



## **MINUTES**

### **MEMBERS COUNCIL VIRTUAL CONFERENCE JUNE 25, 2020**

These minutes were approved by Members Council November 9, 2020.

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|---|---|---|
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| 3 | 3 | <p>That consent motions a. through l. (12 student branches), as shown below be approved.</p> <ul style="list-style-type: none"><li>a. That the charter of the University of Texas at Dallas Student Branch, located in Dallas, Texas and sponsored by the Dallas Chapter be approved. (Region VIII)</li><li>b. That the charter of the Pascual Bravo Student Branch, located in Medellín, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)</li><li>c. That the charter of the Universidad de Antioquia Student Branch, located in Medellín, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)</li><li>d. That the charter of the Universidad Pontificia Bolivariana (UPB) Student Branch, located in Medellín, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)</li><li>e. That the charter of the Universidad Escuela de Ingeniería de Antioquia (EIA) Student Branch, located in Envigado, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)</li><li>f. That the charter of the Faculdade de Engenharia da Universidade do Porto Student Branch, located in Porto, Portugal and sponsored by the Portugal Chapter be approved. (Region XIV)</li><li>g. That the charter of the Obafemi Awolowo University Student Branch, located in Ile-Ife, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)</li><li>h. That the charter of the Kenule Beeson Saro-Wiwa Polytechnic (KSW) Student Branch, located in Bori City, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)</li><li>i. That the charter of the Chandigarh University Student Branch, located in Ajitgarh, India and sponsored by the Chandigarh Chapter be approved. (Region-At-Large)</li><li>j. That the charter of the Terna Engineering College Student Branch, located in Navi Mumbai, Maharashtra, India and sponsored by the Mumbai Chapter be approved. (Region-At-Large)</li><li>k. That the charter of the Tula's Institute Student Branch, located in Dehradun, India and sponsored by the India Chapter be approved. (Region-At-Large)</li><li>l. That the charter of the Minia Student Branch, located in Minia, Egypt and sponsored by the Pyramids Chapter be approved. (Region-At-Large)</li></ul> |

- 4 4 GAC recommends to Members Council that the GAC Manual of Procedures be revised as shown below, which provides a clearer reporting structure and reflects the global nature of ASHRAE.

### Staff Liaisons

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

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council and the BOD.
4. Welcome new members appointed to this Committee and send them copies of the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget and four-year plan.
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out Strategic Plan Objectives (SPO's).
9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRC's.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Chair in conducting training of Committee members at the Annual Meeting and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Assist the Communications Coordinator, the Vice Chair, and ASHRAE IT staff with maintaining a website whereby the membership of ASHRAE can readily obtain information regarding grassroots government activities in any geographical location where ASHRAE has a presence.
15. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.
16. Provide information and appropriate contact with government agencies in support of Committee grassroots government activities.
17. Provide administrative support for this Committee's programs.
18. Coordinate update of website per this Committee's directives.
19. Offer public policy updates and guidance to the Committee on:
  - a. Summary of recent grassroots government activities (as informed by the Society's Public Policy Priorities).
  - b. Trends relative to such priorities at the grassroots government level.
  - c. Existing or potential collaboration with partnering policy organizations.
  - d. Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at

national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.

**a. Executive**

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

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
  - b. Requests for action alerts may be proposed or initiated by individuals or groups within or outside GAC.
  - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved position of the Society.
  - d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
5. Review and approve requests for input and/or support for specific issues being addressed at national, sub national, and local government levels.
  - a. Requests for input and/or support for specific issues being addressed at national, sub national, and local government levels are initiated by those outside of the GAC. Requests for support often are asking ASHRAE to publicly express an opinion on issues that are considered to be related to ASHRAE's interests.
  - b. Requests for input and/or support may be proposed or initiated by individuals or groups within or outside GAC or ASHRAE.
  - c. When a request for input and/or support is received, if time allows, ES shall make a preliminary judgment as to whether it is supported by an approved position of the Society.
  - d. If an input and/or support request is deemed relevant and

- supported by approved positions of ASHRAE, and if ES agrees that the input and/or support should be provided, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
- e. If a request for input and/or support is found to lack support in approved ASHRAE positions and if ES believes the input and/or support should be provided, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
- f. ASHRAE GA staff should inform the GAC chair when requests are received and advise the chair as to whether or not the request aligns well with existing ASHRAE priorities and documented positions. If time allows, the chair then determines whether to bring the issue to the ES for discussion or authorize staff to address the issue directly.
- g. For requests received by staff that do not allow time to be considered by the GAC ES and/or GAC ES chair, staff may recommend action directly of the Society Executive Committee and/or Society President. Staff should inform the GAC chair of these time-sensitive requests and recommendations, along with the action taken.

**c. Member Mobilization**

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

Responsibilities of the Member Mobilization Subcommittee shall include:

1. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Refer to GAC MOP section 6.a.4 and 6.a.5.
2. When deemed necessary, prepare and submit requests for action alerts or for providing input and/or support for specific issues being addressed at national, sub national, and local government levels to the Executive Subcommittee.
3. Provide regular reports to the GAC on the status of ongoing public policy projects. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.
4. Provide recommendations to the GAC on emerging issues that are not the current primary focus of the Society, but

- have the potential to become of greater interest and thus may warrant greater future attention.
5. Manage Government Affairs Awards Program.
  6. Review and update training materials prior to Winter Meeting.

### **Government Affairs Award**

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

- Recognition is in the form of a plaque for first place winners.
- One awarded per year.

The Government Affairs Committee makes recommendations for the award to the Honors and Awards Committee at the Winter Meeting.

- 5      7      GAC recommends to Members Council that the GAC Manual of Procedures be revised as shown below, which address the roles and responsibilities of GAC Subcommittees in developing and approving Public Policy Issue Briefs (PPIBs).

Standing Subcommittee membership and responsibilities are assigned as follows:

#### **a. Executive**

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

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
  - b. Requests for action alerts may be proposed by initiated by individuals or groups within or outside GAC.
  - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved positions of the Society.
  - c. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence



from Society Executive Committee will be sought by the Coordinating Officer.

- d. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.

5. Review, comment, and approve Public Policy Issue Briefs (PPIBs) developed by the Policy and Programs Subcommittee.

- a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.
- b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.
- c. PPIBs approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.

**b. Policy and Programs**

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

Responsibilities of the Policy and Programs Subcommittee shall include:

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

**Member Mobilization**

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

*Ex Officio* members of the ~~Responsive Engagement~~ Member Mobilization Subcommittee.

- 6 10 Membership Promotion Committee recommends to Members Council that the ASHRAE Bylaws Article II be amended to change the print grade “Member” to “Full Member.”
- 7 11 RP Committee recommends to Members Council that the Region Goals as shown below be approved.

<b>Regional Goals for RP 2020-21</b>	
<b>Region</b>	<b>Goal</b>
I	\$212,000
II	\$196,000
III	\$206,000
IV	\$191,000
V	\$139,000
VI	\$180,000
VII	\$144,000
VIII	\$452,000
IX	\$270,600
X	\$199,500
XI	\$173,000
XII	\$153,000
XIII	\$50,100
XIV	\$5,800
RAL	\$28,000
<b>Total</b>	<b>\$2,600,000</b>

- 8 11 YEA recommends to Members Council that a waiver for Society Year 2020-2021 to allow Madison Schultz to serve in a dual role as Regional Vice Chair of Region VIII and Jr. Vice Chair (second vice chair) on the YEA Committee be approved.
- 9 13 CTTC recommends to Members Council that the CTTC Manual of Procedures (MOP) be updated to reflect the name change of the “Web Broadcast” subcommittee to “Tech Hour,” as follows:

#### **Section 5A: Committee Membership**

A. This committee shall consist of 19 voting members, including a chair, two vice chairs, 14 regional vice chairs, one chapter program coordinator, and one ~~web broadcast~~ Tech Hour coordinator; in addition, 2 non-voting members, consisting of a BOD ex officio member, and a coordinating officer are assigned.

#### **Section 6: Duties of Committee Members**

Duties of the ~~Web Broadcast~~ Tech Hour Coordinator

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

1. Manage ~~web broadcasts and webcasts~~ Tech Hours:

- a. Select ~~topic~~ topics at ASHRAE Winter meeting for the following year's broadcast/webcast Tech Hours
  - b. Solicit ASHRAE Society's relevant committees for speaker recommendations and work with CTTC Staff liaison to organize a call for presenters for each topic
  - c. Approve speaker's list at ASHRAE Annual meeting The Tech Hour Ad Hoc will review submissions to select presenters
    - d. Contact speakers for acceptance
  - e. Forward accepted speaker's list with contact information to CTTC Staff Liaison Assist with review process
  - f. Supervise Peer Review Committee selection;
  - i. Three (3) persons selected by Technology Council with names provided by specified date to CTTC Staff Liaison
  - ii. Two (2) persons from organization related to the broadcast topic selected by CTTC Communications Coordinator
  - iii. Four (4) persons who are members of CTTC or chosen by CTTC
  - iv. All speakers for broadcast
2. Duties of the Staff Liaison
    - a. Coordinate logistics, publicity, program, ~~registration~~, and reporting for CTTC ~~Satellite Broadcasts/Webcasts~~ Tech Hours.

#### Section 7: Subcommittees

##### Executive Subcommittee:

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

##### Operations Subcommittee:

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

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

##### 2.411.003.4:

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

- |    |    |  |
|----|----|--|
| 10 | 14 | CTTC recommends to Members Council that the ASHRAE Rules of the Board (ROB) be updated as follows. |
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#### 2.403 CHAPTER TECHNOLOGY TRANSFER COMMITTEE

##### 2.403.002 MEMBERSHIP

##### 2.403.002.01 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, two (2) vice-chairs, one (1) representative from each region who serves as Regional Vice Chair, one (1) chapter programs coordinator, and one (1) ~~web broadcast~~ Tech Hour coordinator.

- 12 16 Planning Subcommittee recommends to Members Council that ROB 3.300.005, Appointments, B.1. be revised as shown below.

Regional Vice Chairs shall hold ~~Member~~ a membership grade ~~or higher~~ in the Society ~~as indicated in the grassroots qualifications section, shall have been in the grade of Member~~ and shall be in good standing ~~for three years prior to the start of their terms and shall reside in the Region.~~ Regional Vice Chairs shall reside in the Region they represent.

- 15 18 Region Operations Subcommittee recommends to Members Council that Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head be approved.

- 16 19 Members Council recommends that Rule of the Board 2.301.001 be changed to allow up to six (6) Society Directors to serve on Members Council as indicated below, beginning Society Year 2020-21.

**2.301 MEMBERS COUNCIL**

**2.301.001 MEMBERSHIP**

The members of this council are as follows:

A. Chair: President Elect

B. Vice Chair, Treasurer

C. Voting Members: Chair, Vice Chair; up to ~~five (5)~~ six (6) Directors, and the Region Members Council Representatives (RMCR) from each region.

<b>AI#</b>	<b>PG#</b>	<b>DUTY</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>ACTION ITEMS – WEB CONFERENCE – 06/20</b>
1	10	Staff	06/20	Complete	To send Motion 6 (06/25/2020) to BOD for review approval during this virtual conference.
2	12	Staff	06/20	Complete	To send Motion 8 to the BOD for approval during this virtual conference.
3	14	Staff	11/20	Open	To send Motion 10 to the Society Rules Committee before sending to the Board of Directors for approval.
4	15	Staff	06/20	Complete	To refer Motion 11 (06/25/2020) to the Finance Committee for consideration.
5	16	Staff	6/20	Complete	To send Motion 12 (06/25/2020) to the BOD during this virtual conference.
6	18	Staff	11/20	Open	To refer Motion 14 (06/25/2020) to the Communications Committee for consideration.
7	18	Staff	11/20	Open	To update the Manual for Chapter Operations as indicated in Motion 15 (06/25/2020).
8	19	Staff	06/20	Complete	To send Motion 16 (06/25/2020) to BOD for review approval during this virtual conference.



**MEMBERS COUNCIL MINUTES  
JUNE 25, 2020  
VIRTUAL CONFERENCE**

**MEMBERS PRESENT:** Charles E. Gullledge, III, Chair  
Michael "Mick" Schwedler, Vice-Chair

Marites D. Calad, ExO  
Jeff Clarke, ExO  
Russell J. Lavitt, ExO  
Dunstan L. Macauley, III, ExO  
Christopher G. Phelan, ExO  
Ashish Rakheja, ExO  
William F. Walter, Region I RMCR  
Ronald Gagnon, Region II RMCR  
Mark A. Tome, Region III RMCR  
Bryan M. Holcomb, Region IV RMCR  
James A. Arnold, Region V RMCR

Eric Sturm, Region VI RMCR  
Chris M. Gray, Region VII RMCR  
Randy C. Schrecengost, Region VIII RMCR  
Tyler J. Glesne, Region IX RMCR  
Scott Wayland, Region X RMCR  
N. Eileen Jensen, Region XI RMCR  
Florentino R. Rodriguez, Region XII RMCR  
Wei-Dong "Bill" Wang, Region XIII RMCR  
Dimitris Charalambopoulos, Region XIV RMCR  
Richie Mittal, Region-At-Large RMCR

**NON VOTING MEMBERS PRESENT:**  
Nathan P. Hart, CTTC Chair  
Gerardo Alfonso, COM Chair  
Michael M. Collarin, CEC Chair  
Walid Chakroun, GAC Chair  
Paul E. Petrilli, H&A Chair  
Carrie R. Kelty, MPC Chair  
Scott A. Martin, RPC Chair  
Benjamin Oliver, SAC Chair  
\*Rachel Romero, YEA Vice Chair

**GUESTS (CONT'D):**  
Joseph Sanders, Incoming RMCR Region VIII  
Jonathan Smith, MPC Vice Chair  
Karine LeBlanc, Nominating Committee  
Kevin Amende, Incoming RMCR Region IX  
Pam Duffy, Communications Committee Vice Chair  
Pat Graef, Residential Building Committee Chair  
Robin Bryant, Region X DRC  
Scott Peach, Incoming RMCR Region VII  
Stephanie Kunkel, YEA Consultant  
Terry Townsend, GAC Vice Chair  
Thursten Simonsen, CTTC Vice Chair

**NON VOTING MEMBER ABSENT:**  
\*Vanessa Freidberg, YEA Chair

**GUESTS:**  
Aakash Patel, RAL Sub Region II Chair  
Bill Klock, Planning Committee  
Buzz Wright, Incoming RMCR Region X  
Chad Smith, Region VIII GAC RVC  
Corey Metzger, CEC Vice Chair  
Daniel Robert, Incoming CTTC Vice Chair  
Devin Abellon, Incoming DRC Region X  
Don Colliver, H&A Committee Vice Chair  
Erik Sanchez, MPC Vice Chair  
Farooq Mehboob, BOD Vice President  
Heather Schopplein, Region X RPC RVC  
Ioan Silviu Dobosi, Incoming RMCR Region XIV

**STAFF PRESENT:**  
Joyce Abrams Kim Mitchell  
Vickie Grant Lizzy Seymour  
Tammy Catchings Tony Giometti  
Alice Yates Vanita Gupta  
Anastasia Meadows Joslyn Ratcliff  
Anne Wilson Katie Thomson  
Daniel Gurley Jeff Littleton  
Emily Porcari Joslyn Ratcliff  
Jeanette McCray Julia Mumford

**1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS**

The 2020 annual meeting of Members Council was called to order by Chair, Chuck Gulledge at 9:00am. Those in attendance are included in the list above. *(Due to the COVID-19 pandemic, the 2020 ASHRAE Annual Conference was held as an online conference using various video conference platforms. The Members Council meeting was held as a Go-To-Meeting.)*

**2. CODE OF ETHICS COMMITMENT**

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

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

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

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

**3. REVIEW OF AGENDA**

There were no new items added to the agenda.

**4. APPROVAL OF DRAFT MINUTES**

It was moved by Mr. Gagnon and seconded

(1) That the following consent motions be approved:

- a. That the draft minutes from the November 14-15, 2019 fall meeting of Members Council be approved.
- b. That the draft minutes from the February 4, 2020 winter meeting of Members Council be approved.

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

**5. MOTIONS FOR CHAPTER AND STUDENT BRANCH CHARTERS**

It was moved Mr. Phelan and seconded

- (2) Region XII recommends to Members Council that the Spacecoast Chapter, located in Cocoa Beach, Florida, be dissolved and that the proposed dissolved chapter be approved as a section.

Background: For the past 5 years the Space Coast Chapter has struggled to maintain the minimum leadership requirements spelled out in the MCO. Due to the economic struggles and COVID related employer layoffs, we are unable to come up with enough people to sustain a full Chapter. We have sent multiple communications out to the membership asking for volunteers and have received no additional help. A final plea for help was sent along with a vote to dissolve the Chapter. After only receiving 12

votes, all in favor of dissolving the Chapter, and no additional volunteers for positions, we have no choice but to request the Chapter be dissolved.

The Region XII DRC submitted a section petition for the proposed dissolved chapter; 11 ASHRAE members in good standing with Associate grade or higher signed the petition.

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

It was moved by Mr. Macauley and seconded

- (3) That consent motions a. through l. (12 student branches), as shown below be approved.
- a. That the charter of the University of Texas at Dallas Student Branch, located in Dallas, Texas and sponsored by the Dallas Chapter be approved. (Region VIII)
  - b. That the charter of the Pascual Bravo Student Branch, located in Medellín, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
  - c. That the charter of the Universidad de Antioquia Student Branch, located in Medellín, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
  - d. That the charter of the Universidad Pontificia Bolivariana (UPB) Student Branch, located in Medellín, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
  - e. That the charter of the Universidad Escuela de Ingeniería de Antioquia (EIA) Student Branch, located in Envigado, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
  - f. That the charter of the Faculdade de Engenharia da Universidade do Porto Student Branch, located in Porto, Portugal and sponsored by the Portugal Chapter be approved. (Region XIV)
  - g. That the charter of the Obafemi Awolowo University Student Branch, located in Ile-Ife, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
  - h. That the charter of the Kenule Beeson Saro-Wiwa Polytechnic (KSW) Student Branch, located in Bori City, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
  - i. That the charter of the Chandigarh University Student Branch, located in Ajitgarh, India and sponsored by the Chandigarh Chapter be approved. (Region-At-Large)
  - j. That the charter of the Terna Engineering College Student Branch, located in Navi Mumbai, Maharashtra, India and sponsored by the Mumbai Chapter be approved. (Region-At-Large)
  - k. That the charter of the Tula's Institute Student Branch, located in Dehradun, India and sponsored by the India Chapter be approved. (Region-At-Large)



- I. That the charter of the Minia Student Branch, located in Minia, 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. Government Affairs Committee Report (Attachment A)**

The following was reported by Walid Chakroun, Government Affairs Committee Chair.

It was moved by Mr. Macauley

#### **(GAC Manual of Procedures Clarifying Communication):**

- (4) GAC recommends to Members Council that the GAC Manual of Procedures be revised as shown below, which provides a clearer reporting structure and reflects the global nature of ASHRAE.

#### **Staff Liaisons**

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

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council and the BOD.
4. Welcome new members appointed to this Committee and send them copies of the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget and four-year plan.
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out Strategic Plan Objectives (SPO's).
9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRC's.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Chair in conducting training of Committee members at the Annual Meeting and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Assist the Communications Coordinator, the Vice Chair, and ASHRAE IT staff with maintaining a website whereby the membership of ASHRAE can readily obtain information regarding grassroots government activities in any geographical location where ASHRAE has a presence.
15. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.

16. Provide information and appropriate contact with government agencies in support of Committee grassroots government activities.
17. Provide administrative support for this Committee's programs.
18. Coordinate update of website per this Committee's directives.
19. Offer public policy updates and guidance to the Committee on:
  - a. Summary of recent grassroots government activities (as informed by the Society's Public Policy Priorities).
  - b. Trends relative to such priorities at the grassroots government level.
  - c. Existing or potential collaboration with partnering policy organizations.
  - d. Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.

**a. Executive**

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

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
  - b. Requests for action alerts may be proposed or initiated by individuals or groups within or outside GAC.
  - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved position of the Society.
  - d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
5. Review and approve requests for input and/or support for specific issues being addressed at national, sub national, and local government levels.
  - a. Requests for input and/or support for specific issues being addressed at national, sub national, and local government levels are initiated by those outside of the GAC. Requests for support often are asking ASHRAE to publicly express an opinion on issues that are considered to be related to ASHRAE's interests.
  - b. Requests for input and/or support may be proposed or initiated by individuals or groups within or outside GAC or ASHRAE.

- c. When a request for input and/or support is received, if time allows, ES shall make a preliminary judgment as to whether it is supported by an approved position of the Society.
- d. If an input and/or support request is deemed relevant and supported by approved positions of ASHRAE, and if ES agrees that the input and/or support should be provided, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
- e. If a request for input and/or support is found to lack support in approved ASHRAE positions and if ES believes the input and/or support should be provided, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
- f. ASHRAE GA staff should inform the GAC chair when requests are received and advise the chair as to whether or not the request aligns well with existing ASHRAE priorities and documented positions. If time allows, the chair then determines whether to bring the issue to the ES for discussion or authorize staff to address the issue directly.
- g. For requests received by staff that do not allow time to be considered by the GAC ES and/or GAC ES chair, staff may recommend action directly of the Society Executive Committee and/or Society President. Staff should inform the GAC chair of these time-sensitive requests and recommendations, along with the action taken.

**c. Member Mobilization**

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

Responsibilities of the Member Mobilization Subcommittee shall include:

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

### Government Affairs Award

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

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

Background: The GAC approved the above revisions to the MOP in Orlando on February 1, 2020 by voice vote with no dissents; these were presented to Members Council in Orlando on February 4, and they were approved. However, a portion of the MOP changes were inadvertently omitted, and Members Council staff requested the full motion be presented in its entirety at the June Annual meeting.

The revisions to the MOP are intended to provide clarity in the process for taking (or not taking) action on requests that the GAC may receive for input and/or support for specific issues being addressed at national, sub national, and local government levels. The GAC is also recommending revisions to the “Governmental Affairs Award” to reflect the fact that ASHRAE is a global Society.

Fiscal Impact: None.

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

It was moved by Mr. Macauley

**(GAC Manual of Procedures to Address PPIBs):**

- (5) GAC recommends to Members Council that the GAC Manual of Procedures be revised as shown below, which address the roles and responsibilities of GAC Subcommittees in developing and approving Public Policy Issue Briefs (PPIBs).

Standing Subcommittee membership and responsibilities are assigned as follows:

**a. Executive**

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

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.

- b. Requests for action alerts may be proposed by initiated by individuals or groups within or outside GAC.
- c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved positions of the Society.
- c. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
- d. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.

5. Review, comment, and approve Public Policy Issue Briefs (PPIBs) developed by the Policy and Programs Subcommittee.

- a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.
- b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.
- c. PPIBs approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.

**b. Policy and Programs**

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

Responsibilities of the Policy and Programs Subcommittee shall include:

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

### Member Mobilization

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

Background: Per the Rules of the Board (ROB) Section 1.300.004.2.A., the GAC is responsible for managing “the current list of Public Policy Issue Briefs by evaluating each at least on an annual basis and formally decide to re-affirm, amend, or let expire and remove, each brief, subject to the approval of the Executive Committee.”

The GAC Manual of Procedures (MOP) does not currently mention the PPIBs. The revisions above clarify which GAC subcommittees work on the PPIBs (Executive Subcommittee and Policy and Programs Subcommittee), as well as those subcommittees’ roles and responsibilities. The Rules Subcommittee approved this motion by voice vote on June 4, 2020, and subsequently the GAC approved the motion by voice vote with no dissents on June 9, 2020.

Fiscal Impact: None.

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

### B. Conferences and Expositions Committee Report (Attachment B)

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

#### Information Items:

1. The 2020 ASHRAE Virtual Conference a total of 96 sessions and 249 presentations broken down as follows: 84 sessions and 237 presentations were available in the on-demand virtual conference. 12 sessions with 12 individual presentations comprised the live virtual conference. The technical program featured 24 paper sessions (conference papers, technical papers and extended abstracts combined in the same session, including 64 conference papers, 7 technical papers and 7 extended abstracts), 64 seminars, 1 workshop, 1 debate, 1 keynote and 5 panel discussions. The 2020 Virtual Conference included 4 Leadership Moments and 4 Happy Hours. The number of registrants as of the morning of June 23, 2020 was 1799.
2. Special recognition is given to Bing Liu, who chaired the 2020 ASHRAE Virtual Conference, for her commitment of time and talent to pivot the technical program to a first-ever virtual conference from in-person, onsite conference. She led the committee and the speakers from beginning to end within a short eight-week time period that included compressing the deadlines, reviewing the presentations for commercialism, selecting the live technical programs, securing chairs for the paper sessions among many others.

One of their MBOs is focus on hybrid; number of conference papers submitted have declined.

3. Topical Conferences in Process
  - a. September 29 – October 1, 2020 *Virtual* 2020 Building Performance Analysis Conference and SimBuild. This conference originally was scheduled to take place



- August 9-13 in Chicago.
  - b. *Postponed* IAQ 2020, Athens, Greece. This conference was originally scheduled to take place September 14-16. The conference will be rescheduled for either May or September 2021 in Athens.
  - c. *Postponed* 4th ASHRAE International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies, Beirut, Lebanon. This conference was originally scheduled to take place October 1-2, 2020. It will be rescheduled in Spring 2021.
  - d. *On Hold* Third ASHRAE Developing Economies Conference, Delhi India
  - e. March 10-12, 2021, Virtual Design and Construction, Orlando, Florida
  - f. August 15-18, 2021, Ventilation 2021 Conference, Toronto, Canada
  - g. December 5-8, 2022, Buildings XV, Clearwater Beach, Florida
- 4. Future Annual and Winter Conference Sites
  - a. Winter, January 23- 27, 2021 – Chicago
  - b. Annual, June 26-30, 2021 – Phoenix
  - c. Winter, January 29 - February 2, 2022 – Las Vegas
  - d. Annual, June 25-29, 2022 – Toronto
  - e. Winter, February 4-8, 2023 – Atlanta
  - f. Annual, June 24-28, 2023 – Tampa Bay
  - g. Winter, January 20-24, 2024 – Chicago
  - h. Annual, June 22-26, 2024 – Indianapolis
  - i. Winter, February 8-12, 2025 – Orlando
  - j. Annual, 2025 – to be determined

### **C. Membership Promotion Committee Report (Attachment C)**

The following was reported by Carrie Kelty, Membership Promotion Committee Chair.

It was moved by Mr. Lavitt

- (6) Membership Promotion Committee recommends to Members Council that the ASHRAE Bylaws Article II be amended to change the print grade “Member” to “Full Member.”

Background: Upgrading the ASHRAE membership grade is a PAOE point as well as a main agenda item for the Chapter MP Chairs. However, the explanation of the capital “M” Member category is often convoluted, and members have trouble understanding why they should upgrade because they are already a “member.” Internationally, the distinction between Associate and Member is extremely important, so the member grade and the advancement are a vital piece of our Society.

To simplify the process and emphasize the importance of the title, we propose the current “Member” grade be renamed to “Full Member.” This is a broad term that manufacturer representatives, contractors, consultants, architects, and other facets of our society can easily identify with as a prestigious title to recognize our members for acquiring the professional experience within the HVAC industry and their dedication to the ASHRAE Society. In addition, the bylaws currently reference “full grade Member” and “full Member” in sections 2.4, 2.5, and 7.6, so the proposed change in the name of the category would provide consistency and clarity.

All other member grade category names would remain the same as currently. If the Board approves this

change in the name of the membership category, “clean up” changes to the bylaws will be brought forward. Society Rules Committee reviewed this motion and did not suggest any changes to it.

Fiscal Impact: Zero.

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

AI 1 Staff to send Motion 6 (06/25/2020) to BOD for review approval during this virtual conference.

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

The following was reported by Scott Martin, RP Committee Chair.

It was moved by Mr. Phelan

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

<b>Regional Goals for RP 2020-21</b>	
<b>Region</b>	<b>Goal</b>
I	\$212,000
II	\$196,000
III	\$206,000
IV	\$191,000
V	\$139,000
VI	\$180,000
VII	\$144,000
VIII	\$452,000
IX	\$270,600
X	\$199,500
XI	\$173,000
XII	\$153,000
XIII	\$50,100
XIV	\$5,800
RAL	\$28,000
<b>Total</b>	<b>\$2,600,000</b>

Background: These goals are the same as the goals of the 2019-20 campaign. The RP Committee sent a letter to all current and incoming RP RVCs and DRCs explaining the reasoning behind keeping the regional goals the same for the coming campaign year. RVCs were asked to speak with their DRCs prior to this meeting and receive their support and approval since goals are regional business (see Attachment D/B).

Fiscal Impact: None.

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



**E. Young Engineers in ASHRAE Committee Report (Attachment E)**

The following was reported by Rachel Romero, Young Engineers in ASHRAE (YEA) Committee Vice Chair.

It was moved by Mr. Clarke

- (8) YEA recommends to Members Council that a waiver for Society Year 2020-2021 to allow Madison Schultz to serve in a dual role as Regional Vice Chair of Region VIII and Jr. Vice Chair (second vice chair) on the YEA Committee be approved.

Background: The current ROB, Section 2.430.002.1 Composition is as follows:

*The members of this committee are as follows:*

- A. *Voting membership shall consist of a Chair, two Vice Chairs, two Members-at-Large, and one representative from each Region who will serve as Regional Vice Chair.*

YEA ExCom made the decision to select an RVC to serve in the dual roles. Madison Schultz was hand selected by YEA ExCom due to the lack of applicants that fall within the YEA age range, have the qualifications to serve, and are willing to serve in the Jr. Vice Chair position. Since the Jr. Vice Chair duties are minimal it would not impact this person's RVC duties. President Elect Gullledge appointed and approved Madison in the dual roles on the YEA Committee which requires a waiver from the Board of Directors.

Fiscal Impact: None.

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

AI 2 Staff to send Motion 8 to the BOD for approval during this virtual conference.

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

The following was reported by Ben Oliver, Student Activities Committee Chair.

**Information Items:**

1. The total number of student members as of May 31, 2020 was 7,182.
  - May 31, 2019 is 8,067
  - May 31, 2018 is 7,593
  - May 31, 2017 is 8,093
  - May 31, 2016 is 7,213
2. Student Activities Centralized Training will be done as a Go-To-Webinar session, Friday July 10<sup>th</sup> from 11am-1pm EDT. The on-demand videos were created by each subcommittee and uploaded to the website. All SA Chairs registered for Centralized Training were encouraged to watch the videos in advance so that the live session would focus on questions and best practices.
3. Staff provided an update on the activity report and STEM kit requests. Five chapters achieved

K-12/STEM leadership award from three regions. The subcommittee is developing a children's book (K-6) with an ASHRAE or HVAC&R theme with support from the Publishing and Education Committee.

## **G. Chapter Technology Transfer Committee Report (Attachment G)**

The following was reported by Nathan Hart, Chapter Technology Transfer Committee Chair.

It was moved by Mr. Rakheja

- (9) CTTC recommends to Members Council that the CTTC Manual of Procedures (MOP) be updated to reflect the name change of the "Web Broadcast" subcommittee to "Tech Hour," as follows:

### **Section 5A: Committee Membership**

A. This committee shall consist of 19 voting members, including a chair, two vice chairs, 14 regional vice chairs, one chapter program coordinator, and one ~~web-broadcast~~ Tech Hour coordinator; in addition, 2 non-voting members, consisting of a BOD ex officio member, and a coordinating officer are assigned.

### **Section 6: Duties of Committee Members**

Duties of the ~~Web-Broadcast~~ Tech Hour Coordinator

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

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

### **Section 7: Subcommittees**

#### **Executive Subcommittee:**

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

**Operations Subcommittee:**

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

Background: With the change from the annual web broadcast to Tech Hours, the CTTC MOP needs to be updated to reflect that name update.

Fiscal Impact: None.

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

It was moved by Mr. Rakheja

- (10) CTTC recommends to Members Council that the ASHRAE Rules of the Board (ROB) be updated as follows.

2.403 CHAPTER TECHNOLOGY TRANSFER COMMITTEE  
2.403.002 MEMBERSHIP  
2.403.002.01 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, two (2) vice-chairs, one (1) representative from each region who serves as Regional Vice Chair, one (1) chapter programs coordinator, and one (1) ~~web broadcast~~ Tech Hour coordinator.

Background: With the change from the annual web broadcast to Tech Hours, the ROB needs to be updated to reflect that name update.

Fiscal Impact: None.

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

- AI 3 Staff to send Motion 10 to the Society Rules Committee before sending to the Board of Directors for approval.

Mr. Hart reported the following information items.

**Information Items:**

1. This Society year, the annual CTTC Webcast format was replaced with quarterly hour-long Tech Hours. These videos are worth one PDH during the first 30 days while the video is posted on the ASHRAE 365 app. After that, the video is then also posted on the ASHRAE YouTube page and the ASHRAE Tech Hour page.
2. The 2019-20 DL program completed a total of 250 visits. This total includes 206 budgeted visits, plus an additional 44 non-budgeted visits. Due to the cancellation of the DL program on March 12, 2020 due to COVID-19, 10 already scheduled DL visits were cancelled. This resulted in approximately \$4876.38 in cancellation fees and refunds.

3. The 2020-21 DL program will provide a total of 206 budgeted visits. CTTC has approved a roster of 70 lecturers. Eight new DLs will begin two-year terms in July 2020.

Mr. Schwedler reported that the Finance Committee approved a reduction of 100K from the DLs' transportation budget and that CTTC should reach out to the Finance Committee if there are any issues.

## **H. Communications Committee Report (Attachment H)**

The following was reported by Gerardo Alfonso, Communications Committee Chair.

1. Mr. Alfonso discussed progress made by the committee in its transition from Publications and Education Council to Members Council this year as well as the importance of the Communications Committee in today's world now more than ever with the need for virtual communications as a result of the COVID-19 Pandemic
2. The Communication Committee approved its documents Basecamp Project Overview & Basecamp Project Docs-Files Organization-Maintenance as written, with formatting consistent with ASHRAE branding, and published not just on the Committee's Basecamp project, but also on ashrae.org. This document will be formatted and then posted to ashrae.org/cc as well as announced on Society communications channels.

## **7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS**

### **A. Planning Subcommittee Report**

- **2020 Spring CRC Motion**

The following was reported by Chris Gray, Planning Subcommittee Chair.

It was moved by Mr. Gray

- (11) Planning Subcommittee recommends to Members Council that the Region VIII, Monterrey Chapter 2020 CRC Motion 1 as shown below, be referred to the Finance Committee.

Region VIII (Monterrey Chapter) – 2020 CRC Motion 1:

That ASHRAE postpone the proposed \$10.00 increase in member dues for two years or until July 1, 2022.

Background: The U.N. reports that throughout the world over 195 million people are out of work because of COVID-19. Many of our members have also lost their jobs. In an act of solidarity and to help retain our membership numbers, we move that this motion be approved to help support our members by not increasing ASHRAE membership dues during these troubled times.

Fiscal Impact: \$560,000 +/- a year. Entire fiscal impact to ASHRAE is unknown but estimated at approximately the \$10.00 with 56,000 members worldwide.

Mr. Gray reported that staff noted because the increased dues for SY 2020-21 have already been advertised and some people already have paid, reversing this decision would be confusing to our

members and time-consuming to staff – and would involve partial refunds to some members, which will be complex and awkward.

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

AI 4 Staff to refer Motion 11 (06/25/2020) to the Finance Committee for consideration.

- **Referred Motion 7c (11/14/2019) / Kansas City Chapter – ROB 3.300.005, Appointments**

It was moved by Mr. Gray

- (12) Planning Subcommittee recommends to Members Council that ROB 3.300.005, Appointments, B.1. be revised as shown below.

Regional Vice Chairs shall hold Member a membership grade ~~or higher~~ in the Society as indicated in the grassroots qualifications section, ~~shall have been in the grade of Member~~ and shall be in good standing ~~for three years prior to the start of their terms and shall reside in the Region~~. Regional Vice Chairs shall reside in the Region they represent.

Background: Action Item 5 (11/19): Staff to refer Motion 7c to each grassroots committee for review to determine what works best for them and if their specific ROB should be updated as suggested in the motion. **(Complete)**

The grassroots committees (except YEA because of age requirement), agreed with the change of excluding the three year rule in this section. The qualifications are written in committee's each section and covers the three year rule.

Note: CTTC supports the recommendation to remove the requirement of at least three years at Member grade prior to serving as RVC, but believes the motion should be further amended to reflect the additional changes noted. CTTC believes that an RVC candidate should still be required to be an ASHRAE member in good standing for at least three years prior to serving as RVC (specifically as an Affiliate, Associate or Member; student membership would not count toward this three-year requirement). CTTC would like to update their RVC requirements to reflect these changes, and would recommend that other grassroots committees consider similar revisions.

Fiscal Impact: None.

**MOTION 12 PASSED.** (19-2-0, chair not voting)

AI 5 Staff to send Motion 12 (06/25/2020) to the BOD during this virtual conference.

- **Postponed 2019 CRC Motion 42 – Central Florida Chapter**

Region XII (Central Florida Chapter) – 2019 CRC Motion 42:

- (13) That Society include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of Chapter Officers and Chairs that have access to their Chapter Member Bios by April 1, 2020.

Background: The Chapter Honors & Awards Chair requires access to the chapter member's bio to evaluate for awards (such as Chapter Service Award, Regional Award of Merit, Distinguished Service

Award, etc.). The fact that they do not have access means that they have to request bios from a Chapter Officer – who in many cases might be the person they are trying to reward.

Fiscal Impact: None.

Mr. Gray reported that the Delegates and Alternates have access for the purposes of representing their chapter at CRC. Since Regional Awards are voted at CRC this is the responsibility of the delegates and alternates to coordinate. Thus, the CRC representatives should meet with their chapter leadership (including H&A chair) to review all CRC prep (including awards and recognitions) while the Delegate and Alternate has access.

**MOTION 13 FAILED.** (1-21-0, chair not voting)

Mr. Gray noted the following MBO as complete:

- **MBO #1 - Brainstorming Topics for Members Council (Attachment I)**

Action Item 29 (11/19): Planning Subcommittee to draft ideas for MBO #1 and make recommendations during the winter conference in Orlando. **(Complete, final report due at annual meeting.)**

In conclusion of his report, Mr. Gray reported the following information item.

**Information Item:**

1. The Planning Subcommittee recommended a candidate to the Honors and Awards Committee for the John F. James International Award which will be presented during the ASHRAE 2021 Winter Conference.

**B. Region Operations Subcommittee Report**

The following was reported by Dimitris Charalambopoulos, Region Operations Subcommittee Chair.

- **2020 Spring CRC Motion**

It was moved by Mr. Charalambopoulos

- (14) Region Operations Subcommittee recommends to Members Council that the Region XI, Alaska Chapter 2020 CRC Motion 1 as shown below, be referred to the Communications Committee.

**Region XI (Alaska Chapter) – 2020 CRC Motion 1:**

That Society create centralized training for Chapter Communications Chairs.

Background: Currently there is no Centralized Training for Chapter Communications Chairs. The Communications Chair is an important position in charge of maintaining the Chapters' online platform to keep membership informed of what is going on in the Chapter. With a training specifically targeted to chairs of this committee, each Chapter will be better prepared to disseminate information to membership. ASHRAE would cover travel expenses to centralized training, similar to other committee trainings with ASHRAE. Because there is no RVC for Communications, centralized training is need to inform Chapter Chairs of resources and best practices. While some CRCs may offer Communications

training, this cannot be reliably offered in all Regions as Communications is not a grassroots committee.

Fiscal Impact: Cost of sending committee chairs to centralized training. An example cost for MP centralized training at the Annual meeting with room rental, F&B, and transportation, is around \$40-50k (USD) depending on what city and hotel/travel costs.

Mr. Charalambopoulos noted that Communications Committee is already working and will continue to work during 2020-2021 to ensure its resources are more widely recognized. Today, many materials exist, but the problem is that individuals don't always know how to find them. If training is needed, the Committee could likely organize a virtual training that could be recorded and viewed on demand. (They would be the perfect committee to do this having just released guidance on hosting virtual meetings.) Today, some regions do host a Communications workshop at their CRCs that interested parties may opt to attend if they are attending their Region's CRC.

**MOTION 14 (TO REFER) PASSED.** (18-2-1, chair not voting)

AI 6 Staff to refer Motion 14 (06/25/2020) to the Communications Committee for consideration.

- **Postponed 2019 CRC Motion 5 – Alaska Chapter**

It was moved by Mr. Charalambopoulos

- (15) Region Operations Subcommittee recommends to Members Council that Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head be approved.

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

Fiscal Impact: None.

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

AI 7 Staff to update the Manual for Chapter Operations as indicated in Motion 15 (06/25/2020).

Mr. Charalambopoulos reported the following information items.

**Information Items:**

1. **MBO #2 (Attachment J)**

Region Operations Subcommittee to draft ideas for MBO #2 and make recommendations during the winter conference in Orlando.

2. The following action items are referred to the 2020-21 Manual Subcommittee for next year:



- Action Item 37 (06/19): Manual Subcommittee to come back with recommendation for 2019 CRC Motion 5, Alaska Chapter: "...include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit..." **(Open)**
- Action Item 38 (06/19): Manual Subcommittee to review chapter and regional award point structure. **(Open)**
- Action Item 32 (11/19): Manual Subcommittee to review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO. **(Open)**

## 8. OLD BUSINESS

- CRC Schedule **(Attachment K**, send updates to [vgrant@ashrae.org](mailto:vgrant@ashrae.org))

Mr. Gulledge announced that if the fall CRCs are held face-to-face, Society will only send officers to attend and visiting staff will join virtually.

## 9. OTHER BUSINESS

- **ROB Waiver**

It was moved by Mr. Macauley

- (16) Members Council recommends that Rule of the Board 2.301.001 be changed to allow up to six (6) Society Directors to serve on Members Council as indicated below, beginning Society Year 2020-21.

### 2.301 MEMBERS COUNCIL

#### 2.301.001 MEMBERSHIP

The members of this council are as follows:

A. Chair: President Elect

B. Vice Chair, Treasurer

C. Voting Members: Chair, Vice Chair; up to ~~five (5)~~ six (6) Directors, and the Region Members Council Representatives (RMCR) from each region.

Background: Last year, the Communications Committee (formerly the Electronic Communications Committee) was moved to Members Council from Publishing and Education Council, increasing the number of MC reporting committees to six (6). The proposed change to the Rules will allow up to six (6) Directors to be assigned as ExOs to Members Council reporting committees.

This motion was reviewed by the Society Rules Committee.

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

AI 8 Staff to send Motion 16 (06/25/2020) to BOD for review approval during this virtual conference.



- **Presentation of Certificates of Appreciation**

Mr. Gulledge gave a special thanks and appreciation to the outgoing Members Council members. He noted that the certificates of appreciation were mailed to the recipients (attached list, **Attachment L**).

- **Passing of Gavel to Mick Schwedler**

At this time Mr. Schwedler presented the following items:

- A. 2019-20 Members Council Subcommittee Appointments (**Attachment M**)
- B. Members Council 2020-21 MBOs (**Attachment N**)
- C. Members Council 2020 Fall Meeting – Web Conference
  - Dates: November 9, 10 and 11; Times: 8am-11am EST each day

## 10. CONTINUED BUSINESS

- **Honors and Awards Committee Report (Attachment O)**

Paul Petrilli, Honors and Awards Committee Chair, reported as an information item, that the recommendations for the Louise & Bill Holladay Distinguished Fellow Award and the Andrew T. Boggs Service Award will be made to the Board in accordance with the Rules of the Board.

- **Executive Session** (Members Council 2019-20 voting members only)

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

## 11. ADJOURNMENT

Mr. Schwedler adjourned the 2020 Members Council Annual Meeting at 12:40pm.

### **Attachments:**

- A: Government Affairs Committee Report
- B: Conferences and Expositions Committee Report
- C: Membership Promotion Committee Report
- D: RP Committee Report
- E: Young Engineers in ASHRAE Committee Report
- F: Student Activities Committee Report
- G: Chapter Technology Transfer Committee Report
- H: Communications Committee Report
- I: Planning Subcommittee MBO #1
- J: Region Operations MBO #2
- K: Review of CRC Schedules
- L: List of Members Council Outgoing Recipients for Certificate of Appreciation
- M: Members Council Subcommittee Appointments
- N: Members Council 2020-21 MBOs
- O: Honors and Awards Committee Report

## Members Council Minutes – Virtual Conference – June 25, 2020

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- P: Status of Referrals from Members Council  
Q: Review of Carryover Action Items

## **GOVERNMENT AFFAIRS COMMITTEE**

Report to Members Council  
From Meeting of June 9, 2020  
~Virtual Annual Conference~

### **Members Present**

Walid Chakroun, Chair  
Terry Townsend, Vice Chair  
Chris Gray  
Larry Fisher  
Michael Bilderbeck  
Sheila Hayter  
William McQuade  
Ross Montgomery  
Andrew Manos  
Robert Hoadley  
Kinga Porst Hydras  
Tim Ashby  
Matthew Jesson  
Chad Smith  
Andrea Phillips  
Colin Laisure-Pool  
Daryl Collerman  
Eduardo Conghos  
Sam Hui  
Gian Modgil  
Roger Jones  
Dunstan Macauley  
Michael Schwedler

### **INCOMING MEMBERS**

Eileen Jensen  
Steven Emmerich  
Meghan McNulty  
Nanette Lockwood  
Thomas Reyes  
Damon McClure  
George Pantelidis  
Farooq Mehboob

### **Members Absent**

Louis van Belle  
Ryan Williams  
Stephen Gill  
Nate Heffner  
Lorey Flick

### **Guests**

Ahmed Alaa Mohamed  
John Constantinide  
David Underwood  
Doug Cochran  
Mahesh Prabhu  
Paul Francisco  
Madison Schultz  
Charles Hon  
Ayman Eltalouny  
Paula Seidel  
Kara Kempinski  
Samantha Slater  
Helen Walter-Terrinoni  
Allison Maginot  
Rajan Rajendran  
Brendan Hall  
Anthony Scaccia  
Ben Becker  
Mustafa Morsy  
Jeremy Stockmans  
Devin Abellon  
Pat Fitzgerald

### **Staff**

Alice Yates  
Jeremy Pollack  
Emily Porcari  
Patricia Ryan  
Steve Comstock  
Lilas Pratt  
Anne Wilson

## **Motions**

**Motion 1 (GAC Manual of Procedures Clarifying Communication):** The GAC Committee recommends that Members Council revise the GAC Manual of Procedures as shown below, which provides a clearer reporting structure and reflects the global nature of ASHRAE.

### **Staff Liaisons**

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

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council and the BOD.
4. Welcome new members appointed to this Committee and send them copies of the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget and four-year plan.
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out Strategic Plan Objectives (SPO's).
9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRC's.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Chair in conducting training of Committee members at the Annual Meeting and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Assist the Communications Coordinator, the Vice Chair, and ASHRAE IT staff with maintaining a website whereby the membership of ASHRAE can readily obtain information regarding grassroots government activities in any geographical location where ASHRAE has a presence.
15. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.
16. Provide information and appropriate contact with government agencies in support of Committee grassroots government activities.
17. Provide administrative support for this Committee's programs.
18. Coordinate update of website per this Committee's directives.
19. Offer public policy updates and guidance to the Committee on:

- a. **Summary of** recent grassroots government activities (as informed by the Society's Public Policy Priorities).
- b. Trends relative to such priorities at the grassroots government level.
- c. Existing or potential collaboration with partnering policy organizations.
- d. **Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.**

#### **a. Executive**

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

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
  - b. Requests for action alerts may be proposed **or** initiated by individuals or groups within or outside GAC.
  - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved position of the Society.
  - d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
5. **Review and approve requests for input and/or support for specific issues being addressed at national, sub national, and local government levels.**
  - a. **Requests for input and/or support for specific issues being addressed at national, sub national, and local government levels are initiated by those outside of the GAC. Requests for support**

- often are asking ASHRAE to publicly express an opinion on issues that are considered to be related to ASHRAE's interests.
- b. Requests for input and/or support may be proposed or initiated by individuals or groups within or outside GAC or ASHRAE.
  - c. When a request for input and/or support is received, if time allows, ES shall make a preliminary judgment as to whether it is supported by an approved position of the Society.
  - d. If an input and/or support request is deemed relevant and supported by approved positions of ASHRAE, and if ES agrees that the input and/or support should be provided, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If a request for input and/or support is found to lack support in approved ASHRAE positions and if ES believes the input and/or support should be provided, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
  - f. ASHRAE GA staff should inform the GAC chair when requests are received and advise the chair as to whether or not the request aligns well with existing ASHRAE priorities and documented positions. If time allows, the chair then determines whether to bring the issue to the ES for discussion or authorize staff to address the issue directly.
  - g. For requests received by staff that do not allow time to be considered by the GAC ES and/or GAC ES chair, staff may recommend action directly of the Society Executive Committee and/or Society President. Staff should inform the GAC chair of these time-sensitive requests and recommendations, along with the action taken.

### **c. Member Mobilization**

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

Responsibilities of the Member Mobilization Subcommittee shall include:

- 1. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Refer to GAC MOP section 6.a.4 and 6.a.5.
- 2. When deemed necessary, prepare and submit requests for action alerts or for providing input and/or support for specific issues being

addressed at national, sub national, and local government levels to the Executive Subcommittee.

3. Provide regular reports to the GAC on the status of ongoing public policy projects. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.
4. Provide recommendations to the GAC on emerging issues that are not the current primary focus of the Society, but have the potential to become of greater interest and thus may warrant greater future attention.
5. Manage Government Affairs Awards Program.
6. Review and update training materials prior to Winter Meeting.

### **Government Affairs Award**

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

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

#### **Background:**

The GAC approved the above revisions to the MOP in Orlando on February 1, 2020 by voice vote with no dissents; these were presented to Members Council in Orlando on February 4, and they were approved. However, a portion of the MOP changes were inadvertently omitted, and Members Council staff requested the full motion be presented in its entirety at the June Annual meeting.

The revisions to the MOP are intended to provide clarity in the process for taking (or not taking) action on requests that the GAC may receive for input and/or support for specific issues being addressed at national, sub national, and local government levels. The GAC is also recommending revisions to the "Governmental Affairs Award" to reflect the fact that ASHRAE is a global Society.

Fiscal Impact: NONE.

**Motion 2 (GAC Manual of Procedures to Address PPIBs): The GAC Committee recommends that Members Council revise the GAC Manual of Procedures as shown below, which address the roles and responsibilities of GAC Subcommittees in developing and approving Public Policy Issue Briefs (PPIBs).**

Standing Subcommittee membership and responsibilities are assigned as follows:

**a. Executive**

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

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
  - a. Action alerts are requests to the membership to support an active issue such as pending action on a bill affecting indoor environment.
  - b. Requests for action alerts may be proposed by initiated by individuals or groups within or outside GAC.
  - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved positions of the Society.
  - d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
  - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
5. Review, comment, and approve Public Policy Issue Briefs (PPIBs) developed by the Policy and Programs Subcommittee.
  - a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.
  - b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.
  - c. PPIBs approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.

**b. Policy and Programs**

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



members of the Policy and Programs Subcommittee.

Responsibilities of the Policy and Programs Subcommittee shall include:

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

### **Member Mobilization**

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

**Background:** Per the Rules of the Board (ROB) Section 1.300.004.2.A., the GAC is responsible for managing “the current list of Public Policy Issue Briefs by evaluating each at least on an annual basis and formally decide to re-affirm, amend, or let expire and remove, each brief, subject to the approval of the Executive Committee.”

The GAC Manual of Procedures (MOP) does not currently mention the PPIBs. The revisions above clarify which GAC subcommittees work on the PPIBs (Executive Subcommittee and Policy and Programs Subcommittee), as well as those subcommittees' roles and responsibilities. The Rules Subcommittee approved this motion by voice vote on June 4, 2020, and subsequently the GAC approved the motion by voice vote with no dissents on June 9, 2020.

**Fiscal Impact:** NONE.

### **Information Items**

1. Information Item 1. Public Policy Priorities for Society Year 2020-21: The GAC approved by voice vote with no objections the Public Policy Priorities (PPPs) for Society Year 2020-21, as shown in Attachment A. (Per the Rules of the Board, 2.402.003.3, the “Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council.”

The PPPs were developed during the May 13 meeting of the GAC Executive Committee's Planning Session.

2. Information Item 2. Government Outreach Days  
The GAC set a goal of 45 Government Outreach Days to be held during Society Year 2019 – 2020. Through June 9 of this Society Year, the committee **surpassed the goal, holding 48 Government Outreach Days**: 12 city/local; 13 state; 10 Federal/ U.S. Congressional; and 13 global. The increase compared to the previous Society Year was primarily driven by global and U.S. Congressional outreach, which are new outreach programs of the GAC. The city and state outreach events were the most impacted by the COVID-19 pandemic with all state offices shutting down and officials moving to remote protocols.
3. Information Item 3. Government Outreach Days have been renamed to “Government Outreach Events,” to better reflect the breadth of these meetings and events. The committee developed and approved by voice vote (with no objections) specific parameters for what constitutes a Government Outreach Event (see Attachment B), as well as improved the reporting form, that is available via web portal.
4. Information Item 4. Outreach to Government Officials Concerning COVID-19 Resources Developed by ASHRAE’s Epidemic Task Force (ETF): The committee has reached out to numerous local, state, federal and global governmental entities in providing ASHRAE resources developed by the ETF and responding to questions. Also, the GAC has established an *Ad-Hoc on Developing Economies and COVID-19*, led by Region XIII RVC Sam Hui, which is organizing a webinar for June 18 entitled, “Managing COVID-19 and HVAC in Buildings for Emerging Economies,” which is aimed at policy makers in developing economies.
5. Information Item 5. Streamlined Process for Development and Approval of PPIBs: The Tech Council Document Review Subcommittee proposed a streamlined process for reviewing PPIBs; the PPIBs would still be developed by the GAC and approved by ExCom, but any ideas for PPIBs would be sent directly to the GAC and the DRSC would conduct an “immediate” review. The GAC appreciates the work of Tech Council, the DRSC and the Operations Subcommittee.
6. Information Item 6. Public Policy Issue Briefs: The GAC approved five Public Policy Issue Briefs (PPIBs) that incorporated minor revisions provided by the Tech Council Document Review Subcommittee (DRSC). Two other PPIBs were approved by the GAC during the April 22, 2020 meeting and were approved by the DRSC with no changes. Per the Rules of the Board 1.300.001.2, a PPIB is “developed by the Government Affairs Committee and approved by the Executive Committee.” These PPIBs are expected to be considered by ExCom later in June.
  - a. Consensus Standards: Export Solutions to Meet National Needs
  - b. Refrigerants and Their Responsible Use
  - c. Climate Change and the Built Environment
  - d. Resiliency in the Built Environment
  - e. Utilizing Energy Metrics and Building Benchmarking to Improve Whole Building Energy Performance.

- f. Environmental Tobacco Smoke
- g. STEM Education & Competitiveness

7. Information Item 7. New MBOs for SY20-21 were announced (see Attachment C).

### **MBO Update for SY2019-20**

<b>MBO</b>	<b>Subcommittee Assigned</b>	<b>Status</b>
1. Contact at least one government entity and collaborate with at least one aligned organization in each region to help in successful government outreach.	Member Mobilization and Global Affairs	<p><b>COMPLETE</b></p> <p>Each region, including all global regions, has completed this MBO; these experiences have been compiled and summarized in a chart that lists potential allies by region. Some of the regions conducted joint events with aligned organizations regarding the 2<sup>nd</sup> portion of this MBO criteria.</p> <p>More than 13 government outreach events were reported in the global Regions.</p>
2. Develop more efficient processes to enable sharing of resources and information with ASHRAE grassroots members to support the Public Policy Priorities and inform government officials in every region across the globe.	Member Mobilization	<p><b>COMPLETE</b></p> <p>The GAC webpages have been revised and further updates will continue in SY 20-21; the pages are now more consistent, concise and navigable, making it easier for ASHRAE members and government officials to identify the resources they need. In addition, the new software FiscalNote provides helpful code alerts to the RVCs and other information for Government Outreach Days.</p>
3. Identify areas for which ASHRAE can lead proactively in the future.	Policy & Programs	<p><b>COMPLETE</b></p> <p>The following areas have been identified:</p> <ul style="list-style-type: none"> <li>• Resilience</li> <li>• Next generation refrigerants</li> <li>• Targeting jurisdictions that have 2030/2050 climate goals and other energy efficiency goals.</li> <li>• Healthy buildings and viral transmission minimization (e.g., COVID-19)</li> </ul>

MBO	Subcommittee Assigned	Status
		As a result of this targeting, 2 PPIBs have been created (and approved by the GAC): Resiliency in the Built Environment and Refrigerants and their Responsible Use.
4. Build bridges with intergovernmental organizations to introduce them to ASHRAE as the leading source for technical HVACR information.	Executive Subcommittee	<p><b>COMPLETE</b></p> <p>Letter sent to the World Health Organization on ASHRAE's resources on COVID-19, and question was addressed from UNEP in Paris. Also, in Fall 2019, the GAC Chair met with UNEP in Washington, DC. UNEP has attended GAC annual and winter meetings for the past few years. A link to the UNEP Refrigerants webpage was included on the ASHRAE GA website.</p>
5. Provide support to chapters outside North America utilizing both the Government Affairs Office in Washington and the Global Training Center in Dubai and the ASHRAE staff office in Europe.	Executive Subcommittee	<p><b>COMPLETE</b></p> <p>A webinar will be held on June 18 for "emerging economies" on ASHRAE's COVID-19 resources.</p> <p>A letter was sent to ExCom and the Global Training Center Oversight Committee in support of the GTC and its relevance to and impact on government outreach and advocacy.</p> <p>Steve Comstock from the Brussels Office has provided leverage to the GAC through his outreach, as well as providing updates to GAC, and sharing information with Stephen Gill, RVC for Region XIV. It will be critical to establish a good relationship with the to-be-hired Association Management Company that will continue some of Steve's work, including government outreach.</p>
6. Develop and implement programs to promote awareness and use of Building EQ (in cooperation with the Building EQ Committee)	Member Mobilization	<p><b>COMPLETE</b></p> <p>A flyer has been developed, along with a presentation with the target audience being the public officials members are meeting with. The Building EQ Committee has also made itself available to provide</p>

MBO	Subcommittee Assigned	Status
		briefings for government officials.
7. Develop implementation plan for promoting ASHRAE standards for use in the residential market. For the international audience, promote the <i>customized</i> version of 90.2 to be used in different part of the world. Examples: Kuwait and Saudi Arabia.	Policy & Programs and Global Affairs	<p><b>COMPLETE</b></p> <p>Walid Chakroun shared his experiences with the Subcommittee about his efforts in Saudi Arabia and Kuwait with 90.2</p> <p>RAL GAC RVC Gian Modgil is conducting outreach in India including promoting a customize version of standards 90.2 and 188. Gian will report on additional materials that would be helpful for future outreach.</p>
8. Expand Government Outreach Days/DOTH including development of new training materials to include documents, videos and case studies, and extend to Federal Congressional outreach. Work on model Outreach day including materials specifically targeting outside North America Chapters.	Member Mobilization and Global Affairs	<p><b>COMPLETE</b></p> <p>Government Outreach days have been significantly expanded, and the GAC has held a total of 48 outreach events, which surpasses its goal of 45, even in the midst of the coronavirus epidemic. Federal Congressional Days totaled 10, which is <b>double the number</b> from last year. A new training video is being developed, which should be completed in September 2020.</p> <p>Some existing training documents on how to plan an outreach activity has been updated to also include the virtual environment meetings and is published on the website.</p> <p>The Global Affairs subcommittee developed a government outreach training presentation specifically for ASHRAE chapters outside the U.S. The presentation can also be tailored for a chapter/region.</p> <p>The Global Affairs subcommittee tracked annual events and key themes for each region. This will be used to inform the type of outreach conducted and the materials translated.</p>

MBO	Subcommittee Assigned	Status
		The Global Affairs subcommittee has worked to translate the ASHRAE factsheet into Spanish. The ASHRAE factsheet is in the process of being translated into French.
9. Develop tool to quickly respond to inquiries to better serve the ASHRAE Members.	Member Mobilization	<b>COMPLETE</b> <a href="mailto:GovAffairs@ashrae.org">GovAffairs@ashrae.org</a> has been better profiled on the website and some inquiries recently have come in and have been responded to by staff. <i>Every page</i> on the Government Affairs website includes an easy “button” for members and visitors to “Share their views.” The full GAC also approved a recommended modification to the Manual for Chapter Operations which should enable Chapters to engage more readily with government officials. Finally, staff have profiled members’ work in the bi-weekly Government Affairs Updates (GAU); in SY19-20, <b>over 60</b> outreach news articles were written and published in the GAU.

### **Attachments**

Attachment A: Public Policy Priorities for Society Year 2020-21 (Proposed)

Attachment B: Parameters for and Definition of a Government Outreach Event

Attachment C: MBOs for SY2020-21



CELEBRATING **125** YEARS

## **ASHRAE's Public Policy Priorities – Proposed SY 2020-2021**

**Background:** ASHRAE's Government Affairs Committee, with support from ASHRAE staff, have been continuously working to maintain the Society's reputation as the leading source for expertise in the built environment and a resource for policy-makers in the development of legislation and regulations affecting the public, the HVAC&R community, and the engineering profession. This effort has consisted of keeping ASHRAE members, Society positions, and technical developments highly visible among policymakers, primarily through "Government Outreach Days."

**Action-Oriented Objective for SY2020-21:** ASHRAE's objective is for lawmakers to view the association as an "indispensable partner" when it comes to crafting policy and legislation. During Society Year 2020-2021, ASHRAE will focus on the following Public Policy Priorities:

- **Support Sustainable Building Practices to Mitigate Climate Change**  
Buildings and their heating, ventilation, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to GHG emissions. Buildings are responsible for more than 35% of global final energy use and nearly 40% of energy-related greenhouse gas emissions worldwide. ASHRAE supports energy efficient building design practices, including net zero energy buildings, and the use of sustainable technologies on a global basis to help reduce GHG emissions. In addition to government adoption of robust energy standards such as ASHRAE Standard 90.1-2019, 90.2-2018 and 90.4-2019 and the 2018 IgCC for new construction, ASHRAE supports policies and programs to improve the energy performance of existing buildings, including through adoption of ASHRAE Standard 100-2018 and building benchmarking and labeling requirements.
- **Promote Healthy Buildings and Reduce Indoor Environmental Risks**  
Supporting the health and well-being of building occupants is the most important element of the indoor environment. Indoor air quality and environmental health must extend beyond simple "acceptable" conditions to the optimization of air quality, thermal comfort, ventilation, filtration, lighting and acoustics, and the influence of these on productivity, learning and health. ASHRAE has included Indoor Environmental Quality as an initiative in its 2019-2024 Strategic Plan. Importantly, ASHRAE supports policies that reduce the risk of disease transmission through building systems, including HVAC and water systems. To reduce the risk of SARS-CoV-2 transmission in building systems, ASHRAE has assembled an extensive library of resources, including guidance documents, webinars, training sessions, and standards. ASHRAE is happy to share its technical expertise to policy makers and elected officials to help fight this pandemic. ASHRAE has already supported several government entities in providing and disseminating technical resources, including the U.S. Department of Energy, the Army Corps of Engineers, and the International Energy Administration.



CELEBRATING **125** YEARS

- Advance Design and Construction of Resilient Buildings and Communities

Resiliency is an increasingly important societal, economic, and technical issue that will have major impact on how buildings are designed, renovated and operated. ASHRAE has included Resilient Buildings and Communities as an initiative in its 2019-2024 Strategic Plan. ASHRAE must establish a leadership role in advancing new practice paradigms and raising awareness about the importance of resilient buildings and communities. ASHRAE is committed to developing, publishing and maintaining a Resilient Building/Community Standard, accompanying Design Guide(s) and design tools, and educational programs. Additionally, it is critical that policy makers understand that building energy codes and standards are an essential element of resilient buildings.

- Ensure the Orderly and Safe Phasedown of High-GWP HFC Refrigerants

ASHRAE supports the global phasedown of the production and consumption of Hydrofluorocarbons (HFCs) refrigerants that have high-Global Warming Potential (GWP), including through legislation, regulations, and policy. As governments commit to using lower GWP refrigerants, ASHRAE wants to ensure the safe application of these refrigerants, including through the adoption of ASHRAE Standard 15-2019, *Safety Standard for Refrigeration Systems*, and Standard 34-2019, *Designation and Classification of Refrigerants*, and continued support for the ASHRAE Position Document on Refrigerants and their Responsible Use.

- Support Adoption of the Latest Edition of ASHRAE's Energy Standards into Building Codes

ASHRAE has an opportunity to make significant progress with the adoption of more recent versions of Standard 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings, which has provided the minimum requirements for the energy-efficient design in the United States for over 40 years. Although its adoption in the U.S. by States is required by the Energy Conservation and Production Act (ECPA), most States have not adopted the 2016 version of the standard. ASHRAE will increase advocacy efforts to adopt the latest version of 90.1, as well as advocate for effective enforcement of energy efficiency codes and standards. We will also prioritize the adoption of ASHRAE Standard 90.2 for residential energy performance requirements and Standard 90.4 for energy performance of data centers.

Additionally, ASHRAE will continue to encourage the adoption of energy efficiency standards around the world. Standard 90.1 has already been adopted in Brazil while ASHRAE standard 90.2 has been adopted by Kuwait and the Kingdom of Saudi Arabia.

- Strengthen the HVACR Workforce

The HVACR industry is facing a serious shortage of skilled employees, which impacts ASHRAE's ability to accomplish any of its other Public Policy Priorities. ASHRAE supports policies that strengthen science, technology, engineering and math education at all levels; better align education and training programs with building design necessities; require quality certification programs that deliver better building performance; and promote and make available technical and career training in the HVACR industry.





## **ASHRAE'S GOVERNMENT AFFAIRS COMMITTEE**

### ***What Constitutes a Government Outreach Event?***

Government Outreach Events are the pre-eminent opportunity for ASHRAE volunteers to introduce national and sub-national government officials to the association, as well as the issues that are critical to advancing the arts and sciences of heating, ventilation, air conditioning and refrigeration.

ASHRAE members began conducting these events as all-day multi-meeting events at U.S. State Capitols, and they were called "Days on the Hill." During the 2018 Annual Meeting in Houston, the committee changed "Day on the Hill" events to "Government Outreach Days." The rationale for this change was to broaden these days so that they could be conducted on a global basis. In international settings, "Day on the Hill" did not translate well and the terminology was confusing. In addition, at the 2018 Annual meeting, the committee determined that these events should also be conducted at the local level and with Federal Elected officials.

Because these government outreach events can take so many different forms, it is important to identify the critical elements of an event that would allow the activity to be counted as a "Government Outreach Event". These elements are listed below:

- Planned event: The meeting or event needs to be planned in advance. It should be advertised to the ASHRAE Chapter(s) whose members would be represented and/or effected by the government official(s) the event is intended to reach. ASHRAE staff can help with preparation, planning, and materials for the event.
- Government outreach: The meeting or event needs to be conducted with a governmental entity, which can be at any level of government, including building code officials. An event that only includes other non-governmental organizations (e.g., trade association, professional society, advocacy organization) would not count as a government outreach event.
- In-person vs. Virtual: While in-person events are encouraged, during times of epidemic or pandemic, health and safety take priority. Many chapters and their members also face geographical challenges in holding in-person meetings, due to great distances between their location and the government offices. In those instances, virtual events are preferred, which could include a conference call or video meeting. These must be planned in advance, and ASHRAE members invited for maximum impact.
- Location: In-person events will typically take place in government offices and congressional buildings. However, other non-governmental locations are also acceptable.

- Exchange of Contact Information: Meetings and events should include an exchange of contact information, such as business cards or ASHRAE collateral material. **Please note that GAC Members have ASHRAE business cards. Please use them.** This exchange of contact information is important so that follow-up can take place, and a relationship established.
- ASHRAE Member Involvement: At least one ASHRAE member must participate, and the participation of multiple ASHRAE members is encouraged for maximum impact.
- Meeting vs. Event: In addition to meetings, outreach events can also include:
  - A larger gathering (such as a chapter meeting) where a government official or officials are invited to attend and where there is some exchange of information. A government official cannot simply attend a chapter meeting for it to be counted as a government outreach day.
  - An exhibit at which government officials stop by and exchange information. For example, in Iowa, the State Capitol building allows organizations to erect display tables or booths in the rotunda, to provide information on their field or cause. Members of the State Legislature and their staff will visit these booths and take literature, ask questions, and exchange contact information.

### Reports

After a government outreach event is conducted, the ASHRAE Government Affairs Committee asks you to provide feedback on that event within two weeks. A form must be submitted through the [online reporting portal](#).

In addition, if appropriate information and photos are submitted to ASHRAE staff, the event will be highlighted in the bi-weekly Government Affairs Update, which will celebrate the work of the ASHRAE members and motivate others to engage in these events.

### Measuring Impact

In order to measure the impact of these events, the committee proposes to use the following proxies:

- **Number of meetings** (these should not include “drop-by visits” to member offices)
- **Number of officials** (elected, appointed, or who hold a particular office) reached; if the meeting is with staff, please do not count the number of staff; please only count the number of officials represented by the staff. Drop-by visits can be counted in this metric.
- **Number of ASHRAE members** participating

Additional impact measures may be considered, especially as these events evolve and grow:

- **Results**: Did the meeting result in any meaningful action, including a bill introduction, proclamation declared, co-sponsorship agreed to, ASHRAE resource incorporated in legislation or policy.

## GAC MBOs for SY2020- 2021

MBO	Subcommittee Assigned
1. Develop a 2030 vision statement for the GAC, accompanied with goals and objectives.	Executive Subcommittee
2. Establish a GAC Advisory Board made up of senior staff from various government bodies; this group would advise ASHRAE on what technical resources they need.	Policy & Programs
3. Develop a Government Affairs Training webinar and/or event for members outside the committee to increase participation. Develop chapter-to-chapter training to learn from exemplary chapters who have been successful in their government outreach, including sharing why it is beneficial for the ASHRAE members involved.	Executive Subcommittee
4. Develop a general training for code officials, which could be used by chapters globally.	Member Mobilization
5. Identify events attended by government officials at which ASHRAE members can attend for the purpose of outreach and advocacy.	Global Affairs
6. Identify ASHRAE resources and develop advocacy materials that can help state, provincial, federal, and global governmental entities reach their 2030/2050 goals	Policy & Programs
7. Further develop communication tools using FiscalNote software to improve information between Society and Chapters.	Member Mobilization
8. Identify in which countries outside the U.S. ASHRAE Standards have been adopted or used as guidance; document 2-3 examples of how ASHRAE standards have been used globally and what types of advocacy were used which could help with such efforts in other locations.	Global Affairs
9. Identify any issue for which a Position Document should be developed or for which an existing ASHRAE PD should be revised per the ROB (1.300.002) in order to be responsive to government inquiries and needs for which ASHRAE currently doesn't have the relevant information. Before any issue or addition is recommended, work with pertinent ASHRAE GAC Council representative(s) and/or liaison(s) to confirm the information isn't already being developed, potentially as a different type of resource such as a guidance document.	Policy & Programs

## **CONFERENCES AND EXPOSITIONS COMMITTEE**

Report to Members Council  
From the Meeting of June 16, 2020

### **Members Present**

Michael Collarin, Chair  
Corey Metzger, Vice Chair  
Devin Abellon  
Vikrant Aute  
Nohad Boudani  
Kristen Cetin  
Robert Cox  
Gary Debes  
Melanie Derby  
Joe Firrantello  
Ashu Gupta  
Steve Idem  
Rupesh Iyengar  
Nivedita Jadhav  
Bing Liu  
Ryan MacGillivray  
Farhan Mehboob  
Maggie Moninski  
Leticia Neves  
Scott Peach  
Kim Pierson  
Sonya Pouncy  
Christine Reinders  
Lee Riback  
Raul Simonetti  
Marianna Vallejo  
Marites Calad, BOD ExO

### **Members Absent**

Kyle Inge

### **Guests**

Jeff Gatlin  
Chad Powell

### **Staff**

Joyce Abrams  
Tony Giometti  
Lizzy Seymour  
Chris Preyor  
Ragan McHan  
Haley Booker-Lauridson

### **Motions**

None.

### **Information Items**

1. The 2020 ASHRAE Virtual Conference a total of 96 sessions and 249 presentations broken down as follows: 84 sessions and 237 presentations were available in the on-demand virtual conference. 12 sessions with 12 individual presentations comprised the live virtual conference. The technical program featured 24 paper sessions (conference papers, technical papers and extended abstracts combined in the same session, including 64 conference papers, 7 technical papers and 7 extended abstracts), 64 seminars, 1 workshop, 1 debate, 1 keynote and 5 panel discussions. The 2020 Virtual Conference included 4 Leadership Moments and 4 Happy Hours. The number of registrants as of the morning of June 23, 2020 was 1799.
2. Special recognition is given to Bing Liu, who chaired the 2020 ASHRAE Virtual Conference, for her commitment of time and talent to pivot the technical program to a first-ever virtual conference from in-person, onsite conference. She led the committee and the speakers from beginning to end within a short eight-week time period that included compressing the deadlines, reviewing the presentations for commercialism, selecting the live technical programs, securing chairs for the paper sessions among many others.

3. Topical Conferences in Process
  - a. September 29 – October 1, 2020 *Virtual* 2020 Building Performance Analysis Conference and SimBuild. This conference originally was scheduled to take place August 9-13 in Chicago.
  - b. *Postponed* IAQ 2020, Athens, Greece. This conference was originally scheduled to take place September 14-16. The conference will be rescheduled for either May or September 2021 in Athens.
  - c. *Postponed* 4th ASHRAE International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies, Beirut, Lebanon. This conference was originally scheduled to take place October 1-2, 2020. It will be rescheduled in Spring 2021.
  - d. *On Hold* Third ASHRAE Developing Economies Conference, Delhi India
  - e. March 10-12, 2021, Virtual Design and Construction, Orlando, Florida
  - f. August 15-18, 2021, Ventilation 2021 Conference, Toronto, Canada
  - g. December 5-8, 2022, Buildings XV, Clearwater Beach, Florida
4. Future Annual and Winter Conference Sites
  - a. Winter, January 23- 27, 2021 – Chicago
  - b. Annual, June 26-30, 2021 – Phoenix
  - c. Winter, January 29 - February 2, 2022 – Las Vegas
  - d. Annual, June 25-29, 2022 – Toronto
  - e. Winter, February 4-8, 2023 – Atlanta
  - f. Annual, June 24-28, 2023 – Tampa Bay
  - g. Winter, January 20-24, 2024 – Chicago
  - h. Annual, June 22-26, 2024 – Indianapolis
  - i. Winter, February 8-12, 2025 – Orlando
  - j. Annual, 2025 – to be determined

### **MBO Update**

#### **Attachments**

Attachment A (CEC MBOs for 2019-2020)

Attachment B (CEC MBOs for 2020-2021)

Respectfully submitted,

Michael Collarin, Chair  
Conferences and Expositions Committee

**ATTACHMENT A**

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

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

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

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual and New Member Handbook.	12/31/2020		None	Metzger, Operations Subcommittee, and Staff	None
2. Revise Sustainability Project guideline documents.	12/31/2020		None	Metzger and Staff	None
3. Review requirements for Session Chairs and provide updated direction.	12/31/2020		None	Operations Committee	None
4. Determine how to handle hybrid conferences (technical program for both in-person and remote attendees).	12/31/2020		None	ExCom and Staff	None
5. Select the conference chairs for the 2023 Winter and 2022 Annual Conferences	6/30/2021		None	Metzger and Aute	None
6. Increase representation of academic members on CEC.	6/30/2021		None	Metzger and Aute	None

**MEMBERSHIP PROMOTION COMMITTEE**  
**Report to Members Council**  
*From the meeting of Tuesday, June 9, Virtual 2020*

**Members**

Carrie Kelty, Chair  
Erik Sanchez, 1<sup>st</sup> Vice Chair  
Jonathan Smith, 2<sup>nd</sup> Vice Chair  
Jason Urso  
Genevieve Lussier  
Patrick Marks  
Brian Justice  
Julia Call  
Daniel Chudecke  
Casper Briggs  
Cecilia Garay  
Dan Russell  
Meg Gates  
Louise McKenzie  
Henry Seck Kan Yeo  
Monica del Fresno  
Mohamed Alagraa  
Michelle Swanson, Consultant

**Incoming Members**

John Molnar, II  
Robert Druga, III  
Estaban Jauregui, XII  
Triantafyllos Triantafyllopoulos, XIV  
Nitin Naik, AL

**Staff**

Daniel Gurley  
Anne Wilson

**Guests**

Devin Abellon  
Mick Schwedler  
Russell Lavitt

**Motion to Members Council**

To amend the ASHRAE Bylaws Article II to change the print grade “Member” to “Full Member”.

**Background:**

Upgrading the ASHRAE membership grade is a PAOE point as well as a main agenda item for the Chapter MP Chairs. However, the explanation of the capital “M” Member category is often convoluted, and the members have trouble understanding why they should upgrade because they are already a “member.” Internationally, the distinction between Associate and Member is extremely important, so the member grade and the advancement are a vital piece of our Society.

To simplify the process and emphasize the importance of the title, we propose the current “Member” grade be renamed to “Full Member”. This is a broad term that manufacturer representatives, contractors, consultants, architects, and other facets of our society can easily identify with as a prestigious title to recognize our members for acquiring the professional experience within the HVAC industry and their dedication to the ASHRAE Society.

All other member grades would remain the same as currently.

**Fiscal Impact:** Zero

**Vote:** 15, 0, 2, CNV

**Referred Motions:**

None



### Information Items to report to Members Council:

- ASHRAE MP Committee is hosting a Virtual Happy Hour in conjunction with the Virtual Annual Conference.
- Researching International Facility Management Association (IFMA)'s hybrid company/individual membership program to see if ASHRAE would benefit from a similar "company membership" option
- Creating a toolkit for a Principals Night out to help recruit/retain members
- Updating the centralized training material to combat the reasons members cancel
- Creating a procedure for Go-To meeting calls for chapter chairs to collaborate thoughts

### Additional Information Items:

#### 1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2019	57,088	39,076	3,946	5,630	2,437
2020	55,728	38,471	4,794	5,435	2,374

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 June 30, 2020, there were a total of 1,311 members participating.

- Reviewing 6 month check in survey to new members.
- Distribute survey results to YEA, SA and CTTC
- Working with staff to enhance the new member onboarding procedures
- Create program for Life Members to bring in a new member to backfill

#### 2. Chapter Chair Training & Development:

- a) MP hosted Centralized Trainings in Kansas City and trained a total of 58 MP Chairs.
- b) Hosting 2 virtual Centralized Trainings for MP Chairs. Currently have 135 chapter participants.
- c) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.
- d) Set a goal to train 75 MP Chairs in Austin.

#### 3. Recruitment:

- a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- b) Researched potential company memberships, looking at IFMA's example.
- c) Increase YEA/new member engagement by touting Technical Committee membership to show additional value.
- d) Discussing virtual membership in response to pandemic.
- e) Put forth multiple ideas to increase membership joins.
- f) Action items to staff

#### 4. Member Communication:

- WIA breakfast speaker selected
- Create Forum for where to go with WIA and DIA
- Work with MP Chairs to published chapter stories in Chapter Notes eNewsletter
- Tiered membership from Ad Hoc Committee, where do we go next

**RP COMMITTEE**  
Report to Members Council  
From Meeting of June 12, 2020

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Guests</u></b>	<b><u>Staff</u></b>
Scott Martin, Chair	None	Mick Schwedler	Julia Mumford
Tiffany Abruzzo, Vice Chair		Devin Abellon	Megan Gotzmer
JD Karnik, Vice Chair			Dustin Mason
Matt Rowe, Vice Chair		David Yashar	Kim Mitchell
Derek Crowe, Vice Chair	<b><u>Outgoing RVCs Absent</u></b>		Payton Cornelius
Tom Zoller, RVC I	None		
Mark Lawrence, RVC II			
Chris DeSoto, RVC III			
Matt Rowe, RVC IV	<b><u>Incoming RVCs Absent</u></b>		
Devin Snowberger, RVC V	None		
Christine Keltner, RVC VII			
Kimberly Thompson, RVC VIII	<b><u>Incoming RVCs Present</u></b>		
Megan Sterl, RVC IX	Andrew Manos, I		
Heather Schopplein, X	Ibrahim Semhat, II		
Les Pereira, RVC XI	Suei Keong Chea, XIII		
Ching Loon Ong, RVC XIII	Daniel Coakley, XIV		
Liviu Drughean, RVC XIV	Adeeba Mehboob, RAL		
Aakash Patel, RVC RAL			
Chris Phelan, Board Ex-Officio			
Guy Perreault, ARC Consultant	<b><u>Incoming Chair</u></b>		
	Tiffany Abruzzo		
	<b><u>Incoming VC</u></b>		
	Sherry Abbot-Adkins		

**Motions**

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

BACKGROUND: These goals are the same as the goals of the 2019-20 campaign. The RP Committee sent a letter to all current and incoming RP RVCs and DRCs explaining the reasoning behind keeping the regional goals the same for the coming campaign year. RVCs were asked to speak with their DRCs prior to this meeting and receive their support and approval since goals are regional business (see Attachment B).

FISCAL IMPACT: None

**Information Items (as of June 22, 2020)**

1. Goal: \$2,600,000

<b>Region</b>	<b>YTD Results</b>	<b>Last Year This Month</b>	<b>% Ahead / Behind</b>	<b>Total Regional Goal</b>	<b>% Regional Goal</b>
<b>I</b>	\$151,541	\$170,803	<b>-11.3%</b>	\$212,000	71.5%
<b>II</b>	\$109,516	\$127,893	<b>-14.4%</b>	\$196,000	55.9%
<b>III</b>	\$122,692	\$187,380	<b>-34.5%</b>	\$206,000	59.6%
<b>IV</b>	\$109,944	\$173,010	<b>-36.5%</b>	\$191,000	57.6%
<b>V</b>	\$116,078	\$161,346	<b>-28.1%</b>	\$139,000	83.5%
<b>VI</b>	\$96,630	\$108,915	<b>-11.3%</b>	\$180,000	53.7%
<b>VII</b>	\$83,603	\$98,499	<b>-15.1%</b>	\$144,000	58.1%
<b>VIII</b>	\$318,726	\$462,878	<b>-31.1%</b>	\$452,000	70.5%
<b>IX</b>	\$133,416	\$161,632	<b>-17.5%</b>	\$270,600	49.3%
<b>X</b>	\$141,006	\$208,342	<b>-32.3%</b>	\$199,500	70.7%
<b>XI</b>	\$125,977	\$126,659	<b>-0.5%</b>	\$173,000	72.8%
<b>XII</b>	\$113,021	\$113,363	<b>-0.3%</b>	\$153,000	73.9%
<b>XIII</b>	\$35,293	\$49,472	<b>-28.7%</b>	\$50,090	70.5%
<b>XIV</b>	\$3,173	\$3,885	<b>-18.3%</b>	\$5,501	57.7%
<b>RAL</b>	\$25,509	\$29,601	<b>-13.8%</b>	\$28,000	91.1%
<b>TOTALS:</b>	<b>\$1,686,126</b>	<b>\$2,183,678</b>	<b>-22.8%</b>	<b>\$2,600,000</b>	<b>64.9%</b>

## **MBO Update**

Please see attached updated 2019-20 MBO (Attachment C) and 2020-21 MBO (Attachment D)

## **Attachments**

Attachment A 2020-21 Regional Goals

Attachment B Letter to Regional Leadership Regarding 2020-21 RP Goals

Attachment C 2019-20 MBO

Attachment D 2020-21 MBO

Respectfully submitted,

Scott A. Martin  
2019-20 RP Chair

**ATTACHMENT A**

**RP COMMITTEE**

Report to Members Council  
From Meeting of June 12, 2019

**Regional Goals for RP 2020-21**

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

## **ATTACHMENT B**

### **RP COMMITTEE**

Report to Members Council  
From Meeting of June 12, 2020

Dear Regional Volunteer Leadership:

I hope you and your families are doing well during this difficult and challenging time.

Typically, at this time of year, the Research Promotion Committee would be deliberating a new goal for the upcoming campaign year beginning on July 1. The current RP goal is \$2.6 M. The campaign has set a new high for ten years running, and our goal has always increased at least 2% each year. This increase is divided among the regions to be assigned to the chapters as their RP Campaign goals.

Many chapters have struggled meeting goal this year, and we are constantly asked: will the goals be lower next year? After much consideration and discussion, we now can answer: We plan to keep the goals the same for the foreseeable future. We're doing this despite the current economic conditions because ASHRAE Research needs to be funded.

Research is vital – not only to ASHRAE, but to the public. These projects help fill the gaps in our technical knowledge and make our work as HVAC&R engineers safer and more sustainable. This very important work is being threatened by our uncertain economy, which makes donors at all levels reticent to support the RP Campaign.

ASHRAE Research already has 28 ongoing projects, and the Society has committed to funding them through their completion – some of which require financial support until 2023. In a normal year 10-15 research projects would be successfully completed and our research portfolio would be replenished with 10-15 new projects. ASHRAE has dozens of unfunded Research projects ready to be developed; you can see a report of the Research pipeline, with projects in various stages of development, attached to this letter. None of this Research will be possible if we are not ambitious with our fundraising goals.

In addition to Research, the other ASHRAE programs that are part of the RP campaign also need our continued support. These programs, including ALI, ASHRAE Foundation, the General Fund, and YEA are vital for our industry and need our help as well.

Yes, COVID-19 has affected so many facets of our lives. These challenging times have taken a toll on many in our communities and across the world. As you know, ASHRAE's vision has always been to provide a healthy and sustainable built environment for all, and ASHRAE Research and our other programs helps make that vision a reality. We hope you understand and support our decision to try to fund as much of this vital research as possible. We need your help to do it. Please let us know your thoughts and concerns about the Research Promotion goal and our challenges going forward. We look forward to hearing from you.

Sincerely,

Tiffany Bates Abruzzo  
Incoming Chair, Research Promotion Committee 2020-21  
[tbates@climacoolcorp.com](mailto:tbates@climacoolcorp.com)

## ATTACHMENT C

### RP COMMITTEE

Report to Members Council  
From Meeting of June 12, 2020

# RESEARCH PROMOTION 2019-20 MBO

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

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

1. **Chapter centralized/enhanced training attendance** Goal: 60% Results: 59%  
*Last three years:* 2018-19: 57% 2017-18: 55% 2016-17: 57%
2. **Chapters attaining Full Circle** Goal: 70% Results: 55%  
*Last three years:* 2018-19: 60% 2017-18: 63% 2016-17: 65%
3. **Chapters reaching 30% of goal by Dec 31** Goal: 50% Results: 41%  
*Last three years:* 2018-19: 48% 2017-18: 40% 2016-17: 45%
4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:** Goal: 40% Results: 18%  
*Last three years:* 2018-19: 38% 2017-18: 35% 2016-17: 31%
5. Review and enhance centralized training materials for RP Chapter Chairs to aid them in planning and executing successful RP fundraising events.
6. Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently\*: \$371,799.41**  
*Last three years\*\*:* 2018-19: \$664,630 2017-18: \$630,198 2016-17: \$484,622
7. Develop donor recognition and solicitation materials for major donors.
8. Develop case for support of ASHRAE Research and incorporate the messaging into solicitation and donor stewardship materials.
9. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.

\* As of June 22, 2020.

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

ATTACHMENT D

RP COMMITTEE

Report to Members Council  
From Meeting of June 12, 2020

## RESEARCH PROMOTION 2020-21 MBO

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

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

1. **Chapter virtual centralized/enhanced training attendance and quiz completion**

**Goal: 80%**

*Last three years:*      2019-20: 59%      2018-19: 57%      2017-18: 55%

2. **Chapters attaining Full Circle**

**Goal: 60%**

*Last three years:*      2019-20: 55%      2018-19: 60%      2017-18: 63%

3. **Chapters holding fundraising event (f2f or virtual) before Dec. 1**

**Goal: 50%**

4. **Chapters reaching 100% of Goal by June 15<sup>th</sup>:**

**Goal: 40%**

**Results:**

*Last three years:*      2019-20: 18%      2018-19: 38%      2017-18: 35%

10. 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\*: \$371,799.41**

*Last three years\*\*:*      2018-19: \$664,630      2017-18: \$630,198      2016-17: \$484,622

5. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.

6. Communicate the December 1 PAOE deadline for achieving 30% of goal.

7. Donor retention: Survey RP donors monthly to understand motivation for supporting RP Campaign. This data will be used to develop a case for support of ASHRAE Research and incorporate the messaging into solicitation and donor stewardship materials. (Subcommittee to be formed on June 12, 2020)

\* As of June 22, 2020.

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



## **YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE**

Report to Members Council

From Meeting of June 12, 2020, Virtual (Austin)

### **Members Present**

Vanessa Freidberg, Chair  
Rachel Romero, Sr. Vice Chair  
  
Shona O'Dea, Jr. Vice Chair  
Frank Paradiso, Reg. I  
Alexis Gagnon, Reg. II  
Alekhya Kaianathbhatta, Incoming Reg. II  
Carrie Anne Monplaisir, Reg. III  
Jackson Willis, Reg. IV  
Kimberly Pierson, Incoming Reg. IV  
Paul Fernandez, Incoming Reg. V  
Mallory Schaus, Reg. VI  
Joseph A Cooper, Reg. VII  
Robert C Hangen, Incoming Reg. VII  
Madison Schultz, Reg. VIII  
Jessica Errett, Reg. IX  
Alyse Falconer, Reg. X  
Elise Kiland, Incoming Reg. X  
Baki Cvijetinovic, Reg. XI  
Bruno Martinez, Reg. XII  
Kozen Law, Reg. XIII  
Aleksandar Andjelkovic, Reg. XIV  
Eman Mamdouh Abu Taleb, Incoming RAL  
Drew Samuels, Member-at-Large  
Ashu Gupta, Member-at-Large  
Erik Sanchez, MP Liaison  
Stephanie Kunkel, Consultant  
Jeff Clark, BOD Ex-Officio  
Munis Hameed, CIBSE Consultant

### **Members Absent**

Mick Schwedler, Inc. Coord. Offc.  
Matt Colvin, Reg. V  
Gabriel Nastase, Incoming Reg. XIV  
Megan Tosh, SA Liaison  
Muhammad Omer Khan, RAL  
  
Charles Gulleddge, Coord. Offc.

### **Guests**

Devin Abellon  
Marissa Kimshure  
  
Anju Gupta  
Patrick Villaume  
John Constantinide  
  
Colin Laisure-Pool  
Nadia Ali  
Jake Kopocis  
Vishal Lagishetty

### **Staff**

Jeanette McCray  
Joyce Abrams

### **Summary of Activities**

- The SmartStart student transfer rate is down compared to this time last year. Last year at the end of May we were at 359 transfers and as of 5/31/2020 we have 269 transfers. Continue to send personalized emails to Student members 1-2 weeks before their renewal date to remind them about SmartStart. Emails go out to all Student members graduating in December, May, and June.
- Increased YEA members participating on TCs to 677. Goal of 15% increase met.
- Increased YEA membership by over 6% (goal of 15%). Up to 11,442 YEA members.
- Upcoming YEA Events
  - YEA Leadership Webinar will be held June 25<sup>th</sup>. Registration now open. 50 participants maximum.

- YEA Leadership Digital will be offered in place of YLI 2020 on November 6-8, 2020. Registration will be open soon. 100 participants maximum.
- CIBSE Symposium scheduled for September 26-27, 2020 in Scotland.

### **Attachments**

Attachment A are the information items from the YEA Committee meeting

Attachment B are the 2019-2020 YEA MBOs

Attachment C are the 2020-2021 YEA MBOs

Attachment D is the additional information on the Request Waiver to ROB

## **ATTACHMENT A**

### **Information Items**

1. Outreach Development Subcommittee:
  - I. YEA Leadership International:
    - i. YLI 2020 was supposed to be held in Kuala Lumpur but was cancelled due to COVID-19.
    - ii. YEA Leadership Digital will be offered in place of YLI this fall.
    - iii. Registration will be open soon. 100 participants maximum.
    - iv. YLI 2021 will be planned in the future.
  - II. International outreach and CIBSE Young Engineers Network (YEN) Development
    - i. CIBSE Symposium was postponed due to COVID-19 until September 26-27, 2020 in Glasgow, Scotland.
  - III. Resources
    - i. New tool is being created to assist in the training of YCCs internationally and in the US.
2. Personal Development Subcommittee:
  - I. Mentorship Workshop
    - i. Orlando workshop was successful
    - ii. Will continue in Chicago 2021
    - iii. Tracks are currently being submitted for Chicago
  - II. YLW 2.0; May 1-3, 2020; Palm Springs, FL
    - i. 17 people registered
    - ii. Cancelled due to COVID-19; all registrants refunded
  - III. YLW 1.0; May 15-17, 2020; Minneapolis, MN
    - i. 30 registrants
    - ii. Cancelled due to COVID-19; all registrants refunded
  - IV. YLW 1.0 Fall 2020
    - i. Currently on hold until further notice due to COVID-19
  - V. YEA Leadership Webinar
    - i. Will be held June 25, 2020 in lieu of both YLWs being cancelled.
    - ii. Registration will open now.
  - VI. Planning for 2020-2021 Society Year YLWs
    - i. Work on new ways to improve and promote registration
    - ii. Currently working with Outreach subcommittee on a YLI 2.0
  - VII. YLI-YLW Alignment Plan
    - i. Joint project in progress with Outreach and Personal Development Subcommittees
    - ii. Plan aims at keeping the four main components of leadership taught at YLW and YLI.
3. Professional Development Subcommittee:
  - I. Awards
    - i. Developing Leader Award
      1. 11 nominees selected to receive this award in Chicago
    - ii. YEA Inspirational Leader Award
      1. First recipient of this award was selected and will receive it at the Winter Plenary in Chicago.

2. Subcommittee will review the award to make improvements for the next round of nominees.
- II. New Resources
  - i. YEA Employer Support Flyer
    1. Flyer has been developed and will be out by the end of June 2020.
- III. HVAC Design Training Scholarship
  - i. Trainings have been cancelled and/or postponed due to COVID-19
  - ii. Applications currently closed until further notice due to COVID-19
- IV. Virtual Conference Networking Event
  - i. YEA Virtual Happy Hour happening Monday, June 29, 2020 from 4:20pm-5pm.
- V. YEA Technical Committee Guide
  - i. TC Guide has been developed and aims at getting more YEA involvement with TCs.
  - ii. Guide will be available June 2020.
  - iii. Working on ways to track YEA participation at TCs at the Winter & Annual Conferences.
4. Request Wavier to ROB
  - I. Wavier to the ROB was made for the 20-21 Society year to allow Madison Schultz to serve in a dual role as Regional Vice Chair of Region VIII and Jr. Vice Chair (second vice chair) on the YEA Committee.
  - II. Committee vote was 17-0-1.

## ATTACHMENT B

### 2019-2020 YEA Committee MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15% (10,787 to 12,405)	As of 6/02/2020 11,442	6/30/2020	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (589 to 677)	As of 6/04/2020: 677	6/30/2020	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	All RVCs have given at least \$100 as of 1/22/2020	11/15/2019	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Ongoing	6/30/2020	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	Ongoing	6/30/2020	YEA Committee	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.
6	100% submission of CRC YEA workshop sign-in sheet	Five submission	Within one month of CRC	YEA Committee	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Completed	6/30/2020	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations	Ongoing	6/30/2020	Outreach Development Subcommittee	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year.
9	Social media posts for every YEA Leadership Weekend event	Completed	6/30/2020	Personal Development Subcommittee	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program.

# ATTACHMENT C

## 2020-2021 YEA Committee MBOs

Item #	MBO	Assigned To	Date Due	Status	Comments
1	Increase YEA membership by 10%	YEA Committee	6/30/2021		Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15%	Professional Development Subcommittee	6/30/2021		We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2021 to 9/30/2021		To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Outreach Development Subcommittee	6/30/2021	Ongoing	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	YEA Committee	6/30/2021	Ongoing	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.
6	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	Ongoing	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2021	Ongoing	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2021	Ongoing	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year.
9	Social media posts for every YEA Leadership event	Personal Development Subcommittee and Outreach Development Subcommittee	6/30/2021	Ongoing	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms

10	Social media on applications of YEA Programs	Professional Development Subcommittee	6/30/2021	Ongoing	Posts on application deadlines at least 1-2 weeks in advance
11	Complete Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2021	Ongoing	Improve ability of participants to participate in a program and transfer to the other
12	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee	6/30/2021	Ongoing	Grow YEA involvement in the technical program through YEA members as presenters

## ATTACHMENT D

### **Motion:**

Young Engineers in ASHRAE Committee (YEA) recommends to Members Council that a waiver for Society Year 2020-2021 to allow Madison Schultz to serve in a dual role as Regional Vice Chair of Region VIII and Jr. Vice Chair (second vice chair) on the YEA Committee be approved.

### **Background:**

The current ROB, Section 2.430.002.1 Composition is as follows:

*The members of this committee are as follows*

*A. Voting membership shall consist of a Chair, two Vice Chairs, two Members-at-Large, and one representative from each Region who will serve as Regional Vice Chair.*

YEA ExCom made the decision to select an RVC to serve in the dual roles. Madison Schultz was hand selected by YEA ExCom due to the lack of applicants that fall within the YEA age range, have the qualifications to serve, and are willing to serve in the Jr. Vice Chair position. Since the Jr. Vice Chair duties are minimal it would not impact this person's RVC duties. President Elect Gulledge appointed and approved Madison in the dual roles on the YEA Committee which requires a waiver from the Board of Directors.

### **Fiscal Impact:**

None

**Student Activities Report to Members Council**  
**From the meeting of June 12, 2020, via GoToMeeting**

**Members Present**

Ben Oliver, Chair  
Megan Tosh, Vice-Chair  
Chonghui Lui, Reg I  
Mai Anh Dao, Reg II  
Sam Tascarella, Reg III  
Adam Parker, Reg IV  
Jane Opoien, Reg VI  
Pam Duffy, Reg VIII  
Kevin Amende, Reg IX  
Buzz Wright, Reg X  
Jared Larson, Reg XI  
Gerardo Alfonso, Reg XII  
Zoltan Magyar, Reg XIV  
Ade Awujoola, RAL  
Dennis O'Neal, ABET BoD  
Mansour Zenouzi, ABET ETAC  
David Cassel, ABET EAC  
Russell Lavitt, BoD Ex-O

**Members Absent**

Jake Taylor, Reg V  
Mak Kersanac, Reg VII  
Manuel Belino, Reg XIII  
Adam Davis, Consultant

**Guests**

Shaun Nienhueser, Incoming Reg IX  
Kellie Huff, Incoming Reg X  
Tracy McKeon, Incoming Reg XI  
Walter Lenzi, Incoming Reg XII  
Aleksandar Andjelkovic, Incoming Reg XIV  
Devin Abellon  
Joe Chin  
Danielle Passaglia  
Mick Schwedler  
Bill Simpson  
Jonathan Smith

**Staff**

Katie Thomson  
Joyce Abrams



### Information Items

#### EXCOM Action Items:

Action Item	Person(s) Responsible	Due Date
Subcommittee assignments and conference call times	Megan/Jared/Subcommittee Chairs	August 2020
New Chair/RVCs MBO's	Megan/RVCs	Ongoing
Update Best Practice Guides	Subcommittee Chairs	January 2021

#### Centralized Training Action Items:

Action Item	Person(s) Responsible	Due Date
Review virtual format and increase attendance for 2021	Centralized Training Subcommittee/Staff	June 2021

#### ABET Action Item:

Action Item	Person(s) Responsible	Due Date
Assign PEV for virtual visit to SUNY Canton	Staff	November 2020
Send letter to ASCE requesting that ASHRAE be a Cooperating Society for Architectural Engineering Technology programs	ABET Subcommittee Chair/staff	January 2021
Follow up with ASHRAE's request to be a Cooperating Society for Mechanical Engineering and Mechanical Engineering Technology programs	ABET Subcommittee Chair/staff	November 2020
Reach out to ASHRAE Members to see if they are interested in serving as an ASHRAE PEV	ABET Subcommittee Chair/staff	January 2021

K-12/STEM Action Items:

Action Item	Person(s) Responsible	Due Date
Explore how to do K-12 activities virtually, potentially offering video instruction of how to conduct activities and engage students	K-12/STEM Subcommittee	Ongoing
Continue developing children's book	K-12/STEM Subcommittee	Ongoing
Promote STEM awards (Youth Outreach and Chapter K-12/STEM Leadership)	K-12/STEM Subcommittee	Ongoing

Post High Action Items:

Action Item	Person(s) Responsible	Due Date
Provide RVCs with information regarding inactive student branches so that they can encourage chapter follow up	Staff	August 2020
Finalize schedule for Chicago (in-person/virtual) student program	Post High Subcommittee/Staff	November 2020
Update SBA of the Year nomination form & review deadline	Post High Subcommittee/Staff	January 2021
Continuously improve marketing material for student members	Post High Subcommittee/Staff	ongoing

Grants Action Items:

Action Item	Person(s) Responsible	Due Date
Improve Undergraduate Program Equipment Grant visibility amongst all members	Grants Subcommittee	Ongoing for 2020-21 round
Prepare more grant showcases to market next round	Staff	Ongoing
Complete the travel grant program, (sponsored by Life Members Council)	Grants Subcommittee	Application to be open after annual meeting 2021

Design Competition Action Items:

Action Item	Person(s) Responsible	Due Date
Release 2022 Design Competition Details early	Design Competition Subcommittee/Staff	January 2021
Overhaul one competition at a time over the next few years	Design Competition Subcommittee/Staff	Ongoing

- Subcommittee Reports

- a) Executive Committee

- Student Members

- The total number of student members as of May 31, 2020 is 7,182.
        - May 31, 2019 is 8,067
        - May 31, 2018 is 7,593
        - May 31, 2017 is 8,093
        - May 31, 2016 is 7,213.
      - Review of all subcommittees were made.
      - The Chair reviewed the status of this year's MBOs.

- b) Centralized Training Report

- Live GoToWebinar session is scheduled for Friday July 10<sup>th</sup> from 11am-1pm EDT.
      - On-demand videos have been created by each subcommittee and uploaded to the website.

- All SA Chairs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices..

c) ABET Subcommittee Report

- David Cassel provided an update on the Engineering Accreditation Commission and Mansour Zenouzi provided an update on the Engineering Technology Accreditation Commission.
- A letter was sent by Jeff Littleton to ASME requesting that ASME invite ASHRAE to be a Cooperating Society for Mechanical Engineering and Mechanical Engineering Technology programs. The request was considered at their meetings in July 2018 but we haven't received a response due to staff changes at ASME. Thomson to follow up.
- The subcommittee discussed ASCE requesting that ASHRAE be a Cooperating Society for Architectural Engineering Technology programs. O'Neal will prepare a letter to ASCE requesting that ASHRAE be a Cooperating Society for Architectural Engineering Technology programs.
- It was discussed that there are no alternates for the ASHRAE representatives on EAC or ETAC. While the terms of the current representatives extend for one more year, it is time to start identifying prospective commissioners.

d) K-12/STEM Subcommittee Report

- Staff provided an update on the activity report and STEM kit requests
- Five chapters achieved K-12/STEM leadership award from three regions
- The subcommittee is developing a children's book (K-6) with an ASHRAE or HVAC&R theme with support from the Publications and Education Committee

e) Post High Subcommittee Report

- 69% of student branch status reports have been submitted. Staff and RVCs will reach out to branches that have not submitted.
- Seven nominations were reviewed for the SBA of the Year Award and the subcommittee voted unanimously for a winner.
- Student Membership
  - The total number of student members as of May 31, 2020 is 7,182 (10.97% decrease from May 2019)
  - Branches – 13 pending branches bringing the 2019-20 total to 46 new branches

Region	Student Branch	School	Chapter	Location
RAL	Obafemi Awolowo University Student Branch	Obafemi Awolowo University	ASHRAE Nigeria	Ile-Ife, Nigeria
XIV	Porto Student Branch	Faculdade de Engenharia da Universidade do Porto	Portugal	Porto, Portugal
RAL	Chandigarh University Student Branch	Chandigarh University	Chandigarh	Ajitgarh, India
RAL	Terna Student Branch	Terna Engineering College	ASHRAE Mumbai	Navi Mumbai, Maharashtra, India
VIII	University of Texas at Dallas Student Branch	University of Texas at Dallas	Dallas	Dallas, TX
RAL	Tula's Institute Student Branch	Tula's Institute	India	Dehradun, India
RAL	KSW Polytechnic Student Branch	Kenule Beeson Saro-Wiwa Polytechnic	ASHRAE Nigeria	Bori City, Nigeria
RAL	Minia Student Branch	Minia University	Pyramids	Minia, Egypt
XII	Pascual Bravo Student Branch	Institución Universitaria Pascual Bravo	Colombia	Medellín, Colombia
XII	Universidad de Antioquia Student Branch	Universidad de Antioquia	Colombia	Medellín, Colombia
XII	Universidad EIA Student Branch	Universidad Escuela de Ingeniería de Antioquia	Colombia	Envigado, Colombia
XII	UPB Student Branch	Universidad Pontificia Bolivariana	Colombia	Medellín, Colombia

f) Grants Subcommittee

- Subcommittee reviewed online application form and judging criteria for 2020-21 round.
- Updates will be made to the application form to simplify the judging process.

g) Design Competition Subcommittee Report

- 50 Design Competition projects were submitted this year
  - Design Calculations – 24
  - System Selection – 7
  - ISBD – 14
  - Applied Engineering Challenge – 5
- 25 Design Competition submissions were judged at Society Level with four considered as Rising Stars. The Winners of each category were selected on June 23<sup>rd</sup> and will be notified in early August.

- Information for the 2021 Design Competition has been published on the website.
- Discussed outreach to schools who have registered to compete. Staff will circulate list frequently to encourage RVCs to reach out to their chapters with interested schools.
- The goal is to release the 2022 Design Competition information in January 2021 with discussions ongoing regarding location and building type.

## 2019 – 2020 Student Activities Committee MBO's

Ben Oliver, Chair

2019-2020 MBO's Student Activities Committee Ben Oliver, Chair			
MBO #	Description	Who	Due
<b>1</b>	<b>Student Activities Committee</b>	All	
	a. All RVC's shall complete MBOs for the 2019-2020 year		August 2019
	b. Investigate further collaboration on HVAC&R Student Paper Competition with REHVA	Ongoing	December 2019
	c. BE AWESOME	Success	Ongoing
<b>2</b>	<b>Design Competition</b>	Design Comp	
	a. Review criteria for all System Selection, ISBD and Design Calculations and develop options for improvement or redevelopment	Fail	Winter Meeting 2020
	b. Review current AEC guidelines and investigate other options for competition criteria	Success	Winter Meeting 2020
	c. Revise criteria to address student eligibility in future competitions (ie. university, college, high school etc.)	Success	Winter Meeting 2020
<b>3</b>	<b>Grants</b>	Grants	
	a. Investigate a high school grant, and develop a motion to add a K-12 school level equipment grant.	Fail	Winter Meeting 2020
	b. Investigate a Trade School grant, and see if there are any opportunities, or road blocks. Potentially we may be able to use a partnering organization from one of ASHRAE's MOU's	Success	Annual Meeting 2020
	c. Increase the number of grants to 61	Success	December 2019
	d. Develop testimonials of former grant recipients.	Success	Annual Meeting 2020
	e. Send out targeted emails to SBA's, and Universities with engineering programs that do not have SBA's to increase grant applications	Success	Fall 2019
	f. Receive one applicant from each ASHRAE Region	Success	December 2019
<b>4</b>	<b>K-12/STEM</b>	K-12/STEM	
	a. Update reporting for K-12/STEM activities. Investigate other options for reporting of activities by SA Chairs	Success	Annual Conference 2020

	b. Develop ASHRAE High School Competition Criteria	<b>Fail</b>	Winter Meeting 2020
	c. Receive K-12/STEM Leadership Award recipients from all regions	<b>Fail (COVID)</b>	Ongoing
	d. Receive Youth Outreach Award nomination from each region	<b>Fail (COVID)</b>	Winter Meeting 2020
	e. Increase year over year number of K-12/STEM Leadership Award recipients	<b>Fail (COVID)</b>	Ongoing
	f. Develop template for ASHRAE themed K-6 book for students	<b>Huge Success (Ongoing)</b>	Winter Meeting 2020
<b>5</b>	<b>Post High</b>		
	a. Investigate online access to Winter Student Program for students who cannot attend conference	<b>Success</b>	November 2019
	b. Investigate online access to SBA and Student Congress events on Monday of Winter Conference	<b>Success</b>	November 2019
	c. Collaborate with YEA for Student Orientation and Events at Winter Program	<b>Success</b>	December 2019
	d. Continue to find and invite high quality speakers for Saturday and Sunday of the Winter Student Program	<b>Success</b>	Winter Meeting 2020
	e. Investigate creation of online modules for SA chairs to review	<b>Success</b>	Winter Meeting 2020
	f. Improve student branch status reporting to greater than 90% and review reports	<b>Maybe?</b>	Summer Meeting 2020
	g. Get at least 8 nominations for Student Activities Achievement Award	<b>Fail</b>	Winter Meeting 2019
	h. Get at least 8 nominations for SBA of the Year	<b>Almost Pass (6)</b>	Annual Meeting 2020
	i. Update Student Branch Report Information	<b>Success</b>	Annual Meeting 2020



## Chapter Technology Transfer Committee (CTTC)

Report to Members Council  
From Meeting of June 19-20, 2020

### Members Present

Nathan Hart  
Thursten Simonsen  
Mohammad Al Tassi  
Charles Bertuch  
Daniel Redmond  
Jeffrey Gilbeaux  
Christopher Adams  
Andrew Babler  
David Ballard  
Heric Holmes  
Peter J Sudbeck  
Russell C Pratt  
Walter Lenzi  
Renjie Jerry Huang  
Ahmad Nour  
Stephen Piccolo  
Andrew Reilman  
Ashish Rakheja  
Kevin Blankemeier  
Serafin Grana  
Carl Schultz

### Members Absent

Chuck Gulledge

### Guests

Doug Cochrane  
Devin Abellon  
John Constantinide  
Grant Paige  
Mark Bettin  
Andres Sepulveda  
Mick Schwedler

### Staff

Joyce Abrams  
Anastasia Meadows  
Eunice Njeru

### Motions

1. That the Chapter Technology Transfer Committee (CTTC) Manual of Procedures (MOP) be updated to reflect the name change of the "Web Broadcast" sub-committee to "Tech Hour", as follows.

#### Section 5A: Committee Membership

A. This committee shall consist of 19 voting members, including a chair, two vice chairs, 14 regional vice chairs, one chapter program coordinator, and one ~~web broadcast~~ Tech Hour coordinator; in addition, 2 non-voting members, consisting of a BOD ex officio member, and a coordinating officer are assigned.

#### Section 6: Duties of Committee Members

##### Duties of the ~~Web Broadcast~~ Tech Hour Coordinator

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

1. Manage ~~web broadcasts and webcasts~~ Tech Hours:
  - a. Select ~~topic~~ topics at ASHRAE Winter meeting for the following year's ~~broadcast/webcast~~ Tech Hours
  - b. Solicit ASHRAE Society's relevant committees for speaker recommendations and work with CTTC Staff liaison to organize a call for presenters for each topic
  - c. Approve speaker's list at ASHRAE Annual meeting ~~The Tech Hour Ad Hoc will review submissions to select presenters~~
  - d. Contact speakers for acceptance
  - e. ~~Forward accepted speaker's list with contact information to CTTC Staff Liaison~~ Assist with review

process

- f. ~~Supervise Peer Review Committee selection;~~
  - i. ~~Three (3) persons selected by Technology Council with names provided by specified date to CTTC Staff Liaison~~
  - ii. ~~Two (2) persons from organization related to the broadcast topic selected by CTTC Communications Coordinator~~
  - iii. ~~Four (4) persons who are members of CTTC or chosen by CTTC~~
  - iv. ~~All speakers for broadcast~~
- 2. Duties of the Staff Liaison
  - a. Coordinate logistics, publicity, program, ~~registration,~~ and reporting for CTTC ~~Satellite Broadcasts/Webcasts~~ Tech Hours.

**Section 7: Subcommittees**

**Executive Subcommittee:**

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

**Operations Subcommittee:**

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

**Background:** With the change from the annual web broadcast to Tech Hours, the CTTC MOP needs to be updated to reflect that name update.

**Vote:** 19-0 CNV

**Fiscal Impact:** None

- 2. That the ASHRAE Rules of the Board (ROB) be updated as follows.

**2.403 CHAPTER TECHNOLOGY TRANSFER COMMITTEE**

**2.403.002 MEMBERSHIP**

**2.403.002.01 Composition**

The members of this committee are as follows

- A. Voting membership shall consist of a chair, two (2) vice-chairs, one (1) representative from each region who serves as Regional Vice Chair, one (1) chapter programs coordinator, and one (1) ~~web broadcast~~ Tech Hour coordinator

**Background:** With the change from the annual web broadcast to Tech Hours, the ROB needs to be updated to reflect that name update.

**Vote:** 19-0 CNV

**Fiscal Impact:** None

- 3. To approve a pilot use of 2-4 users of Poll Everywhere (Poll EV) for the DL program.

**Background:** We have been asked to evaluate use of Poll EV by the DL program to enhance DL Chapter programs. DL Pam Duffy demonstrated the capability to the committee. After review of the cost and logistics of the user accounts, the DL program will have the use of Poll EV for DL presentations as a pilot for the 2020-2021 Society Year.

**Vote:** 19-0 CNV

**Fiscal Impact:** The cost of the service is \$499/year for two users. With additional users at \$250/year that would be paid from the DL budget. This represents a maximum cost of ~\$1000 for 2020-2021 ASHRAE year. We are not anticipating or expecting a cost increase to the DL budget for fiscal year 2020-21.

#### **Information Items**

1. This Society year, the annual CTTC Webcast format was replaced with quarterly hour-long Tech Hours. These videos are worth one PDH during the first 30 days while the video is posted on the ASHRAE 365 app. After that, the video is then also posted on the ASHRAE YouTube page and the ASHRAE Tech Hour page.
  - a. Two Tech Hours have already been posted and viewed and updates on those were provided in Orlando.
  - b. The May Tech Hour was postponed due to COVID-19. The topic will now be commissioning, and the Presentation will now be posted later this summer. The presenters will be HJ Enck and Reinhard Seidl. We have determined that all production and preparation of this Tech Hour will be done remotely and virtually with the help a 3<sup>rd</sup> party consultant and pending the feasibility of this Tech Hour and lessons learned we will implement those best practices and proceed directly into the production and preparation of a November Tech Hour.
  - c. The topic for the November Tech Hour has not been solidified yet but will be done in the next few months and should be available prior to the end of the year.
  - d. This will result in 3 Tech Hour presentation for the 2020 year and also put us on pace to produce 4 tech hour presentations for the 2020-21 fiscal ASHRAE year despite the difficulties resulting from the current pandemic.
  - e. Over the past 5 years, we had an average of 9,000 viewers for the annual Webcast. Based on the current numbers available for Tech Hour, we expect to reach two-thirds of this audience at a fraction of the cost. There will be a more significant marketing campaign launched for the 2020-21 Society year Tech Hours, which we expect to further increase participation.
2. The 2019-20 DL program completed a total of 250 visits. This total includes 206 budgeted visits, plus an additional 44 non-budgeted visits. Due to the cancellation of the DL program on March 12, 2020 due to COVID-19, 10 already scheduled DL visits were cancelled. This resulted in approximately \$4876.38 in cancellation fees and refunds.
  - a. Ten of the 69 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Colombia, Denmark, India, Italy, Lebanon, Malaysia, Singapore, Sri Lanka, and the UK. DL presentations are available in 11 languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Punjab, Spanish, and Thai.
3. The 2020-21 DL program will provide a total of 206 budgeted visits. CTTC has approved a roster of 70 lecturers. Eight new DLs will begin two-year terms in July 2020.
  - a. The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.
  - b. We are actively working with our DL lecturers, RVCs, and chapters to keep the DL program going strong and help provide guidance for virtual DL presentations over the next 6-8 months until in-person presentations are safe to conduct once again. Overall it appears that there is interest from membership and the chapters in continuing to have high quality speakers and programs available even if chapters are not able to meet in person and speakers are not able to present in person.
4. We have formed a “quick strike” Ad Hoc to help push-out to chapters best practices for virtual meetings in the next 2

months and will review other documents prepared by ECC and other committees and provide when this is sent out to our RVCs and chapters.

**Attachments**

Attachment A – 2019-20 CTTC MBOs

Attachment B – 2020-21 CTTC MBOs

## 2019-20 CTTC MBOs

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

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

3. RVCs to visit the three chapters in their region struggling the most. This intended to be an in-person visit, but if time and cost are an issue, a minimum of three additional phone calls (per chapter) to the CTTC or Programs chair for the struggling chapter can substitute.	Open	March 2020	All RVCs	<p>One of the items that was highlighted through the Ad Hoc committee responsible for last year's MBO No. 1 was that it is difficult to get good communication from struggling chapters and additional electronic communication does not seem to be addressing the issues. The best way to make sure that the Region understands the issues the struggling chapters are facing and help them overcome these issues is to meet with them in person.</p> <p>This supports Strategic Plan Item 4 – Improve chapter engagement, capacity and support.</p>
4. Operations Sub-Committee and Web Broadcast Sub-Committee to establish three webcast topics, dates and formats for the new webcast series. These committees shall assign a minimum of three (3) different members from Operations and ExCom to be responsible for each of the three webcasts for a total of nine (9) members involved.	Open	October 2019	Operations Sub-Committee & Web Broadcast SubCommittee	<p>The web broadcast has been a good conduit to disseminate information to the membership for the past 10+ years. The previous format has reached a point where it is not economically feasible to continue for the cost per viewer. A new format was tried this year and did not receive any additional traction. It was felt that multiple smaller webcasts throughout the year would provide better benefit with less production cost. However, to accomplish this will require more committee member involvement to spread out the responsibility for multiple webcasts.</p> <p>This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.</p>
5. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large for a minimum of 5 total from outside North America.	Open	June 2020	All RVCs	<p>International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards.</p> <p>This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.</p>

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

2020-21 CTTC MBOs

**MANAGEMENT BY OBJECTIVES**  
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE  
 ASHRAE SOCIETY YEAR 2020-21  
 THURSTEN SIMONSEN, CHAIR

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



3. CTTC Webcast Ad Hoc Committee and RVCs continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative tech hour programs during the 2020-21 society year. Goal to develop and publish a minimum of three (3) tech hour programs despite the limitations posed by the global pandemic, and to fully engage the ASHRAE marketing initiative for the ASHRAE Tech Hour.	Open	May 2021	All RVCs and Web Broadcast SubCommittee	<p>In 2019-20 CTTC rebranded the ASHRAE Webcast as the ASHRAE Tech Hour and posted two programs. Development has halted due to global pandemic restrictions. Tech Hour programs must continue development in a manner to accommodate the travel and social distancing concerns of Covid-19.</p> <p>This supports Strategic Plan Goal 3 – Optimize ASHRAE’s Organizational Structure to Maximize Performance</p>
4. RVCs to coordinate with chapter program chairs to schedule distinguished lecturer virtual presentations to each chapter during this society year. The global pandemic has curtailed travel; however with technology distinguished lecturers may continue to present to chapters. The goal is to have all allocated DL visits schedule by December 2020 as would occur during a typical chapter year, with chapters taking full advantage of technology to deliver virtual programs as needed and required.	Open	December 2020	DL Program Ad Hoc and RVCs	<p>The DL program has been a consistent method of transferring ASHRAE’s depth of knowledge and resources to local and regional membership through technical program. RVC’s shall work to continue full utilization of the DL program during the society year, even though most or nearly all of the programs must be delivered through virtual meeting technology.</p> <p>This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.</p>
5. Work with all RVCs to increase the number of Technology Award submissions, including a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, and Region-at-Large for a minimum of 5 total from outside North America.	Open	June 2020	All RVCs	<p>International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards.</p> <p>This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.</p>

6. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year for each of the CTTC sub-committees	Open	November 2019 & March 2020	Member Services & Operations	This was something that our previous chairs, Farhan Mehboob and Nathan Hart, initiated and continued over the past two years. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3 – Organizational Streamlining.
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## COMMUNICATIONS COMMITTEE

Report to Members Council  
From Meeting of June 13, 2020

### Members Present

Gerardo Alfonso  
Pam Duffy  
Ken Cooper  
Richard Kimball  
Karine Leblanc  
Jessica Mangler  
Randy Reed  
Ashish Rakheja

### Members Absent

Mark Hydeman  
Chuck Gullede

### Guests

Mick Schwedler  
Nikos Giannitsanos  
Osama Khayata  
Tom Pollard  
Anuj Gupta  
Genevieve Lussier

### Staff

Joslyn Ratcliff  
Joyce Abrams

### Motions

The Communications Committee has no Motions to bring forward to Members Council.

### Information Items

1. Mr. Alfonso discussed progress made by the committee in its transition from Publications and Education Council to Members Council this year as well as the importance of the Communications Committee in today's world now more than ever with the need for virtual communications as a result of the COVID-19 Pandemic.
2. The Websites subcommittee of the Communications Committee discussed the progress towards the website templates the subcommittee has been working on in response to Region I (Granite State Chapter) Motion 25 (11/8/2018). The subcommittee has focused on Wix and Wordpress templates and has created a Best Practices for Chapter Websites document. The committee voted to approve and release the Best Practices for Chapter Websites document on June 29. The document contains details on how chapters may request use of the Wix template. This timing is in an effort for the document and Wix template to be ready before fall CRCs. The Wordpress template is expected to be ready for release in January 2021. [Reference Attachment A.](#)
3. The Committee discussed how to leverage ASHRAE 365 for member engagement at the request of Membership Promotion Committee and referenced the report the committee put together previously in response to – Motion 9 (01/15/2019).
4. The committee approved its documents Basecamp Project Overview & Basecamp Project Docs-Files Organization-Maintenance as written, with formatting consistent with ASHRAE branding, and published not just on the Committee's Basecamp project, but also on ashrae.org. This document will be formatted and then posted to ashrae.org/cc as well as announced on Society communications channels.
5. The Committee recently released guidance on virtual meetings. The guidance was distributed to chapter leaders and DRCs in June and is available at [ashrae.org/cc](https://ashrae.org/cc).

### MBO Update

Mr. Alfonso provided an update on the Committee's MBOs. [Reference Attachment B.](#)  
Ms. Duffy provided MBOs for Society Year 2020-2021. [Reference Attachment C.](#)

## **Attachments**

[Attachment A](#)– Best Practices for Chapter Websites and Wix Screenshot

[Attachment B](#)–Communications Committee 2019-2020 MBOs

[Attachment C](#)–Communications Committee 2020-2021 MBOs

Respectfully Submitted,

Gerardo Alfonso  
Communications Committee Chair 2019–2020

GA: jmr

# BEST PRACTICES FOR CHAPTER WEBSITES

## Getting Started

This document is intended to act as a guideline for the creation & management of websites for ASHRAE Chapters. A well-maintained website is a great tool for Chapters to make announcements, attract members, share content, maintain historical information, establish a web presence, and much more! While this document establishes some basic standards for Chapter websites, each Chapter should strive to create a website that is unique for their membership.

Functional websites must have two items: a domain name and a website host. There are many service providers that offer one or both services with varying features and price points. As a best practice, the username and password for these services should be stored in a safe place so that any Chapter Officer can access. The backup email address assigned to these services should be an alias or email account accessible to any chapter officer, not a personal email address.

## Financial Investment and Time Commitment

Creating and maintaining a Chapter website requires a financial and time commitment from each chapter. ASHRAE does not offer domains or website hosting services to Chapters. Fees associated with domain registration and website hosting should be included in the Chapter budget.

## Domain Name and Registration

The domain name is the homepage URL, or the string of text that comes after www. ASHRAE does not have a policy for a Chapter's domain name, but recommends it meets the following criteria:

- The domain name of your Chapter website should be specific and identifiable such that it will be a top result when your chapter name is searched via Google.
- The actual name, acronym, abbreviation, or common nickname of your Chapter should be included in the web address.
- The term "ASHRAE" should be included in the domain name.
- The domain should end in .org

Chapters should expect to pay between \$5-\$20 USD annually for domain name registration. To avoid a lapse in service, domain registration should be set to renew automatically.

## Website Hosting Options

A website host is the location where your website files are stored. In the past, website editors would need to design a website in a file on their computer and then upload the file to the website host. These days, most website hosts offer a website builder as a part of their service. Depending on the level of service, Chapters should expect to pay between \$100 - \$200 USD or more.

A Chapter may elect to create and maintain their website from a blank slate. But it may be helpful to work from a template. In 2019 the Communications Committee surveyed Chapters and found the most popular website hosting platforms to be Wix and Wordpress. To that end, the Communications Committee maintains the following website templates that Chapters may use as a starting point for their website.

- **Wix Template: Available Now!**  
View format [here](#). To access template for use by your chapter, email Communications Committee Staff Liaison Joslyn Ratcliff at [jratcliff@ashrae.org](mailto:jratcliff@ashrae.org).
- **Word Press Template:** Available January 2021

Some of the other website hosting services Chapters use include:

- [StarChapter](#)
- [Dreamweaver](#)
- [Joomla!](#)
- [Wild Apricot](#)
- [Square Space](#)
- [Weebly](#)
- [GoDaddy](#)
- [Bluefish](#)

Some chapters elected to outsource the website design and ongoing maintenance to a 3rd party company.

## Website Pages & Headings

A Chapter Website should include the following pages with the appropriate information.

### **Homepage**

- Chapter logo
- Welcome message from President
- Link to the latest newsletter
- Social media links

### **Board of Governors and Volunteers**

- Contact information for all positions
- Open volunteer positions
- Include Term Year (i.e. 2019-2020)

### **Calendar / Upcoming Events**

- Event Type/Host
  - Society
  - Regional
  - Chapter
- Date, time, location, cost, speaker, topic, etc.

### **Student Activities (SA)**

### **Membership Promotion (MP)**

### **Young Engineers in ASHRAE (YEA)**

### **Women in ASHRAE (WiA)**

### **Research Promotion (RP)**

- Include donation button

### **Chapter Technology Transfer Grassroots Government Activities (GGA) Historical Committee**

- Past awards
- Pictures from past events
- Past Presidents
- BOG meeting minutes
- Past newsletters
- Awards
- Upcoming nomination deadlines

### **Career Advertisements / Job Opportunities**

- Opportunity for sponsorships

### **ASHRAE Disclaimer**

- “This website is maintained by the XXX Chapter of ASHRAE. ASHRAE chapters do not represent the official positions of ASHRAE Society nor reflect ASHRAE Society’s policy. To learn more about the ASHRAE activities on a Society level, please visit the ASHRAE home page at <http://www.ashrae.org>.”

## **Website Maintenance Checklists**

### **Annual Maintenance**

It is anticipated that annual maintenance of a chapter website should take 4-8 hours for one person each year.

- ☐ Update the name and contact information for all Chapter board members and volunteer positions.
- ☐ Google your Chapter Website and confirm it shows up at the top of the results.
- ☐ Update information for the calendar year. Updates may include:
  - Annual chapter events (Research promotion fundraisers, Holiday parties, etc.)
  - Chapter meetings
  - Save-the-dates for upcoming chapter meetings/events
  - Award nomination deadlines
  - CRC (Chapter Regional Conference) event dates & location
  - ASHRAE Society Winter Meeting dates & location
  - ASHRAE Society Annual Meeting dates & location
- ☐ Review Social Media links and update if necessary.
- ☐ Check in with the Chapter President for an updated Welcome Message.
- ☐ Check in with the Chapter Historian for any pictures from recent events or award announcements that should be posted to the website.
- ☐ Check in with the Chapter Treasurer and communicate any financial website needs (i.e. website hosting fees).

### **Monthly Maintenance**

It is anticipated that monthly maintenance of a chapter website should take 2-4 hours for one person each month.

- ☐ Check in with the Chapter Historian for any pictures from recent events that can be added to the website.

- Check in with the Chapter Programs Chair for updated information related to Chapter events & appropriate registration information.
- Check in with the following Chapter Chairs for upcoming events and information to be posted/updated on website.
  - YEA
  - WiA
  - Student Activities
  - Research Promotion
  - Membership Promotion
  - Grassroots Government Affairs
- Check in with the Chapter President for any specific announcements that should be posted on the website.
- Check in with the Chapter Secretary for BOG Meeting Minutes that should be archived on the website.
- Check in with the Chapter Technology Transfer Chair for updated newsletters or other information that should be posted on the website.

## Other resources

- [Best Practices for Social Media](#)
- [Best Practices for Email](#)
- [Electronic Tools Used by Chapters](#)
- [ASHRAE Helpful Hints](#)





PLEASE NOTE: THIS WEBSITE IS A  
FORMAT TEMPLATE, PROVIDED FOR  
REFERENCE FOR ASHRAE CHAPTERS.

Add your chapter logo

in f t y

Home

About Us

Newsletter

Chapter Meetings

Events

Committees

Historical

Job Opportunities

## WELCOME TO NAME OF YOUR CHAPTER



### Welcome message from Chapter President...

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam pretium leo arcu, quis porta massa ultricies eu. Interdum et malesuada fames ac ante ipsum primis in faucibus. Donec sapien arcu, vehicula quis varius maximus, laoreet et mi. Vivamus pretium diam id enim gravida vulputate. Nulla efficitur, lectus ac semper varius, eros erat elementum purus, eget tempor turpis arcu et lorem. Proin pharetra nibh quis nisi imperdiet congue. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Phasellus nec tellus vel nunc volutpat interdum. Suspendisse tincidunt mi lectus. Sed vitae posuere neque, lobortis egestas ex. Ut porttitor fringilla arcu sed commodo. Nulla vitae nulla dictum, tincidunt ipsum in, tempor nisi. Aenean rhoncus sem auctor posuere vehicula. Vestibulum tortor orci, bibendum ut fringilla ut, suscipit non urna. Fusce justo lectus, suscipit eget rhoncus sod, scelerisque ac est. Integer ligula arcu, rutrum quis dapibus id, cursus nec eros. I tiam ut tincidunt lorem. Proin rhoncus pulvinar mi sed varius. Integer euismod erat at maximus eleifend. Class aptent taciti sociosqu ad litora torquent por conubia nostra, por inceptos himenaeos. Phasellus dictum, motus et tincidunt luctus, metus sapien sagittis augue, eu placerat turpis turpis ut tellus. Quisque egestas, ante quis tristique scelerisque, ligula lorem gravida ipsum, ac convallis augue diam bibendum arcu. Ut vestibulum congue ligula cursus condimentum. Phasellus sollicitudin mattis justo vitae ultricies. Aenean vitae facilisis motus. Curabitur tortor est, venenatis id dignissim et, venenatis non nisi. Aliquam orat volutpat. Mauris vestibulum eros elit. Maecenas egestas, ante ut interdum interdum, justo mauris commodo velit, non gravida mi augue quis velit. Suspendisse vel fringilla purus, nec dignissim lectus. Morbi eget tincidunt nisi, sod volutpat est. Proin aliquet eros non sapien imperdiet, in faucibus ligula varius.

Please connect a social account to start "Social Stream"

Last updated: 3 days ago

Powered by SocialStream.io



Name \*

Email \*

Message

ASHRAE  
THE NAME OF YOUR CHAPTER

www.yourwebsite.org

PO Box 99999  
City, State Zip code

ASHRAE Disclaimer  
This website is maintained by the "name" Chapter of ASHRAE. ASHRAE chapters do not represent the official positions of ASHRAE Society nor reflect ASHRAE Society's policy. To learn more about the ASHRAE activities on a Society level, please visit the ASHRAE home page at <http://www.ashrae.org>

## COMMUNICATIONS COMMITTEE REPORT: ATTACHMENT B

### Communications Committee

MBOs for Society Year 2019–2020

**Chair:** Gerardo Alfonso    **Date:** 01 February 2020

**WS / Web** = Website Subcommittee, **ECT** = Electronic Collaboration Tools Subcommittee,

Objective	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Support ASHRAE staff to promote a smooth transition from PEC to MC for the 2019-2020 year.	6/30/20	None	ST, All	Complete
Improve committee communication with Chapter CC's by providing (2) CC updates annually.	6/30/20	None	ST	Complete
Improve committee communication with RCC's and increase RCC participation.	6/30/20	None	ST	Complete
Update content for ASHRAE membership: Best practices for Chapter Websites.	6/30/20	None	Web	Complete
Evaluate / choose new website templates for chapters.	6/30/20	None	Web	Complete
Update the formal presentation for CRC training of chapter CC chairs.	6/30/20	None	All	Complete
Update presentation for ASHRAE Membership: how to use Basecamp for chapters.	6/30/20	None	ECT	Complete
Improve usability of Basecamp for Councils and Committees.	6/30/20	None	ECT	ECT has discussed
Evaluate the RCC and Chapter CC role at CRC	6/30/20	None	ST	Ongoing
Create content for ASHRAE membership: Best practices for SM Chapters.	6/30/20	None	SM	Complete
Support ASHRAE staff to promote their social media goals for the 2019-2020 year.	6/30/20	None	SM	Complete

**SMS** = Social Media Subcommittee, **ST** = Strategic Planning Subcommittee

## COMMUNICATIONS COMMITTEE REPORT: ATTACHMENT C

### ASHRAE Communications Committee

MBOs for Society Year 2020-2021

**Chair:** Pam Duffy    **Date:** June 11, 2020

MBO #	Objective	Fiscal Impact	Responsibility	Status
1	Provide recommendations on group communication task ownership by 2021.	None	Communications Committee	June 2020 - Not Started
2	Streamline Committee's published resources by June 2021	None	Communications Committee	June 2020 - Not Started
3	Implement communication plan for key stakeholders by 2021	None	Communications Committee	June 2020 - Not Started

***MBO1: Maximize Member Value and Engagement within the Scope of Members Council and its Reporting Committees through programs and initiatives which:***

- *Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services*
- *Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies*
- *Leverage technology to increase member engagement, awareness and value*

*Note: The investigations should stay within the scope of Members Council and its Reporting Committees. The Subcommittees should not attempt to “solve the problem” and instead should*

- *Provide a high-level outline or other general guidance for potential projects or programs that can be implemented over the next several years (not all at once or all in one year)*
- *Identify the Members Council Committee(s) that will have responsibility for moving the recommendations forward, with the understanding that the Committee(s)*
  - *Might determine that any recommendation will need to be adapted or may evolve*
  - *Will consider the impact on finances and other resources*

**Based on Feedback from the Members Council Meeting in Orlando, the following is submitted at the final MBO proposal from the planning subcommittee:**

- Transform the Digital capabilities of ASHRAE to eliminate paper transactions, ease member engagement and streamline operations of Grassroots Committees. Potential areas of focus and/or capabilities of this digital transformation relevant to Members Council include:
  - Develop an Enterprise Resource Planning platform to elimination of paper transactions
    - a. Research various tools available on the market and research tools used by other organizations like ASHRAE
    - b. Should start by defining overall goals of the tool from all aspects of ASHRAE, not just Members Council
  - Centralized meeting format/program: Means for a Society-provided online meeting platform for all chapters/regions to utilize for voice, video, and document editing/sharing.
  - Uniform digital collaboration tools (like Basecamp, but under a unified digital platform) for a common platform to streamline document sharing and collaborative updates
  - Chapter Operations Software
    - a. Tools specifically for operations of a chapter
    - b. Payment/Donation processing of dues, RP funds, meals, etc.
    - c. Meeting attendance processing
    - d. It should be noted lists have been put together previously and should be reviewed
  - CRC Nomination worksheet completion
  - CRC Planning platform
  - GAC legislation tracking worldwide
  - Motion Tracking database with access for regions and chapters including disposition
  - Membership application completion on mobile applications (iPads, etc.) including students, international transactions, and international monetary conversions
  - Chapter and/or CRC voting tool with tracking, security, etc.

**To ensure they are documented for further consideration in the future, the following alternative MBO ideas were also presented in Orlando. The Planning Subcommittee felt these ideas had significant merit as well:**

- Develop a plan to get facilitate ongoing feedback from members on what they expect from their membership.
  - Freeform feedback box on ASHRAE Website
  - Survey from RMCR of their membership or presidential exit survey
  - Formal CRC feedback session
- Continue to evolve our online marketing to promote the value of ASHRAE to current members, potential members, and employers.
  - More short blogs / articles about how ASHRAE benefits society and members
  - Update and provide videos to show the value of ASHRAE for individuals and companies
  - Highlight how ASHRAE benefit schools, homes, businesses, environment etc.
  - Professional development opportunities (event planning, leadership, presentations skills, public speaking, etc.)
  - TC marketing and awareness
  - Chapter toolkit for spreading awareness of ASHRAE Value (e.g. videos, brochures, etc.)
- Develop an emphasis on Diversity and Inclusion within the grassroots committees
  - Diversity education and outreach programs for chapters/society level
  - Diversity scholarship from society
  - Diversity in board/committee PAOE points

MBO #2. Optimize ASHRAE's Organizational Structure  
to Maximize Performance within the Scope of  
Members Council and its Reporting Committees

June 2020

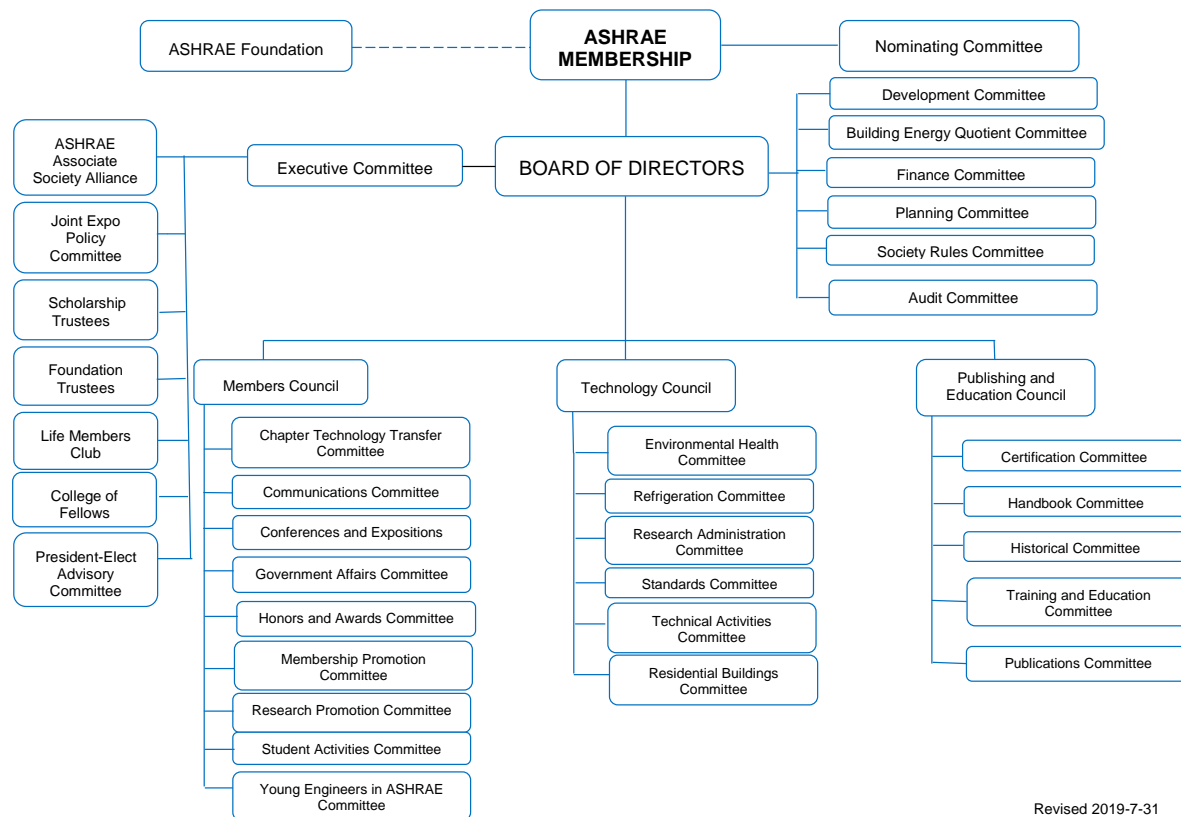
Region Operations Subcommittee

# BEHAVIOUR-ENVIRONMENT-EXPERTISE- ATTITUDES

- Organizational change is really about who does what, how and why.
- Change in the objectives creates new reasons why (innovate, keep up to date, stay relevant globally)
- We have to make sure that our ASHRAE culture is aligned with our proposed changes
- Do we need incremental changes that are generally safer or do we want a major change with enduring impact?



## ASHRAE STRUCTURE



Revised 2019-7-31



# CRCs

- Increase Participation using f2f and/or electronic media
- Have joined or mega CRCs where financially viable or where there are prevailing reasons (e.g. establish a better presence in an area, establish a regional conference/expo etc.)

# Chapters/Regions

- ASHRAE should predict chapters' viability and step in to help avoid chapter implode
- Join Regions if necessary where economies of scale and/or other reasons render it advantageous
- Split a Region if it becomes too big geographically or otherwise and cannot cater adequately for its chapters and members.
- Consider adjusting Regional boundaries for enhanced performance
- Have joined or mega CRCs where financially viable or where there are prevailing reasons (e.g. establish a better presence in an area, establish a regional conference/expo etc.)

# Chapter Technology Transfer Committee

- CTTC should investigate whether virtual DL visits (electronic presentations) can be a viable mainstream activity augmenting physical presentations
- CTTC should have procedures for ASHRAE's rapid response in emergencies, locally or globally
- CTTC should investigate how information, tools, ASHRAE's positions on the specific emergencies, are passed to chapters for dissemination locally and vice versa also. Chapters can collect information and share with Headquarters.

# Communications Committee

- Enhance communications between members, chapter, regions
- Use modern electronic media
- Comply with regulations, especially those for personal data (GDPR etc.)
- As electronic information is increasing exponentially we need to provide “navigational” and other tools to members in order for them and society to be more efficient
- ASHRAE needs to invest into Artificial Intelligence (AI) that will expedite and improve work of members and leadership on all society levels
- Electronic communication has to be “massaged” by experts in “Human-Computer Interface” so that information is passed without undue clutter, be easily understood and acted upon

# Conference & Expositions Committee

- Excellent work on Annual & Winter Conference
- Excellent work on Specialty Conferences
- Should see how to, cost effectively, expand ASHRAE's conferences footprint worldwide
- Should look into establishing regular Regional Conferences ideally with an exposition attached to them

# Government Affairs Committee

- ASHRAE has to become a go-to society, globally!
- Central and regional authorities have to be in knowledge of ASHRAE, its capabilities and its offerings
- Frequent ~~visits to~~ contact with authorities, with ASHRAE and regional leadership, have to be established in all regions

# Honors & Awards Committee

- Provide opportunities
- Promote diversity
- Communicate clearly and often
- All regions have to be active on this
- Promote involvement from Student Branch Advisors by presenting the Student Branch Advisor award of the year publicly at the Plenary during the Winter Conference

# Membership Promotion Committee

- Provide opportunities for membership growth both in North America and in the rest of the world
  - Promote alliances with relevant societies on a chapter and or regional basis if conditions permit
  - Broaden ASHRAE's scope beyond HVAC and embrace other professions in the “built” environment
- Fees and expenses that members face have to be balanced. Members should not be considered “*renew growth units*”
- Look into and ameliorate what might be considered or actually is a “*waste of time*”
- ASHRAE has to have physical presence and support in Regions especially those outside North America. ASHRAE must be a “*local*” society to all its members



# Student Activities Committee

- Increase ASHRAE's exposure to student members and educational institutions
- Promote common student activities, collaboration, competition on a regional and multi-regional level
- Engage Student Advisors and Society recognize their efforts
- Investigate improvements to student branch advisor of the year criteria and nomination form

# YEA Committee

- Increase ASHRAE exposure to YEA members
- Set policies so that YEA ideas, needs and trends can be fully communicated, understood and implemented. They are the future.
- Promote YEA participation to ASHRAE committees

# FINALLY...

- What are ASHRAE's (our) values?
- What is really tomorrow's ASHRAE's mission and vision?

*“When the obvious is unthinkable”*



# CRC SCHEDULE 2020-2021

<u>FALL 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR REVISED	STAFF	CRC CHAIR
REGION I	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 <sup>RD</sup> WEEK	*AUGUST 13-15 VIRTUAL	GULLEDGE DEAN		RACHAEL ROY
REGION II	QUEBEC QUEBEC, PQ, CANADA	OTTAWA VALLEY OTTAWA, ON	AUGUST 4 <sup>TH</sup> WEEK	*AUGUST 20-22 VIRTUAL	GULLEDGE MCGINN		GUY PERREAULT
REGION III	NATIONAL CAPITAL WASHINGTON, DC	CEN PENNSYLVANIA HARRISBURG, VA	AUGUST 3 <sup>RD</sup> WEEK	*SEPT 17-18 HYBRID	MEHBOOB MCQUADE		ERIN MILLER LAURA MORDER
REGION IV	GREENVILLE GREENVILLE, SC	CHARLESTON CHARLESTON, SC	AUGUST 2 <sup>ND</sup> WEEK	*AUGUST 14 JOINT WKSH W/VII&XII	SCHWEDLER MCGINN		WILLIAM "BILL" KNIGHT
REGION V	FORT WAYNE FORT WAYNE, IN		JULY 4 <sup>TH</sup> WEEK	*JULY 23-25 VIRTUAL/DATES TBD	GULLEDGE MCGINN		MATTHEW KLOK
REGION VI	CENTRAL ILLINOIS PEORIA, IL	NE WISCONSIN GREEN BAY, WI	MAY 1 <sup>ST</sup> WEEK	OCTOBER 25-27	GULLEDGE SCHWEDLER		
REGION VII	NWFL/MOBILE/MS/NOLA BILOXI, MS NASHVILLE	NWFL/ MOBILE/MS/ NOLA BILOXI, MS	AUGUST 1 <sup>ST</sup> WEEK	*JULY 31-AUGUST 1 JOINT WKSH W/VII&XII	GULLEDGE MCQUADE		SHANNON HOLDERFIELD, NWFL
REGION IX	PIKES PEAK COLORADO SPRINGS, CO	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 <sup>ST</sup> WEEK	AUGUST 6-8 F2F	GULLEDGE BRANDT		MIKE VAN DEN HEUVEL
REGION X	TUCSON TUCSON, AZ	ORANGE EMPIRE ANAHEIM, CA	AUGUST 3 <sup>RD</sup> WEEK	*AUGUST 21-22 HYBRID	SCHWEDER BRANDT		BUZZ WRIGHT
REGION XII	CENTRAL FLORIDA ORLANDO, FL		AUGUST 2 <sup>ND</sup> WEEK	NOVEMBER 6-7 JOINT WKSH W/VII&XII	SCHWEDLER BRANDT		NATE BOYD
REGION XIII	INDONESIA JAKARTA, IDN	INDONESIA JAKARTA, IDN	AUGUST 4 <sup>TH</sup> WEEK	5 VIRTUAL WEEKENDS *AUGUST 1, 8, 15, 22- 23	MEHBOOB DEAN		HERLIN HERLIANIKA
REGION XIV	SPAIN MADRID, SPAIN		SEPTEMBER 3 <sup>RD</sup> WEEK	*SEPTEMBER 25-26 VIRTUAL	SCHWEDLER MCGINN		
RAL	S AFRICA/INDIA (7) AND PAKISTAN (4) CHAPTERS CAPETOWN ZAF		SEPTEMBER 3 <sup>RD</sup> WEEK	SEPTEMBER 26-29 F2F	GULLEDGE MCQUADE		ADEEBA MEHBOOB
<u>SPRING 2021</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR REVISED	STAFF	CRC CHAIR
REGION VI	NE WISCONSIN GREEN BAY, WI	MINNESOTA MINNEAPOLIS, MN	MAY 1 <sup>ST</sup> WEEK	APRIL 29-MAY 1	SCHWEDLER DEAN		STEVE MARTHALER
REGION VIII	MONTERREY MONTERREY, MEX	HOUSTON HOUSTON, TX	APRIL 4 <sup>TH</sup> WEEK	APRIL 22-24	SCHWEDLER BRANDT		ELEAZAR RIVERA
REGION XI	INLAND EMPIRE SPOKANE, WA	REGINA REGINA, SK	MAY 2 <sup>ND</sup> WEEK	MAY 5-8	SCHWEDLER MCQUADE		DAVID REAMES TERRY HERRON (CO- CHAIR)

Additions and/or revisions are shaded. \*Virtual CRC

Revised: June 22, 2020

Distribution: EXCOM, DRCS, LITTLETON, DEVAUGHN, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, PORCARI, GIOMETTI, MUMFORD, GURLEY, MASTERSON, THOMSON, SEYMOUR, GRANT, KELLER, RATCLIFF

**SPECIAL THANKS AND ACKNOWLEDGEMENTS TO:  
RMCRs, COMMITTEE CHAIRS AND  
MEMBERS COUNCIL SUBCOMMITTEE CHAIRS**

**Region Members Council Representatives - Outgoing:**

Chris Gray, Region VII  
Randy Schrecengost, Region VIII  
Tyler Glesne, Region IX  
Scott Wayland, Region X  
Dimitris Charalambopoulos, Region XIV

**Members Council Reporting Committee Chairs – Outgoing:**

Nathan Hart, Chapter Technology Transfer Committee Chair  
Gerardo Alfonso, Communications Committee Chair  
Michael Collarin, Conferences and Expositions Committee Chair  
Walid Chakroun, Government Affairs Committee Chair  
Paul Petrilli, Honors and Awards Committee Chair  
Carrie Kelty, Membership Promotion Committee Chair  
Scott Martin, RP Committee Chair  
Benjamin Oliver, Student Activities Committee Chair  
Vanessa Friedberg, Young Engineers in ASHRAE Committee Chair

**Members Council Subcommittee Chairs:**

Chris Gray, Planning Subcommittee Chair  
Dimitris Charalambopoulos, Region Operations Subcommittee Chair  
Randy Schrecengost, PAOE Subcommittee Chair

<b>2020-21 Members Council Subcommittees</b>		
<b>Planning</b>	<b>Region Operations</b>	<b>PAOE</b>
Chair: Richie Mittal	Chair: Eileen Jensen	Chair: Ronald Gagnon
Bill Walter	Ronald Gagnon	Mark Tome
Mark Tome	Bill Wang	Eric Sturm
Eric Sturm	Jim Arnold	Florentino Roson Rodriguez
Florentino Roson Rodriguez	Bryan Holcomb	Burton Wright
Joseph Sanders	Scott Peach	Chris Phelan
Burton Wright	Kevin Amende	Jonathan Smith, MPC Rep
Chris Phelan	Ioan Silviu Dobosi	Megan Tosh, SAC Rep
Jeff Clarke	Devin Abellon	Shona Odea, YEA Rep
Russell Lavitt	Ashish Rakheja	Karine LeBlanc, COM Rep
	Dunstan Macauley	Chad Smith, GAC Rep
		Daniel Robert, CTTC Rep

Members Council – 2020-2021 MBOs

MBO	Charge	Intent	Measurement	Responsible Members Council Bodies	Strategic Plan Support		Target Completion Date
					Initiative(s)	Goals	
1	Virtual Practices						
• 1A	Develop (maximum) “best virtual practices” and share them with Regions, Chapters and Members via RVCs	Quick feedback and help for grassroots	Maximum 3-5 best practices	CTTC Communications GAC MP RP SAC YEA	3: streamline 4: engagement	1b 2a,b,c, 3a,c	30 November 2020
• 1B	Prepare a plan for future virtual operations	Long-term focus, effectiveness and growth. Provide better Member services at lower costs.	All bodies have plans in place	Committees Subcommittees Council	3: streamline 4: engagement	1b 2a,b,c, 3a,c	31 May 2021
2	Use Strategic Plan as the basis to develop MBOs, rather than fitting MBOs to the Strategic Plan after they are developed	Think and act strategically	Self-check	Committees Subcommittees Council	TBD	TBD	30 September 2020
3	Develop and track performance evaluation metrics	Ensure that MBOs and goals focus committee energy on measurable outputs and Member value	Different for each group	Committees Subcommittees Council	3: streamline 4. engagement	1b 2a,b,c, 3a,c	31 May 2021

**Honors and Awards Committee**  
Report to Members Council  
From Meeting of June 10, 2020 & June 22, 2020

**Members Present**

Paul Petrilli  
Don Colliver  
Sherry Abbot-Adkins  
Rob Craddock  
Jorge Eduardo Donoso  
Stephen Duda  
John Harrod  
Eileen Jensen  
Ng Yong Kong  
Jake Kopicis  
Isabelle Lavoie  
Nicolas Lemire  
Marites Calad

**Members Absent**

Chuck Gullede

**Guests**

Devin Abellon  
Dan Dettmers  
Alyse Falconer  
Ben Leppard  
Tom Phoenix  
Mick Schwedler

**Staff**

Anastasia Meadows

**Information Items**

1. The recommendations for the Louise & Bill Holladay Distinguished Fellow Award and the Andrew T. Boggs Service Award will be made to the Board in accordance with the Rules of the Board.

**Attachments**

Attachment A - Executive Session Motions  
Attachment B – 2019-20 H&A MBOs  
Attachment C – 2020-21 H&A MBOs



2019-20 H&amp;A MBOs

**MANAGEMENT BY OBJECTIVES**

HONORS AND AWARDS COMMITTEE

ASHRAE SOCIETY YEAR 2019-20

PAUL PETRILLI, CHAIR

<b>MBO</b>	<b>Status</b>	<b>Due Date</b>	<b>Assigned To</b>	<b>MBO Comments</b>
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Ongoing	December 1, 2019 and May 1, 2020	Personal Awards Subcommittee	Reach out to regional Nominating Members before CRCs
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Ongoing	November 1, 2019 & April 1, 2020	Media Subcommittee	Help by advertising/promoting personal awards before their due dates
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates	Complete	February and July 2020	Staff & Planning Subcommittee	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members
4. Provide clarity for consulting engineers on the meaning of "Attained distinction and made substantial contribution in HVAC&R and in the built environment . . . "	Ongoing	April 1, 2020	Chair and Personal Awards Subcommittee	Item will require significant interaction with the College of Fellows. The criteria as currently interpreted makes it very difficult for consulting engineers to achieve Fellow grade.
5. Send reminder to Committee Chairs of Pass Through Awards	Complete	December 1, 2019	Pass Through Awards Subcommittee	

2020-21 H&amp;A MBOs

**MANAGEMENT BY OBJECTIVES**

HONORS AND AWARDS COMMITTEE

ASHRAE SOCIETY YEAR 2020-21

DON COLLIVER, CHAIR

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

5. Send reminder to Committee Chairs of Pass Through Awards		December 1, 2020	Pass Through Awards Subcommittee	
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# STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. <b>(Region XIV, Hellenic Chapter – 2014 Fall CRC)</b>	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p><b>OPEN</b></p>
Atlanta – 10/2016	4l	That GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017. <b>(Region XII, Brasil Chapter – 2016 Fall CRC)</b>	Executive Committee	<p>01/23/2018 – The chair of GGAC will assign a GGAC member to attend the ASHRAE Associate Societies Alliance meetings at the Winter and Annual meetings. GGAC has not established and developed a published committee methodology to identify, contact, and work with the AASA representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States. This, however, is on the agenda for the MBO Ad Hoc Subcommittee on Global Affairs for their recommendation.</p> <p>06/26/2018 – GGAC asked Members Council to refer this motion to Society ExCom because many of the contacts with non-US Government Officials take place by the Board of Directors and ExCom, not through GGAC.</p> <p>05/22/2020 – ExCom voted unanimously to defeat this motion. The consensus was that GAC is already actively approaching this issue and no additional action is needed at this time.</p> <p><b>COMPLETE</b></p>
Atlanta – 10/2016	7l	That the Handbook includes a chapter on ventilation for the textile and garment industries. <b>(Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)</b>	Technical Activities Committee	<b>OPEN</b>
Chicago – 01/2018	17	That a referral be made be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in ASHRAE documentation by January 1, 2019. <b>(Region XII, Florida West Coast Chapter – 2017 Fall CRC)</b>	Technology Council	<p>01/23/2018 – Members Council approved this motion and referred it to Technology Council for consideration.</p> <p><b>OPEN</b></p>
Atlanta – 11/2018	13	That a scoring system for TCs (Technical Committees) similar to the PAOE (Presidential Award of Excellence) scoring system for chapters be created. <b>(Region XII – Brasil Chapter – 2018 Fall CRC)</b>	Technology Council	<p>02/21/2019 – Technology Council referred this motion to TAC for review and response. This is currently being addressed by TAC in their MOP that applies to all TCs.</p> <p><b>OPEN</b></p>
Atlanta – 11/2018	15	That by July 1, 2019 that the Standing Standards Project Committees (SSPC's) and Standards Project Committees (SPC's) create permanent liaison positions on the ASHRAE SSPC or SPC for a person in the society or organization who's published documents are referenced by that Standard. <b>(Region XII – Central Florida Chapter – 2018 Fall CRC)</b>	Standards Committee & Technology Council	<b>OPEN</b>
Atlanta – 11/2018	28	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures. <b>(Region II – Montreal Chapter – 2018 Fall CRC)</b>	Technology Council	<p>02/21/2019 – Technology Council referred this motion to TC 8.7 with copy to the TAC Chair.</p> <p><b>OPEN</b></p>
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	Technology Council	<p>02/21/2019 – Technology Council referred this motion to TC 4.2 through RAC and TAC. It is likely that the best response would be to submit this as a research project.</p> <p><b>OPEN</b></p>

## STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		"ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994. <b>(Region X – Tucson Chapter – 2018 Fall CRC)</b>		
Atlanta – 11/2019	7a	That Society revise the criteria for the Scholarship program to allow the contribution to be taken in Canadian funds and the scholarship be given in Canadian funds. <b>(Region II – Toronto Chapter – 2019 Fall CRC)</b>	Scholarship Trustees  Foundation Trustees	3/11/2020 – The scholarship trustees reviewed the attached referral motion from Members Council at their meeting on February 4, 2020 in Orlando. The trustees recommend the motion be referred to the ASHRAE Foundation Trustees since the issue involves the contribution of funds, which is the responsibility and work of the ASHRAE Foundation and not within the scope of the Scholarship Trustees.  <b>OPEN</b>
Atlanta – 11/2019	7d	That the ASHRAE Bylaws, Article II, be amended to change the print grade from "Member" to "Full Member." <b>(Region IX – Rocky Mountain Chapter – 2019 Fall CRC)</b>	Membership Promotion Committee	<b>COMPLETE</b>
Atlanta – 11/2019	7e	That the Society Nominating Committee revise the Nominating Process and Ballot, to deliberate and present candidates for election by the membership in priority order from the final vote of the Nominating Committee, immediately following the Winter meeting as follows: a. President-Elect and Treasurer; not less than two for each, but not more than three for each position. b. Vice Presidents; not less than six, but not more than eight. c. Directors-at-Large (DAL); not less than six, but not more than nine. <b>(Region XII – Florida West Coast Chapter – 2019 Fall CRC)</b>	Nominating Committee	<b>OPEN</b>
Atlanta – 11/2019	7f	That Region XIV be consulted in the process of replacing the staff member in Europe. <b>(Region XIV – UK Midlands Chapter – 2019 Fall CRC)</b>	Executive Committee	05/22/2020 – ExCom voted unanimously to defeat this motion. The Brussels Staff Presence Review Task Group has consulted Region XIV as part of the work of that group. <b>COMPLETE</b>
Atlanta – 11/2019	7g	That the ASHRAE President or President-Elect be mandated to charter new chapters. <b>(Region-At-Large – Sub Region Chairs – 2019 Fall CRC)</b>	Executive Committee	05/22/2020 – ExCom voted unanimously to defeat this motion. There was consensus that mandating attendance is difficult. All efforts are made to have senior officers attend chapter chartering ceremonies. Chapters are encouraged to be proactive and flexible with scheduling the event so the President or President-Elect can attend. Additionally, Chuck was assigned an action item to work with Members Council to develop a recommendation or methodology for how chapter charter scheduling will occur. <b>COMPLETE</b>
Atlanta – 11/2019	21	That Society hold one HVAC Essentials course in Region II per year. <b>Region II – Toronto Chapter – 2019 Fall CRC)</b>	Professional Development Committee	<b>OPEN</b>
Atlanta – 11/2019	23	That Society "to build a Standard" for neutralization systems for the prevention of release of corrosive wastes entering a sewer system. Corrosive waste neutralization systems do not currently have a standard for compliance and is referenced in the O.B.C. (Ontario Building Code) and N.P.C. (National Plumbing Code) 7.4.4.4 and 2.4.4.4 respectively as a requirement. <b>(Region II – Windsor Chapter – 2019 Fall CRC)</b>	Technology Council	<b>OPEN</b>
Atlanta – 11/2019	33	That ASHRAE investigate a carbon offset policy for air travel. <b>(Region XIV – Ireland Chapter – 2019 Fall CRC)</b>	Technology Council	<b>OPEN</b>
Atlanta – 11/2019	42	That Section 5 of the candidate's ASHRAE individual biographical report (ASHRAE Bio), headshot photo, and a maximum one-page statement from each candidate, in addition to the currently provided information, be attached to the electronic member ballot and information package <b>(Motion 13 11/14/2019 – Region XII Florida West Coast Chapter – 2019 Fall CRC).</b>	Nominating Committee	<b>OPEN</b>

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
<b>2020 MEMBERS COUNCIL WINTER MEETING (02/02/2020)</b>					
1	5	Staff	06/20	Complete	To report results of Motion 7c (11/14/2019) from the grassroots committees to the Kansas City Chapter and publish on the website.
2	5	Staff	06/20	Complete	To report recommendations of Motion 7c (11/14/2019) from the grassroots committees to the Members Council Planning Subcommittee for consideration.
4	9	Membership Promotion Committee	06/20	Complete	To return Motion 7d (11/14/2019) Rocky Mountain Chapter: That the ASHRAE Bylaws, Article II, be amended to change the print grade from "Member" to "Full Member" back to MPC for rewrite and present to Members Council for approval during the meeting in Austin, Texas. If approved, the motion will be submitted to the BOD for a bylaws change.
5	9	Staff	06/20	Complete	To report status of Motion 7d (11/14/2019) to the Rocky Mountain Chapter and publish on the website.
6	9	Staff	06/20	Complete	To report the results of Motion 7h (11/14/2019) to the Sri Lankan Chapter and publish on the website.
7	10	Staff	06/20	Complete	To report comments from RP Committee to the Members Council Planning Subcommittee for 2019 CRC Motion 18 Louisville Chapter.
8	10	Staff	06/20	Complete	To report status of 2019 CRC Motion 18 to the Louisville Chapter and publish on the website.
9	10	Staff	06/20	Complete	To report comments from RP Staff and RP Committee to the Members Council Planning Subcommittee for 2019 CRC 14 Tennessee Valley Chapter.
10	10	Staff	06/20	Complete	To report status of 2019 CRC Motion 14 to the Tennessee Valley Chapter and publish on the website.
11	12	Staff	06/20	Complete	To report the results of Motion 25 (11/18/2018) to the Granite State Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
12	12	MP Staff	06/20	Complete	To report to Membership Promotion Committee from the Communications Committee, the results of Motion 9 (01/15/2019) regarding researching the feasibility and capabilities of expanding the ASHRAE 365 app (see Attachment F/A).
13	15	Staff	06/20	Complete	To revise MCO, Section 2.5.I, Government Affairs as indicated in Motion 12.
14	17	Staff	06/20	Complete	To send results of Motion 24 to the Oregon Chapter and publish on the website.
15	17	Staff	06/20	Complete	To send results of Motion 25 to the Oregon Chapter and publish on the website.
16	18	Staff	06/20	Complete	To report results of Referred Motion 24 (06/25/2019) to the Oregon Chapter and publish on the website.
17	18	Staff	06/20	Complete	To report results of Referred Motion 25 (06/25/2019) to the Oregon Chapter and publish on the website.
20	19	Staff	06/20	Complete	To report the results of Motion 15 to the Evansville Chapter and publish on the website.
21	19	Staff	06/20	Complete	To report the results of Referred Motion 11 (11/14/2019) to the Evansville Chapter and publish on the website.
22	20	Staff	06/20	Complete	To report the results of Referred Motion 26 (11/14/2019) to the Louisville Chapter and publish on the website.
23	20	Staff	06/20	Complete	To refer 2019 CRC Motion 43 (CARICOM Chapter) to CTTC for consideration.
24	20	Staff	06/20	Complete	To report status of 2019 CRC Motion 43 to CARICOM Chapter and publish on website.
26	23	Staff	06/20	Complete	To report results of Motion 18 (11/14/2019) to the Gold Coast Chapter and publish on the website.
27	23	Staff	06/20	Complete	To send information to GAC concerning the MAPs Project.
28	24	Staff	06/20	Complete	To report the results of Motion 19 (02/04/2020) to the Madison Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
29	25	Staff	06/20	Complete	To revised Appendix AF of CRC Manual as indicated in Motion 20 (02/04/2020).

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**2019 MEMBERS COUNCIL FALL MEETING (11/14-15/2019)**

41	21	Staff	01/20	Open	To work on a database that will track motions and their status that could be used at the Regional and Society levels and make available on the website as indicated in Motion 29.
43	22	Staff	01/20	Open	To work on a database that will improve the method of tracking motions, documenting historical records by category and topic as indicated in Motion 30.
58	27	Staff	01/20	Complete	To report status of Motion 40 to the Madison Chapter and publish on the website.
61	29	Staff	01/20	Complete	To update PAOE webpage and PAOE Newsletter that clearly shows in each category which chair and/or co-chair are authorized to enter PAOE points.

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**2019 MEMBERS COUNCIL ANNUAL MEETING (06/25/2019)**

28	33	Staff	11/19	Complete	To develop a comprehensive list of training activities to publish on the website in one location as indicated in Motion 38.
32	37	Manual Subcommittee	11/19	Open	To review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO.
37	39	Manual Subcommittee	11/19	Open	To make recommendation on Region XI, Alaska Chapter, 2019 Spring CRC Motion 5, "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head."
38	39	Manual Subcommittee	11/19	Open	To review award point structure for Chapter Service Award and Regional Award of Merit and make recommendation.