA Hospitality Suite: scheduled for Sunday, January 13 from 4-6pm. Location: Omni Hotel, Grand Ballroom A. YEA Committee members should attend if available. There will be snacks and a cash bar. Xylem is sponsoring again.
 - ii. Student/YEA Mixer: scheduled for Saturday, January 12 from 5-6:30pm. Location: Omni, International EF. YEA Committee members should attend if available.
- g. Student Retention
- i. As of 12/17/18, our student transfer rate is up almost 10% compared to this time last year.
- h. Liaison Coordination
- i. SA, MP, PDC, CEC, RP, CTTC, GAC, H&A, and DRC all have an assigned YEA liaison.
 - ii. TCs are open and need to be filled
 1. Is everyone on the YEA Committee a member of a TC?
 2. Need to revamp the YEA TC guide; maybe have a flyer ready for Atlanta
- i. PDC/YEA Training Products
- i. This is a slow moving process, but it is being worked on. PDC has a general idea of what they want to do and are working on next steps.
- j. Creation/Implementation of Developing Leaders Track
- i. Will continue to work on the rest of the Society Year.

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)	11,172 as of 1/3/19, 6.3% increase	6/30/2019	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Implement ASHRAE Developing Leader Track	Ongoing	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)	564 as of 1/3/19, 5.5% decrease	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	Ongoing	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	Ongoing	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	Ongoing	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 join 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

ATTACHMENT C

2019-2020 PAOE Recommendations

With the transition of the YEA Committee to grassroots, YEA will be assigned their own PAOE category (as opposed to YEA items being mixed in with the existing PAOE categories). Below is a breakdown of our recommendations.

The new YEA category is listed first, with the remaining categories following. In the remaining categories:

- Green highlighted items would be moved into the new YEA category. (Some edits may have also been made to these items.)
- Blue highlighted items would stay in their currently assigned category.
- Yellow highlighted items would be deleted.

YOUNG ENGINEERS IN ASHRAE (YEA)

MINIMUM: 300 POINTS

PAR: 800 POINTS

Membership		
YEA1	25 points; (200 points maximum)	For each new member who qualifies as YEA (who were not student transfers)
YEA2	25 points (200 points maximum)	For any YEA member involved with a Membership Promotion program or event
YEA3	100 points	For increasing YEA membership over the Society year by 5% - Assigned by ASHRAE Staff
Technical Committees		
YEA4	25 points	For each YEA member who is a provisional corresponding member or corresponding member of an ASHRAE TC (points per YEA member, not per committee)
YEA5	200 points	For each YEA member who is a voting member of an ASHRAE TC, SPC, SSPC (Participation on a TC can be verified from each TC roster or the ASHRAE Committee Participation by Region Report which can be provided by each DRC. Points per YEA member, not per committee)
YEA Program Attendance		
YEA6	300 points; (600 points maximum)	For each YEA member who attends YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0, Leadership U or LeaDRS program during the Society year
Awards and Submission Activities:		
YEA7	50 points; (200 points maximum)	For each nomination for any Society-level YEA Award: Developing Leader, Award of Individual Excellence – Professional Development, Award of Individual Excellence – Personal Development, Award of Individual Excellence – Outreach, ASHRAE New Faces.
Meetings, Presentations or Events:		
YEA8	25 points; (100 points maximum)	For each YEA event at chapter meeting or separate organized YEA event
YEA9	25 points; (100 points maximum)	For each YEA activity outside of a chapter meeting that also includes a technical component, i.e., presentation, panel discussion, technical tour, etc.
YEA10	25 points; (100 points maximum)	For chapter promoting with flyer, newsletter, Chapter announcement at least 2 weeks in advance outside of chapter meeting each YEA activity such as meeting with college students, social event that promotes ASHRAE membership
Chapter Operations and Activities		
YEA11	100 points; (300 points maximum)	For each board of governors member who is a YEA member
YEA12	75 points; (225 points maximum)	For each YEA member assigned to a Chair position
YEA13	50 points; (150 points maximum)	For each YEA member assigned to a committee position to provide YEA ideas and participation
DRC & YRC Assigns/Enters the following points		
YEA14	100 points; (100 points maximum)	For the incoming Chapter YEA Chapter Chair or Co-Chair attending the YEA CRC workshop and participating at the CRC
YEA15	50 points; (50 points maximum)	For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair by October 1 of the Society year
Student Activities		
YEA16	25 points (200 points maximum)	For each YEA member involved with a Student Activity program or event
YEA17	25 points (50 points maximum)	For each presentation about the Young Engineers in ASHRAE (YEA) program to student members

CHAPTER OPERATIONS CATEGORY

MINIMUM: 600 POINTS (Plus CIQ in 60 days prior to CRC; exception may be made by the DRC. The completed CIQ will represent the incoming chapter officers and chapter committee chairs for the next Society year.)

PAR: 1200 POINTS

Explanation to reach Minimum for Chapter Operations: To reach minimum, the Chapter Information Questionnaire (CIQ) must be complete and forwarded to DRC and Society 60 days prior to CRC. The completed CIQ will represent the incoming chapter officers and chapter committee chairs for the next Society year. The DRC is responsible for determining if criteria are met. All individuals serving in a chapter position must be an ASHRAE Member or Associate grade member (except Webmaster and Newsletter Editor who can be a student member; Affiliate grade for YEA). No person can serve in more than one officer position (exception, two positions for chapter with less than 75 members). A chapter officer may also serve in one committee chair position.

Efficient use of volunteers' time:

CO1	100 points; (300 points maximum)	For each chapter member attending the Chapter Leadership Academy
CO2	100 points	For establishing a relationship with a collaborative chapter in another country
CO3	50 points; (50 points maximum)	For conducting chapter planning meeting prior to August 1 (all officers and committee chairs) (Note: Requires Chapters to provide a report of the plan to their DRC by August 1 to receive credit for this effort in addition to reporting into the PAOE accounting system.)
CO4	50 points; (minimum 1 hour of training; 100 points maximum)	For people skills, leadership training for chapter officers and future leaders at a chapter event (see "This is ASHRAE" presentation on website)
CO5	50 points; (minimum 1 hour of training; 100 points maximum)	For ASHRAE marketing training for chapter officers and future leaders (see "This is ASHRAE" presentation on website)
CO6	50 points; (50 points maximum)	For establishing a Refrigeration Committee with at least 2 members to promote Refrigeration
CO7	50 points; (50 points maximum)	For a chapter presentation by the Chapter President on the revised ASHRAE Core Values, highlighting the addition of Diversity (see This is ASHRAE presentation)
CO8	25 points; (25 maximum)	For the CRC Action Committee meeting and bringing completed Executive Session Worksheet to the Region's Caucus

Actual Building Performance – bEQ:

CO9	100 points; (300 points maximum)	For each bEQ submittal generated by a student member with assistance from a chapter member(s)
CO10	50 points; (200 points maximum)	For each chapter member that submits for a bEQ rating
CO11	25 points; (100 points maximum)	For each chapter member presentation on bEQ to an outside organization

Planning:

CO12	75 points; (75 points maximum)	For GA, MP and YEA Chairs sitting on the Chapter CTT Committee to ensure chapter programs are developed relevant to the chapter membership
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Meetings:

CO13	100 points; (100 points maximum)	If annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast meetings where minimum 45 minute business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.)
CO14	100 points; (100 points maximum)	For presenting the Technical Activities Committee presentation at chapter meeting
CO15	75 points; (maximum 2 events; 75 points maximum)	For organizing an employer recognition event to promote the benefits of ASHRAE membership for company members and solicit feedback on how ASHRAE and the local chapter can better serve the company
CO16	50 points	For establishing or maintaining an operating chapter section (each section)
CO17	50 points; (150 points maximum)	For chapter publicity that includes issuing at least six (6) press releases or arranging one (1) or more TV appearances promoting the work of ASHRAE
CO18	50 points; (50 points maximum)	For establishing a chapter user group on modeling that has an active on-line forum or meets periodically (at least 4 times) to provide education and mutual support

CO19	25 points; (100 points maximum)	If a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited)
CO20	25 points; (50 points maximum)	For each separate social event
CO21	10 points; (no maximum)	For each chapter member who registers for a Winter or Annual Society meeting, including MP and SA Chapter chairs that attend (staff will send attendance reports for both meetings to chapters after the Annual meeting)
CO22	50 points	For hosting a meeting with IAQA
CO23	50 points; (50 points maximum)	For holding an Indoor Air Quality (topic) Chapter Meeting
CO24	25 points; (150 points maximum)	For chapter officers or committee chairs promoting ASHRAE membership to local companies (e.g. reception, one/one meeting, company presentation) in order to increase their support in ASHRAE
CO25	10 points	For each IAQA member that attends a Chapter Meeting
CO26	5 points; (100 points maximum)	For each Professional Development Hour (PDH) earned by a chapter member on a building science topic other than HVAC&R (e.g., fenestration, insulation, lighting)
Communications:		
CO27	100 points; (100 points maximum)	For maintaining database of Verification and Measurement information that includes energy usage analysis of built sustainable projects and publishing relevant information in Chapter newsletter or ASHRAE Journal
CO28	50 points; (100 points maximum)	For chapter promotion of ASHRAE products in chapter newsletter and communications (using ASHRAE staff produced materials)
CO29	10 points; (10 points per month; 120 points maximum)	For use of social media communication base (Twitter, Facebook, Basecamp, ASHRAExCHANGE, Line, Whatsapp, etc.)
YEA Activities:		
CO30	300 points; (600 points maximum)	For each YEA member who attends YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0, Leadership Technical Weekend, Leadership U or LeaDRS program during the society year
CO31	100 points; (300 points maximum)	For each chapter officer or board of governors member who is a YEA member
CO32	100 points; (100 points maximum)	If YEA member attends a YEA mini-workshop at CRC
CO33	50 points; (50 points maximum)	For one Young Engineers in ASHRAE (YEA) member assigned to a committee to provide YEA ideas and participation
CO34	25 points	For each YEA member who is a voting member of an ASHRAE TC (Participation on a TC can be verified from each TC roster or the ASHRAE Committee Participation by Region Report which can be provided by each DRC)
Honors and Awards Activities:		
CO35	50 points	For each nomination for the honor of Fellow grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, with the appropriate documentation in accordance with the procedures stated on the ASHRAE website
CO36	25 points; (25 points maximum)	For establishing and maintaining a chapter Honors and Awards Committee
CO37	20 points; (120 points maximum)	For each Chapter Service Award or Regional Award of Merit awarded to a chapter member during this fiscal year
Sustainability Activities:		
Please note for Sustainability Points: A Chapter Sustainability Award is available for each chapter that obtains a minimum total of 200 points from the items listed above under Sustainability Activities. The chapter with the highest PAOE sustainability point total will receive a Regional award (excludes the Community Sustainability Project points).		
CO38	500 points; (500 points maximum)	For a chapter creating a grassroots program specific to the needs of the local community. To qualify, the chapter program must include similar breadth and scope as President Hayter's concept of a Living Laboratory Within A Community of Buildings. A possible example is working with a local electrical utility and neighborhood to provide community solar power, or other community shared, grid connected, renewable, distributed electrical generation, while improving wellness and preparedness in the buildings (homes and businesses) in that neighborhood or community.
CO39	100 points	For each chapter sponsored presentation to a local, state or provincial government entity serving their Chapter area (e.g. school board, state or provincial legislative committee, state or provincial agency, city council, county board, etc.) on sustainability or energy related topics <i>(Points doubled if the topic is ASHRAE/USGBC/IES, Standard 189.1 or bEQ)</i>

CO40	50 points; (50 points maximum)	For establishing a Chapter Sustainability Committee that meets periodically that organizes at least two HVAC&R related sustainability activities per year
CO41	30 points	For each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g., energy efficiency, indoor air quality, high-performance buildings, etc.) <i>(Minimum 1 hour presentation; Points doubled if the topic is ASHRAE/USGBC/IES, Standard 189.1, bEQ program)</i>
DRC Assigns/Enters the following points:		
CO42	500 points; (500 points maximum)	For chapter sponsored community sustainability project or event in conjunction with a non-profit organization (Note: Examples of community sustainability projects are available online to assist.)
CO43	100 – 500 points; (500 points maximum)	For chapter sponsored community sustainability project publicity (outside of normal Chapter advertisements) that includes print, audio or electronic media at local, state, provincial, national or industry level promoting the work of ASHRAE and/or local chapter
CO44	100 – 500 points; (500 points maximum)	For a Chapter Opportunity Fund proposal that is funded, in whole or in part, by the region
CO45	100 points; (100 points maximum)	For the incoming Chapter YEA committee chair or co-chair attending the YEA CRC workshop and participating at the CRC
CO46	75 points; (75 points maximum)	For a planning/goal setting session with DRC resulting in written measurable objectives <i>(points assigned by DRC by October 1 or 2 weeks after the CRC, whichever is later)</i>
CO47	75 points; (75 points maximum)	For establishing and updating annually a chapter long term strategic plan (minimum of 3 years) with goals for chapter growth, leadership, and financial stability. Plan to be submitted to DRC for approval not later than January 1. (points awarded by DRC by May 15)
CO48	50 points	For each chapter officer who attends the CRC besides the Delegate and Alternate
CO49	50 points; (50 points maximum)	For President-Elect attendance at President-Elect Training
CO50	50 points; (50 points maximum)	For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair
CO51	25 points; (25 points maximum)	For the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by the April 30 chapter meeting <i>(Points assigned by DRC by May 15)</i>
CO52	10 – 50 points; (50 points maximum)	For achieving goals established in planning session <i>(points assigned by DRC by June 30)</i>

CHAPTER TECHNOLOGY TRANSFER CATEGORY

MINIMUM: 550 POINTS

PAR: 1050 POINTS

Efficient use of volunteers' time:

CT1	50 points	For a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs, and Refrigeration) with a minimum of two members
CT2	50 additional points	If CTT committee includes a refrigeration subcommittee chair

Actual Building Performance:

CT3	100 points	For each Technology Award entry into Regional or Society competition (each Technology Award entry counted only once) <i>(100 additional points if the bEQ score is included as part of the Technology Award submission)</i>
CT4	100 points	For each Milton Garland Award of Comfort Cooling Award entry
CT5	100 points; (300 points maximum)	For each chapter program on building EQ

Planning and Administrative Activities:

CT6	50 points; (50 points maximum)	For completing and publishing meeting schedule and speakers by October 1 or 2 weeks after the CRC, whichever is later
CT7	50 points; (250 points maximum)	For maintaining submitting summary of speaker reviews regularly to CTTC RVC for use in regional speaker database
CT8	25 points; (100 points maximum)	For advertising of ASHRAE Certifications (e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.)
CT9	25 points	For submitting DL event summary critique form within 15 days of DL visit

Awards and Submission Activities:

CT10	50 points	For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. <i>(Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, a residential oriented theme, developing economies or if it is performed by a YEA member.)</i> (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education)
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Meetings, Presentations or Events:

CT11	100 points; (300 points maximum)	For each 3-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter
CT12	100 points	For each joint meeting with AIA, USGBC, IES, or other HVAC&R-related organization, and/or other engineering society (or other equivalent organization) <i>(25 additional points if the joint meeting is held with other refrigeration industry-related societies, e.g., RSES or IIAR)</i>
CT13	100 points; (600 points maximum)	For each 3-hour seminar sponsored/hosted by the chapter on a building science topic other than HVAC&R
CT14	100 points; (no maximum)	For each ASHRAE certification earned by a chapter member during the Society President's term (An additional 50 points is earned for each ASHRAE certification renewed by an ASHRAE member during the Society President's term.)
CT15	100 points	For conducting a live remote chapter meeting organized together with a chapter from another country
CT16	50 points	For each chapter program on natural or low GWP refrigerants, safe refrigerant use and/or refrigeration fluids (e.g. Standard 15 and/or 34, future refrigerants)
CT17	50 points; (200 points maximum)	For each program by a DL under a non-allocated visit
CT18	50 points; (50 points maximum)	For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs
CT19	50 points	For refrigeration tour to an industrial food or beverage processing plant, low temperature refrigeration manufacturing facility or plant, cold storage warehouse or modern supermarket
CT20	50 points; (100 points maximum)	For each chapter member that also serves on an ASHRAE TC to give a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at www.ashrae.org/tcs under heading "General TC Information"

CT21	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about the evolution of the smart grid, including technical representatives from the local electrical utility, researchers undertaking studies on the smart grid, controls service providers, or other specialists relevant to the topic. The intent is to have the panel discuss where the smart grid is evolving and how it might affect buildings and infrastructure in the Chapter assigned area.
CT22	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about building resilience, such as research undertaking studies on building resilience, controls service providers addressing how control strategies and resiliency are linked, cyber security challenges in the built environment, technical representatives from the local weather authority sharing insights about future weather patterns, utility representatives to discuss how buildings impact grid performance, or other specialists relevant to the topic. The intent is to have the panel discuss where the integration of resilience into new and existing buildings and how it might affect infrastructure in the Chapter assigned area.
CT23	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about wellness in buildings. The panel should comprise of indoor air quality specialists, interior designers, psychologists specializing in the effects of the indoor environment, and other specialists relevant to the topic. The intent is to have the panel discuss how buildings may improve the quality of life of its occupants, and protect against harmful exterior environments.
CT24	50 points; (100 points maximum)	For each chapter program on Indoor Air Quality/Environmental Health (Points doubled if related to a Residential project)
CT25	25 points	For each program on refrigeration, business, management, developing economies or legal education (<i>minimum 45 minute presentation; maximum 2 per subject area</i>)
CT26	25 points	For each technical tour with a 30 minute presentation
CT27	25 points	For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees
Chapter Member and YEA Activities:		
CT28	25 points; (400 points maximum)	For each article (minimum 250 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website (<i>maximum of two articles per month</i>) (an additional 25 points if submitted by YEA member; not to exceed 100 additional bonus points)
CT29	50 points; (200 points maximum)	For each chapter presentation (minimum 15 minutes) given by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of one particular TC's, TG's or SPC's efforts (Research activities, Standards activities, Handbook activities, etc.) (Points doubled if the presenter is part of the Refrigeration Committee, Residential Committee or a YEA member)
CT30	100 points	For each Technology Award entry into Chapter competition (<i>Points doubled if submitted by a YEA member</i>)
RVC Assigns/Enters the following points:		
CT31	200 points; (200 points maximum)	For the incoming Chapter CTT committee chair attending the CTTC CRC workshop
CT32	100 points	For submitting Donald A. Siller Refrigeration Award application
CT33	100 points	For submitting Dan Mills Chapter Programs Award application
CT34	50 – 100 points; (100 points maximum)	For planning/goal setting session with RVC (<i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i>)
CT35	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC (<i>points assigned by RVC by June 30</i>)

ELECTRONIC COMMUNICATIONS		
MINIMUM: 250 POINTS		PAR: 600 POINTS
Efficient use of volunteers' time:		
EC1	25 points; (150 points maximum)	For updating and adding new and/or current information to a chapter website, initial update by October 1 (does not include social media posts and/or updates posted to the website)
EC1.1	25 points; (25 points maximum)	For updating and adding current chapter information to chapter website, by October 1
EC1.2	25 points; (25 points maximum)	For updating and adding current chapter program schedule to chapter website, by October 1
EC1.3	10 points; (100 points maximum)	For updating and adding pictures from most recent chapter event to chapter website (prior to next event)
EC2	20 points; (240 points maximum)	For making a minimum of 4 unique posts per month on your chapter's social media; duplicate post on multiple mediums counts as one post
EC3	2 points; (2 points per 1 percent; 200 points maximum)	For each percentage of chapter's total membership that follows or provides other similar indication of involvement with one of chapter's social media pages; only the social media site with the largest following is counted
EC4	5 points; (50 points maximum)	For promotion of local student branches via separate page or link to student branch page on the main chapter website
EC5	5 points; (25 points maximum)	For listing links to ASHRAE.org webpages and other related sites like Join ASHRAE and Donate to ASHRAE
RECC Assigns/Enters the following points:		
EC6	100 points; (100 points maximum)	For Chapter ECC Chair or Webmaster who attends the CRC ECC workshop
EC7	50 points; (50 points maximum)	For Chapter ECC Chair or Webmaster serving in the position 2 years or more
EC8	100 points; (100 points maximum)	For planning/goal setting session with RECC by October 1 or 2 weeks after the CRC, whichever is later
EC9	100 points; (100 points maximum)	For achieving goals established in goal-setting session with RECC
EC10	25 points; (25 points maximum)	For listing Site Designation in the following format, "ASHRAE (registered symbol)(Chapter Name)Chapter"
EC11	50 points; (50 points maximum)	For listing Disclaimer on homepage as specifically listed in the current ASHRAE Web Policy document with www.ashrae.org address linked to the Society homepage
EC12	25 points; (25 points maximum)	For listing current webmaster, contact email address and latest revision on homepage

GRASSROOTS GOVERNMENT ADVOCACY CATEGORY		
MINIMUM: 500 POINTS		PAR: 650 POINTS
Efficient use of volunteers' time:		
GG1	50 points; (50 points maximum)	For establishing and maintaining a chapter Grassroots Government Advocacy Committee with at least 2 members to promote ASHRAE with state, provincial, and local government
GG2	50 points; (minimum 1 hour of training; 100 points maximum)	For grassroots government advocacy training for chapter officers and future leaders
Administrative and Training Activities:		
GG3	150 points; (150 points maximum)	For establishing and annually updating a list of government officials (at any level of government relevant to buildings, engineering or construction, including building officials, school system facility staff, state energy code officials, etc.) along with their contact information. <i>(List must be sent to RVC by December 15 or date assigned by RVC)</i>
Awards and Submission Activities:		
GG4	100 points	For each Chapter Government Activities Award entry into Society competition <i>(each Award entry counted only once)</i>
GG5	50 points	For each Chapter Government Activities Award entry into Regional competition <i>(each Award entry counted only once)</i>
GG6	50 points	For each article on a grassroots government activities-related (e.g., state provincial, or local legislative or regulatory issue) published in a chapter newsletter or posted on a chapter website with copy sent to RVC <i>(maximum of two articles per month)</i>
Meetings, Presentations or Events:		
GG7	300 points; (1200 points maximum)	For each building located within the area used to determine the Chapter's area assigned members receiving a Building Energy Quotient (bEQ) rating if the Chapter promoted bEQ
GG8	100 points; (1000 points maximum)	For each announced and promoted or held joint chapter meeting with local, state, or provincial government entity to discuss a built environment or HVAC&R industry-related topic
GG9	100 points; (800 points maximum)	For each documented personal contact (meeting) by a chapter member with government officials (at any level of government relevant to buildings, engineering or construction, including building officials, school system facility staff, state energy code officials, etc.) with the goal of promoting ASHRAE related subjects or Chapter goals and objectives, with notification sent to the ASHRAE Government Affairs Office <i>(Points doubled if the chapter promotes current or recently updated ASHRAE Standards, ASHRAE certifications or bEQ)</i>
GG10	100 points	For each National Engineers' Week or non-US equivalent activity that promotes Engineering
GG11	100 points; (600 points maximum)	For promotion of ASHRAE certification programs with government officials, engineers, personal presentations, newsletters
GG12	50 points; (50 points maximum)	For maintaining a current listing of local and state Energy code(s) for entities within chapter area; include contacts for people managing the Energy Code(s)
GG13	50 points; (100 points maximum)	For each Chapter program on the topic of government activities <i>(minimum 45 minute presentation; maximum 2)</i>
RVC Assigns/Enters the following points:		
GG14	300 points; (300 points maximum)	For a complete application submitted to the GGAC for the Government Affairs Award
GG15	200 points	For the incoming Chapter GGA committee chair attending the GGAC CRC workshop <i>(50 points for chapter representative other than the chair who is a senior officer or member of GGAC)</i>
GG16	100 points; (300 points maximum)	For chapter GGAC chair continuing a second year as chair <i>(200 points for an additional year with a cap of 300 points in one year)</i>
GG17	100 points; (400 points maximum)	For chapter submitting report(s) with local issues identified to RVC <i>(with a cap of 400 points in one year)</i>
GG18	50 – 100 points; (100 points maximum)	For planning/goal setting session with RVC <i>(points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)</i>
GG19	10 – 200 points; (200 points maximum)	For chapter interaction with local or state government to advocate policy related to buildings, engineering or construction. The total points shall be determined by the RVC based on effort
GG20	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC <i>(points assigned by RVC by June 30)</i>

GG21	10 points; (100 points maximum)	For each GGAC meeting to promote using an Energy Code based on ASHRAE standards with Energy Code contacts; must report to RVC
HISTORICAL CATEGORY		
MINIMUM: 100 POINTS		PAR: 300 POINTS
Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter are not acceptable for PAOE points unless a credible connection may be established by the Chapter Historian and approved by the Regional Historian. Histories for the Gold Ribbon Award shall be written by the Chapter Historian from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, standard, person, event or company; or from detailed research as outlined in the document "How to Find Historical Document information." All sources must be cited and referenced in a Bibliography attached at the end of the submittal document. Information obtained solely from electronic material or sources is not acceptable.		
Points Related to Chapter Historical Activities:		
H1	150 points; (150 points maximum)	For digitizing complete chapter historical archives posting on the chapter website and/or electronic storage and updating annually; (include a minimum of meeting minutes, monthly newsletters, listing of chapter executive inventory of historic items and memorabilia not scan-able and CRC reports)
H2	100 points; (no limit)	For each leadership recall interview, copy must be submitted to RVC before the next CRC
H3	100 points; (100 points maximum)	For each history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award)
H4	50 points; (50 points maximum)	For chapter historical display at CRC (updated annually or new display)
H5	50 points; (50 points maximum)	For creating a chapter timeline with annual updates adding previous year events and posting on the chapter website and/or electronic storage
H6	50 points; (50 points maximum)	For program on history as all or part of a monthly chapter meeting
H7	50 points	For identifying and documenting any heating, refrigeration or air-conditioning plant, systems or buildings of historic interest within the boundaries of the Chapter ASHRAE members (<i>see criteria in note above</i>)
H8	50 points	For each interview with Fellow ASHRAE member
H9	50 points; (50 points per individual; 300 points maximum)	For inviting Life members to one of the monthly chapter meetings
H10	25 points; (200 points maximum)	For publishing articles on chapter, company or member history in chapter newsletter, Society publication or chapter website (<i>8 newsletters</i>)
YEA/WiA Activities:		
H11	25 points; (50 points maximum)	For a local Chapter Historical activity performed by an actively engaged YEA member
H12	25 points; (50 points maximum)	For a local Chapter Historical activity performed by an actively engaged "Women in ASHRAE (WiA) member (Note: If a YEA member is female choose either YEA or WiA but not both.)
Regional Historian Assigns/Enters the following points:		
H13	100 points; (100 points maximum)	For the incoming Chapter Historian: attendance at the CRC workshop; or completing a "Review of Historical Committee Training PowerPoint" between the start of the CRC and the start of the new ASHRAE Society year on July
H14	100 points; (100 points maximum)	For a chapter historian serving in the position 2 years or more
H15	100 points; (100 points maximum)	For chapter historian participating in new historical based activities unique to the Region or Society; chapter needs to have Regional Historian's prior approval for this activity to qualify
H16	50 – 100 points; (100 points maximum)	For planning/goal setting session with Regional Historian, including the preparation and submission of the respective Chapter's Historical MBOs (<i>points assigned by Regional Historian by October 1 or 2 weeks after the CRC, whichever is later</i>)
H17	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with Regional Historian (<i>points assigned by Regional Historian by June 30</i>)

MEMBERSHIP PROMOTION CATEGORY		
MINIMUM: 500 POINTS		PAR: 800 POINTS
<i>*All end of the year reports are run on July 2nd or the next business day for the June 30 results</i>		
Efficient use of volunteers' time:		
MP1	200 points; (200 points maximum)	If Society membership delinquencies in chapter are 2% or less of total Chapter Area Assigned Members (<i>as of June 30*</i>)
MP2	50 points; (50 points maximum)	If Membership Promotion Committee size is 5 or 3% of chapter members (<i>whichever is less as of June 30*</i>) with one committee member serving as the Retention Chair, and whose primary responsibility is member retention
MP3	50 points; (100 points maximum)	For Membership Promotion event at chapter meeting for specific organized MP event (e.g., member bring a member, etc.)
MP4	25 points; (300 points maximum)	For retention of each new member (<i>dues paid second and third year</i>)
MP5	25 points	For each member who rejoins or is reinstated after being cancelled for more than one year
MP6	10 points	For each upgrade from associate to member
MP7	5 points; (50 points maximum)	For recognition of new members and advancements at each chapter meeting
MP8	5 points; (150 points maximum per year)	For each non-member attendee invited (through e-mails, personal invitations, phone calls) to monthly dinners (<i>5 points for the first visit; 10 points for the second visit and 15 points for the third visit</i>)
YEA Activities:		
MP9	50 points; (100 points maximum)	For each YEA event at chapter meeting or separate organized YEA event
MP10	25 points; (100 points maximum)	For chapter promoting with flyer or brochure at least 4 weeks in advance outside of chapter meeting each YEA activity such as meeting with college students, social event that promotes ASHRAE membership (<i>10 bonus points if joint meeting with Student Activities and Membership Promotion</i>)
MP11	25 points; (100 points maximum)	For each YEA activity outside of a chapter meeting that also includes a technical component, i.e., presentation, panel discussion, technical tour, etc.
MP12	25 points; (200 points maximum)	For each new member in Young Engineers in ASHRAE (YEA) category
RVC Assigns/Enters the following points:		
MP13	300 points*	If annual chapter goal (as assigned by RVC) is met (<i>50 additional points for each percent increase in area assigned member growth beyond annual goal</i>)
MP14	*100 points; (100 points maximum)	For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP CRC workshop and participating at the CRC
MP15	*75 points; (75 points maximum)	For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP centralized training
MP16	*75 points; (75 points maximum)	For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP centralized training and CRC
MP17	100 points	For an MP Chair holding the position for 2 years or more
MP18	50 points; (100 points maximum)	For each Women in ASHRAE (WiA) chapter activity
MP19	50 – 100 points; (100 points maximum)	For planning/goal setting session with RVC (<i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i>)
MP20	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC (<i>points assigned by RVC by June 30</i>)
<p>*Note: Our emphasis this year will be on recruitment and retention. Though not a new point category, this is measured by whether or not a chapter meets their <u>growth goal</u>, providing the highest amount of Membership Promotion PAOE points available. To ensure the most efficient use of volunteers' time, we highly encourage chapters to take advantage of our comprehensive training and strategic planning sessions available at CRC and at Centralized Training.</p>		

RP CATEGORY (<i>STAFF ASSIGNS POINTS</i>)		
MINIMUM: 800 POINTS		PAR: 1050 POINTS
Efficient use of volunteers' time:		
GOAL: Contributions considered towards a chapter <i>Goal</i> include gifts to ASHRAE, YEA ASHRAE Learning Institute, ASHRAE Research, and Scholarships held by the ASHRAE Foundation.		
EXCEPTIONS: Foundation gifts made as part of routine ongoing Foundation Solicitations.		
A chapter's <i>Goal</i> shall be set by each Region's DRC.		
Option 1:		
RP1	10 points; (1000 points maximum)	Earned by a chapter for each 1% of <i>Goal</i> attained – (100% of <i>Goal</i>) OR
Option 2:		
RP2	10 points	Earned for each dollar per area assigned member attained
RP3	20 additional points; (3000 points maximum)	For each dollar per area assigned member collected above the Society dollar per member Goal of \$75
RP4	300 points; (300 points maximum)	For reaching Challenge Goal (105% of <i>High Five</i> or 120% Goal)
RP5	250 points	For each new Golden Circle level or higher investment acquired and credited to the chapter (as determined by the RVC & RP ExCom rules).
RP6	200 points; (200 points maximum)	Apex Award
RP7	150 points	For each renewed Golden Circle Investor credit divided by number of chapters recognized in accordance with RP ExCom guidelines
RP8	100 points	For new <i>High Five</i> level of contributions
RP9	500 points; (500 points maximum)	For chapters who have reached goal (based on receipts at headquarters) <i>by June 15</i>
RP10	100 points (100 points maximum)	For a succession plan for RP chair submitted to RP Staff and RVC by April 1
RP11	100 points; (100 points maximum)	For workshop attendance by current RP chair or RP co-chair (as listed on chapter roster) at an RP Committee approved RP training workshop
RP12	100 points; (100 points maximum)	For attendance by the current RP Chair or RP co-chair (as listed on chapter roster) at the CRCs minimum 2 hour RP workshop if Centralized Training is also attended
RP13	100 points; (100 points maximum)	For Chapter Full Circle Award (<i>by November 15</i>)
RP14	50 points; (50 points maximum)	For achieving of 30 percent of goal <i>by December 31</i>
RP15	50 points	For each endowed contribution (\$1,000 minimum)
RP16	50 points; (50 points maximum)	For meeting or exceeding scholarship goal (<i>by November 15</i>)
RP17	50 points	Per Special Event held <i>July 1 – Dec 31</i> by a Chapter where over 75% of profits are donated to the RP Campaign. (<i>To qualify as a Special Event profits must meet or exceed \$500.</i>)
RP18	50 points	Per Special Event held <i>Jan 1 – June 30</i> by a Chapter where over 75% of profits are donated to the RP Campaign. (<i>To qualify as a Special Event profits must meet or exceed \$500.</i>)
RP19	25 points; (25 points maximum)	For formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31 (<i>Note: Recognition items must be ordered from headquarters by October 15 to qualify</i>)
RP20	25 points; (50 points maximum)	For the RP promotional chapter meeting held <i>after December 31</i>
RP21	15 points; (15 points maximum)	For Volunteer Committee Worksheet completed by <i>October 15</i> and sent to RVC and Staff. A minimum of 3 additional chapter members should comprise the RP Volunteer Committee
RP22	10 points	Per \$ per/member for chapters who meet or exceed \$50 per/member and reach or exceed Goal
RP23	10 points	Per Chapter BOG member who contributes at the Honor Roll level <i>by November 15</i> , helping the Chapter achieve "Full Circle Plus." These points are only given if the Chapter completes the Chapter Full Circle.

STUDENT ACTIVITIES CATEGORY		
MINIMUM: 300 POINTS		PAR: 500 POINTS
Efficient use of volunteers' time:		
SA1	50 points per joint activity; (300 points maximum)	For conducting a joint K-12 STEM activity with representatives of other societies (i.e. Boy Scouts, Girl Scouts, STEM Scouts, NAWIC, AIA, ACE Mentorship, etc.)
Investment in Student Activities:		
SA2	$30\sqrt{D/M}$ for chapter investment in student activities D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members <i>Student Activities Chapter Chairs may use the end of the year (June 30) report to calculate points</i>	
General Student Branch Involvement:		
SA3	100 points; (500 points maximum)	For each member that hires an intern from the ASHRAE Internship webpage
SA4	100 points	For establishing a new student branch or reactivating an inactive student branch
SA5	50 points	If net student membership for the chapter exceeds that of previous year
SA6	50 points; (500 points maximum)	Per \$100 spent subsidizing the cost of transportation, hotel and registration for sponsorship of the student members who attend the ASHRAE Winter Meeting
SA7	50 points	For each chapter scholarship awarded to a tech or undergraduate engineering student (<i>minimum of \$100 scholarship award</i>)
SA8	50 points	For each active student branch where the faculty advisor is a chapter member
SA9	50 points	Per active student branch that submits the student branch <i>report by May 31</i>
SA10	50 points; (300 points maximum)	For each method of tracking student members (cell phone, Personal email, linked in, etc.) and reported to your RVC and MP Chapter Chair
SA11	25 points; (250 points maximum)	For each student member who posts their resume to the ASHRAE Internship webpage
SA12	25 points; (200 points maximum)	For each ASHRAE Student member, enrolled in engineering college, undergraduate or tech school, that is placed in an ASHRAE related summer intern job or part-time job during school semester by an ASHRAE member
SA13	25 points	For chapters providing formal recognition of student branch advisors to university administration or dean of engineering
SA14	25 points	For each National Engineers' Week activity or equivalent non-US activity
SA15	25 points; (50 points maximum)	For each chapter activity with student branch (e.g. Student Night meetings, technical programs, technical tours)
SA16	25 points	For each post high school activity in which one or more chapter member participates
SA17	20 points; (40 points maximum)	For meeting with faculty of engineering college or tech school for the purpose of establishing a student branch
Globalization:		
SA18	150 points	For establishing a relationship with a collaborative student branch in another country
SA19	150 points	For chapters who have a student branch that teams with a collaborative student branch in another country to compete in the ASHRAE Student Design Competition (Note: These points are in addition to points earned in SA21 below.)
SA20	100 points; (100 points maximum)	For conducting a live remote student branch meeting or other similar program with a student branch in another country (Note: This does not include design competition meetings.)
Meetings:		
SA21	50 points	For chapters who have a student member compete in the ASHRAE Student Design Competition
SA22	25 points; (no maximum)	For each student member attending the Winter Conference Student Program

SA23	10 points each regional meeting; 5 points each chapter meeting (maximum 300 points)	For each ASHRAE student member attending and registering for a chapter monthly meeting or a regional meeting or CRC
SA24	10 points	For each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting
SA25	25 points	For each K-12/STEM student activity promoting engineering to and for girls
SA26	25 points	For each K-12/STEM Chapter Leadership Award qualifying event or activity
*K-12/STEM Leadership Award: This is a pass through award presented at the CRC by the RVC-SA. Criteria for the award is for all Chapter Officers plus the K-12/STEM Champion to attend and participate in at least one K-12/STEM event. If the chapter does not have a K-12/STEM Champion, then the SA chair must attend.		
YEA Activities		
SA27	50 points; (200 points maximum)	For each student member 35 years of age or younger that transfers from student member to Associate member after graduation
SA28	50 points; (50 points maximum)	For holding an event in which graduating student members information is recorded for the purpose of converting to Associate member status, i.e., Senior send-off event
SA29	25 points	For any YEA member mentoring a team (e.g. ASHRAE Grant, Design Competition, Chapter involvement, student branch support)
SA30	25 points	For each presentation of the ASHRAE Young Engineers in ASHRAE (YEA) program to a student branch
RVC Assigns/Enters the following points:		
SA31	100 points; (100 points maximum)	For the incoming Chapter Student Activities committee chair attending the SA CRC workshop
SA32	50 – 100 points; (100 points maximum)	For planning/goal setting session with RVC (<i>points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later</i>)
SA33	50 points	For chapters that submit a Undergraduate Grants application (<i>per application</i>)
SA34	25 points	For assigning a K-12/STEM Champion <i>by October 1 or 2 weeks after the CRC, whichever is later (points assigned by RVC)</i>
SA35	25 points	For chapter that submit a Student Activities Achievement Award nomination (<i>points assigned by RVC</i>)
SA36	25 points	For chapters that submit a Student Branch Advisor of the Year Award nomination (<i>points assigned by RVC</i>)
SA37	10 – 100 points; (100 points maximum)	For achieving goals established in goal-setting session with RVC (<i>points assigned by RVC by June 30</i>)

GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
From Meeting of January 11-12, 2019
Atlanta, Georgia

Members Present

David Underwood, Chair
Walid Chakroun
Robin Bryant
Mohamad Hosni
William McQuade
Andrew Manos
Robert Hoadley
R. Tim Ashby
James Arnold
Matthew Jesson
Ryan Williams
Chad Smith
Jessica Errett
David Palty
Jeff Hurd
Eduardo Conghos
Sam Hui
Stephen Gill
Maged Hashem
Roger Jones
Dunstan Macauley
Daryl Boyce
Charles Gullede

Members Absent

Michael Bilderbeck
Terry Townsend
Kinga Porst Hydras

Guests

Bill Artis
Thomas Reyes
Chris Mathis
Hugh Crowther
William Klock
Madison Schultz
Doug Cochrane
Tyler Owens
Olu Souade
Syed Mubarak
Arturo Thor de Koos
Ng Yong Kong
John Peavey
Marites Calad
Sophia Nyberg
Ayman Eltalouny
Jim Wolf
Rob Craddock
RJ Hartman
Samantha Slater
Larry Spielvogel
Brendan Hall
Chris Gray
Adam Doubblestein
Charles Han
Charlie Souhrada

Staff

Alice Yates
Jim Scarborough
Jeremy Pollack
Anne Wilson
Steve Comstock
Lilas Pratt

Motions

Motion 1: Amendment to the ROB to Change Qualifications for GAC Chair and Vice Chair

Motion: The GAC moves to recommends to Members Council that the qualifications in the Rules of the Board for the Government Affairs Committee Chair and Vice Chair be changed as shown below.

2.402 GOVERNMENT AFFAIRS COMMITTEE

2.402.002.2 Qualifications

A. ~~Either the~~ The Chair ~~or the Vice Chair~~ of the committee shall have ASHRAE Executive Committee experience.

~~B. The Vice Chair shall have ASHRAE Executive Committee experience~~

Background:

GAC members who have served for several years on the committee, but who may not have Executive Committee experience, should be considered for a nomination as Chair or Vice Chair of the Committee. As these individuals have served on the GAC, they have gained considerable experience and knowledge, and some would be qualified to lead the committee.

The GAC recognizes that due to the nature of the committee's work, it is critical to be aligned with the broader societal goals and focus, which means it is critical to have a good working relationship and communication with ExCom. Further, as the Senior Officers hold meetings in Washington, DC on a semi-annual basis, with many of these meetings involving government officials, having knowledge of these types of meetings and communication is also important. For this reason, ExCom experience would still be required in GAC leadership. However, that ExCom experience could be held by *either* the Chair or the Vice Chair, rather than requiring ExCom experience for *both* of the top two leaders of the GAC. Further, one of the At-Large GAC members must be a Presidential Member, which also provides for leadership at that level within the GAC.

Fiscal Impact:
No fiscal impact.

Motion 2: A Revised Description of the Global Affairs Subcommittee in the GAC Manual of Procedures (MOP)

The Government Affairs Committee recommends to Members Council to change the description of the GAC Global Affairs Subcommittee in the Manual of Procedures as shown below:

6. d. Global Affairs Subcommittee

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

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

Responsibilities of this Subcommittee shall include:

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

Background: The newly established Global Affairs Subcommittee was created to reflect the expansion of ASHRAE membership beyond North America. Since its creation, the subcommittee's members have reexamined their responsibilities as dictated in the Manual of Procedures (MOP) and crafted new language to better describe the activities of this subcommittee. The current language was viewed as too general and did not give the subcommittee clear direction. After much debate, the subcommittee and its members decided to develop a new description that would emphasize the following:

- Building Connections
- The Global Nature of the Society
- That it is Internationally Focused
- Best Practices

Another item of note was that format in which the original description was written did not match those of the other Government Affairs Subcommittees. These changes proposed to the MOP will solidify the goals and correct the format of the Global Affairs Subcommittee section.

~~The proposed language was approved by the GAC Global Affairs Subcommittee by voice vote on January 11, the GAC Rules Subcommittee by voice vote on January 11, and by the full GAC on January 12 by voice vote.~~

The proposed language was approved by the Government Affairs Committee (GAC) by voice vote on January 12, 2019

Fiscal Impact: \$0

Motion 3: Revised Description of the Nominating Subcommittee in the GAC Manual of Procedures (MOP)

The GAC recommends to Members Council that the GAC MOP be amended to add additional descriptive language to the Nominating Subcommittee description with changes shown below:

e. Nominating

- 1. Membership of this Subcommittee shall be a Presidential Member, the Communication Coordinator and the chairs of the other standing Subcommittees.**
- ~~**2. Responsibility of this Subcommittee is to make recommendations to the chair of the Committee for the next year's membership and Subcommittee chairs.**~~
- 2. The Subcommittee shall be Chaired by a Presidential Member and the Subcommittee shall select a Vice Chair to serve in the absence of the Chair.**
- 3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee for the next year's GAC Committee Chair and Vice Chair.**
- 4. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the newly appointed GAC Committee Chair and Vice Chair.**

5. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.

6. All nominations should be submitted by the Nominating Subcommittee within a maximum of two weeks' time after the Winter Meeting.

Background:

The MOP was revised in the previous Society Year to reorganize the Government Affairs Committee. The Nominating Subcommittee was added at that time to handle internal nominations for the GAC. A very limited description was provided of this new Subcommittee, with the rationale being that the new Subcommittee would clarify further the scope of its work. This language helps to more clearly define the tasks for this Subcommittee.

Fiscal Impact:

None

Motion 4: Revised description of the GAC Rules Subcommittee Membership

The Government Affairs Committee recommends to Members Council that the GAC Manual of Operations be changed to add the Members Council Representative to the GAC Rules Subcommittee.

6. e. Rules

- 1. The Vice Chair of GAC will be the chair of this Subcommittee.**
- 2. Membership of the Subcommittee will be the Vice Chair, and the Communication Coordinator and the Members Council Representative.**
- 3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP and ROB.**

Background:

This subcommittee of the Government Affairs Committee was added last year as part of the reorganization of GAC. This subcommittee is tasked with an annual review of the official documents of GAC. Since many of the recommendations for changes to those documents would need to come to Members Council for consideration, it was felt that adding the Members Council Representative to this subcommittee would be advantageous for continuity.

Fiscal Impact:

None

Information Items

1. Government Outreach Days, which were previously named "Days on the Hill," have been tremendously successful due to strong participation by ASHRAE volunteer members. The Government Outreach Days have increased from 2 days in SY14-15 and SY15-16, to 9 days in SY16-17, to 16 days in SY17-18, with **23 days estimated to take place in SY18-19**. For this year, the Government Outreach Days will include visits to U.S. Congressional state and district offices, as a pilot program in SY17-18 proved successful.
2. A recommendation will be sent to the Honors and Awards Committee nominating an ASHRAE member for the Government Affairs Award.

3. Review of and recommendations for additions and changes to the GAC PAOE points was completed at this meeting and will be sent to the PAOE Committee. (Attachment A)
4. The GAC approved a revised Resource Manual for GAC.

MBO Update

GAC Winter Meeting

MBO	Responsibility	Status
MBO #1: Develop and implement programs to promote awareness and use of Building EQ (in cooperation with the Building EQ Committee)	Policy & Programs Subcommittee	<p>The Policy and Programs Subcommittee Chair has assigned himself and Andrew Manos to review the MBO and propose ideas before the next Subcommittee meeting.</p> <p>The Global Affairs Subcommittee also discussed the promotion of Building EQ outside of the United States. It was reported that the online portal is being translated for French users which can be useful in Canada and parts of Europe.</p> <p>October 2018: Chair David Underwood requested from RVCs ideas of potential large users of Building EQ.</p> <p>December 2018: Dave Palty has reached out to Lilas regarding making updates to the Building EQ flyer. David Underwood has reported that the French version will be released in early January. Hydro-Québec, which did the translation, said they will use Building EQ for all their buildings. Darryl Boyce is working with APPA on using Building EQ at university campuses.</p> <p>2019 Winter Meeting: The Government Jurisdiction factsheet for Building EQ has been released and distributed, and GAC members are working with various governments, including NYSERDA, to promote Building EQ.</p>

MBO	Responsibility	Status
<p>MBO #2: Develop implementation plan for promoting existing standards for use in the residential market, while 90.2 is in the process of being updated.</p>	<p>Policy & Programs Subcommittee</p>	<p>The Policy and Programs Subcommittee Chair has assigned subcommittee members - Matthew Jesson and Kinga Hydras - to review the MBO and propose ideas before the next Subcommittee meeting.</p> <p>December 2018: Matthew Jesson identified existing standards for use in the residential market. However, progress has now been made on 90.2, and may be released as soon as January 2019. An advocacy plan will be developed for 90.2.</p> <p>Marketing staff will present an overview of the marketing plan for 90.2 at the 2019 Winter Meeting in Atlanta.</p> <p>2019 Winter Meeting: It was reported that the 90.2 factsheet is complete and it has been distributed so that it can be used to promote the standard.</p>
<p>MBO #3: Expand Government Outreach Days/DOTH including development of new training materials to include documents, videos and case studies, and extend to Federal Congressional outreach.</p>	<p>Member Mobilization Subcommittee</p>	<p>Member Mobilization Subcommittee has met once since the Houston meeting. A Google Document has been created so that RVCs/Chapters can list their dates. An email has gone out from Chair David Underwood and staff is about to follow-up on target states/jurisdictions. Mr. Ashby and Mr. Arnold are to work with Ms. Yates on creating new documents.</p> <p>October 2018 - Federal Congressional outreach training materials sent to Chapters, and planning for 2019 is ongoing.</p> <p>January 2018 – Two Government Outreach Days have been held this Society Year with 17 more scheduled or being planned.</p>

MBO	Responsibility	Status
<p>MBO #4: Develop resources to advocate for ASHRAE standards, guidelines and other materials that support resiliency.</p>	<p>Policy & Programs Subcommittee</p>	<p>The Policy and Programs Subcommittee Chair has assigned subcommittee members - Stephen Gill and Roger Jones - to review the MBO. Discussion indicates that resources will be developed following the publication of the ASHRAE position document on resiliency.</p> <p>October 2018: All PPIBs have been assigned to subcommittee members, with deadlines established.</p> <p>December 2018: A draft the PD on resiliency should be available to review by early spring, with approval at the Annual Meeting in Kansas City. After the PD is completed, a PPIB or factsheet will be created by the PPSC.</p>
<p>MBO #5: Utilize online tools to rapidly respond to GAC issues.</p>	<p>Member Mobilization Subcommittee</p>	<p>Concern has been raised by the Subcommittee about the difficulty in finding the government affairs pages on the ASHRAE website.</p> <p>October 2018 – Government Affairs website revised so that all subpages can be accessed easily from the main page.</p> <p>December 2018 – This issue was discussed at the December 7 Member Mobilization Subcommittee meeting.</p> <p>January 2019 – Government Affairs staff is working with the Bill Track 50 vendor to develop a more user-friendly method of using the online software so that legislation and regulation can be viewed more quickly</p>
<p>MBO #6: Identify organizations to collaborate with in government outreach.</p>	<p>Executive Subcommittee</p>	<p>October 2018 – Draft list of organizations with whom to collaborate has been developed.</p> <p>December 2018 – Additional organizations have been identified, in part through the Ottawa, Canada and Washington, DC government meetings by the Senior Officers. David Underwood was instrumental in identifying organizations to meet with in Canada.</p>

MBO	Responsibility	Status
<p>MBO #7: Develop advocacy materials that support the Public Policy Priorities to inform officials.</p>	<p>Policy & Programs Subcommittee</p>	<p>The Policy and Programs Subcommittee Chair has assigned subcommittee members -Chad Smith and Eduardo Conghos - to review the MBO and propose ideas before the next Subcommittee meeting.</p> <p>The Policy and Programs Subcommittee Chair has also assigned 1 subcommittee member to review each expired Public Policy Issue Brief.</p> <p>October 2018 – All PPIBs have been assigned to subcommittee members, with deadlines established.</p> <p>December 2018: Subcommittee member Chad Smith reported that ASHRAE has already developed lots of information, but the subcommittee needs to strategize on the best way to convey that information, including through use of the 365 App. A conference call with marketing staff was held Dec. 10 to discuss including government advocacy information on the ASHRAE 365 App; a result of that call was that marketing will add a link under the “Resources” section of the App, which will link to the Policy and Advocacy Materials portion of the website.</p>
<p>MBO #8: Identify areas for which ASHRAE can lead proactively in the future.</p>	<p>Executive Subcommittee</p>	<p>Executive Subcommittee will meet for the first time on Sep. 20, 2018.</p> <p>December 2018 - An initial list of areas have been identified.</p>

Attachments

Attachment A: GAC RECOMMENDATIONS ON PAOE POINTS

ATTACHMENT A
GAC RECOMMENDATIONS ON PAOE POINTS

The Government Affairs Committee (GAC) has the following recommendations concerning PAOE points:

1. GAC recommends that there should be differing levels of PAOE points for government advocacy meetings: 50 points for a staff-level meeting and 100 points for a meeting with an elected or appointed official. GG-9
2. GAC recommends that CTTC should add a GAC presentation (similar to CTTC 24).
3. GAC recommends adding the following language (in red): "For chapter **active** GAC chair continuing a second year as chair **or past chapter president with GAC experience** (200 points for an additional year with a cap of 300 points in one year. GG-16

HONORS AND AWARDS COMMITTEE

REPORT TO MEMBERS COUNCIL

FROM MEETING OF JANUARY 13-14, 2019

MEMBERS PRESENT

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

MEMBERS ABSENT

Paul Petrilli

GUESTS

Alyse Falconer
James Falconer
Nathan Hart

STAFF

Candace DeV Vaughn
Chandrias Jacobs

MOTIONS

Motion 1: Honors and Awards Committee recommends to Members Council that the editorial changes to the Honors and Awards MOP, as indicated in ATTACHMENT A, be approved.

Fiscal Impact: None.

Vote: 10:0:0 MOTION PASSED

Background: Recently approved changes to where the Youth Outreach Award is presented are reflected. Other “housekeeping” format changes are reflected as well.

INFORMATION ITEMS

1. The Honors and Awards Committee requests updated guidance from the Council on the previous recommendation from the *Winter and Annual Meeting Needs Ad Hoc Committee* made at the 2006 Annual Conference that “additional awards that recognized service and/or achievement may be considered but no new awards should be added to the Society Plenary presentation.”

The Committee respectfully recommends that H&A be allowed to review all requests concerning Society level awards, per ROB 2.411.003.2. And that any new requests for awards, existing or new, to be presented at the Plenary on a case by case basis. If the Committee feels that an exceptional circumstance exists and a new award should be added to the Plenary, that recommendation will be put forward to Members Council with adequate background and clear reasoning.

2. The Honors and Awards Committee is continuing to work with the Society Rules Committee on SRC's request to eliminate duplication of award guidelines in the Society Rules of the Board and the H&A MOP. The Committee will have final recommendations to the Council at the 2019 Annual Conference.

EXECUTIVE SESSION MOTIONS

Motion 1

Attachments

Attachment A – Editorial MOP Changes

Attachment B – Updated 2018-19 MBOs

Attachment C – Executive Session



HONORS AND AWARDS COMMITTEE

MANUAL OF PROCEDURES

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

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18.18 YOUTH OUTREACH AWARD

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

18.19 DEVELOPING LEADER AWARD

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

18.20 GOVERNMENT AFFAIRS AWARD

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

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 Complete for awards with a December 1 deadline. Ongoing for awards with a May 1 deadline.
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Open	November 1, 2018 & April 1, 2019	Media Subcommittee	Help by advertising/ promoting personal awards before their due dates 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.
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 Updates will be completed in February and July.
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. 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.
5. Send reminder to Committee Chairs of Pass Through Awards	Complete	December 1, 2018	Pass Through Awards Subcommittee	Reminders were sent.

ATTACHMENT J

Chapter Opportunity Fund	(\$100,000)	WANT		CEC: Increase registration fees	\$165,000
YEA: New Faces of Engineering	(\$5,000)	WANT		CEC: Increase ticket fees Social	\$10,000
YEA: Promotional Budget	(\$5,000)	NEED			
YEA: Staff Travel	(\$6,000)	NEED			
CEC: Eliminate Food at Committee Meetings*	(\$25,000)	WANT			
CEC: Eliminate Sustainability Project	(\$20,000)	NEED	-10,000		
CEC: Eliminate food in Members & Spouse Lounge*	(\$15,000)	WANT			
MP: WIA Breakfast	(\$7,500.00)	WANT		* Coffee & Tea Only	
MP: WIA Happy Hour	(\$3,000.00)	WANT			
SA: Discover E Sponsorship	(\$15,900)	WANT			
SA: Solar Decathlon Sponsorship	(\$18,900)	WANT			
SA: Future City Sponsorship	(\$3,000)	WANT			
SA: Zero Student Design Sponsorship	(\$4,000)	WANT			
SA: National Engineer's Week Sponsorship	(\$21,800)	NEED			
SA: CAR Design Comp Sponsorship	(\$7,600)	NEED			
Leadership Academy Registration Fees	(\$30,000)	WANT			
GAC: Excom Retreat	(\$18,000)	WANT			
	(\$305,700)				
CTTC: 10% Cut in DL Program		NEED			
Reduce DRC other CRC Visits to 1 and Board Recommended		NEED			
Reduce DRC Regional Travel Fund Allocations 10%		NEED			
Voting Members only Fall MC Meeting Virtual for others		WANT			
Remove Transportation Cap from Region XIII and RAL in Transportation Policy		NEED			
Reduce Chapter Special Event Insurance and Program Process		WANT			
Realignment of US Regions to reduce by 1					
Reduce number of DAL Positions by 3					
Reduce number of VP Positions by 1					

ROB and ASHRAE Bylaws Motions (see Attachment A1 – Dennis Knight Memo to BOD)

MOTION 1:

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 ~~five~~ one hundred members eligible to vote with no more than 50 of the petitioners belonging to any single Region of ASHRAE. 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.

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)

MOTION 2:

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: To serve in the office of President-Elect 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 Treasurer for one full society year within the previous 5 society years. The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office.

Section 5.3.2 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 years.

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.

MOTION 3:

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 4:

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. (SBL 4.2)
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 in the Bylaws.
3. Candidates for consideration as a Director and Region Chair (DRC) or a Director At Large director shall have attained the grade of Member at least five years before the date of election.

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

ATTACHMENT K

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.

ATTACHMENT K

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.

2017 Fall CRC Motions To Be Reviewed by Nominating Committee

Region VI (Illinois Chapter) – CRC Motion 1.2:

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

2.104.008.02 Master List of Potential Nominees

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

A similar motion was approved by the Nominating Ad Hoc, but it was defeated by the Nominating Committee at the 2018 Annual Meeting in Houston.

Region VI (Illinois Chapter) CRC Motion 2:

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

2.415 NOMINATING COMMITTEE

2.415.002 MEMBERSHIP

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

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

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

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

This topic was discussed by the Nominating Ad Hoc, but the Nominating Ad Hoc did not believe this change should be made at this time.

Region III (Hampton Roads Chapter) CRC Motion 12:

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

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

The Vice Chair of the committee shall be nominated by the members of the Nominating

2017 Fall CRC Motions To Be Reviewed by Nominating Committee

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

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

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

The Nominating Ad Hoc discussed this topic and decided that the Nominating Committee did already chooses 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.

Region XII (Gold Coast Chapter) CRC Motion 25:

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

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

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

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

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

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

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.

2017 Fall CRC Motions To Be Reviewed by Nominating CommitteeRegion XII (Southwest Florida Chapter) – CRC Motion 28:

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

The Nominating Ad Hoc discussed the topic of DAL’s 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.

ATTACHMENT M

From: Soltis, David

Sent: Wednesday, December 19, 2018 10:03 AM

To: Unrein, Brian <BUnrein@ashrae.org>

Cc: Gurley, Daniel <DGurley@ashrae.org>; Cahill, Thomas <TCahill@ashrae.org>; Southern, Dave <DSouthern@ashrae.org>; Lin, Amy <ALin@ashrae.org>; Samples, Mike <MSamples@ashrae.org>; Hall, Shawn <SHall@ashrae.org>; Grant, Vickie <vgrant@ashrae.org>

Subject: RE: Members Council Referral

Team,

This is a complex process with no simple rule(s) or process that fits everything that ASHRAE needs to accomplish for our Members.

ASHRAE depends on multiple distribution carriers that distribute ASHRAE's letters, packages, or boxes 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 needs to use a combination of all distribution carriers/network to meet ASHRAE's needs.

In ASHRAE's review process for mailing distribution, we looked at 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 would fit onto a label without losing data. The conclusion was:

- Two address lines
- 35 characters for each line

If data exceeds the above lines or characters, the data would not print on the label during the automated mailing process for different mailing types and/or different distribution carriers.

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.

With mailing address format, ASHRAE follows USPS mailing address format for mailing and data collection. Below are how the basic mailing address format would appear:

USPS Domestic Format

Company Name or Person's Name
Address Line 1
Address Line 2
City, State, Postal Code

USPS Rest of World (ROW) Format

Company Name or Person's Name

ATTACHMENT M

Address Line 1
Address Line 2
City, State, Postal Code
Country

With the Rest of World (ROW), the most common mailing format is:

Company Name or Person's Name
Address Line 1
Address Line 2
Postal Code, City (Variation for: State, District, or Province)
Country

The above mailing address format appears to be straight forward and simple to understand, but Publishing Services has a whole book on each country variations that may or may not be completely followed within the country.

The conclusion is two address lines and 35 characters for each lines is the best current process to fit address formats that is used with different distribution carriers that ASHRAE uses. Mailing distribution is a complex subject and has many variations. Let me know if you have any questions.

David

David Soltis, Group Manager Electronic Products and Publishing Services



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www.ashrae.org

Jonathan I. Symko
Director and Regional Chair Region VIII
Jsymko@comcast.net

Reply to: 2807 Fairway Dr.
Sugar Land, TX 77478
Tel: 832.914.4499

ATTACHMENT N

DATE

NAME & ADDRESS OF MEMBER

Dear **Mr./Ms. Last name:**

As Director and Regional Chair of Region VIII, I am sending this letter to you to request that you send me a response to the attached ballot within 30 days of the date shown on this letter to determine the future status of the Shreveport Chapter.

The following is a “recap” of the activities that have transpired over the past eleven months in dealing with the Shreveport Chapter in trying to get a voluntary status of the respective Chapter operations:

September 2017

I visited the Shreveport Chapter at a site with the existing Board of Governors and past leadership to explain the options for the chapter to remain a fully functioning chapter, a section under another existing neighboring chapter or to dissolve the chapter. I gave the attendees two weeks to get back to me with their determination.

October 2017

The attendees responded that they had commitment to proceed in the direction of remaining a full-fledged chapter and pledged that they would continue with scheduled meetings, attending President Elect Training and have active participation in the upcoming CRC as well as providing the necessary CIQ, chapter reports and society communications to assist in growing the chapter.

January 2018

I selected the chapter's President Elect, Justin Ivey, as LeaDR at the Chicago Winter Meeting to shadow myself and Randy Schrecengost as RMCR.



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February 2018

Jason Ivey attended the President Elect Training in Dallas and was active in the discussions.

April 2018

Shreveport failed to respond to any correspondence both written and phone calls. No one from the chapter attended CRC, no information given for chapter summary reports, CIQ, etc. I contacted the past regional leaders and was told that after the meeting in September several attempts to have meetings, establish a BOG or any semblance of a group willing to provide leadership was totally absent.

June 2018

I had meetings with past DRCs, Bill Harrison, Bill Klock, Art Giesler and Ken Fulk on the status of the Shreveport chapter. Bill Harrison volunteered to contact past leaders and get commitment to resurrect the chapter. All attempts failed.

The Attached Ballot

The Ballot attached to this letter contains three options:

- Retaining the status as an ongoing chapter. In order for this to occur, there needs to be enough active members of the chapter to form a viable leadership team, Board of Governors and a sustainable succession plan to make the chapter whole again. As I have stated previously, there does not appear to be a consensus to provide that. There is a check box for those who wish to remain a chapter to volunteer to be an active member.
- Status as a Section. A section is a non-chapter that reports to an existing chapter. Meetings are conducted but all rights and privileges to be part of the region or having support is through the sponsoring chapter. This status is considered a temporary situation where members of the section have a future desire for becoming a chapter. Northwest Arkansas just became a chapter after being a section for a period of time under the Arkansas Chapter.
- Dissolution of the chapter means that the chapter is dissolved and the local members can select which chapter they would like to be re-assigned.

The Shreveport chapter has had a very distinguished past as an active and prosperous ASHRAE chapter and was a shining star in Region VIII. However, it has been a number of years now where the activity, commitment and desire of the Shreveport Chapter members have not been evident.



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So, please fill out the attached ballot and send to me either via email or regular mail to my attention.

I thank you for your continued membership in ASHRAE and hope that you will continue with your support.

Sincerely yours,

Jonathan I. Symko
Region VIII Director and Regional Chair ASHRAE

BALLOT

Please complete the following by checking either of two options:

☐ **Option 1** – Remain as a Chapter of ASHRAE. If selected, please indicate your willingness to serve as:

- ☐ Chapter Officer
- ☐ BOG member
- ☐ Committee Chair

☐ **Option 2** – Dissolve the Chapter, Initiate activities to become a Section of:

- ☐ East Texas Chapter in Region VIII
- ☐ Baton Rouge Chapter in Region VII

☐ **Option 3** – Dissolve Chapter. Please advise which chapter you prefer to be assigned:

- ☐ East Texas Chapter in Region VIII
- ☐ Baton Rouge Chapter in Region VII

Comments:

Name

Signature

Date

Please return your ballot by mail to:

or by email to: jsymko@comcast.net

Jon Symko
2807 Fairway Dr.
Sugar Land, TX 77478

Please respond within **30 days** from date of letter. If a ballot was not returned, **it would be considered a vote for Option 3 with assignment to East Texas Chapter.**

ATTACHMENT N

option #1	option #2	option #3	Assign:Eas	Assign:Other	
X	X				
		X	X		
		X	X		
		X	X		
X	X	X	X		
X					
		X		X	Baton Rouge
		X	X		
		X		X	Baton Rouge
		X	X		
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		X	X		
7	7	40	37	3	

ASHRAE Members Council – Ad Hoc Struggling Chapters

May, 2014

Ver. 5-19-14

Action Item (per Tom Phoenix):

Region Ops to form an ad hoc and come up with basic rules to:

- 1) Aid in keeping a struggling chapter afloat;
- 2) Determine when to dissolve a chapter; and
- 3) Determine when to move to section status. What procedures in place for the logistics of the chapter.

Bookmarks to MCO sections:

[MCO 11.10](#)

[Appendix 11.G](#)

Trouble or Struggling Situations:

- President was only contact and communications extended are not responded nor followed through.
- Society was not sure where to send the checks for the chapter, so they were sent to the region.
- No CIQ or incomplete. Names listed are no longer members.
- RVC's does not have Committee Chair contacts, or if do, are not responsive.
- Meetings are in-frequent and lightly attended.
- President keeping all communications through them and not extending to other members.
- Lost tax status as 501 3C status as it was run as a "club".
- Chapter does not want to host CRC.
- Partial Board of Governors. A few doing it all.
- Financial trouble.
- Region Assessments are not paid.
- No Research Promotion training or pursuit of goals.
- Conflict of members.
- New members are looking for activities.
- No activities with student programs.
- YEA members have no contact.

Definition of a Struggling or troubled chapter:

- Matrix of measuring a chapter and comparing with others in the region.
- Not attending CRC.
- No response from president.
- No treasurer contact.
- Incomplete CIQ.
- Members looking chapter activities, but cannot find contacts.

Actions which can be taken:

- DRC make personal contact with the last listed Board members and inquire the truth of the chapter. Region leaders extend contacts as known, or requested by DRC.
- DRC contact or assign contact of recent past presidents to engage in their assistance in re-formulating a Board of Governors
- Gather membership list from MP RVC and extend inquiries from seasoned members about status. Look for interested members of renewing chapter.
- Contact major equipment manufacturers and manufacturer reps to develop programs.
- Locate the financial account holder and update on financial status. Transfer if necessary.
- Seek a MP Chair to collect members and invite to participate in some role, or meetings.
- Renew or establish a mailing list to reach out to members for program ideas, locations or activates.
- Invite to meetings of other chapters in the region.
- Encourage sharing program presenters and topics of adjacent chapters. Share current and recent program presenters and topics. Allocate DL for a quality chapter program.
- Ask a few to attend a CRC, to learn of what ideas could be used to engage membership participation.
- Ask them to host a CRC, with more Regional assistance, and reduce the scope to a manageable level for the chapter leaders to engage and have success with planning.

Moving a Chapter to a Section:

- Following one or many of the above attempts, follow the MCO for establishing a section.
- Of the members who respond to contact, inquire about moving to a Section. Describe the process and positives to operating under another chapter's structure.
- Work with members to communicate the structure of a Section and inquire about a vote. If resistant, encourage involvement in numbers and duration to regain good standing as a Chapter.
- Arrange contact with potential chapters to operate as a Section under. Discuss, structure, programs, social activates, logistics and finances.
- Conduct a vote.
- If fails, set expectations and transition plans.
- If the Chapter votes to move to section, establish action plans with time frames to track progress to serve members of Section.

Dissolve a Chapter

- MCO appears to have a good description.

Appendix A:**Chapter Checklist**

This checklist could be used to check a Chapter's health and compared with others in the region or as available. Can be used once a year, by the DRC (or Regional officer assigned by the DRC) or compared as an ongoing measurement to detect trends. This may be shared with the Chapter as a individual evaluation so improvements in their operation could be made in their chapter.

1. Chapter CIQ filed
 - a. By May 15th 15 points
 - b. By June 1st 10 points
 - c. By June 15th after 1st notice by DRC 5 points
 - d. By July 1st after 2nd notice by DRC 0 points

2. CIQ positions filled
 - a. All officers and BOG 15 points
 - b. All officers, BOG, and grassroots chairs 10 points
 - c. Some openings for key positions 5 points
 - d. Many openings for key positions 0 points

3. Chapter meetings and special events
 - a. Full schedule of meetings (8 or more) 15 points
 - b. 6 or 7 meetings 10 points
 - c. 4 or 5 meetings 5 points
 - d. Less than 4 0 points

4. PAOE points
 - a. PAR in all categories 15 points
 - b. Minimum in 5 of 6 categories 10 points
 - c. Minimum in 4 categories 5 points
 - d. Minimum in less than 4 categories 0 points

5. Research Promotion
 - a. 1 point for every 10% of goal, 100% = 10 points

6. Membership Promotion
 - a. 1 point for every 10% of goal, 100% = 10 points

ATTACHMENT N

- | | | |
|-----|-------------------------------------------------|-----------|
| 7. | Communication with Society | |
| a. | By date required by Society | 15 points |
| b. | Responds after 1st inquiry | 10 points |
| c. | Responds after 2nd inquiry | 5 points |
| d. | Lack of response | 0 points |
| 8. | Communication with DRC | |
| a. | More than six contacts in a year (new topics) | 15 points |
| b. | More than four contacts and responsive | 10 points |
| c. | Less than four. Less responsive | 5 points |
| d. | Lack of response | 0 points |
| 9. | Communication with Regional Officers | |
| a. | Responds quickly with 24 hours | 15 points |
| b. | Responds within 48 hours | 10 points |
| c. | Responds after 2nd contact | 5 points |
| d. | Lack of response | 0 points |
| 10. | Files taxes and required State forms | |
| a. | On time with copy to Region | 15 points |
| b. | On time but no copy to Region | 10 points |
| c. | Files late | 5 points |
| d. | No filing takes place | 0 points |
| 11. | CRC Participation | |
| a. | Full participation by Chapter Officers | 15 points |
| b. | Delegate and Alternate fully participate | 10 points |
| c. | Delegate and Alternate not present | 0 points |
| 12. | Chapter Communication | |
| a. | More 7 Monthly newsletter; website current | 15 points |
| b. | More than 4 Monthly newsletter; website current | 10 points |
| c. | Four or less Monthly newsletter, no website | 5 points |
| d. | No communications | 0 points |
| 13. | Regional Dues paid | |
| a. | By date required by Region | 15 points |
| b. | Responds after 1st inquiry | 10 points |
| c. | Responds after 2nd inquiry | 5 points |
| d. | Lack of response | 0 points |

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- | | | |
|-----|--------------------------------------------|-----------|
| 14. | President Elect Training Participation | |
| a. | PE and another chapter officer attends | 15 points |
| b. | President Elect attends training | 10 points |
| c. | President Elect notifies DRC of conflict | 5 points |
| d. | Totally misses training | 0 points |
| 15. | YEA Member Participation | |
| a. | YEA Programs planned and attended | 15 points |
| b. | YEA Chair and contact database established | 10 points |
| c. | YEA member attend meetings, but no other | 5 points |
| d. | No information on YEAR | 0 points |

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Point total:

210 to 150	Normal Chapter – No further action required.
100 to 149	Struggling Chapter - DRC should review chapter operations with Chapter officers and committee chairs. Together, the DRC and Chapter leaders will develop a course of action to improve the Chapter's performance. A follow-on review will occur prior to the Winter Conference, and a final review will occur on or about 1 June of the following year. If the Chapter is still deemed to be a Struggling Chapter in June, it will be reported to Members Council for further planning and assistance. The DRC will continue the biennial review process of the Struggling Chapter for three years to verify improved performance.
50 to 99	Weak Chapter – DRC shall review chapter's operation with Chapter, Region, and Members Council leadership to attempt to revive the chapter and make a determination as to whether the Chapter should become a Section of a healthier nearby Chapter. A follow-on review will occur prior to the Winter Conference, and a final review will occur on or about 1 June of the following year. If the Chapter is still deemed to be a Weak Chapter in June, a recommendation will be forwarded by the DRC to Members Council for the Chapter to be converted to a Section and attached to either a nearby Chapter or to the Region. The DRC will continue the biennial review process of the Chapter-turned-Section for three years and recommend a return to Chapter status when performance improves.
Less than 50	Failing Chapter – DRC should recommend to Members Council that the Chapter's Charter be revoked.

Appendix B:

Section 11.10 Guidelines for Voluntary Dissolution of a Chapter

A. Dissolution

The Board of Governors of a chapter which no longer wishes to operate as a chapter of ASHRAE shall call a special meeting to obtain a member vote. The announcement of the meeting shall be by either standard, electronic-mail, by proxy or action by letter ballot, electronic or other approved means to all assigned members of the chapter. The mailing to chapter members in good standing shall include a proxy voting form that can be returned either by fax, standard or electronic-mail. If a vote to dissolve the chapter of at least sixty percent (60%) of the members in good standing is obtained, the Board of Governors shall notify the DRC of the result of the vote. (98-01-18-11/02-01-13-24/02-06-23-35)

Members Council shall make a recommendation regarding the dissolution to the Society Board of Directors. (BOD 04-01-23-2J)

B. Distribution of Members

Upon acceptance by the Board of Directors of the request to dissolve, counties encompassing the geographic area of the chapter will be distributed to neighboring chapters. Should neighboring chapters belong in a different region, the DRC shall consult with the neighboring DRC when applicable. (02-01-13-24)

C. Distribution of Funds

Any funds remaining in the chapter's treasury after all obligations have been satisfied, shall be contributed to the Society Research Promotion Fund.

All physical property and assets of the dissolved chapter, including but not limited to, banners, records, and the chapter charter should be returned to Society for disposition.

In the event that the Society is not then in existence or is not then exempt under applicable tax regulations for non-profit organizations or corresponding provisions of tax laws, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives similar to those of the Society and exempt. (02-06-23-35)

Guidelines for Chapter Charter Revocation

It is the DRC's responsibility to closely monitor chapter operations within their regions to insure that each chapter is operating and performing in accordance with Society policies and the *Manual for Chapter Operations*. When a DRC verifies that such is not the case and the chapter refuses to voluntarily dissolve, a recommendation can be made to Members Council for the revocation of the chapter's charter. (02-01-13-24/ BOD 04-01-23-2J)

When a chapter is not operating or performing in a satisfactory manner despite numerous attempts by the DRC to correct the situation and it refuses to voluntarily dissolve, revocation of its charter may proceed in accordance with these guidelines. (02-01-13-24)

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Not operating or performing satisfactorily includes, but is not limited to the following:

- A. Continued failure to send a delegate or alternate to the CRC without sufficient cause or approval by the DRC. (02-01-13-24)
- B. Continued failure of the delegate or alternate to attend required meetings at the CRC i.e., caucus, business meetings and executive session without reason or approval from the DRC. (02-01-13-24)
- C. Continued failure to maintain any communication with the DRC, Regional Vice Chairs or Sub-Regional Chair or Society. (02-01-13-24)
- D. Continued failure of the chapter to update its constitution or bylaws upon request.
- E. Continued failure of the chapter to hold regular meetings, elect officers, provide technical sessions for its members, appoint committee chairs or collect dues for its effective operation, etc.
- F. Continued failure to abide by:
 - a. Certificate of Consolidation
 - b. Society Bylaws
 - c. Rules of the Board
 - d. Chapter Constitution and Bylaws

At this point the DRC shall write a letter to the chapter's current or last known president or its representative(s) explaining the charges against the chapter. This letter is to be sent by registered mail with return receipt requested and shall provide the chapter with a 60-day time period to respond to the charges. See *Letter A*, Appendix 11G, for a sample letter to be sent by the DRC. (02-01-13-24)

If a response is not received or the response is considered not acceptable by the DRC, the chapter shall be so notified by registered mail followed by a recommendation for revocation of chapter charter to Members Council at its next regularly-scheduled meeting. Concurrence with this recommendation by Members Council will result in a recommendation to the Board of Directors for revocation of the chapter's charter. (BOD 04-01-23-2J)

If the Board of Directors, by a two-thirds vote of its members agree with the recommendation of Members Council, then the Board, or its designee, shall send a letter to the chapter's current or last known president, or its representative(s), informing him/her/ them of their action. This letter will explain the procedures for another opportunity for the chapter president or its representatives to be heard before the full board or a committee of three or more members selected by the Board. See *Letter B*, Appendix 11G, for a sample letter to be sent by the Board of Directors. (BOD 04-01-23-2J)

The results of this Board hearing, if held, will be provided within 30 days of such hearing. If the recommendation of Members Council is upheld, the chapter president or its

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representatives will follow the procedures for the distribution of funds outlined in Section 11.10, Guidelines for Voluntary Dissolution of A Chapter. (BOD 04-01-23-2J)

SAMPLE BOD LETTER

(DATE)

(NAME)

President, _____ Chapter

(Address)

Dear _____:

The Board of Directors of ASHRAE at its _____ (annual-winter) meeting in _____ (city) on _____ (date) has, by a two-thirds vote of the members present, agreed with Members Council's recommendation to the Board that the charter of the _____ (name) Chapter be revoked.

As allowed in the revocation policy, you or representatives of the chapter, are entitled to a hearing in front of this Board, or a committee of three or more members appointed by this Board, to present your case if you feel we have erred in this matter. You have 30 days from the date of this letter to advise me of your decision. If a hearing is requested, you, or the representatives of the chapter, will be notified of the date, time and place of this hearing. If you fail to respond within the allotted time it will be assumed that you agree with the Board's action in this matter.

Sincerely,

Executive Vice President

cc: DRC
Chapter File
Chair, Members Council
Director, Member Services

SAMPLE DRC LETTER

(DATE)

(NAME)

President, _____ Chapter

(Address)

Dear _____:

This letter, being sent by registered mail, is to inform you that I will be recommending to Members Council, at its next regularly-scheduled meeting, that your chapter charter be revoked for the following reasons:

(SET FORTH THE REASONS FOR REVOCATION HERE USING THE LIST FOUND IN THE REVOCATION POLICY, SECTION 12.10, AS A GUIDE.)

As established in the revocation policy, you have 60 days from the date of receipt of this letter to respond. If you fail to respond within this time limit or your response is unacceptable to me, I will move forward with this recommendation.

If Members Council supports my recommendation, it will go forward as an action item to the Board of Directors. If the Board supports it, you will receive a letter from the Board, or its representative, providing you an opportunity to appear before the full Board or a committee of three or more members selected by the Board to present your case.

If you have any question or need any clarification, please feel free to write or call me. However, you must act within the 60-day time period. If you fail to respond with the allotted time it will be assumed that you agree with my action in this matter.

Sincerely,

Chair, Region _____

cc: Chapter File
Chair, Members Council
Director, Member Services

MANUAL FOR CHAPTER OPERATIONS

SECTION 11 CHARTERING A CHAPTER OR SECTION

11.9 Guidelines for Voluntary Dissolution of a Chapter

11.10 Guidelines for Chapter Charter Revocation

11.9 Guidelines for Voluntary Dissolution of a Chapter

A. Dissolution

The BOG of an ASHRAE chapter that cannot or no longer wishes to operate as a chapter shall call a special meeting to obtain a member vote. The announcement of the meeting shall be by standard mail and/or e-mail or other means to all assigned members of the chapter. Chapter members in good standing shall receive a proxy voting form that can be returned by fax, standard mail or e-mail. If a vote to dissolve the chapter of at least sixty percent (60%) of the members in good standing is obtained, the BOG shall notify the DRC of the result of the vote.

Members Council shall make a recommendation regarding the dissolution to Society's Board of Directors.

B. Distribution of Members

Upon acceptance by the Board of Directors of the request to dissolve, information about the dissolution will be distributed to neighboring chapters. Should neighboring chapters belong in a different region, the DRC shall consult with the neighboring DRC when applicable.

C. Distribution of Funds

Any funds remaining in the chapter's treasury after all obligations have been

satisfied shall be contributed to Society's Research Promotion Fund.

All physical property and assets of the dissolved chapter, including but not limited to, banners, records and the chapter charter shall be returned to Society for disposition.

In the event that Society is not then in existence or is not then exempt under applicable tax regulations for non-profit organizations or corresponding provisions of tax laws, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives similar to those of the Society.

11.10 Guidelines for Chapter Charter Revocation

The DRC is responsible for monitoring chapter operations within his or her region to ensure that each chapter is operating and performing in accordance with Society policies and the *Manual for Chapter Operations*. When a DRC verifies that such is not the case and the chapter refuses to voluntarily dissolve, a recommendation can be made to Members Council for the revocation of the chapter's charter.

When a chapter is not operating or performing in a satisfactory manner despite numerous attempts by the DRC to correct the situation and it refuses to voluntarily dissolve, revocation of its charter may proceed in accordance with these guidelines.

Not operating or performing satisfactorily includes, but is not limited to:

MANUAL FOR CHAPTER OPERATIONS

- A. Continued failure to send a delegate or alternate to the CRC without sufficient cause or approval by the DRC.
- B. Continued failure of the delegate or alternate to attend required meetings at the CRC i.e., caucus, business meetings and executive session without reason or approval from the DRC.
- C. Continued failure to maintain any communication with the DRC, Regional Vice Chairs, Sub-Regional Chair or Society.
- D. Continued failure of the chapter to update its constitution or bylaws upon request.
- E. Continued failure of the chapter to hold regular meetings, elect officers, provide technical sessions for its members, appoint committee chairs or collect dues for its effective operation, etc.
- F. Continued failure to abide by:
- Certificate of Consolidation
 - Society Bylaws
 - Rules of the Board
 - Chapter Constitution and Bylaws

The DRC shall write a letter to the chapter's current or last known President or its representative(s) explaining the charges against the chapter. This letter is to be sent by e-mail or by registered mail with return receipt requested and shall provide the chapter with a 60-day time period to respond to the charges. See **Appendix 11E, Letter A** for a sample letter.

If a response is not received or the response is considered not acceptable by the DRC, the chapter shall be so notified by e-mail or registered mail followed by a recommendation for revocation of chapter charter to Members Council at its next regularly scheduled meeting. Concurrence with this recommendation by Members Council will result in a recommendation to Society's Board of Directors for revocation of the chapter's

charter.

If the Board of Directors (BOD), by a two-thirds vote of its members, agrees with the recommendation of Members Council, then the Board, or its designee, shall send a letter to the chapter's current or last known president, or its representative(s), informing the relevant parties of the decision. This letter will explain the procedures for another opportunity for the chapter President or representatives to be heard before the full board or a committee of three or more members selected by the Board. See **Appendix 11E, Letter B**, for a sample letter to be sent by the BOD.

The results of this Board hearing, if held, will be provided within 30 days of such hearing. If the recommendation of Members Council is upheld, the chapter President or representatives will follow the procedures for the distribution of funds outlined in Section 11.9, Guidelines for Voluntary Dissolution of a Chapter.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region-At-Large, Hellenic Chapter – 2014 Fall CRC)	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p>OPEN</p>
Atlanta – 10/2016	4l	That GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017. (Region XII, Brasil Chapter – 2016 Fall CRC)	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>OPEN</p>
Atlanta – 10/2016	7l	That the Handbook includes a chapter on ventilation for the textile and garment industries. (Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)	Technical Activities Committee	OPEN
Long Beach – 06/2017	15	That ASHRAE extend membership for low income countries to upper middle income countries as defined by the World Bank. (Region VIII, Monterrey Chapter – 2017 Spring CRC)	Finance Committee	<p>01/15/2019 – The Finance Committee was not in favor of this motion. It was determined that the World Bank is an objective baseline measure.</p> <p>COMPLETE</p>
Atlanta – 11/2017	12	That the SmartStart fees for new members are changed from \$21-\$78-\$103 to \$20-\$80-\$100 starting in FY2018-19. In the future, when an increase to the dues is warranted for this program, the annual dues for SmartStart new members should be rounded up or down to a multiple of 10 to make it easier to sell. (Region II, Montreal Chapter – 2017 Fall CRC)	Finance Committee	<p>01/15/2019 – The Finance Committee agreed with the motion in principle and implemented rounding up to the nearest 0 or 5 into the newly created membership dues calculation for FY 19-20.</p> <p>COMPLETE</p>
Atlanta – 11/2017	14	That Society begin to research and publish ventilation information and recommendations on retail cannabis outlets as well as cannabis growing and transformation facilities. (Region II, NB/PEI Chapter – 2017 Fall CRC)	Technology Council	<p>12/18/2018 – Staff contacted legal counsel for advice. The following is the information we received: "The cannabis issue is that we don't have it legal in the U.S. Until such time we have to be careful what we do. While we can do research it needs to be in countries where cannabis use is legal such as Canada. While legal in some states in the U.S. it is not in all and while I believe there may have been a law recently signed by Trump that would allow states to determine it based on legal advice we need to be careful in regards to publishing things regarding cannabis." We are cosponsoring a standard on growth houses with ASABE. This information has been shared with the relevant TCs.</p> <p>COMPLETE</p>
Chicago – 01/2018	17	That a referral be made be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in	Technology Council	01/23/2018 – Members Council approved this motion and referred it to Technology Council for consideration.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		ASHRAE documentation by January 1, 2019. (Region XII, Florida West Coast Chapter – 2017 Fall CRC)		OPEN
Houston – 06/2018	21	That the Membership Promotion Committee in conjunction with Society's Board or Directors; and, per ASHRAE Bylaws Section 2.10 Student Member, establish criteria for acceptable student membership regarding accredited vocational and/or apprentice trade school students (union, non-union, or similar international designation depending on the country) involved in secondary or post-secondary education; and, designed to provide technical skills which are required to perform the tasks of a particular, specific job for entry directly into the workforce. (Region VI – Central Oklahoma Chapter – 2018 Spring CRC)	Student Activities Committee & Membership Promotion Committee	10/23/2018 – SAC comments: This has been something that the SA Committee has discussed for quite some time. The Student Activities Committee was aware of this before the formal Members Council referral at the annual meeting. This was actually discussed in SAC's full committee meeting in Houston. In Houston, an unofficial vote was taken since the motion had not yet been recommended to SA Committee, it had a 100% approval from the committee. Following the Members Council meeting in Houston, the Student Activities Committee held a vote on this motion by email. The results were 14-0-4 chair not voting (the 4 abstentions were members who did not respond to the email vote). MPC comments: The Membership Promotion Committee voted in favor of this motion. COMPLETE
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. (Region II – Montreal Chapter – 2018 Fall CRC)	Electronic Communications Committee & Finance Committee	01/15/2019 - The Finance Committee referred this motion back to Members Council with the following questions as shown below. <ul style="list-style-type: none">What are the estimated development costs?What are the ongoing maintenance costs?Demand – need at the chapter or regional level?Will a fee be charged to users or does Society bear the entire cost to implement and maintain?Improvements/benefits to service to our members? OPEN
Atlanta – 11/2018	7	That Society give credit for RP cheques received after the deadline be credited to the next year's campaign. (Region II – London Chapter – 2018 Fall CRC)	RP Committee	01/15/2019 – This motion was referred to RPC for comment. A formal recommendation has not been made at this time. RPC was not in favor of this motion. The RP Committee 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. A formal recommendation has not been made by Members Council at this time. OPEN
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. (Region X – San Diego Chapter – 2018 Fall CRC)	Publishing and Education Council	OPEN
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. (Region XII – Brasil Chapter – 2018 Fall CRC)	Publishing and Education Council & Ad Hoc	OPEN
Atlanta – 11/2018	12	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. 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): <ul style="list-style-type: none">Rules of the Board 1.201.09 Commercialism Policy: 1.201.09.3 Guiding Principles	Refer to PEC	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.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		<p>I. 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.</p> <p>1.201.009.5 Examples of Policy Intent: Unacceptable Applications <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></p> <ul style="list-style-type: none"> Rules of The Board 2.431 Conferences and Expositions: 2.431.001 SCOPE AND PURPOSE 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&R industry, provide a venue for general education of people new to the HVAC&R industry and facilitate technology transfer of new innovations in the HVAC&R industry. 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. "ASHRAE Conference Commercialism Policy" handout (Revised June 22, 2013) 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> 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. What is Not Allowed: <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> <p>(Region X – Golden Gate Chapter – 2018 Fall CRC)</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>OPEN</p>
Atlanta – 11/2018	13	That a scoring system for TCs (Technical Committees) similar to the PAQE (Presidential Award of Excellence) scoring system for chapters be created. (Region XII – Brasil Chapter – 2018 Fall CRC)	Technology Council	OPEN
Atlanta – 11/2018	15	That by July 1, 2019 that the Standing Standards Project Committees (SSPC's) and Standards Project Committees (SPC's) create permanent liaison positions on the ASHRAE SSPC or SPC for a person in the society or organization who's published documents are referenced by that Standard. (Region XII – Central Florida Chapter – 2018 Fall CRC)	Standards Committee & Technology Council	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). (Region-At-Large – Cairo Chapter – 2018 Fall CRC)	Publishing and Education Council	OPEN
Atlanta – 11/2018	20	That student branch presidents, vice presidents and treasurers along with their SBAs attend the online student congress, which occurs each year during the winter conference. (Region-At-Large – Lebanese Chapter – 2018 Fall CRC)	Student Activities Committee	01/15/2019 – Providing opportunities for students and student branch advisors from around the world to participate in ASHRAE activities at the Winter Conference are important. The Student Activities Committee (SAC) is in support of this motion and will request ASHRAE staff to provide

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				options for technology in both the student and student branch advisor congresses. If a technological solution is identified and associated costs are covered, the SAC will provide this opportunity as a pilot during the 2020 Winter Conference. 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. (Region-At-Large – ASHRAE Deccan Chapter – 2018 Fall CRC)	Membership Model Ad Hoc Committee	OPEN
Atlanta – 11/2018	23	That ASHRAE provide formal feedback of the awarded performance (points) to all students participating in undergraduate scholarship programs and graduate student grant-in-aid award program, vis-à-vis successful applications selected for the awards. (Region-At-Large – Western India Chapter – 2018 Fall CRC)	Scholarship Trustees	01/15/2019 – The Scholarship Trustees recommend that Motion 23 be defeated. The Scholarship Trustees do not provide guidance to applicants in the preparation of their applications. It is our opinion that the requested replies would be providing guidance. We receive up to 100 applications each year for the 37 scholarships that are awarded. Each application is reviewed by six Trustees. The time and effort required to collect data and provide feedback to all of the unsuccessful applicants is beyond the capability of the Trustees and our single staff support person. Finally, each Trustee scores and ranks each application. Each Trustee has his or her own ideas about what which candidates are deserving. Awards are made not by average score, but by average ranking. Feedback on one evolution of applications would not, in our opinion, have any real value in preparing an application for the next year. 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. (Region I – Granite State Chapter – 2018 Fall CRC)	Electronic Communications Committee	OPEN
Atlanta – 11/2018	26	That Society allow access by the Chapter Historian to Regional Members past Society participation information. (Region II – London Chapter – 2018 Fall CRC)	Historical Committee	OPEN
Atlanta – 11/2018	28	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures. (Region II – Montreal Chapter – 2018 Fall CRC)	Technology Council	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. (Region X – Tucson Chapter – 2018 Fall CRC)	Technology Council	OPEN
Atlanta – 11/2018	40	That ASHRAE provide centralized training on the grassroots committees during Region IV & Region XIV Mega CRC 2019. (Region XIV – Hellenic Chapter – 2018 Fall CRC)	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. GAC comments: The Government Affairs Committee is not involved in Centralized Training. CTTC comments: 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. MPC comments: The MP Committee recommends to increase workshop time and utilize both RVCs. RPC comments: RPC was in favor of this motion. The RP Committee agrees with the importance of holding RP Centralized Training at the

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				<p>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>SAC comments: 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"> 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 & 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 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. <p>YEA comments: 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	44	That MP centralized training be conducted during the RAL CRC and allow the MP chair and MP co-chair to have the option to attend the training either in the US or during the CRC. (Region-At-Large – ASHRAE Falcon Chapter – 2018 Fall CRC)	Membership Promotion Committee	<p>01/15/2019 – The committee was not in favor of this motion, instead MPC is reviewing its Centralized Training options.</p> <p>COMPLETE</p>
Atlanta – 11/2018	47	That the Refrigeration Chair be incorporated as a grassroots committee chair as indicated in the Region Operations Manual. (Region-At-Large – Pakistan Chapter – 2018 Fall CRC)	Refrigeration Ad Hoc (Zentz, Mittal, Khalil & Charalambopoulos)	OPEN
Atlanta – 11/2018	49	That Society institute a discounted multi-year dues payment option for developing economies starting July 1, 2019 with discounts corresponding to those provided for regular dues. (Region-At-Large – India Chapter – 2018 Fall CRC)	Finance Committee	<p>01/15/2019 – The Finance Committee was not in favor of this motion because it is not fiscally responsible since Developing Economies dues are already discounted.</p> <p>COMPLETE</p>
Atlanta – 01/2019	9	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. (Membership Promotion Committee)	Electronic Communications Committee	OPEN
Atlanta – 01/2019	10	That Society provide a website template to chapters that want to create or update their website. (Membership Promotion Committee)	Electronic Communications Committee	OPEN
Atlanta – 01/2019	11	That e-learning courses be translated to major non-English languages based on membership demographics.	Publishing and Education Council	OPEN
Atlanta – 01/2019	12	That a \$50 voucher be provided for e-learning courses for Members and Associates at time of join or renewal that expires on their annual join date. For multiple year renewals, a \$50	Membership Model Ad Hoc Committee	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		voucher for each year of payment. Developing Economy participants will receive a \$25 voucher in lieu of \$50. (Membership Promotion Committee)		
Atlanta – 01/2019	13	That a \$100 voucher be provided for e-learning courses provided for full dues paying Member or Associate that has been in good standing for three consecutive years or more at time of join or renewal that expires on their annual join date. For multiple year renewals, a \$100 voucher for each year of payment. Developing Economy participants will receive a \$50 voucher in lieu of \$100. (Membership Promotion Committee)	Membership Model Ad Hoc Committee	OPEN

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2018 MEMBERS COUNCIL FALL MEETING (11/8-9/2018)					
1	3	IT/Accounting Staff	01/19	Open	To refer Motion 4 (11/18/2018) from the Toronto Chapter (dues auto-renewal function/option).
2	3	Staff	01/19	Complete	To report status of Motion 4 (11/18/2018) to the Toronto Chapter and publish on the website.
3	3	Advertising Sales Staff	01/19	Open	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.
4	3	Staff	01/19	Complete	To report status of Motion 5 (11/18/2018) to the Toronto Chapter and publish on the website.
5	4	Staff	01/19	Complete	To refer Motion 6 (11/18/2018) from the Montreal Chapter to the Electronic Communications and Finance Committees for comment.
6	4	Staff	01/19	Complete	To report status of Motion 6 (11/18/2018) to the Montreal Chapter and publish on the website.
7	5	Staff	01/19	Complete	To refer Motion 7 (11/18/2018) from the London Chapter to RP Committee for comment.
8	5	Staff	01/19	Complete	To report status of Motion 7 (11/18/2018) to the London Chapter and publish on the website.
9	5	RP Committee	01/19	Complete	To implement Motion 8 (11/8/2018) from the National Capital Chapter.
10	5	Staff	01/19	Complete	To report results of Motion 8 (11/18/2018) to the National Capital Chapter and publish on the website.
11	6	IT/Accounting Staff	01/19	Open	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.
12	6	Staff	01/19	Complete	To report status of Motion 9 (11/18/2018) to the Nebraska Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
13	7	Staff	01/19	Complete	To refer Motion 10 (11/18/2018) from the San Diego Chapter to the Publishing and Education Council.
14	7	Staff	01/19	Complete	To report status of Motion 10 (11/18/2018) to the San Diego Chapter and publish on the website.
15	7	Staff	01/19	Complete	To refer Motion 11 (11/18/2018) from the Brasil chapter to Ad Hoc and Publishing and Education Council.
16	7	Staff	01/19	Complete	To report status of Motion 11 (11/18/2018) to the Brasil Chapter and publish on the website.
17	9	Staff	01/19	Complete	To refer Motion 12 (11/18/2018) from the Golden Gate Chapter to the Conferences and Expositions Committee.
18	9	Staff	01/19	Complete	To report status of Motion 12 (11/18/2018) to the Golden Gate Chapter and publish on the website.
19	9	Staff	01/19	Complete	To refer Motion 13 (11/18/2018) from the Brasil Chapter to Technology Council.
20	9	Staff	01/19	Complete	To report status of Motion 13 (11/18/2018) to the Brasil Chapter and publish on the website.
21	10	Staff	01/19	Complete	To report results of Motion 14 (11/18/2018) to the Central Florida Chapter and publish on the website.
22	11	Staff	01/19	Complete	To refer Motion 15 (11/18/2018) from the Central Florida Chapter to the Standards Committee with copy to Technology Council.
23	11	Staff	01/19	Complete	To report status of Motion 15 (11/18/2018) to the Central Florida Chapter and publish on the website.
24	11	Staff	01/19	Complete	To send Motion 16 (11/18/2018) back to the Hellenic Chapter with certification instructions.
25	11	Staff	01/19	Complete	To report results of Motion 16 (11/18/2018) to the Hellenic Chapter and publish on the website.
26	11	Staff	01/19	Complete	To report results of Motion 17 (11/18/2018) to the Hellenic Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
27	12	Staff	01/19	Complete	To report results of Motion 18 (11/18/2018) to the UK Midlands Chapter and publish on the website.
28	13	Staff	01/19	Complete	To refer Motion 19 (11/18/2018) from the Cairo Chapter to the Publishing and Education Council.
29	13	Staff	01/19	Complete	To report status of Motion 19 (11/18/2018) to the Cairo Chapter and publish on the website.
30	13	Staff	01/19	Complete	To refer Motion 20 (11/18/2018) from the Lebanese Chapter to the Student Activities Committee.
31	13	Staff	01/19	Complete	To report status of Motion 20 to (11/18/2018) the Lebanese Chapter and publish on the website.
32	13	Staff	01/19	Complete	To refer Motion 21 (11/18/2018) from Sub Region II to Accounting staff for consideration.
33	13	Staff	01/19	Complete	To report status of Motion 21 (11/18/2018) to the Sub Region II and publish on the website.
34	14	Staff	01/19	Complete	To refer Motion 22 (11/18/2018) from the ASHRAE Deccan Chapter to the Standards Membership Model Ad Hoc Committee.
35	14	Staff	01/19	Complete	To report status of Motion 22 (11/18/2018) to the ASHRAE Deccan Chapter and publish on the website.
36	14	Staff	01/19	Complete	To refer Motion 23 (11/18/2018) from the Western India Chapter to the Scholarship Committee.
37	14	Staff	01/19	Complete	To report status of Motion 23 to the Western India Chapter and publish on the website.
38	15	Staff	01/19	Complete	To report refer Motion 24 (11/18/2018) to staff to amend ROB.
39	16	Staff	01/19	Complete	To refer Motion 25 (11/18/2018) from the Granite State Chapter to the Electronics Communications Committee.
40	16	Staff	01/19	Complete	To report status of Motion 25 (11/18/2018) to the Granite State Chapter and publish on the website.
41	17	Staff	01/19	Complete	To refer Motion 26 (11/18/2018) from the London Chapter to the Historical Committee.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
42	17	Staff	01/19	Complete	To report status of Motion 26 (11/18/2018) to the London Chapter and publish on the website.
43	17	Staff	01/19	Complete	To report results of Motion 27 (11/18/2018) to the NB/PEI Chapter and publish on the website.
44	18	Staff	01/19	Complete	To refer Motion 28 (11/18/2018) from the Montreal Chapter to the Technology Council.
45	18	Staff	01/19	Complete	To report status of Motion 28 (11/18/2018) to the Montreal Chapter and publish on the website.
46	19	Staff	01/19	Complete	To report results of Motion 29 (11/18/2018) to the Cincinnati Chapter and publish on the website.
47	19	Staff	01/19	Complete	To report results of Motion 30 (11/18/2018) to the El Paso Chapter and publish on the website.
48	19	Staff	01/19	Complete	To update Regional Award of Merit form as indicated in Motion 31 (11/18/2018) from the Southern California Chapter.
49	19	Staff	01/19	Complete	To report results of Motion 31 (11/18/2018) to the Southern California Chapter and publish on the website.
50	21	Staff	01/19	Complete	To refer Motion 32 (11/18/2018) from the Tucson Chapter to the Technology Council.
51	21	Staff	01/19	Complete	To report status of Motion 32 to the Tucson Chapter and publish on the website.
52	22	Staff	01/19	Complete	To report results of Motion 33 (11/18/2018) to the Central Arizona Chapter and publish on the website.
53	22	Staff	01/19	Complete	To report results of Motion 34 (11/18/2018) to the Brasil Chapter and publish on the website.
54	22	Staff	01/19	Complete	To refer Motion 35 (11/18/2018) from the Brasil Chapter to IT staff for implementation.
55	22	Staff	01/19	Complete	To report results of Motion 35 (11/18/2018) to the Brasil Chapter and publish on the website.
56	23	Staff	01/19	Complete	To refer Motion 36 (11/18/2018) from the Brasil Chapter to IT staff for implementation.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
57	23	Staff	01/19	Complete	To report results of Motion 36 (11/18/2018) to the Brasil Chapter and publish on the website.
58	23	Staff	01/19	Complete	To report results of Motion 37 (11/18/2018) to the Brasil Chapter and publish on the website.
59	24	Staff	01/19	Complete	To report results of Motion 38 (11/18/2018) to the Charleston Chapter and publish on the website.
60	24	Staff	01/19	Complete	To report results of Motion 39 (11/18/2018) to the El Paso Chapter and publish on the website.
61	24	Staff	01/19	Complete	To refer Motion 40 (11/18/2018) from the Hellenic Chapter to grassroots committees.
62	24	Staff	01/19	Complete	To report status of Motion 40 (11/18/2018) to the Hellenic Chapter and publish on the website.
63	25	Staff	01/19	Complete	To refer the Hellenic Chapter to the ASHRAE Commercialism Policy on website events and advertising (see Motion 41 (11/18/2018)).
64	25	Staff	01/19	Complete	To report results of Motion 41 (11/18/2018) to the Hellenic Chapter and publish on the website.
65	25	Staff	01/19	Complete	To refer the Hellenic Chapter to the commercialism guidelines in the Manual for Chapter Operations (see Motion 42 (11/18/2018)).
66	25	Staff	01/19	Complete	To report results of Motion 42 (11/18/2018) to the Hellenic Chapter and publish on the website.
67	26	Staff	01/19	Complete	To report results of Motion 43 (11/18/2018) to the Spain Chapter and publish on the website.
68	26	Staff	01/19	Complete	To refer Motion 44 (11/18/2018) from the ASHRAE Falcon Chapter to the Membership Promotion Committee.
69	26	Staff	01/19	Complete	To report the status of Motion 44 (11/18/2018) to the ASHRAE Falcon Chapter and publish on the website.
70	26	Staff	01/19	Complete	To report the results of Motion 45 (11/18/2018) to the ASHRAE Falcon Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
71	27	Staff	01/19	Complete	To refer Motion 46 (11/18/2018) from the Pakistan Chapter to the Electronic Communications Committee and IT staff.
72	27	Staff	01/19	Complete	To report status of Motion 46 (11/18/2018) to the Pakistan Chapter and publish on the website.
73	27	Zentz, Charalambopoulos, Mittal & Khalil	01/19	Open	To review referred Motion 47 (11/18/2018) from the Pakistan Chapter and make recommendation concerning reinstating Refrigeration Committee as a grassroots committee.
74	27	Staff	01/19	Complete	To report status of Motion 47 (11/18/2018) to the Pakistan Chapter and publish on the website.
75	28	Staff	01/19	Complete	To refer Motion 48 (11/18/2018) from the Central Pakistan Chapter to staff to determine fiscal impact and feasibility.
76	28	Staff	01/19	Complete	To report status Motion 48 (11/18/2018) to the Central Pakistan Chapter and publish on the website.
77	28	Staff	01/19	Complete	To refer Motion 49 (11/18/2018) from the India Chapter to Finance Committee.
78	28	Staff	01/19	Complete	To report status of Motion 49 (11/18/2018) to the India Chapter and publish on website.
79	34	Staff	01/19	Complete	To refer Motion 50 (11/18/2018) to staff to amend MCO.
80	34	Staff	01/19	Complete	To report results of Motion 51 (11/18/2018) to Region Operations Subcommittee.
81	35	Staff	01/19	Complete	To report the results of Motion 52 (11/18/2018) to the Tucson Chapter and publish on website.
82	35	Staff	01/19	Complete	To refer Motion 53 (11/18/2018) from Sub Region I to the Membership Promotion Ad Hoc of the PAOE Subcommittee.
83	35	Staff	01/19	Complete	To report status of Motion 53 (11/18/2018) to Sub Region I and publish on the website.
84	36	Staff	01/19	Complete	To refer Motion 54 (11/18/2018) from Sub Region I to the Membership Promotion Ad Hoc of the PAOE Subcommittee.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
85	36	Staff	01/19	Complete	To report status of Motion 54 (11/18/2018) to the Sub Region I and publish on the website.
86	37	Staff	01/19	Complete	To report results of Motion 55 (11/18/2018) to the RP Committee.
87	37	Staff	01/19	Complete	To report results of Motion 56 (11/18/2018) to the YEA Committee.
88	38	Staff	01/19	Complete	To report results of Motion 57 (11/18/2018) to the Student Activities Committee.
89	38	Staff	01/19	Complete	To report results of Motion 58 (11/18/2018) to the DRCs of Regions VIII and XII.
90	39	Planning Subcommittee	06/19	Open	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	Open	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	Open	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	Open	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	Open	MBO 5: Develop effective ways on how to support small dispersed Chapters outside the US and Canada. Investigate whether a different model is needed.
95	39	Region Operations Subcommittee	06/19	Open	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

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					CRCs. Determine participation trends and the factors that impact them.
96	39	Region Operations Subcommittee	06/19	Open	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	Open	To work with Members Council Chair to come up with members of the ad hoc as indicated in Motion 14A (06262018).
9	17	Planning Subcommittee	01/18	Open	To continue reviewing the report to the BOD from Dennis Knight and make recommendations during the 2018 fall meeting of Members Council.
19	24	Bryant/Macauley	11/18	Open	To continue discussing referred CRC Motion 34 from the Brasil Chapter (10% royalty) with Publishing and Education Council.



CRC SCHEDULE 2018-2019

<u>FALL 2018</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NEW JERSEY JERSEY CITY, NJ	NIAGARA FRONTIER BUFFALO, NY	AUGUST 3 RD WEEK	AUGUST 16-18	GULLEDGE MASTON	GIOMETTI	DORRIE MERCURIO CHRIS PHELAN
REGION II	WINDSOR WINDSOR, ON	HALIFAX HALIFAX, NS	AUGUST 4 TH WEEK	AUGUST 24-26	BOYCE KNIGHT	REINICHE	JAMES SMITH
REGION III	PITTSBURGH PITTSBURGH, PA	HAMPTON ROADS NORFOLK, VA	AUGUST 3 RD WEEK	AUGUST 16-18	KEEN KNIGHT	WRIGHT	ROB DRUGA
REGION IV**	SOUTH CAROLINA & SPACECOAST CHAPTERS LAKE BUENA VISTA, FL	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK	AUGUST 9-11	BOYCE GULLEDGE KNIGHT	ABRAMS	COLIN SHROPSHIRE
REGION V	TOLEDO TOLEDO, OH	WESTERN MICHIGAN GRAND RAPIDS, MI	JULY 4 TH WEEK	JULY 26-28	BOYCE KEEN	ABRAMS	TIM MITZEL
REGION VII	TENNESSEE VALLEY CHATTANOOGA, TN	BLUEGRASS** LEXINGTON, KY	AUGUST 1 ST WEEK	AUGUST 2-4	GULLEDGE SCHWEDLER	RATCLIFF	KAY THRASHER STEPHEN WREN
REGION IX	SOUTH DAKOTA SIOUX FALLS, SD	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 ST WEEK	AUGUST 2-4	HAYTER KNIGHT	MITCHELL	WADE MYRABO BRENT TJEERDSMA KASEY ABBOTT
REGION X	SAN JOAQUIN FRESNO, CA	SAN DIEGO SAN DIEGO, CA	AUGUST 3 RD WEEK	AUGUST 16-18	BOYCE BRANDT	OWEN	CATHY JOHNSON
REGION XII**	SPACECOAST & SOUTH CAROLINA CHAPTERS LAKE BUENA VISTA, FL	FLORIDA WEST COAST** TAMPA, FL	AUGUST 2 ND WEEK	AUGUST 9-11	BOYCE GULLEDGE KNIGHT	ABRAMS	JOHN CONSTANIDE
REGION XIII	HONG KONG HONG KONG, HKG	MALAYSIA KUALA LUMPUR, MYS	AUGUST 4 TH WEEK	AUGUST 17-18	HAYTER SCHWEDLER	YATES	YING WAI "ALAN" LAM
REGION XIV	UK MIDLANDS LOUGHBOROUGH, UK	HELLENIC ATHENS, GREECE	SEPTEMBER 3 RD WEEK	SEPTEMBER 5-9	HAYTER SCHWEDLER	COMSTOCK	MAHROO EFTEKHARI
RAL	TURKISH ANTALYA, TURKEY		SEPTEMBER 3 RD WEEK	OCTOBER 4-7	HAYTER KEEN	GUPTA	MEHMET ZAHID POYRAZ
<u>SPRING 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	WISCONSIN MILWAUKEE, WI		MAY 1 ST WEEK	MAY 2-4	BOYCE MEHBOOB	ABRAMS	JASON LEFFINGWELL
REGION VIII	MEXICO CITY CANCUN, MEX	HOUSTON HOUSTON, TX	APRIL 4 TH WEEK	APRIL 11-13	BOYCE MEHBOOB	OWEN	BRENDA ZAMORA
REGION XI	ALASKA ALASKAN CRUISE	NORTHERN ALBERTA EDMONTON, AB	MAY 2 ND WEEK	MAY 6-14	HAYTER BOYCE	LITTLETON	RON THOMPSON

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

Revised: October 3, 2018 – Regions I, III, X and XIII CRCs are scheduled the same weekend.

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



CRC SCHEDULE 2019-2020

<u>FALL 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NIAGARA FRONTIER BUFFALO, NY	MAINE LEWISTON, ME	AUGUST 3 RD WEEK	AUGUST 15-17			BECCA HOJNACKI
REGION II	HALIFAX NOVA SCOTIA, CANADA	QUEBEC VILLE DE QUEBEC	AUGUST 4 TH WEEK	AUGUST 23-25			MARK LAWRENCE
REGION III	HAMPTON ROADS NORFOLK, VA	NATIONAL CAPITAL WASHINGTON, DE	AUGUST 3 RD WEEK	AUGUST 15-17			BRIAN DERBY
REGION IV	SOUTHERN PIEDMONT CHARLOTTE, NC	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK	AUGUST 28 - SEPTEMBER 1			DAVID MCDANIEL CHUCK CURLIN
REGION V	WESTERN MICHIGAN GRAND RAPIDS, MI	FORT WAYNE FORT WAYNE, IN	JULY 4 TH WEEK	JULY 25-27			ADAM DOUBLSTEIN
REGION VII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL		AUGUST 1 ST WEEK	AUGUST 7-11			GRANT PAGE DAN ROGERS
REGION IX**	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 ST WEEK	AUGUST 18-20			HEATHER SCHOPPLEIN JOE HIGHAM STEPHEN FORNER KEVIN BLANKEMEIER
REGION X**	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	TUCSON TUCSON, AZ	AUGUST 3 RD WEEK	AUGUST 18-20			HEATHER SCHOPPLEIN KEVIN BLANKEMEIER JOE HIGHAM STEPHEN FORNER
REGION XII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL	ARGENTINA BUENOS AIRES, ARG	AUGUST 2 ND WEEK	AUGUST 7-11			DAN ROGERS GRANT PAGE
REGION XIII	MALAYSIA SUNWAY LAGOON RESORTS HOTEL		AUGUST 4 TH WEEK	AUGUST 23-24			CHEA SUEI KEONG
REGION XIV	HELLENIC ATHENS, GREECE	SPAIN MADRID, SPAIN	SEPTEMBER 3 RD WEEK	SEPTEMBER 25-28			DEMITRIS CHARALAMBOPOULOS
RAL	REGION-AT-LARGE JORDAN HILTON DEAD SEA		SEPTEMBER 3 RD WEEK	SEPTEMBER 26-29			AZMI ALI
<u>SPRING 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	CENTRAL ILLINOIS PEORIA, IL		MAY 1 ST WEEK	MAY 7 - 9			
REGION VIII	HOUSTON HOUSTON, TX		APRIL 4 TH WEEK	APRIL 23-26			BRUCE FLANIKEN
REGION XI	NORTHERN ALBERTA EDMONTON, AB		MAY 2 ND WEEK	APRIL 30 – MAY 2			KENT SIGNORINI

Additions and/or revisions are shaded. ****Joint CRC Meeting**
 Revised: March 1, 2019
 Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, GIOMETTI, PETTIGREW, MUMFORD, GURLEY, MASTERSON, THOMSON, GRANT, KELLER, RATCLIFF



CRC SCHEDULE 2020-2021

<u>FALL 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 RD WEEK				
REGION II	QUEBEC QUEBEC, PQ, CANADA		AUGUST 4 TH WEEK				GUY PERREAULT
REGION III	NATIONAL CAPITAL WASHINGTON, DC	CENTRAL PENNSYLVANIA HARRISBURG, VA	AUGUST 3 RD WEEK				ERIN MILLER LAURA MORDER
REGION IV	GREENVILLE GREENVILLE, SC	CHARLESTON CHARLESTON, SC	AUGUST 2 ND WEEK				JAMES D. MCDANIEL
REGION V	FORT WAYNE FORT WAYNE, IN		JULY 4 TH WEEK	JULY 23-25			MATTHEW KLOK
REGION VII			AUGUST 1 ST WEEK				
REGION IX	PIKES PEAK COLORADO SPRINGS, CO	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 ST WEEK	AUGUST 6-8			
REGION X	TUCSON TUCSON, AZ	TRI COUNTY REDLANDS, CA	AUGUST 3 RD WEEK	AUGUST 20-23			BUZZ WRIGHT
REGION XII	ARGENTINA BUENOS AIRES, ARGENTINA	CENTRAL FLORIDA ORLANDO, FL	AUGUST 2 ND WEEK				
REGION XIII			AUGUST 4 TH WEEK				
REGION XIV	SPAIN MADRID, SPAIN		SEPTEMBER 3 RD WEEK				
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2021</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI			MAY 1 ST WEEK				
REGION VIII			APRIL 4 TH WEEK				
REGION XI			MAY 2 ND WEEK				

Additions and/or revisions are shaded.

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